

# BASIC CONTENT MANAGEMENT IN PLONE

Wim Hugo



# WORKSHOP SESSION 1

- **Screen Layout and Organisation**
- **Content Management**
- **Publication Life Cycles**
- **Security and Permissions**
- **Basic Search Capabilities**

# SCREEN LAYOUT AND ORGANISATION

The screenshot displays a Windows Internet Explorer browser window with the address bar showing <http://nc.qsens.net/>. The browser's Favorites bar includes links to <http://www.topevents.co.z...>, [GeoNames Web Service D...](#), [Bishop Hill blog - The c...](#), [Suggested Sites](#), [Web Slice Gallery](#), and [Customize Links](#). The browser's title bar reads "Test and Training — CoGIS".

The main content area of the web page features a banner with logos for the National Research Foundation (NRF), South African Environmental Observation Network (SAEON), CSIR (our future through science), and the Department of Science and Technology, Republic of South Africa. A search bar is located in the top right corner, with a "Search" button and a checkbox for "only in current section".

Below the banner, there are navigation tabs for "Home" and "Test Folder". A "You are here: Home" breadcrumb is visible. A "Navigation" sidebar on the left contains a tree view with "Test and Training" and "Test Folder" folders. The "Test and Training" folder is currently selected, and its contents are displayed in the main content area.

On the right side of the page, there are links for "Spatial Search" and "Site Map". At the bottom right, there is a "Log in" button, links for "Forgot your password?" and "New user?", and a calendar for January 2011. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "105%".

Four blue callout boxes with white text and arrows point to specific areas of the page:

- Banner Area**: Points to the top banner containing logos and search functionality.
- Tabs**: Points to the navigation tabs below the banner.
- Portlets**: Points to the "Navigation" sidebar on the left.
- Content Area**: Points to the main content area displaying the "Test and Training" folder contents.

# SCREEN LAYOUT AND ORGANISATION

The screenshot displays a Windows Internet Explorer browser window with the address bar showing `http://nc.qsens.net/`. The browser's Favorites bar contains several links, including `http--www.topevents.co.z...`, `GeoNames Web Service D...`, and `Bishop Hill blog - The c...`. The website's header features a search bar with the text "Search Site" and a "Search" button, along with links for "Spatial Search" and "Site Map". Below the search bar, there is a checkbox labeled "only in current section". The main content area is titled "Test and Training" and includes a "Test Folder" link. A right sidebar contains a "Log in" form with fields for "Login Name" and "Password", a "Log in" button, and links for "Forgot your password?" and "New user?". A calendar for January 2011 is also visible in the sidebar. Three blue callout boxes with arrows point to specific features: "Quick Search (LiveSearch)" points to the search bar, "Site Commands" points to the navigation menu, and "Portlets" points to the left sidebar.

Quick Search (LiveSearch)

Site Commands

Portlets

Search Site Search Spatial Search Site Map

only in current section

Log in Register

Log in

Login Name

Password

Log in

Forgot your password?

New user?

« January 2011 »

Mo Tu We Th Fr Sa Su

Send this Print this

Internet | Protected Mode: On 105%



# CONTENT MANAGEMENT

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://nc.qsens.net/>. The browser's address bar and tabs are visible at the top. The website's header includes a search bar and navigation links like "Spatial Search" and "Site Map". Below the header, there are logos for various South African organizations: NRF (National Research Foundation), SAEON (South African Environmental Observation Network), CSIR (Council for Scientific and Industrial Research), and the Department of Science and Technology of the Republic of South Africa. A navigation menu at the bottom left shows "Home" and "Test Folder". A "Log in" button is located at the bottom right. A blue callout box with a white border and a pointer to the "Test Folder" in the navigation menu contains the text: "Content is basically arranged as folders and files". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "105%".

# LOGGING IN

Test and Training — CoGIS - Windows Internet Explorer

http://nc.qsens.net/

Wikipedia (en)


File Edit View Favorites Tools Help

Favorites http--www.topevents.co.z... GeoNames Web Service D... - Bishop Hill blog - The c... Suggested Sites Web Slice Gallery Customize Links

Test and Training — CoGIS

Search Site Search Spatial Search Site Map

only in current section



Home Test Folder

Log in Register

You are here: Home

Navigation

- Test and Training
- Test Folder

Test and Training

Test Folder

Send this Print this

Log in

Login Name  
root

Password  
.....

Log in

Forgot your password?

New user?

< January 2011 >

Internet | Protected Mode: On 105%

Login Facility may be available as a portlet

# SCREEN CONTENT – LOGGED IN

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Test and Training — CoGIS - Windows Internet Explorer
- Address Bar:** http://nc.qsens.net/
- Navigation Bar:** Includes search, home, and various utility icons.
- Page Header:** Search Site, Search, Spatial Search, Site Map, Site Setup. Includes a checkbox for "only in current section".
- Logos:** NRF (National Research Foundation), SAEON (South African Environmental Observation Network), CSIR (our future through science), and Department of Science & Technology, Republic of South Africa.
- Navigation Tabs:** Home, Test Folder.
- User Information:** SAEON Systems Administrator, Preferences, Log out, My Folder.
- Current Location:** You are here: Home
- Navigation Panel:** Test and Training, Test Folder.
- Toolbar:** Contents, View, Edit, Rules, Sharing, Actions, Display, Add new..., State: Published.
- Main Content:** A yellow banner reads "Welcome... you are now logged in." Below it, there are sections for "Test" and "History".
- Calendar:** A calendar for January 2011 is visible on the right, with the 25th highlighted in a yellow box.
- Search Panel:** Search Site, Search, Advanced Search...
- Footer:** Done, Internet | Protected Mode: On, 105% zoom.

Two blue callout boxes are overlaid on the page:

- Series of Additional Views:** Points to the "View" tab in the toolbar.
- Series of Additional Commands:** Points to the "Actions" dropdown menu in the toolbar.

# CONTENT TYPES

The screenshot shows a web browser window displaying a content management system (CMS) interface. The browser's address bar shows the URL `http://nc.qsens.net/`. The page header includes logos for NRF, SAEON, CSIR, and the Department of Science and Technology of the Republic of South Africa. A search bar is located in the top right corner. The main content area features a navigation menu on the left and a central content area with a welcome message and a list of content items. A dropdown menu is open, showing various content types such as Blog, Collection, Communities, Custodian, Event, File, Folder, Form Folder, Image, Issue Tracker, Link, and Map Project. A blue callout box points to this menu with the text "Content Types – standard and 'add-ins'".

Content Types – standard and 'add-ins'.

Navigation

- Test and Training
- Test Folder

Manage portlets

Welcome! You are now logged in.

## Test and Training

by [admin](#) — last modified Jan 24, 2011 07:09 PM

[Test Folder](#) — by [SAEON Systems Administrator](#) — last modified Jan 24, 2011 07:09 PM

**History**

Actions | Display | Add new... | State: Published

- Blog
- Collection
- Communities
- Custodian
- Event
- File
- File
- Folder
- Form Folder
- Image
- Issue Tracker
- Link
- Map Project

« January 2011 »						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Search Site [Search] Advanced Search...

Internet | Protected Mode: On | 105%

# ADDING CONTENT TYPES - PAGE

CoGIS - Windows Internet Explorer

http://nc.qsens.net/portal\_factory/Document/document.2011-01-25.9502753569/edit

Wikipedia (en)

Favorites http--www.topevents.co.z... GeoNames Web Service D... - Bishop Hill blog - The c... Suggested Sites Web Slice Gallery Customize Links

CoGIS

only in current section

**NRF** National Research Foundation  
**SAEON** South African Environmental Observation Network  
**CSIR** our future through science  
**science & technology** Department: Science and Technology REPUBLIC OF SOUTH AFRICA

Home Test Folder

SAEON System Administrator Preferences Log out My Folder

You are here: Home → [...]

## Add Page

A page in the site. Can contain rich text.

Default Categorization Dates Ownership Settings

**Title**

Test Page

**Description**  
A short summary of the content.

This is a Test Page

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	31					

Search Site Search

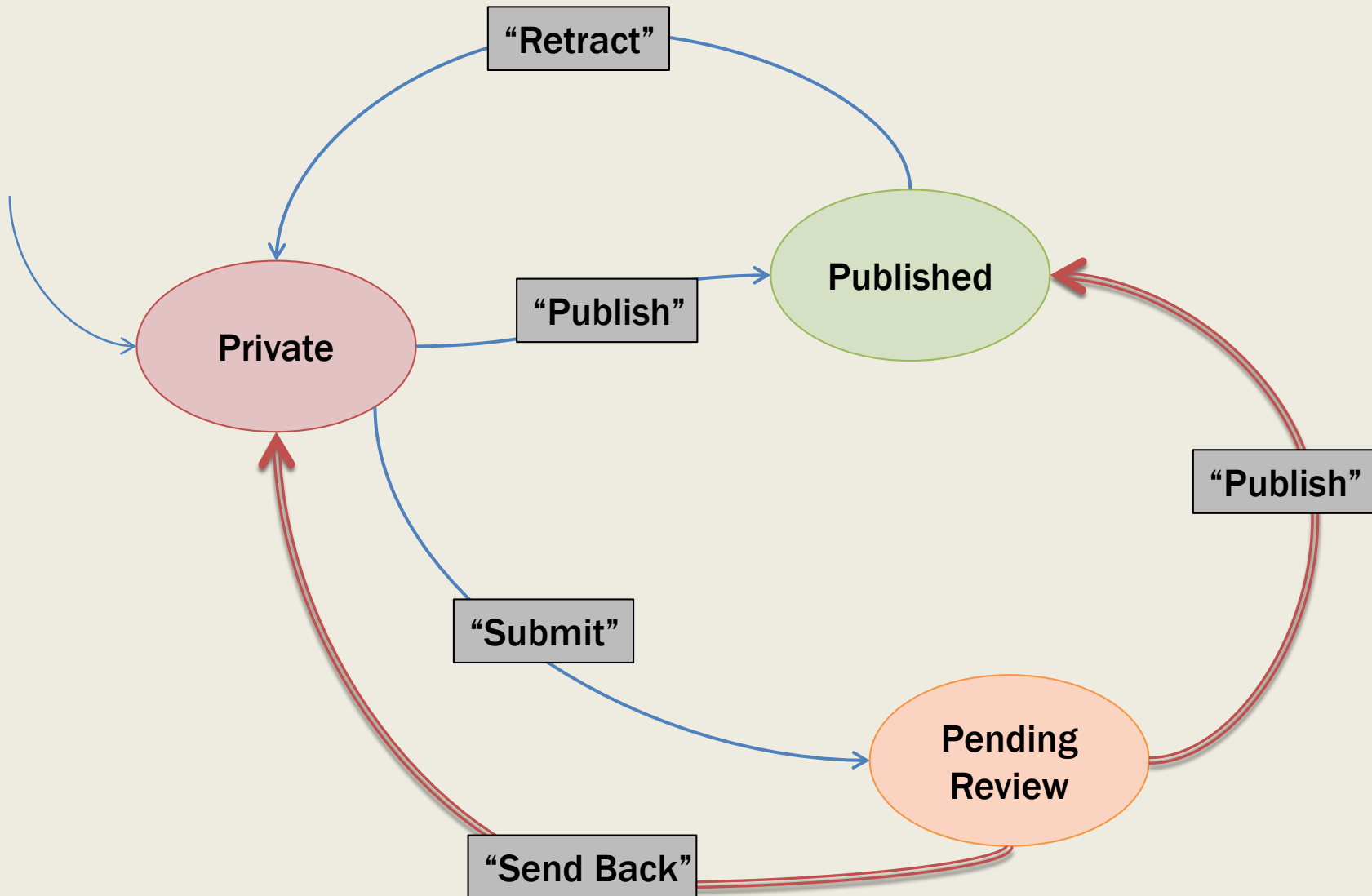
Advanced Search...

