

To create documents on plone website

<http://isheyev.ens-lyon.fr/eaae> or « eaae france » 1st on google

I Introduction : « Plone »

page description (once registered and logged) from top to bottom and from left to right.

Website logo, Site map, Accessibility (General points about Plone), Contact admin.

Test « search » and « advance search ». Then click on « My folder »

Above the first blue bar : portaltabs

On the right on the blue bar : personal toolbar

- « Login » and « My folder » link to the personal folder.
- Preferences
- To change a Password
- Personal preferences initially registered and modifiable : Contact details, Editing the contents :
 - Three ways to edit : Simple, Kupu, FC Editor FC Editor seems to be well fitted
- Cancel: to cancel the last operation (especially useful when a mistake is made)

Under the first blue bar : line of location

Above the second blue bar : objecttabs

Aspect and color are functions of your location...

On the right on the second blue bar : action on objects (action, read-out, add, state)

On the left under the navigation line:

« Portlet » for navigation

« Portlet » for national websites

II Create documents (in « My folder » or groupspace)

1 Add a simple element

Article, Event, File, Folder, Image, Link, « Multiarticle », News, Document

1) Add folder

2) Add event

Title

Description

Event body

Publication: « Private » or « Published for the Project » or « Submit to Publication »

If you publish this event for a project, the day will be highlighted in blue to members.

3) Add file

All kinds of files can be added : text, presentation, image... (.pdf, .doc, .ppt,...)
Add a file from your USB drive as you do for e-mails

4) Add image

2 Add article

- * Title : be sure your title is explicit and concise
 - * Description : optional but helpful for internet users during searches
 - * Article body : Write a few lines to practice the text editor functionalities
 - font options : bold, slant, underline, superscript, subscript
 - paragraph options : alignment, list
 - link options :
 - internal link to a page inside the website
 - external link to a page of another website
- Enclose image in the body of the article**
Insert table (listing allows the user to change the order of data)
Cancel or Restore
HTML code

1) Modify article using tabs

Images

Insert an image located inside the website with « Browse »

Upload an image from your drives

The name you give to the image will be the caption seen by the user

Attachments

Files related to your article (text, .pdf, .doc, presentations, softwares...)

Links

Links are added at the end of the article like references

Model

This tab gives patterns for presentation of images in the article

Insert two images and then test the models

Properties

Discussion : allow or don't allow access. It would be relevant to allow the discussion for a task group : default initiates the discussion disable

Keywords : simplifies searching for users.

Contributors : **please respect the intellectual property right of the authors**

Indicate each contributor of the article : one per line

Creators : ibid. If contributors or co-creators are members on the website, you will indicate their login only; entire name will be displayed.

Sharing

This tab allows you to share an article with one or more collaborators. By processing you give them the same access rights to the article (add images, models or... suppress!)

2) Copy/Paste and Cut/Paste an article with images

When you Cut/Paste an article with images (inserted through the imagetab or directly in the bodytext) all images will follow the article and the result will be exactly the same as the original.

When you Copy/Paste an article with images, the images from the bodytext stay in the original article but are not transferred, while the images from the « Images » tab are duplicated with the article. Then body text images will be suppressed if you suppress the original article.

3) Publication of an article (or another object)

Submit to publish

The administrator of the group (groupadmin) or the leader of the group (groupleader) are allowed to publish : then any visitor can read the article

Retract the publication

Once the article is published you cannot modify the content. To modify your article you need to

retract it. Ask your groupleader to retract and make the object private.

4) Translate an article

At the end of an article you can translate it in several languages through the tab « Traduire into » of the green bar. A flag indicates the various versions.

3 Elaborate multiarticles

1) Refer to images or to attached documents

If you want to use images and documents several times for one or more articles, it will be helpful to create a private sub-folder for attaching your images and documents. You will publish these objects for the project in order to make them appear in the target articles. However the folder stays private and other members can't access the resource.

The main advantage of this function is that by changing data like an image you just have to change the attached file once and it will be reflected on every article using it.

2) Add multiarticle

Title and description: as explicit as possible

Allow or do not allow the access to the table of contents

Add articles to your multiarticle

Access the table of contents and switch the mode « Content » which allows you to easily « copy », « cut », « rename », « change state » and change the order of the articles

It is possible to enclose documents or images

3) Copy/Paste within multiarticle

Using Copy/Paste multiarticle references to images are lost.

To avoid this, create an empty multiarticle where you copy the articles of the original multiarticle.

4 Important note:

1) Copy/Paste from a word document

To avoid any possibility of error don't use the « copy-paste » from a word document which introduces invisible text. The matter is especially obvious when converting to a .pdf format or to the print operation. From a text using .doc format, save it as .txt format. You will lose the page setting but text will be cleaner and you will be able to use the « copy-paste » properly.

2) Personal space « My folder » and space « Groupspace »

Do not straddle an article between these spaces (i.e. an article in a task group and Images in « My folder ». Although there is a tab, « publish for the project » doesn't mean anything when used in « My folder ». The document would be invisible for the group.

3) Display a folder

When a folder is created, several display modes are available: standard, summarized, tabular, photo album. If you choose one of them, the web user will see the display mode chosen. As an example, to display a photo album, the best option is to use a photo album display!

4) Home page of a folder

You can create a home page for visitors in your folders or task group. The short name of the article has to be index_html.

Use the content mode (higher level) to change the short name of an element. Check the name and « rename » and save.

III The groupadmin

1 Attribute parts to subscribing members

1) Create a folder through member or group of members

Only groupadmin is able to erase or rename root elements. In order to let members act freely in the group, it is recommended that groupadmin creates folders (published for the project) as personal or thematic or geographic within which members are allowed to write.

An article with index_html as a short name will appear on the home page. The groupadmin manages the home page links, as well as all of the home pages of the members. Otherwise documents will be seen as « contents » only.

2) Role

The groupadmin can give members specific rights in his/her working group:

- groupvisitor: user doesn't have write access. Published works for the project are seen.
- groupmember: has access to create documents and to « publish for the project »
- groupleader: has read-write access for published documents and « ask for publication »
- groupadmin: publishes for the website and creates forum and manages roles

The groupadmin has to be in his/her working group to create roles:

Modification bar of objects contains a tab, « Roles ».

With a mouse click :

- he/she sees attribute roles of the groupmembers
- he/she manages roles for the members

To attribute a role, he/she inputs the search name and clicks « search ». Then he/she is able to attribute the role.

3) Private data placed in « groupspace »

➤Private data of a member are invisible to others in the group.

➤Groupleader(s) can see private data in order to better assist their group in publishing. However, they can't « publish for project » or « ask for publication » by themselves if private data are managed.

➤Groupadmin has full read-write access to data of the groupspace.

➤Private data of members located in « MyFolder » are thoroughly invisible to others.

2 Publication and attached documents

If the admin wants to publish an article, he/she will also publish files or images he/she wants to enclose within the article.

Equally, the groupleader, with « ask for publication », and the member, with « publish for project », will ensure that enclosed files or images are « published for project » as well.

3 Forum

Administrator can add forum.

First he/she creates a « Message board » with the different forums he/she wants.

Nowadays, forum instructions are in english ;)

By default, a forum is created as « require membership to post », that is to say, members only can answer.