

Introduction to Plone

APS.edu Green toolbar



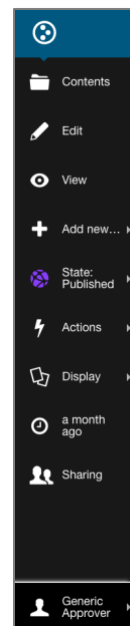
by Generic Contributor — last modified Nov 30, 2017 09:31 AM — [History](#)

- **Contents:** Contains department all content, including hidden items
- **View:** Displays your page as the public would see it
- **Draft changes:** Edit a draft of an existing page
- **Actions:** Copy, rename, check out
- **Display:** Ability to define default view for folders
- **Add:** Add content like folders, pages, staff, news item, event, etc
- **State:** Change item to published (public) or draft (not public)
- **History:** Shows who edited content and when — can compare and revert versions

Intranet Black Toolbar

Vertical toolbar instead of horizontal with a few differences:

- **Edit:** Make an immediate live edit to an existing page
- **Add new:** Add content like pages, folders, etc
- **Clock icon:** History
- **People icon:** Displays editing permissions for your department folder
- **Your name:** Preferences (info, settings, password) and log out



Contents

Tabular view of all department content:

- Images folder (not public)
- Documents folder (not public)
- Pages
- Subfolders
- Forms

You can organize, edit, and upload content here

Contents in APS.edu

	Title	Size	Modified	State
<input type="checkbox"/>	images	1 KB	Jan 23, 2011 09:52 PM	Published
<input type="checkbox"/>	documents	1 KB	Jan 23, 2011 09:53 PM	Published
<input type="checkbox"/>	Web Team	2.8 KB	Nov 30, 2017 09:31 AM	Published
<input type="checkbox"/>	Accessibility	1 KB	Oct 19, 2016 10:49 AM	Published
<input type="checkbox"/>	Manage Your Content	1.6 KB	Aug 17, 2017 09:49 AM	Published

Plone tip: Rearrange content to rearrange your left navigation

Editing in Contents (APS.edu)

Use the clickable boxes for mass edits:

- **Copy:** Copies item without deleting it
- **Cut:** Simultaneously deletes and copies item (recommended)
- **Paste:** Insert a copied item (appears when an item is copied or cut)
- **Rename:** Edit page title and short name
- **Delete:** Deletes an item
- **Change State:** Immediately publish & unpublish

Copy Cut Rename Delete Change State

Contents in Intranet

Web Team

Selected 0 | Rearrange | Upload | Cut | Copy | Paste | Delete | Rename | Tags | State | Properties | Filter | Query

Home / Departments / Web Team

Title	Last modified	Publication date	Review state	Actions
* Web Team	6 months ago	a year ago	internally_published	⚙️
Accessibility	2 months ago	a year ago	internally_published	⚙️
APS.edu Editor Tutorials	5 months ago	5 months ago	internally_published	⚙️
Intranet Editor Tutorials	a year ago	a year ago	internally_published	⚙️
Creating Websites in Google Sites	8 days ago	10 months ago	internally_published	⚙️
Webmaster Guide for School Loop 2.0	2 months ago	4 months ago	external	⚙️
Website Training	a month ago	5 months ago	internally_published	⚙️

Plone tip: Click on content and drag to rearrange left navigation

Editing in Contents (Intranet)

Selected 2 | Rearrange | Upload | Cut | Copy | Paste | Delete | Rename | Tags | State | Properties

- Use the Black Toolbar and the horizontal Contents commands
- Use the clickable boxes for mass edits
- Differences in Intranet:
 - **Selected:** Shows you how many items are selected
 - **Upload:** Add multiple files — must be in destination folder first
 - **State:** Immediate publish and unpublish
 - **Properties:** Publish/expire items now or later, and exclude from navigation

Publishing your content (APS.edu & Intranet)

- Newly created content is saved as a **Draft**, which is hidden from the public
- You must publish content for others to see it
- To publish, click **State** → **Publish**

APS.edu:

State: **Draft**

- Publish
- Submit for Approval
- Advanced...

Intranet:

State: **Unpublished**

- Publish
- Advanced...

Plone Training Working Session Instructions

Goals

1. Login to aps.edu and the Intranet
2. Access your department site
3. Add and edit four content types:
 1. Folders
 2. Pages
 3. Documents
 4. Links

Logging in

APS.edu

www.aps.edu/login

Username: e123456

Password: Whatever secure password you choose — doesn't change

Intranet

intranet.aps.edu

Username: e123456

Password: Your APS email password — checks against active directory

Folders

1. Enter Contents
2. Navigate to the desired location for your new page
3. In the toolbar, click **Add New**
4. Select **Folder**
5. Add a **Title**
6. Optional: Input content into **Body Text** (can designate alternate views)
7. Choose a radio button to indicate if content is accessible.
8. **Save**

Pages

Add a new page:

1. Enter Contents
2. Navigate to the desired location for your new page
3. In the toolbar, click **Add New**

4. Select **Page**
5. Add a **Title** and input content into **Body Text**
6. Choose a radio button to indicate if content is accessible.
7. **Save**

Click **State: Publish** make it visible to other users

Documents

Multiple ways:

1. In **Contents (recommended)**
 1. Go to contents
 2. Navigate to the desired Documents folder
 3. Click “Add New” dropdown
 4. Select File
 5. Input title and other information
 6. Save
2. While editing a page’s **Body text**:
 1. Select desired text to hyperlink
 2. Click the link icon
 3. Select the documents folder you want to upload file to
 4. Click **Upload**
 5. Click **Choose File**
 6. Insert a meaningful title
 7. Click **Upload** then **OK**

Links

1. Highlight the text you want to link
2. Click the **Link** icon
3. Insert/edit link module opens:
 - a. **Internal:** Links to a page on APS.edu
 1. Use the breadcrumb links to navigate folders, if needed.
 2. Click the circle to the left of the item.
 3. Click **OK**.
 - b. **External:** Links to any website address
 1. Type or paste the **URL** in the first box.
 2. Click **OK**.
 - c. **Email:** Link will open the user’s default mail application and automatically include email in the “to” field

1. Type or paste the email address in the email field.
 2. Type a Subject, if needed.
 3. Click **OK**.
- d. **Anchor:** Links to a specific location on the page
- i. Can create anchors
 1. **Anchor:** links to a specific location on the page.
 2. **Highlight the text you want to have an anchor.**
 3. Click the **Anchor** icon
 4. Give the anchor a recognizable name.
 5. Now highlight the text to link to the anchor location.
 6. Click the **Link** icon
 7. Click the **Anchor** tab.
 8. Click the circle next to your anchor link.
 9. Click **OK**.
 - ii. Intranet: automatically create anchors to headings

Delete content

Two options:

1. While viewing item:
 1. Navigate to single item you want to delete (page or folder)
 2. Click **Actions**
 3. Click **Delete**
 4. Confirm deletion
2. Contents:
 1. Find item(s) in **Contents**
 2. Click checkboxes for all item(s) you want to remove
 3. Click **Delete** command
 4. Confirm deletion

Plone tip:

- Drafts can be deleted immediately
- Live content may need to be submitted for deletion. If submitted for deletion, then the Web Team will be notified and will follow up with you for confirmation