Internet | Protected Mode: On 105%

# SAVED PAGE – PUBLICATION STATE

The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "Test Page" on the URL <http://nc.qsens.net/test-page>. The page content includes logos for the National Research Foundation and the Department of Science and Technology, Republic of South Africa. A blue callout box with the text "Private by Default" points to the "State: Private" dropdown menu in the "Actions" section of the page. The "Actions" menu is open, showing options: "Publish", "Publish Provisionally", "Submit for publication", "Advanced...", and "Policy...". A tooltip "Change the state of this item" is visible over the "State: Private" dropdown. The page also shows a "Changes saved." message and a "Test Page" section with the text "This is a Test Page". A calendar widget for January 2011 is visible on the right side of the page, with the 25th highlighted. The browser's address bar shows the URL [http://nc.qsens.net/test-page/content\\_status\\_history](http://nc.qsens.net/test-page/content_status_history).

# PUBLICATION STATES AND ACTIONS



# ADVANCED PUBLICATION OPTIONS

The screenshot shows a web browser window displaying a page titled "Test Page — CoGIS". The page content includes a navigation sidebar, a main content area with tabs for "View", "Edit", and "Sharing", and a right-hand calendar widget. The main content area is titled "Publishing process" and contains several sections: "Affected content" with a table listing items, "Publishing Date" with a date selection form, "Expiration Date" with another date selection form, and "Comments" with a text input field. A blue callout box with a pointer highlights the date selection forms, containing the text "Control Publication and Expiry Dates".

**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 up 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"/>	<b>Test Page</b>	0 kB	Jan 25, 2011 03:28 AM	Private

**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 each.

Control Publication and Expiry Dates



# DISPLAY OPTIONS

Test and Training — CoGIS - Windows Internet Explorer

http://nc.qsens.net/


Wikipedia (en)

Favorites http--www.topevents.co.z... GeoNames Web Service D... - Bishop Hill blog - The c... Suggested Sites Web Slice Gallery Customize Links

Test and Training — CoGIS

Search Site Search Spatial Search Site Map Site Setup

only in current section



Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home

Navigation

- Test and Training
- Test Folder

Manage portlets

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

Welcome! You are now logged in.

**Test and Training**

by [admin](#) — last modified Jan 24, 2011 07:09 PM

**Test Folder** — by [SAEON Systems Administrator](#) — last modified Jan 24, 2011 07:10 PM

**History**

Summary view  
Tabular view  
Thumbnail view  
• Standard view  
Select a content item as default view...

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Search Site Search

Advanced Search...

Send this Print this

Internet | Protected Mode: On 105%




# SUMMARY VIEW

data.saeon.ac.za/sample-... x Test and Training — CoGIS x +

nc.qsens.net

Spatial Search Site Map Site Setup

Search Site  Search   
 only in current section

 **SAEON** South African Environmental Observation Network  
 **CSIR** our future through science  
 **science & technology** Department: Science and Technology REPUBLIC OF SOUTH AFRICA

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home

Navigation

- Test and Training
- Test Folder

Manage portlets

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

**Info** View changed.

## Test and Training

by [admin](#) — last modified Jan 24, 2011 07:09 PM

### Test Folder

[Read More...](#)

### Test Page

This is a Test Page

[Read More...](#)

**History**

— Send this — Print this —

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	31					

Search

Search Site  Search

[Advanced Search...](#)

[Manage portlets](#)

# TABULAR VIEW





data.saeon.ac.za/sample-... x Test and Training — CoGIS x +

nc.qsens.net

Spatial Search Site Map Site Setup

Search Site  Search

only in current section

[Home](#) [Test Folder](#)

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home

Navigation

- Test and Training
- Test Folder

[Manage portlets](#)

[Contents](#) [View](#) [Edit](#) [Rules](#) [Sharing](#)

[Actions](#) [Display](#) [Add new...](#) [State: Published](#)

**Info** View changed.

## Test and Training

by [admin](#) — last modified Jan 24, 2011 07:09 PM

Title	Author	Type	Modified
Test Folder	SAEON Systems Administrator	Folder	Jan 24, 2011 07:10 PM
Test Page	SAEON Systems Administrator	Page	Jan 25, 2011 03:28 AM

**History**

— Send this — Print this —

[Search](#)

Advanced Search...

[Manage portlets](#)

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

# REGISTER AS A USER

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://nc.qsens.net/`. The page title is "Test and Training — CoGIS". The browser's Favorites bar shows several links, including "http--www.topevents.co.z...", "GeoNames Web Service D...", and "Bishop Hill blog - The c...". The page content includes logos for NRF (National Research Foundation), SAEON (South African Environmental Observation Network), CSIR (Council for Scientific and Industrial Research), and the Department of Science and Technology of the Republic of South Africa. A search bar is located at the top right, and a "Log in Register" link is visible in the top right corner. The main content area features a "Test and Training" heading and a "Test Folder" link. A blue callout box with white text points to the "Register" link, stating: "Plone allows registration as a new user by default". The right sidebar contains a "Log in" form with fields for "Login Name" and "Password", a "Log in" button, and links for "Forgot your password?" and "New user?". The bottom of the browser window shows the status bar with "Internet | Protected Mode: On" and a zoom level of "105%".

# FILL IN DETAILS AND PASSWORDS

csiruser.2011-01-25.2263557704 — CoGIS - Windows Internet Explorer

http://nc.qsens.net/createMember

Wikipedia (en)

csiruser.2011-01-25.2263557704 — CoGIS

You are here: Home → Member Profiles → csiruser.2011-01-25.2263557704

Log in Register

## Registration Form

**User name** ■  
Enter a user name, usually something like 'jsmith'. No spaces or special characters. User names and passwords are case sensitive, make sure the capslock key is not enabled. This is the name used to log in.

ICSU

**Full name**  
Enter full name, eg. John Smith.

ICSU Test User

**E-mail** ■  
Enter an email address. This is necessary in case the password is lost. We respect your privacy and will not pass your address away to any third parties or expose it anywhere.

wim@saeon.ac.za

**Password**  
Minimum 5 characters

.....

**Confirm password**  
Re-enter the password. Make sure the passwords are identical.

.....

Send a mail with the password

Register

**Log in**

**Login Name**

.....

**Password**

.....

Log in

Click on 'Register' when done

Search

Search Site Search

Advanced Search...

http://nc.qsens.net/portal\_memberdata/portal\_factory/CSIRUser/csiruser.2011-01-25.2263557704/reg\_form

Internet | Protected Mode: On

105%

# LOG IN WITH NEW CREDENTIALS


CoGIS - Windows Internet Explorer

http://nc.qsens.net/acl\_users/credentials\_cookie\_auth/require\_login?came\_from=http%3A//nc.qsens.net/porta... | Wikipedia (en)

CoGIS

Search Site  Search Spatial Search Site Map

only in current section



Home

Log in Register

You are here: Home

Please log in

**Login Name**

**Password**

**Forgot your password?**  
If you have forgotten your password, [we can send you a new one.](#)

**New user?**

Done Internet | Protected Mode: On 105%



# LIVESHARCH

data.saeon.ac.za/sample-... x Test and Training — CoGIS x nc.qsens.net/prefs\_users\_... x

nc.qsens.net

Spatial Search Site Map Site Setup

test Search  
only in current section

LiveSearch ↓

- Test Page [100%]  
This is a Test Page
- Test Folder [96%]
- Test and Training [84%]

Advanced Search...

Home Test Folder

SAEON Sys

You are here: Home

Navigation

- Test and Training
- Test Folder

Manage portlets

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

## Test and Training

by [admin](#) — last modified Jan 24, 2011 07:09 PM

Title	Author	Type	Modified
Test Folder	SAEON Systems Administrator	Folder	Jan 24, 2011 07:10 PM
Test Page	SAEON Systems Administrator	Page	Jan 25, 2011 03:28 AM

History

Send this — Print this —

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Search

Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

# ADVANCED SEARCH

The screenshot shows a web browser window with the address bar displaying `nc.qsens.net/search_form`. The page title is "Advanced search for content". The main content area contains several search filters:

- Search Text:** A text input field for entering search terms. Below it, a note states: "For a simple text search, enter your search term here. Multiple words may be found by combining them with **AND** and **OR**. The text in this field will be matched with items' contents, title and description."
- Title:** A text input field with the label "Return items matching this title."
- Categories:** A list of categories with checkboxes: (CFR), ( Conservation), (Cowling), (GCMD), (2080), (Baviaanskloof). Below the list are radio buttons for "Match any" (selected) and "Match all".
- Description:** A text input field with the label "Return items matching this description. Multiple words may be found by combining them with **AND** and **OR**."
- New items since:** A dropdown menu currently set to "Ever" with the label "Return items added since you were last logged on, the last week, etc."
- Item type:** A section with the label "Return items of a specific type." containing a grid of checkboxes for various content types: Select All/None, Archive, Blog, Blog Entry, Blog Folder, Link, Log, LogContainer, and Logs.



# WORKSHOP SESSION 2

- **Folders**
- **External Files**
- **Pages**
- **News Items**
- **Links**
- **Events**
- **External Content**

# PREREQUISITES FOR UPLOADING CONTENT

- Registered user
- Must be logged in
- Must be a “contributor”
  
- Confirm a work area
- This will usually be a folder

# LOGGED IN, FOLDER WORK AREA

Themes — CoGIS

data.rvatlas.org/themes

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environment

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes

Navigation

- Themes
- Template Theme
- Agriculture
- Biodiversity
- Weather & Climate
- Coasts and Oceans
- Environmental Health
- Socio-Economic
- Water
- Emissions and Air Quality
- Groundwater
- Human Settlements
- Disaster Management

Manage portlets

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

### Themes

by SAEON Systems Administrator

#### Why do we use themes?

The Atlas has been structured by theme, to aid users who might be interested in specific topics. The theme page provides a (brief) introduction, indicates partners, key documents, keywords for searching and links to the relevant data within the Atlas.

Certain subjects straddle more than one theme, of course. As a result, you may find a document or data source in more than one theme. This simply indicates how multi-dimensional certain topics are.

#### History

Send this — Print this —

Add, edit or remove a portlet below the content

REPUBLIC OF SOUTH AFRICA

Manage portlets

User must be logged in

Content will usually be added under a Theme

Navigate to a Theme

# WORK DIRECTLY IN THE 'CONTENTS' TAB

The screenshot shows a web browser window with the URL [data.rvatlas.org/themes/agriculture\\_template](http://data.rvatlas.org/themes/agriculture_template). The page title is "Agriculture Theme Page". The main header reads "SA RISK AND VULNERABILITY ATLAS Electronic Spatial Database" with a subtitle: "The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments". A navigation menu includes Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, Themes, and User Guides. The breadcrumb trail is "You are here: Home → Themes → Agriculture".

The "Contents" tab is highlighted in a red box, and a callout box points to it with the text "Click on 'Contents'". Below the tabs, the "Agriculture Theme Page" is displayed, showing the "Introduction" and "Background" sections. The "Background" section contains the following text:

Agriculture, both commercial and small scale, fulfils a prominent role in the economy and stability of the Southern African region. It serves as a vehicle to ensure food security and provides thousands of jobs annually. Maize is the largest locally produced field crop and the staple food of the South African population. Fruit and wine exports earn significant foreign exchange with South Africa ranked the 9th largest exporter of wine in the world. However, water is a critical limiting factor for agricultural production. Predicted climate change, which is expected to alter existing climate conditions, will have significant effects on water supply and demand for the agricultural sector. It will also impose new challenges for various crops, livestock regions and other farming systems across the country.

Below the text is a landscape image of mountains. On the right side of the page, there are portlets for "Partners" (DAFF), "Value-Added Products" (AGIS), "Documents", and "DST" (Department of Science and Technology, Republic of South Africa). A "Manage portlets" link is visible at the bottom right.

# NOTE THE CONTENT TYPES AND STATES ...

The screenshot shows a web browser window with the URL `data.rvatlas.org/themes/agriculture_template/folder_contents`. The page title is "SA RISK AND VULNERABILITY ATLAS Electronic Spatial Database". The navigation menu includes Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, Themes, and User Guides. The breadcrumb trail is "You are here: Home → Themes → Agriculture".

The main content area shows a folder named "Agriculture" with a "DST" dropdown menu. Below the folder name, there are tabs for "Contents", "View", "Edit", "Rules", and "Sharing". The "Contents" tab is active, displaying a table of items. The table has columns for "Title", "Size", "Modified", "State", and "Order".

Select:	Title	Size	Modified	State	Order
<input type="checkbox"/>	Agriculture Theme Page	2.2 kB	Apr 29, 2010 01:30 PM	Published	::
<input type="checkbox"/>	Agriculture Theme Page	2.4 kB	Nov 15, 2010 03:41 PM	Published	::
<input type="checkbox"/>	Images	1 kB	Dec 15, 2009 03:09 PM	Published	::
<input type="checkbox"/>	Peer reviewed literature	1 kB	May 24, 2010 12:28 PM	Published	::
<input type="checkbox"/>	Literature	1 kB	May 24, 2010 11:28 AM	Published	::
<input type="checkbox"/>	Eden District agriculture and climate change	1.7 MB	May 24, 2010 09:26 AM		::
<input type="checkbox"/>	Climate change and food security.pdf	750.5 kB	May 24, 2010 11:23 AM		::
<input type="checkbox"/>	Other	1 kB	Oct 15, 2010 11:25 AM	Private	::

Below the table, there are buttons for "Copy", "Cut", "Rename", "Delete", and "Change State". At the bottom, there is a note: "Add, edit or remove a portlet below the content".

Two callout boxes provide additional information:

- Folder contains sub-folders and any number of content types
- Some items may not be published (yet).

# CLICK ON 'ADD NEW' ...

The screenshot shows a web browser window with the URL `data.rvatlas.org/themes/agriculture_template/folder_contents`. The page title is "SA RISK AND VULNERABILITY ATLAS Electronic Spatial Database". The navigation bar includes links for Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, Themes, and User Guides. The breadcrumb trail is "You are here: Home → Themes → Agriculture".

The main content area displays a table of content items for the "Agriculture" theme. The table has columns for Title, Size, Modified, State, and Order. A dropdown menu is open over the "Add new..." button, listing various content types: Collection, Event, File, Folder, Form Folder, Image, Link, News Item, Page, and Window. A callout box points to this menu with the text "Lists all content types available in the context." Another callout box points to the "Add new..." button with the text "Configure which content types can be added here".

Select:	Title	Size	Modified	State	Ord
<input type="checkbox"/>	Agriculture Theme Page	2.2 kB	Apr 29, 2010 01:30 PM	Published	::
<input type="checkbox"/>	Agriculture Theme Page	2.4 kB	Nov 15, 2010 03:41 PM	Published	::
<input type="checkbox"/>	Images	1 kB	Dec 15, 2009 03:09 PM	Published	::
<input type="checkbox"/>	Peer reviewed literature	1 kB	May 24, 2010 12:28 PM	Published	::
<input type="checkbox"/>	Literature	1 kB	May 24, 2010 11:28 AM	Published	::
<input type="checkbox"/>	Eden District agriculture and climate change	1.7 MB	May 24, 2010 09:26 AM		::
<input type="checkbox"/>	Climate change and food security.pdf	750.5 kB	May 24, 2010 11:23 AM		::
<input type="checkbox"/>	Other	1 kB	Oct 15, 2010 11:25 AM	Private	::

At the bottom of the table, there are buttons for Copy, Cut, Rename, Delete, and Change State. Below the table, there is a link to `data.rvatlas.org/themes/agriculture_template/folder_constraintypes_form` and the text "Add, edit or remove a portlet below the content".

# IMPORTANT CONTENT TYPES

- Folder
- File
- Image
- Page
- Window

 Collection

 Event

 File

 Folder

 Form Folder

 Image

 Link

 News Item

 Page

 Window



# START BY ADDING A FOLDER

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes → Agriculture

Contents View Edit Rules Sharing

Agriculture

by SAEON Systems Administrator — last modified Dec 15, 2009 10:44 AM

▲ Up one level

Theme page

Select: All

	Title	Size	Modified	State	Ord
<input type="checkbox"/>	Agriculture Theme Page	2.2 kB	Apr 29, 2010 01:30 PM	Published	::
<input type="checkbox"/>	Agriculture Theme Page	2.4 kB	Nov 15, 2010 03:41 PM	Published	::
<input type="checkbox"/>	Images	1 kB	Dec 15, 2009 03:09 PM	Published	::
<input type="checkbox"/>	Peer reviewed literature	1 kB	May 24, 2010 12:28 PM	Published	::
<input type="checkbox"/>	Literature	1 kB	May 24, 2010 11:28 AM	Published	::
<input type="checkbox"/>	Eden District agriculture and climate change	1.7 MB	May 24, 2010 09:26 AM		::
<input type="checkbox"/>	Climate change and food security.pdf	750.5 kB	May 24, 2010 11:23 AM		::
<input type="checkbox"/>	Other	1 kB	Oct 15, 2010 11:25 AM	Private	::

Copy Cut Rename Delete Change State

data.rvatlas.org/themes/agriculture\_template/folder\_constraintypes\_form Add, edit or remove a portlet below the content

DST science & technology Department: Science and Technology REPUBLIC OF SOUTH AFRICA

Click on 'Folder'

Configure which content types can be added here



# NAME THE FOLDER AND SAVE

data.rvatlas.org/themes/agriculture\_template/portal\_factory/Folder/folder.2010-11-16.6223564268/edit

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes → Agriculture → [..]

### Add Folder

A folder which can contain other items.

Default ■ Categorization Dates Ownership Settings

**Title ■**

Test Folder

**Description**

A short summary of the content.

This is a test folder to illustrate content addition

Save Cancel

Add, edit or remove a portlet below the content

DST

science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Provide a title and a description

Save the information

# NOTE THE PUBLICATION STATE ...

The screenshot shows a web browser window with the URL `data.rvatlas.org/themes/agriculture_template/test-folder/`. The page header includes navigation links like 'Community Search', 'Spatial Search', and 'Site Map'. The main title is 'SA RISK AND VULNERABILITY ATLAS Electronic Spatial Database'. Below the title is a navigation menu with 'Home', 'Communities', 'Catalogue', 'Atlas', 'Search', 'Case Studies', 'Data Providers', 'Themes', and 'User Guides'. A breadcrumb trail reads 'You are here: Home → Themes → Agriculture → Test Folder'. The main content area features a folder management interface with tabs for 'Contents', 'View', 'Edit', 'Rules', and 'Sharing'. A 'State: Private' dropdown menu is highlighted with a red arrow. The folder name is 'Test Folder', created by 'SAEON Systems Administrator' on Nov 16, 2010. A note states: 'This is a test folder to illustrate content addition. There are currently no items in this folder.' A 'DST science & technology' logo is visible in the top right corner. A red callout box at the bottom right contains the text: 'Folder is private: not visible to anyone except the owner.'

Folder is private: not visible to anyone except the owner.

# ADD A FILE

The screenshot shows a web browser window with the URL `data.rv Atlas.org/themes/agriculture_template/test-folder/`. The page header includes navigation links like "Community Search", "Spatial Search", "Site Map", "Site Setup", "SAEON Systems Administrator", "Preferences", "Log Out", and "My Folder". A search bar is present with the text "Search Site" and a "Search" button. The main content area features the title "SA RISK AND VULNERABILITY ATLAS" and "Electronic Spatial Database". Below this is a navigation menu with buttons for "Home", "Communities", "Catalogue", "Atlas", "Search", "Case Studies", "Data Providers", "Themes", and "User Guides". The breadcrumb trail reads "You are here: Home → Themes → Agriculture → Test Folder".

The main content area displays a folder view for "Test Folder" with tabs for "Contents", "View", "Edit", "Rules", and "Sharing". The folder is owned by "SAEON Systems Administrator" and was last modified on Nov 16, 2010. The folder description states: "This is a test folder to illustrate content addition. There are currently no items in this folder." Below the description is a link: "Add, edit or remove a portlet below the content".

An "Add new..." dropdown menu is open, showing options: "Collection", "Event", "File", "Folder", "Form Folder", "Image", "Link", "News Item", "Page", "Window", and "Restrictions...". The "File" option is highlighted, and a tooltip above it says "An external file uploaded to the site." A red arrow points from a text box at the bottom right to the "File" option in the menu.

On the right side, there is a "DST" portlet with the logo of the Department of Science and Technology, Republic of South Africa, and a "Manage portlets" link.

At the bottom of the page, there is a copyright notice: "CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license." The browser's address bar at the very bottom shows the URL: `data.rv Atlas.org/themes/agriculture_template/test-folder/createObject?type_name=File`.

Files can be uploaded to the portal from a local disk

# PROVIDE FILE DETAILS

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes → Agriculture → Test Folder → [...]

#### Add File

An external file uploaded to the site.

Default Categorization Dates Ownership Settings

**Title**

This is a Test File

**Description**

A short summary of the content.

The Test File is used to illustrate content uploads

**File**

Choose File No file chosen

Save Cancel

Add, edit or remove a portlet below the content

DST

science & technology

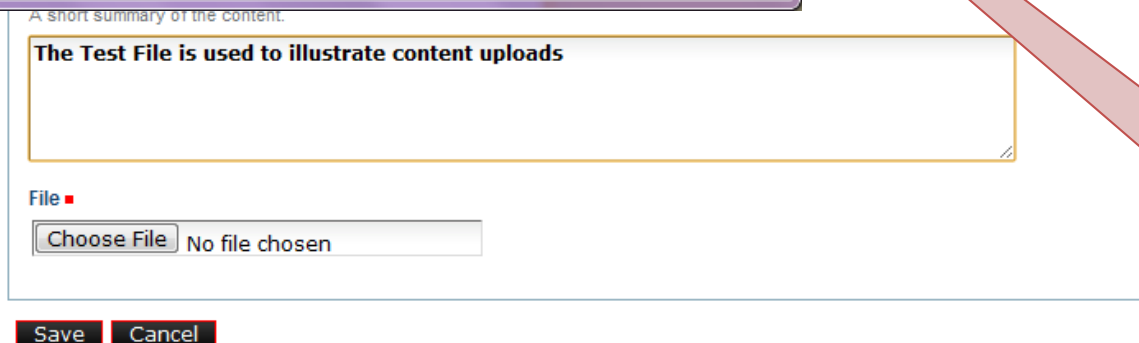
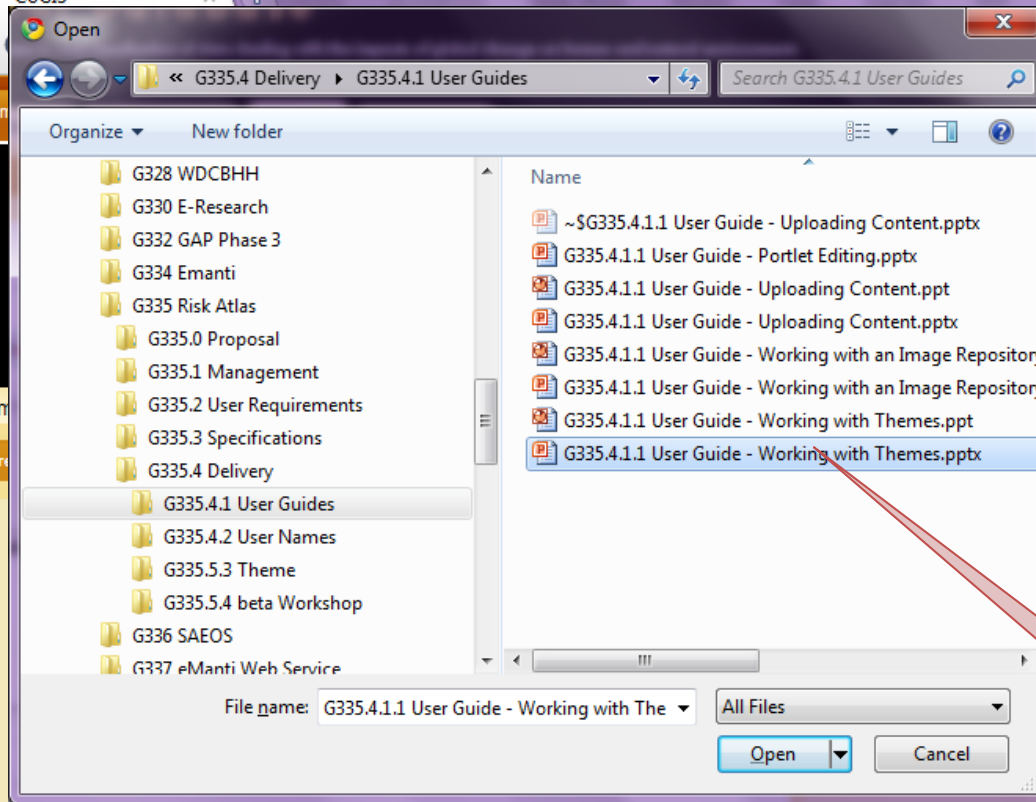
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Manage portlets

Provide a name and a description for the file.

Select the file here

# PROVIDE FILE DETAILS AND SAVE



Select a file from a local disk location

# FILE IS UPLOADED THROUGH FTP

This is a Test File — CoGIS x

data.rvatlas.org/themes/agriculture\_template/test-folder/G335.4.1.1%20User%20Guide%20-%20Working%20with%20Themes.pptx/view

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes → Agriculture → Test Folder → This is a Test File


View Edit Sharing Actions

Info Changes saved.

### This is a Test File

by [SAEON Systems Administrator](#) — last modified Nov 16, 2010 11:07 AM


The Test File is used to illustrate content uploads

 [G335.4.1.1 User Guide - Working with Themes.pptx](#) — application/vnd.openxmlformats-officedocument.presentationml.presentation, 7157Kb

Send this — Print this —

[Add, edit or remove a portlet below the content](#)

DST



science & technology  
Department:  
Science and Technology  
REPUBLIC OF SOUTH AFRICA

[Manage portlets](#)

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

The file is visible, and if clicked and the portal is capable of displaying it, it will do so. If not, the portal will download it



# CREATE A SIMPLE PAGE ...

The screenshot shows a web browser window with the URL `data.rvatlas.org/themes/agriculture_template/test-folder`. The page title is "Test Folder — CoGIS". The browser's address bar shows the URL. The page header includes navigation links: "Community Search", "Spatial Search", "Site Map", "Site Setup", "SAEON Systems Administrator", "Preferences", "Log Out", "My Folder", and a "Search Site" box. The main content area features the title "SA RISK AND VULNERABILITY ATLAS" and "Electronic Spatial Database". Below the title is a navigation menu with buttons for "Home", "Communities", "Catalogue", "Atlas", "Search", "Case Studies", "Data Providers", "Themes", and "User Guides". The breadcrumb trail reads "You are here: Home → Themes → Agriculture → Test Folder".

The main content area displays the "Test Folder" page. It has tabs for "Contents", "View", "Edit", "Rules", and "Sharing". The page title is "Test Folder" by "SAEON Systems Administrator" — last modified Nov 16, 2010 10:57 AM. The text below the title reads "This is a test folder to illustrate content addition". A table lists the content:

Title	Author	Type	Modified
This is a Test File	SAEON Systems Administrator	File	Nov 16, 2010 11:07 AM

Below the table, there is a link: "Add, edit or remove a portlet below the content". A dropdown menu is open, showing options: "Collection", "Event", "File", "Folder", "Form Folder", "Image", "Link", "News Item", "Page", "Window", and "Restrictions...". The "Page" option is highlighted. A tooltip over the "Page" option reads: "A page in this site. Can contain rich text".

On the right side, there is a "DST" logo and text: "science & technology", "Department: Science and Technology", "REPUBLIC OF SOUTH AFRICA". Below the logo is a "Manage portlets" link.

At the bottom of the page, there is a copyright notice: "CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license." The address bar at the bottom shows the URL: `data.rvatlas.org/themes/agriculture_template/test-folder/createObject?type_name=Document`.

Creating a page requires some composition skills and practice 0 bit is not difficult

# PAGES CAN BE CREATED IN A WYSIWYG HTML EDITOR

The screenshot shows a web browser window with the URL `data.rvatlas.org/themes/agriculture_template/test-folder/portal_factory/Document/document.2010-11-16.0199243507/edit`. The main content area is titled "Add Page" and contains a form with the following fields:

- Title:** A text input field containing "This is a Test Page".
- Description:** A text area containing "This is a test page used to illustrate the creation of content".
- Body Text:** A rich text editor with a toolbar and a text area. The text area contains "This is a heading" (bolded), "This is my test entry - text can be bold as well", and "Different styles are available" (highlighted in orange).

A dropdown menu is open over the toolbar, showing various styles such as "Call-out", "Normal paragraph", "Subheading", "Literal", "Discreet", "Pull-quote", "Page break (print only)", "Clear floats (remove style)", "Character styles", and "Highlight". The "Call-out" option is currently selected.

On the right side of the page, there is a sidebar with the DST logo and the text "science & technology Department: Science and Technology REPUBLIC OF SOUTH AFRICA". Below the logo is a "Manage portlets" link.

Three callout boxes provide additional information:

- Callout 1: "Provide a title and a description for the page." (points to the Title and Description fields)
- Callout 2: "The toolbar can be used to add different types of web page content." (points to the toolbar)
- Callout 3: "Predefined styles can be applied to the page." (points to the dropdown menu)



# AFTER SAVING, THE PAGE IS AVAILABLE

This is a Test Page — Co... x

data.rvatlas.org/themes/agriculture\_template/test-folder/this-is-a-test-page

Community Search Spatial Search Site Map Site Setup SAEON Systems Administrator Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes User Guides

You are here: Home → Themes → Agriculture → Test Folder → This is a Test Page

View Edit Sharing Actions State: Private

Info Changes saved.

### This is a Test Page

by SAEON Systems Administrator — last modified Nov 16, 2010 11:21 AM

This is a test page used to illustrate the creation of content

### This is a heading

This is my test entry - text can be **bold** as well

Different styles are available

History

Send this Print this

Add, edit or remove a portlet below the content

DST  
science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Manage portlets

The finished page is displayed

# PAGES CAN BE ELABORATE ...

The screenshot shows a web browser window displaying the 'Agriculture Theme Page' on the 'SA Risk and Vulnerability Atlas' website. The browser's address bar shows the URL 'data.rvatlas.org/themes/agriculture\_template/Agriculture'. The website's header includes navigation links for 'Community Search', 'Spatial Search', 'Site Map', 'Log In', and 'Register', along with a search bar and a 'Search Site' button. The main heading reads 'SA RISK AND VULNERABILITY ATLAS Electronic Spatial Database', with a sub-heading: 'The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments'. Below the heading is a navigation menu with 'Home', 'Search', 'Case Studies', 'Data Providers', and 'Themes'. A breadcrumb trail indicates 'You are here: Home → Themes → Agriculture'. The page content is organized into a grid. On the left, there are two sidebars: 'Partners' (listing DAFF) and 'Value-Added Products' (listing AGIS). The main content area features the title 'Agriculture Theme Page' and an 'Introduction' section. Below the introduction is a 'Background' section with a paragraph of text: 'Agriculture, both commercial and small scale, fulfils a prominent role in the economy and stability of the Southern African region. It serves as a vehicle to ensure food security and provides thousands of jobs annually. Maize is the largest locally produced field crop and the staple food of the South African population. Fruit and wine exports earn significant foreign exchange with South Africa ranked the 9th largest exporter of wine in the world. However, water is a critical limiting factor for agricultural production. Predicted climate change, which is expected to alter existing climate conditions, will have significant effects on water supply and demand for the agricultural sector. It will also impose new challenges for various livestock regions and other farming systems across the country.' Below the text is a photograph of a landscape with mountains and a large, curved structure, possibly a dam or a large pipe. On the right side, there are two 'Documents' sections. The top one lists 'Government Publications' and 'Peer-Reviewed Articles'. The bottom one lists 'Documents' with a 'More...' link. At the bottom right, there is a 'Log in' button and a logo for the 'REPUBLIC OF SOUTH AFRICA'.

Community Search Spatial Search Site Map Log In Register Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

### Electronic Spatial Database

The SA Risk and Vulnerability Atlas supports the access to and visualisation of data dealing with the impacts of global change on human and natural environments

Home Search Case Studies Data Providers Themes

You are here: Home → Themes → Agriculture

#### Partners

DAFF

#### Value-Added Products


AGIS

## Agriculture Theme Page

### Introduction

### Background

Agriculture, both commercial and small scale, fulfils a prominent role in the economy and stability of the Southern African region. It serves as a vehicle to ensure food security and provides thousands of jobs annually. Maize is the largest locally produced field crop and the staple food of the South African population. Fruit and wine exports earn significant foreign exchange with South Africa ranked the 9th largest exporter of wine in the world. However, water is a critical limiting factor for agricultural production. Predicted climate change, which is expected to alter existing climate conditions, will have significant effects on water supply and demand for the agricultural sector. It will also impose new challenges for various livestock regions and other farming systems across the country.



#### Documents

Government Publications  
Peer-Reviewed Articles

#### Documents

More...

REPUBLIC OF SOUTH AFRICA

Log in

This is a page containing images as well.

# ADD A NEWS ITEM

data.saeon.ac.za/sample... Test Folder — CoGIS

nc.qsens.net/test-folder

Spatial Search Site Map Site Setup

Search Site Search  
 only in current section

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder

Contents View Edit Rules Sharing

**Test Folder**  
by [SAEON Systems Administrator](#) — last modified Jan 24, 2011 07:10 PM  
There are currently no items in this folder.

**History**

Actions Display Add new... State: Published

- Blog
- Collection
- Communities
- Custodian
- Event
- File
- File
- Folder
- Form Folder
- Image
- Issue Tracker
- Link
- Map Project
- MapServerFacade
- News Item**
- Page
- Templated Doc
- Window

this — Print this —

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is licensed under the LGPL license.

Powered by Plone Valid XHTML Valid CSS Sect

nc.qsens.net/test-folder/createObject?type\_name=News+Item

Select 'News Item' from the list of available content types

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

# FILL IN THE NEWS ITEM CONTENT

The screenshot shows a web browser window with the URL `nc.qsens.net/test-folder/portal_factory/News%20Item/news_item.2011-01-25.1160272915/edit`. The page title is "Add News Item". Below the title is a sub-header: "An announcement that will show up on the news portlet and in the news listing." There are four tabs: "Default" (selected), "Categorization", "Dates", "Ownership", and "Settings".

The form contains three main sections:

- Title**: A text input field containing "Test News Item".
- Description**: A text area containing "Test News Item Description".
- Body Text**: A text area containing "This is my test news item text."

On the right side of the page, there is a calendar for January 2011, with the 25th highlighted. Below the calendar is a search box with the text "Search Site" and a "Search" button. Further down is an "Advanced Search..." link and a "Manage portlets" link.

A red callout box with a pointer to the "Title" and "Description" fields contains the text: "Title and 'Abstract', with news item body".

# NEWS CAN HAVE AN IMAGE

Select an Image to Upload. Remember the caption.

## Image

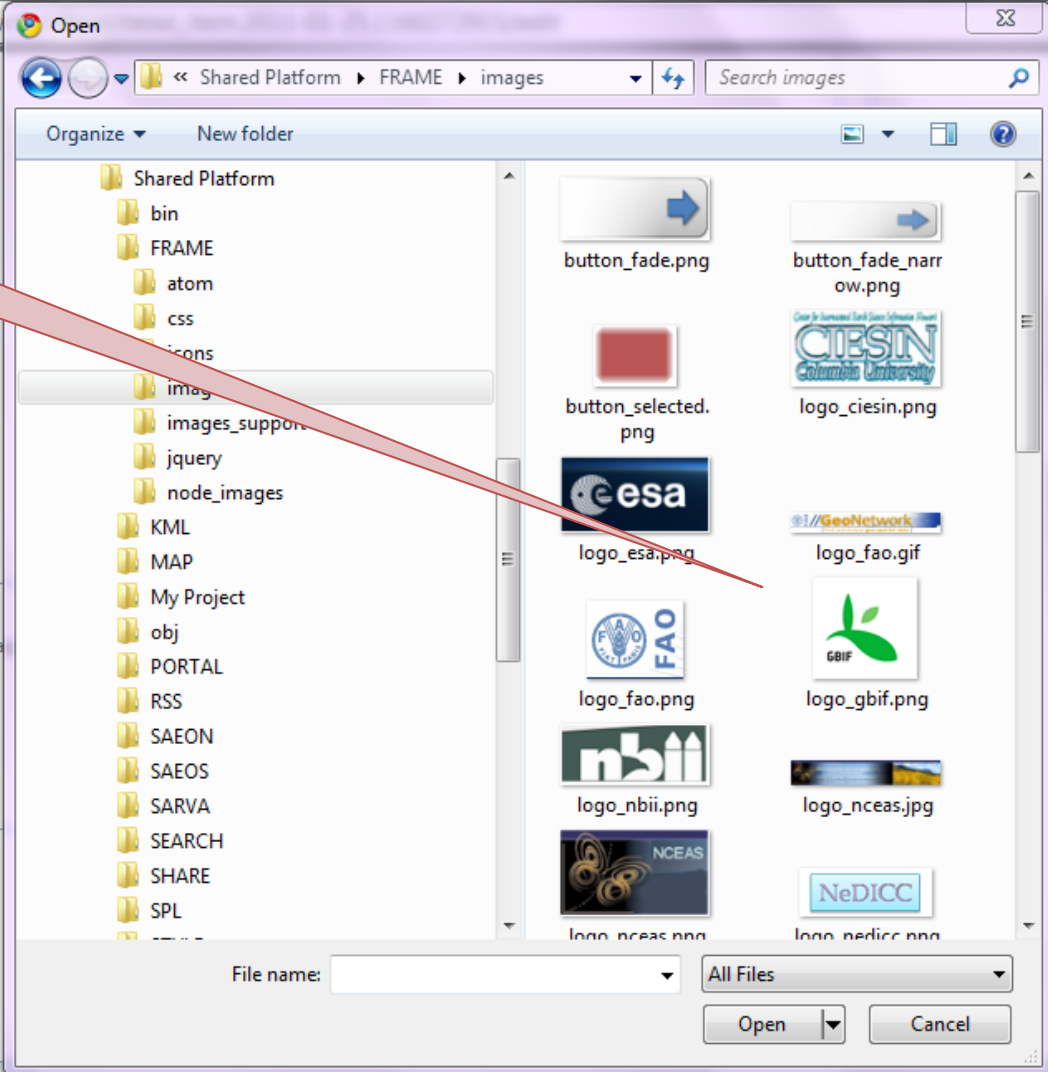
Will be shown in the news listing, and in the news item itself. Image

No file chosen

## Image Caption

## Change note

Enter a comment that describes the changes you made.



# FINISHED ITEM

data.saeon.ac.za/sample... x Test News Item — CoGIS x +

nc.qsens.net/test-folder/test-news-item

Spatial Search Site Map Site Setup

Search Site Search  
 only in current section

**NRF** National Research Foundation  
**SAEON** South African Environmental Observation Network  
**CSIR** our future through science  
**science & technology** Department: Science and Technology REPUBLIC OF SOUTH AFRICA

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder → Test News Item

Navigation

- Test Folder
- Test News Item**

Manage portlets

View Edit Sharing Actions State: Private

**Info** Changes saved.

## Test News Item

by [SAEON Systems Administrator](#) — last modified Jan 25, 2011 05:31 AM

### Test News Item Description

This is my test news item text.

**History**

  
GBIF

— Send this — Print this —

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
						31

Search

Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.



# NEWS PORTLET

data.saeon.ac.za/sample-... Test and Training — CoGIS

nc.qsens.net

Spatial Search Site Map Site Setup

Search Site Search  
only in current section

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home

Navigation

- Test and Training
- Test Folder

News

- Test News Item  
Jan 25, 2011

Manage portlets

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

## Test and Training

by [admin](#) — last modified Jan 24, 2011 07:09 PM

Title	Author	Type	Modified
Test Folder	SAEON Systems Administrator	Folder	Jan 24, 2011 07:10 PM
Test Page	SAEON Systems Administrator	Page	Jan 25, 2011 03:28 AM

History

Published Items show in News Portlet

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Search

Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

Powered by Plone Valid XHTML Valid CSS Section 508 WCAG



# ADDING A LINK

data.saeon.ac.za/sample... x Test Folder — CoGIS x +

nc.qsens.net/test-folder

Spatial Search Site Map Site Setup

Search Site Search  
only in current section

NRF National Research Foundation  
SAEON South African Environmental Observation Network  
CSIR our future through science  
science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder

News  
Test News Item  
Jan 25, 2011  
Manage portlets

Contents View Edit Rules Sharing

Test Folder  
by SAEON Systems Administrator — last modified Jan 24, 2011 07:10 PM  
Test News Item — by SAEON Systems Administrator — last modified Jan 24, 2011 07:10 PM  
Test News Item Description

Actions Display Add new... State: Published

- Blog
- Collection
- Communities
- Custodian
- Event
- File
- File
- Folder
- Form Folder
- Image
- Issue Tracker
- Link
- Map Project
- MapServer Arcade
- News Item
- Page
- Templated Document
- Window

this — Print this —

« January 2011 »  
Mo Tu We Th Fr Sa Su  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30  
31

Search  
Search Site Search  
Advanced Search...  
Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is licensed under the LGPL license.

Powered by Plone Valid XHTML Valid CSS Sect

nc.qsens.net/test-folder/createObject?type\_name=Link

Select 'Link' from the list of available content types

A link to an internal or external resource.

# FILL IN REQUIRED FIELDS

The screenshot shows a web browser window with the address bar displaying `nc.qsens.net/test-folder/portal_factory/Link/link.2011-01-25.2667833645/edit`. The page title is "Add Link". The form contains several sections with required fields highlighted in orange:

- Title**: A text input field containing "Test Link".
- Description**: A text area containing "This is a test link".
- External Link**: A text input field containing "www.google.com".
- Internal link**: A text input field containing "No reference set. Click the add button to s".
- Image**: A file selection button labeled "Choose File" with the text "No file chosen".
- Image Caption**: An empty text input field.

Other elements on the page include a "News" sidebar with a "Test News Item" dated "Jan 25, 2011", a "Manage portlets" link, a calendar for January 2011 (with the 25th highlighted), a search box, and a "Change note" section at the bottom.


# SAVED LINK


data.saeon.ac.za/sample... x Test Link — CoGIS x +


nc.qsens.net/test-folder/test-link


Spatial Search Site Map Site Setup


Search Site Search  
 only in current section


 **NRF**  
National Research Foundation


 **SAEON**  
South African Environmental Observation Network


 **CSIR**  
our future through science

 **science & technology**  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

 **NRF**

 **SAEON**

 **CSIR**

 **science & technology**

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder → Test Link

Navigation

- Test Folder
- Test Link**

News

- Test News Item  
Jan 25, 2011

Manage portlets

View Edit Sharing Actions State: Private

Info Changes saved.

## Test Link

by [SAEON Systems Administrator](#) — last modified Jan 25, 2011 05:46 AM

**This is a test link**

The link address is: [www.google.com](http://www.google.com)

History

— Send this — Print this —

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
31						

Search

Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

Powered by Plone Valid XHTML Valid CSS Section 508 WCAG

# ADDING AN EVENT

data.saeon.ac.za/sample... x Test Folder — CoGIS x Test Link — CoGIS

nc.qsens.net/test-folder

Spatial Search Site Map Site Setup

Search Site Search  
 only in current section

NRF National Research Foundation  
SAEON South African Environmental Observation Network  
CSIR our future through science  
science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder

News

Test News Item  
Jan 25, 2011

Manage portlets

Contents View Edit Rules Sharing

Test Folder  
by SAEON Systems Administrator — last modified Jan 24, 2011 07:10 PM

Test News Item — by SAEON Systems Administrator — last modified Jan 25, 2011  
Test News Item Description

Test Link — by SAEON Systems Administrator — last modified Jan 25, 2011  
This is a test link

Actions Display Add new... State: Published

- Blog
- Collection
- Communities
- Custodian
- Event**
- File
- File
- Folder
- Form Folder
- Image
- Issue Tracker
- Link
- Map Project
- MapServerFacade
- News Item
- Page
- Templated Document
- Window

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

Mo Tu We Th Fr Sa Su

3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30

Search  
Search Site Search

Advanced Search...

Manage portlets

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is licensed under the LGPL license.

Powered by Plone Valid XHTML Valid CSS Sect

nc.qsens.net/test-folder/createObject?type\_name=Event

# POPULATE EVENT DATA

data.saeon.ac.za/sample-... x [...] — CoGIS x Test Link — CoGIS x +

nc.qsens.net/test-folder/portal\_factory/Event/event.2011-01-25.9050085502/edit

News

Test News Item  
Jan 25, 2011

Manage portlets

## Add Event

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

Default ■ Categorization Dates Ownership Settings

**Title** ■

Test Event

**Description**

A short summary of the content.

This is a Test Event

**Event Location**

Knowledge Commons

**Event Starts** ■

2011 / January / 25 05 : 55 AM

**Event Ends** ■

2011 / January / 25 11 : 55 PM

**Event body text**

This is the event text.

« January 2011 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Search

Search Site

Advanced Search...

Manage portlets

# EVENT DATA (CONTINUED)

data.saeon.ac.za/sample-... x [...] — CoGIS x Test Link — CoGIS x

nc.qsens.net/test-folder/portal\_factory/Event/event.2011-01-25.9050085502/edit

**Attendees**

A.N. Other  
Me  
Myself  
I

**Event Type(s)**

Existing categories

ACCESS Advanced Seminar Series: ^  
Convention  
Habitable planet  
Humboldt Conference 2009  
MA-RE  
Meeting  
UCT  
Workshop  
carbon  
cycles

New categories

Training Sessions

**Event URL**  
Web address with more info about the event. Add http:// for external links.  
<http://www.google.com>

**Contact Name**  
[Wim](#)

**Contact E-mail**  
[wim@saeon.ac.za](mailto:wim@saeon.ac.za)

**Contact Phone**  
0836311521

# SAVED EVENT

data.saeon.ac.za/sample-... x Test Event — CoGIS x Test Link — CoGIS x +

nc.qsens.net/test-folder/test-event

Home Test Folder

SAEON Systems Administrator Preferences Log out My Folder

You are here: Home → Test Folder → Test Event

Navigation

- Test Folder
- Test Event**

News

- Test News Item  
Jan 25, 2011

Manage portlets

View Edit Sharing

Actions State: Private

Info Changes saved.

## Test Event

by SAEON Systems Administrator — last modified Jan 25, 2011 05:59 AM  
— filed under: [Training Sessions](#)

### This is a Test Event

This is the event text.

[More information about this event...](#)

What	■ Training Sessions
When	Jan 25, 2011 from 05:55 AM to 11:55 PM
Where	Knowledge Commons
Contact Name	Wim
Contact Phone	0836311521
Attendees	A.N. Other Me Myself I
Add event to calendar	vCal iCal

History

January 2011

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	<b>25</b>	26	27	28	29	30
						31

Search

Search Site Search

Advanced Search...

Manage portlets

iCalendar — vCalendar — Send this — Print this —



# WORKSHOP SESSION 3

- **Default Views**
- **Custom Pages**
- **Styling and Page Organisation**
- **Images and Hyperlinks**
- **Portlets**

# LOOK AT AN ESTABLISHED EXAMPLE

**SA RISK AND VULNERABILITY ATLAS**  
Equipping decision-makers with information on the impact and risk of global change in the region

science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Communities Catalogue Atlas Search Case Studies Data Providers **Themes**

You are here: Home → Themes

Navigation

- Themes
- Template Theme
- Agriculture Theme
- Biodiversity Theme
- Climate Theme
- Coastal Theme
- Environmental Health Theme
- Human Settlements Theme
- Socio-Economic Theme
- Water Resources Theme

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

## Themes

by [root test user](#) — last modified Dec 09, 2009 02:54 PM

### Risk and Vulnerability Atlas Themes

Title	Author	Type	Modified
Template Theme	root test user	Folder	Dec 14, 2009 09:11 PM
Agriculture Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Biodiversity Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Climate Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Coastal Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Environmental Health Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Human Settlements Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Socio-Economic Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Water Resources Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Themes	root test user	Page	Dec 14, 2009 09:15 PM

The 'Themes' topic opens a set of theme folders

The Template Theme can be used for new themes

The Template Theme is not published and is only visible to some users

A pro-forma Theme has been created for each theme area by copying the template

A Theme page has also been created as an introduction. Click to view and edit.

# EDITING THE LANDING PAGE

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes → Themes

Navigation

Themes

- Template Theme
- Agriculture Theme
- Biodiversity Theme

View Edit **Sharing** Actions State: Published

## Themes

by [root test user](#) — last modified Dec 14, 2009 09:15 PM

**A page describing the various Risk and Vulnerability Atlas Themes**

The page opens in 'View' mode. Click 'Edit'.



Template Theme

- Agriculture Theme
- Biodiversity Theme
- Climate Theme
- Coastal Theme
- Environmental Health Theme
- Human Settlements Theme
- Socio-Economic Theme
- Water Resources Theme
- Themes**

« December 2009 »

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
<b>14</b>	15	16	17	18	19	20
21	22	23	24	25	26	27

## Edit Page

A page in the site. Can contain rich text.

Default **Categorization** Dates Ownership Settings

**Title**

Themes

**Description**

A short summary of the content.

**A page describing the various Risk and Vulnerability Atlas Themes**

**Body Text**

**B** **I** [List icons] [Image icon] [Link icon] [HTML]

**Risk and Vulnerability Atlas Themes**

Add a paragraph ...

And another ...

The title and description can be edited.

A simple wysiwyg editor is available - but can also be switched to HTML view

Other types of pages can also be used - this example is the simplest option.

# MAKE THE LANDING PAGE THE DEFAULT VIEW

Return to the 'Themes' topic.

Click on 'Display' and on 'Select content item as default view'.

Select an item to be used as default view in this folder...

Navigation

- Themes
- Template Theme
- Agriculture Theme
- Biodiversity Theme
- Climate Theme
- Coastal Theme
- Environmental Health Theme
- Human Settlements Theme
- Socio-Economic Theme
- Water Resources Theme

Contents View Edit Rules Sharing

Actions Display Add new... State: Published

## Themes

by root test user — last modified Dec 09, 2009 02:54 PM

### Risk and Vulnerability Atlas Themes

Title	Author	Type	modified
Template Theme	root test user	Folder	Dec 14, 2009 09:11 PM
Agriculture Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Biodiversity Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Climate Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Coastal Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Environmental Health Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Human Settlements Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Socio-Economic Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Water Resources Theme	root test user	Folder	Dec 14, 2009 09:09 PM
Themes	root test user	Page	Dec 14, 2009 09:29 PM

« December 2009 »

# SELECT THE DEFAULT VIEW ...

The screenshot shows a web browser window with the URL `http://rava.qsens.net/themes/select_default_page`. The page header includes navigation links like 'Community Search', 'Spatial Search', 'Site Map', 'Site Setup', 'root test user', 'Preferences', 'Log Out', and 'My Folder'. A search bar is also present. The main content area features a banner for 'SA RISK AND VULNERABILITY ATLAS' with the tagline 'Equipping decision-makers with information on the impact and risk of global change in the region'. Below the banner is a navigation menu with items: Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, and Themes. The 'Themes' item is selected, and the breadcrumb trail shows 'You are here: Home → Themes'. On the left, a 'Navigation' sidebar lists various themes, with 'Themes' highlighted in red. The main content area displays the 'Select default page' dialog, which asks the user to select an item to be the default page. The 'Themes' item is selected with a radio button and is described as 'A page describing the various Risk and vulnerability Atlas Themes'. Below the list are 'Save' and 'Cancel' buttons. A callout box points to the 'Themes' item, stating: 'Only one content item is available as an alternative default view - the page we have just edited.' Another callout box points to the 'Save' button, stating: 'Select it and click 'Save''.



# NEW DEFAULT VIEW

The screenshot shows a web browser window with the URL <http://rava.qsens.net/themes/>. The browser tabs include 'Risk and Vulnerability Atl...', 'Template Theme — CoGIS', and 'Themes — CoGIS'. The page header contains navigation links like 'Community Search', 'Spatial Search', 'Site Map', 'Site Setup', 'root test user', 'Preferences', 'Log Out', and 'My Folder'. A search bar is also present.

The main content area features a large banner for the 'SA RISK AND VULNERABILITY ATLAS' with the tagline 'Equipping decision-makers with information on the impact and risk of global change in the region'. To the right is the logo for 'science & technology' from the Department of Science and Technology, Republic of South Africa.

The navigation menu on the left includes 'Home', 'Communities', 'Catalogue', 'Atlas', 'Search', 'Case Studies', 'Data Providers', and 'Themes'. The 'Themes' item is highlighted in red. Below the navigation menu, the breadcrumb path reads 'You are here: Home → Themes'.

The main content area has a sub-navigation bar with 'Contents', 'View', 'Edit', 'Rules', and 'Sharing'. Below this, there is an 'Info' box stating 'View changed.' and a heading 'Themes' by 'root test user' — last modified Dec 14, 2009 09:29 PM. The main heading is 'Risk and Vulnerability Atlas Themes', followed by a text editor area with 'Add a paragraph ...' and 'And another ...'.

Two callout boxes provide additional information: one points to the 'Themes' menu item, stating 'Clicking on 'Themes' now displays the page as a default instead of the normal list of content items.', and another points to the 'Themes' heading in the main content area, stating 'The content items are still visible in the Navigation pane.'

# WHAT ORDINARY USERS SEE

The screenshot shows a Mozilla Firefox browser window with the address bar at <http://rava.qsens.net/themes/>. The page title is "Themes — CoGIS". The main content area displays the "SA RISK AND VULNERABILITY ATLAS" banner with the tagline "Equipping decision-makers with information on the impact and risk of global change in the region". Below the banner is a navigation menu with items: Home, Catalogue, Atlas, Search, Case Studies, Data Providers, and Themes. A breadcrumb trail shows "You are here: Home → Themes". On the left, a "Navigation" sidebar lists various themes, with "Themes" highlighted. The main content area shows the "Themes" section with a description: "A page describing the various Risk and Vulnerability Atlas Themes". Below this is the heading "Risk and Vulnerability Atlas Themes" followed by a rich text editor with the text "Add a paragraph ..." and "And another ...". At the bottom right, there are links for "Send this" and "Print this". On the far right, a login form is visible with fields for "Password" and a "Log In" button, along with links for "Forgot your password?" and "New user?".

Community Search Spatial Search Site Map Log In Register Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

Equipping decision-makers with information on the impact and risk of global change in the region

Home Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes

### Themes

A page describing the various Risk and Vulnerability Atlas Themes

#### Risk and Vulnerability Atlas Themes

Add a paragraph ...

And another ...

Send this — Print this —

Users that are not logged in do not see the template theme – it isn't published

They also do not see menu items and editing facilities.



# EDITING AND CUSTOMISING A FOLDER

Risk and Vulnerability Atl... x Risk and Vulnerability Atl... x Template Theme — CoGIS x Themes — CoGIS x +

Community Search Spatial Search Site Map Site Setup root test user Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

Equipping decision-makers with information on the impact and risk of global change in the region

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes

### Navigation

- Themes
- Template Theme
- Agriculture Theme
- Biodiversity Theme
- Climate Theme
- Coastal Theme
- Environmental Health Theme
- Human Settlements Theme
- Socio-Economic Theme
- Water Resources Theme

Contents View Edit Rules Sharing

Info View changed.

## Themes

by root test user — last modified Dec 14, 2009 09:29 PM

### Risk and Vulnerability Atlas Themes

Add a paragraph ...

And another ...

History

Click on the folder to be edited and customised

# CONTROLLING STRUCTURE

The screenshot shows a web browser window with several tabs open. The active tab is 'Biodiversity Theme — Co...'. The address bar shows the URL 'http://rava.qsens.net/themes/biodiversity\_template'. The page header includes navigation links like 'Community Search', 'Spatial Search', 'Site Map', 'Site Setup', and a search bar. Below the header is a banner for 'SA RISK AND VULNERABILITY ATLAS' with the tagline 'Equipping decision-makers with information on the impact and risk of global change in the region'. To the right of the banner is the logo for 'science & technology' from the Department of Science and Technology, Republic of South Africa. The main content area shows a breadcrumb trail 'Home → Themes → Biodiversity Theme' and a list of content items for the 'Biodiversity Theme'. The list includes three items: 'Theme Template Simple Page Example', 'Theme Template Link Example', and 'Theme Template Embedded Web Page Example'. All three items are displayed in red text, indicating they are not published. A 'History' section is also visible below the list.

Community Search Spatial Search Site Map Site Setup root test user Preferences Log Out My Folder Search Site Search only in current section

SA RISK AND VULNERABILITY ATLAS  
Equipping decision-makers with information on the impact and risk of global change in the region

science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes → Biodiversity Theme

Contents View Edit Rules Sharing Actions Display State: Published

## Biodiversity Theme

by root test user — last modified Dec 14, 2009 09:09 PM

A Template Theme to Copy and Extend

Title	Author	Type	Modified
Theme Template Simple Page Example	root test user	Page	Dec 14, 2009 01:10 PM
Theme Template Link Example	root test user	Link	Dec 14, 2009 01:10 PM
Theme Template Embedded Web Page Example	root test user	Window	Dec 14, 2009 02:22 PM

History

Send this — Print this —

Add, edit or remove a portlet below the content

Each theme template contains three example content items:  
(1) A Simple Page  
(2) A Link  
(3) An Embedded Page

Note that they are not published (displayed in red)

# SWITCHING TO CONTENT VIEW

Community Search Spatial Search Site Map Site Setup root test user Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

Equipping decision-makers with information on the impact and risk of global change in the region

science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes → Biodiversity Theme

Contents View Edit Rules Sharing Actions Display Add new... State: Published

### Biodiversity Theme

by [root test user](#) — last modified Dec 14, 2009 09:09 PM  
▲ Up one level

#### A Template Theme to Copy and Extend

Select: All

	Title	Size	Modified	State	Order
<input checked="" type="checkbox"/>	Theme Template Simple Page Example	1 kB	Dec 14, 2009 10:37 AM	Private	::
<input checked="" type="checkbox"/>	Theme Template Link Example	0 kB	Dec 14, 2009 01:10 PM	Private	::
<input checked="" type="checkbox"/>	Theme Template Embedded Web Page Example	1 kB	Dec 14, 2009 02:22 PM	Private	::

Copy Cut Rename Paste Delete Change State

Add, edit or remove a portlet below the content

Its easier to work in 'Contents' view when modifying content.

Several commands are available to assist and the tick boxes allow multiple selections.

Step 1 is to verify the names and descriptions of items. Select all three items and click 'Rename'.

# RENAME ITEMS ...

You are here: Home → Themes → Biodiversity Theme

## Rename item

Each item has a Short Name and a Title, which you can change by entering the

Theme Template Simple Page Example (theme\_template\_folder)

### New Short Name

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

### New Title

Theme Template Link Example (theme\_template\_link)

### New Short Name

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

### New Title

Theme Template Embedded Web Page Example (theme\_template\_embedded)

### New Short Name

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

### New Title

## Rename item

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

Theme Template Simple Page Example (theme\_template\_folder)

### New Short Name

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

### New Title

Theme Template Link Example (theme\_template\_link)

### New Short Name

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

### New Title

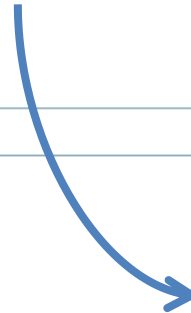
Theme Template Embedded Web Page Example (theme\_template\_embedded)

### New Short Name

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

### New Title

The items can be given any convenient name. Remember that the short name is used by the system, and is of better use if it is unique, while the title is used in the user interface to display items.



# RENAME ITEMS ...

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

theme\_template\_embedded

New Title

Theme Template Embedded Web Page E:

Rename All Cancel

Click 'Rename All'

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes → Biodiversity Theme

Contents View Edit Rules Sharing

Actions Display Add new... Published

Info Renamed 'theme\_template\_folder' to 'theme\_biodiversity\_page'.




## Biodiversity Theme

by root test user — last modified Dec 14, 2009 09:09 PM

▲ Up one level

### A Template Theme to Copy and Extend

Select: All

	Title	Size	Modified	State	Order
<input type="checkbox"/>	 Biodiversity Simple Page	1 kB	Dec 14, 2009 10:37 AM	Private	::
<input type="checkbox"/>	 Biodiversity Link Example	0 kB	Dec 14, 2009 01:10 PM	Private	::
<input type="checkbox"/>	 Theme Biodiversity Embedded Web Page Example	1 kB	Dec 14, 2009 02:22 PM	Private	::

Items have new titles.

http://rava.qsens.net/themes/folder\_contents

rename Paste Delete Change State

# EDITING A SIMPLE PAGE

Community Search Spatial Search Site Map Site Setup root test user Preferences Log Out My Folder Search Site Search only in current section

## SA RISK AND VULNERABILITY ATLAS

Equipping decision-makers with information on the impact and risk of global change in the region

science & technology  
Department: Science and Technology  
REPUBLIC OF SOUTH AFRICA

Home Communities Catalogue Atlas Search Case Studies Data Providers Themes

You are here: Home → Themes → Biodiversity Theme

Contents View Edit Rules Sharing Actions Display Add new... State: Published

Info Renamed 'theme\_template\_folder' to 'theme\_biodiversity\_page'.

### Biodiversity Theme

by root test user — last modified Dec 14, 2009 09:09 PM

▲ Up one level

#### A Template Theme to Copy and Extend

Select: All

	Title	Size	Modified	State	Order
<input type="checkbox"/>	Biodiversity Simple Page	1 kB	Dec 14, 2009 10:31 AM	Private	...
<input type="checkbox"/>	Biodiversity Link Example	0 kB	Dec 14, 2009 01:10 PM	Private	...
<input type="checkbox"/>	Theme Biodiversity Embedded Web Page Example	1 kB	Dec 14, 2009 02:22 PM	Private	...

Copy Cut Rename Paste Delete Change State

Click on the 'Simple Page' to edit..



# EDITING A SIMPLE PAGE

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Risk and Vulnerability Atl..., Risk and Vulnerability Atl..., Template Theme — CoGIS, Biodiversity Simple Page ...
- Address Bar:** [http://rava.qsens.net/themes/biodiversity\\_template/theme\\_biodiversity\\_page](http://rava.qsens.net/themes/biodiversity_template/theme_biodiversity_page)
- Navigation Bar:** Community Search, Spatial Search, Site Map, Site Setup, root test user, Preferences, Log Out, My Folder, Search Site, Search, only in current section
- Header:** SA RISK AND VULNERABILITY ATLAS (with a world map background), Equipping decision-makers with information on the impact and risk of global change in the region. Logo for science & technology, Department: Science and Technology, REPUBLIC OF SOUTH AFRICA.
- Menu:** Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, Themes
- Breadcrumbs:** You are here: Home → Themes → Biodiversity Theme → Biodiversity Simple Page
- Left Sidebar:**
  - Partners: SANBI, SANPARKS, DEA
  - Value-Added Products: BGIS
  - Manage portlets
- Main Content Area:**
  - Buttons: View, Edit, Sharing
  - Title: Biodiversity Simple Page
  - Author/Date: by root test user — last modified Dec 14, 2009 10:37 AM
  - Subtitle: Theme Template Simple Page Example
  - Section: **Heading 1**
  - Section: **Subheading**
  - Text: Paragraph: Lorem ipsum ...
  - Text: Some more paragraphs ....
- Right Sidebar:** Manage portlets
- Annotation:** A green box on the right contains the text "Click on 'Edit'", with a green arrow pointing to the "Edit" button in the main content area.



# CREATION/ EDITING OF A SIMPLE PAGE

The screenshot shows a web browser window with several tabs open: 'Agriculture — CoGIS', 'Photograph - Rhenoster...', 'Theme Template Folder ...', 'Cricinfo.com | Cricket ne...', and 'Advanced Mapping'. The address bar shows the URL 'http://rava.qsens.net/themes/theme\_template/theme\_template\_folder/edit'. The page content includes a sidebar with 'Agriculture' and 'Theme Template Folder' buttons, and a main editing area with tabs for 'View', 'Edit', and 'Sharing'. The 'Edit Page' section has a 'Title' field containing 'Theme Template Simple Page Example', a 'Description' field containing 'Theme Template Simple Page Example', and a 'Body Text' section with a rich text editor toolbar and a heading 'Heading 1'. Three callout boxes on the right provide explanations for these fields.

**Title:** Item will be listed and displayed with this title

**Description:** will show up as tooltips.

**Body:** editor is 'what you see is what you get' or HTML.

# EXAMPLE: ADDING AN IMAGE TO A PAGE

The screenshot shows a web browser window with several tabs: 'Agriculture — CoGIS', 'Photograph - Rhenoster...', 'Theme Template Folder ...', 'Cricinfo.com | Cricket ne...', and 'Advanced Mapping'. The address bar shows the URL: [http://rava.qsens.net/themes/theme\\_template/theme\\_template\\_folder/edit](http://rava.qsens.net/themes/theme_template/theme_template_folder/edit).

The main content area is divided into sections:

- Description:** A short summary of the content. The text 'Theme Template Simple Page Example' is entered in the text area.
- Body Text:** A rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert table, and HTML source.
- Insert Image Dialog:** A modal window titled 'Insert Image' with a breadcrumb 'Home → Themes → Template Theme'. It features a sidebar with 'Home', 'Current folder', 'My recent items', and 'Recent items'. The main area shows a file browser with '.. (Parent folder)'. At the bottom, there is an 'Upload image here...' button and 'Ok', 'Cancel', and 'Reload' buttons.

Three callout boxes provide additional information:

- The top callout box points to the 'Insert Image' icon in the toolbar and states: "Several tools are available to assist with editing, including one for insertion of images".
- The middle callout box points to the 'Insert Image' dialog and states: "The images must already be in the portal.".
- The bottom callout box points to the 'Upload image here...' button and states: "The images can be uploaded from disk, but this is not recommended – [images should be described using meta-data.](#)".

At the bottom left of the browser window, a status bar reads: 'Waiting for rava.qsens.net...'

# EXAMPLE: SEARCHING FOR AN IMAGE

The screenshot shows a web browser window with several tabs open: 'Agriculture — CoGIS', 'Photograph - Rhenoster...', 'Theme Template Folder ...', 'Cricinfo.com | Cricket ne...', and 'Advanced Mapping'. The address bar shows the URL `http://rava.qsens.net/themes/theme_template/theme_template_folder/edit`. The main content area is titled 'Description' and contains a text box with the text 'Theme Template Simple Page Example'. Below this is a 'Body Text' section with a rich text editor toolbar. An 'Insert Image' dialog box is open, showing a search bar with the text 'rhenoster'. The dialog box also displays a breadcrumb trail 'Home → Themes → Template Theme' and a file browser interface with a search bar and 'Upload image here...' button. The dialog box has 'Ok', 'Cancel', and 'Reload' buttons at the bottom.

One can search for an image ...

Waiting for rava.qsens.net...

# RECENTLY USED IMAGES

The screenshot shows a web browser window with several tabs: 'Agriculture — CoGIS', 'Photograph - Rhenoster...', 'Theme Template Folder ...', 'Cricinfo.com | Cricket ne...', and 'Advanced Mapping'. The address bar shows the URL: [http://rava.qsens.net/themes/theme\\_template/theme\\_template\\_folder/edit](http://rava.qsens.net/themes/theme_template/theme_template_folder/edit).

The main content area of the browser displays a 'Description' field with the text 'Theme Template Simple Page Example' and a 'Body Text' field with a rich text editor toolbar. An 'Insert Image' dialog box is open, showing a file browser on the left with a 'Locate' button and a list of files: 'Home', 'Current folder', 'My recent items', 'Recent items', 'Photograph - Rhenosterve...', 'Biodiversity - Kruger Natic', and three 'logo\_DST' files. The 'Photograph - Rhenosterve...' file is selected, and its details are shown on the right: 'Photograph - Rhenosterveld in the Cape Floristic Region', a preview image, '(500 by 664)', 'Alignment' (Left selected, Inline, Right), 'Size' (Preview (400, 400)), and 'Text' (Photograph - Rhenosterveld). At the bottom of the dialog are 'Ok', 'Cancel', and 'Reload' buttons.

Two callout boxes provide instructions:

- Or find it in the portal structure, including lists of recently accessed material
- Set image properties for display and positioning

# SAVE THE PAGE

The screenshot shows a web browser window with several tabs: "Agriculture — CoGIS", "Photograph - Rhenoster...", "Theme Template Folder ...", "Cricinfo.com | Cricket ne...", and "Advanced Mapping". The address bar shows the URL: [http://rava.qsens.net/themes/theme\\_template/theme\\_template\\_folder/edit](http://rava.qsens.net/themes/theme_template/theme_template_folder/edit). The main content area contains a form with the following elements:

- Heading 1**: A text input field.
- Subheading**: A text input field.
- Paragraph: Lorem ipsum ...**: A text input field.
- Image**: A photograph of a landscape with green bushes and a blue sky.
- Some more paragraphs ....**: A text input field.
- Ans some more ...**: A text input field.

Two callout boxes are present on the right side of the page:

- A green callout box pointing to the "Some more paragraphs ...." field with the text: "Add narratives and additional content ...".
- A green callout box pointing to the "Save" button with the text: "Save the page.".

At the bottom of the page, there is a "Change note" section with a text input field and "Save" and "Cancel" buttons. Below this, there is a link: "Add, edit or remove a portlet below the content".

Waiting for rava.qsens.net...

# MANAGING AND EDITING PORTLETS

The screenshot shows a web browser window with several tabs: 'Agriculture — CoGIS', 'Photograph - Rhenoster...', 'Theme Template Simple...', 'Cricinfo.com | Cricket ne...', and 'Advanced Mapping'. The address bar shows the URL 'http://rava.qsens.net/themes/theme\_template/theme\_template\_folder'. The main content area is titled 'Theme Template Simple Page Example' and includes a 'View Edit Sharing' menu, an 'Info' box with 'Changes saved.', and a 'State of references' box. The page content includes a heading 'Heading 1', a subheading 'Subheading', and a paragraph 'Paragraph: Lorem ipsum ...'. A photograph of a landscape is displayed at the bottom left. Two callout boxes on the right provide instructions: 'Portlets are displayed in the right and left panels. Some simple portlets are very useful.' and 'Click on 'Manage Portlets' to proceed.' The 'Manage portlets' link is highlighted in the left sidebar.

Agriculture

Theme Template Simple Page

Manage portlets

View Edit Sharing

Info Changes saved.

Theme Template Simple Page Example

by root user — last modified Dec 14, 2009 10:37 AM

Theme Template Simple Page Example

Heading 1

Subheading

Paragraph: Lorem ipsum ...

Some more paragraphs ....

And some more ...

State of references

Visible links in the text

Photograph - Rhenosterveld in the Cape Floristic Region

Portlets are displayed in the right and left panels. Some simple portlets are very useful.

Click on 'Manage Portlets' to proceed.



# ADDING A 'STATIC TEXT' PORTLET

The screenshot shows a web browser window with the URL `http://rava.qsens.net/themes/theme_template/theme_template_folder/@@manage-portlets`. The page header includes navigation links like 'Community Search', 'Spatial Search', 'Site Map', 'Site Setup', 'root test user', 'Preferences', 'Log Out', and 'My Folder'. A search bar is also present. The main content area is titled 'Manage portlets for "Theme Template Simple Page Example"'. A dropdown menu is open on the left, showing a list of portlet types: 'Static text portlet', 'Add portlet...', 'Actions portlet', 'Blog Portlet', 'Calendar portlet', 'Classic portlet', 'Collection portlet', 'Events', 'Explorer Portlet', 'Login', 'Navigation', 'News', 'RSS Feed', 'Recent items', 'References', 'Review list', 'Search', 'Static text portlet', 'TAL Portlet', and 'Templated portlet'. The 'Static text portlet' option is highlighted. A green callout box with the text 'Select 'Static Text Portlet' from the list.' points to this option. The right sidebar contains sections for 'Inherited portlets' (References, Log in) and 'Block/unblock portlets' (Parent portlets: Do not block, Group portlets: Use parent settings).



# EDITING A PORTLET

You are here: Home → Themes → Template Theme → Theme Template Simple Page Example → +

## Add static text portlet

A portlet which can display static HTML text.

Configure portlet

**Portlet header** ■

Title of the rendered portlet

**Text** ■

The text to render

Normal paragraph ▼

[SANBI](#)

[SANPARKS](#)

[DEA](#)

The Static Text Portlet is also a simple HTML page. Provide a title for the portlet.

Add entries for links first as simple paragraphs.

# EXTERNAL LINKS

CoGIS x Template The... x Theme Templ... x Theme Templ... x Cricinfo.com |... x Advanced Ma... x

http://rava.qsens.net/themes/theme\_template/theme\_template\_folder

You are here: Home → Themes → Template Theme → Theme Template Simple Page Example → +

## Add static text portlet

A portlet which can display static HTML text.

Configure portlet

**Portlet header** ■

Title of the rendered portlet

**Text** ■

The text to render

**B** **I** [List icons] [Link icon] [HTML icon]

Normal paragraph

### External Link

Link to url

Link the highlighted text to this URL:

South African National Parks  
SANParks™ - Official Website  
Conserving Nature since 1926  
Parks A-Z | Bookings | Blog | Forums | Webc...  
search...  
SANParks - Africa's Premier Wildlife Tourism Destinations

Waiting for www.sanparks.org.za...

Highlight the paragraph (text) to be hyperlinked and click on the 'External Link' button.

Type the URL for the link. The link can also be previewed.

# OPENING A LINK IN A NEW WINDOW

The image shows two screenshots of a web browser interface. The top screenshot shows the 'Configure portlet' page in visual editor mode. The 'Portlet header' is 'Partners' and the 'Text' area contains 'SANBI' and 'SANPARKS'. A toolbar with an 'HTML' button is visible. A callout bubble points to the 'HTML' button with the text 'Switch to HTML view'. The bottom screenshot shows the same page in HTML view. The 'Text' area contains the following HTML code:

```
<p><a class="external-link" href="http://www.sanbi.org.za" target=" _blank">SANBI</a></p>
<p><a class="external-link" href="http://www.sanparks.org.za">SANPARKS</a></p>
<p>DEA</p>
```

A callout bubble points to the first line of code with the text 'Normally, the link will open in the same browser window as the portal. To force it into a new window or new tab, add the highlighted text to each link'. Another callout bubble points to the second line of code with the text 'Text to add: <a class = "external-link" href = "http:// ...." target = "\_blank" >'. A third callout bubble points to the bottom of the code block with the text 'Click on 'Save' when done.'

Switch to HTML view

Normally, the link will open in the same browser window as the portal. To force it into a new window or new tab, add the highlighted text to each link

Text to add:

```
<a class = "external-link" href = "http:// ...." target = "_blank" >
```

Click on 'Save' when done.

# PORTLET SETTINGS

Theme Templ... x Template The... x Theme Templ... x Theme Templ... x Cricinfo.com |... x Advanced Ma... x Gapminder W... x

http://rava.qsens.net/themes/theme\_template/theme\_template\_folder/@@manage-portlets

**Manage portlets for "Theme Template Simple Page Example"**

Return

The portlet columns will now display only those portlets explicitly assigned in this context. Use the buttons on each portlet to move them up or down, delete or edit them. To add a new portlet, use the drop-down list at the top of the column.

If you wish to block or unblock certain categories of portlets, you can do so using the drop-down boxes.

Add, edit or remove a portlet below the content area.

**Portlets assigned here**

Partners

**Inherited portlets**

Navigation

Navigation

Calendar

News

Events

**Block/unblock portlets**

Parent portlets: Do not block

Group portlets: Use parent settings

Content type portlets: Use parent settings

Save Settings

**Portlets assigned here**

Inherited portlets

References

Log in

The new portlet is now visible in the list

Set this to 'Block' to eliminate parent portlets - these are shown by default.

Save portlet settings

CoGIS is Copyright © 2000-2009 by Qsens.is, CSIR and other partners et al. CoGIS is Open Source and is licensed under the LGPL license.

# VIEWING A NEW/ MODIFIED PORTLET

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Theme Templ..." and the address bar shows the URL "http://rava.qsens.net/themes/theme\_template/theme\_template\_folder/". The browser's navigation bar includes back, forward, and refresh buttons. Below the address bar is a site navigation menu with tabs for "Home", "Communities", "Catalogue", "Atlas", "Search", "Case Studies", "Data Providers", and "Themes". A breadcrumb trail reads "You are here: Home → Themes → Template Theme → Theme Template Simple Page Example".

The main content area features a "Partners" portlet on the left with a list of items: "SANBI", "SANPARKS", and "DEA". The central content area displays the title "Theme Template Simple Page Example" with a "View" portlet above it containing "View", "Edit", and "Sharing" buttons. Below the title is a paragraph of text: "by root test user — last modified Dec 14, 2009 10:57". The main heading is "Theme Template Simple Page Example", followed by "Heading 1" and "Subheading". A paragraph of text reads "Paragraph: Lorem ipsum ...". Below this is a photograph of a landscape with green bushes and a blue sky. To the right of the photo is the text "Some more paragraphs ...." and "And some more ...".

On the right side, there is a "State of references" portlet with the text "Visible links in the text" and "Photograph - Rhenosterveld in the Cape Floristic Region". Below this is a "Manage portlets" link. A green callout box with a black border points to the "Partners" portlet and contains the text "New portlet is displayed".

At the bottom left, a URL is visible: "http://www.sanparks.org.za/".

# ADDING MORE PORTLETS

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'CoGIS' and the address bar shows the URL 'http://rava.qsens.net/themes/theme\_template/theme\_template\_folder'. The page has a navigation menu with items: Home, Communities, Catalogue, Atlas, Search, Case Studies, Data Providers, and Themes. Below the menu, a breadcrumb trail reads 'You are here: Home → Themes → Template Theme → Theme Template Simple Page Example → +'. The main content area is titled 'Add static text portlet' and includes a description: 'A portlet which can display static HTML text.' Under the heading 'Configure portlet', there are two sections: 'Portlet header' with a sub-label 'Title of the rendered portlet' and a text input field containing 'Value-Added Products'; and 'Text' with a sub-label 'The text to render' and a rich text editor. The rich text editor has a toolbar with icons for bold, italic, bulleted list, numbered list, link, unlink, and HTML, along with a dropdown menu set to 'Normal paragraph' and an 'Insert external link' button. The text 'BGIS' is visible in the editor. A green callout box on the right points to the 'Value-Added Products' text with the text 'Many portlets can be added.'

Many portlets can be added.

# LINKING ADDITIONAL PORTLETS

Configure portlet

**Portlet header** ■  
Title of the rendered portlet

**Text** ■  
The text to render

**B** **I**

Normal paragraph

**External Link**

Link the highlighted text to this URL:

Ok Cancel

In this instance, we are creating a link to BGIS



# ADDITIONAL RESOURCES

- Plone Home Site
  - [www.plone.org](http://www.plone.org)
- Comprehensive Documentation