

IPDA Website Basic Content Management User Guide

Web Development Project

January, 2012

Login



Go to: <http://planetarydata.org/>

Click Log In

It will take you to Login page

Type in your user name and password
(User name convention: your last name)

Lost your password?
Click on “we can send you a new one”

Log Out & Preference



After login, your full name appears on the Top-right corner

Click your name to open dropdown selection of Dashboard, **Preference** or **Log out**

Select Log out to exit the web site

Select Preference to :

- View/Edit Personal Information (e.g., Name, Email, Biography, etc)
- View/Edit Personal Preferences (e.g., Editor to use, Language, etc)
- Change your Password

Add New Content



Add new content items via “Add New...” Dropdown menu after you navigate to the web page that you wish the new content to reside.

Available Content Types include:

Collection – For grouping and display content based on your criteria

Event – Special page-like content for posting IPDA event that allows site visitors to add event to their desktop calendar

File – For binary file to upload (for others to download, e.g. PDF, doc, xls)

Image – For uploading images (jpg, gif, png), can insert into pages

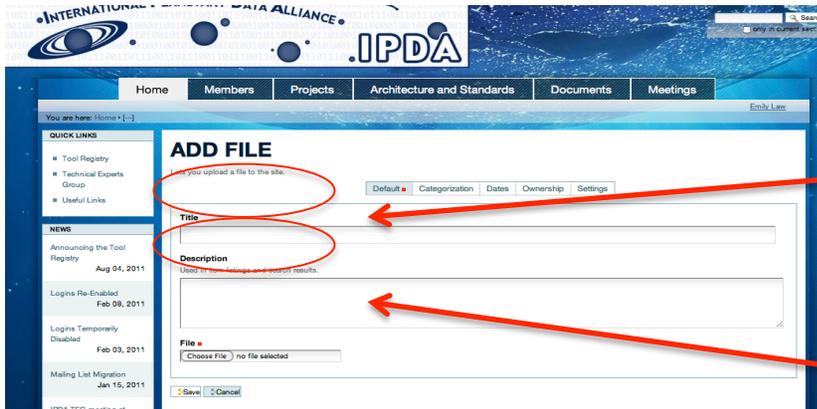
Link – For including a link to an external website

News Item – For posting IPDA news, can attach thumbnail to news item

Page – For writing your IPDA web pages (*This is the main content type. Technical recommendations, technical specifications, architecture descriptions, protocol descriptions, etc., should be available as pages on the site wherever possible in favor of PDF, Word, of other types.*)

Project Folder – For organizing your project in a container

More on Adding Content



Most content types have 2 data entry fields:

Title – It becomes part of web address for each content item you create. You can use any keyboard character to enter the title of your content.

Description – It appears at the top of pages under the Title. It also appears in search results.



To modify Title and Description:
Select “**Edit**” tab from page menu bar

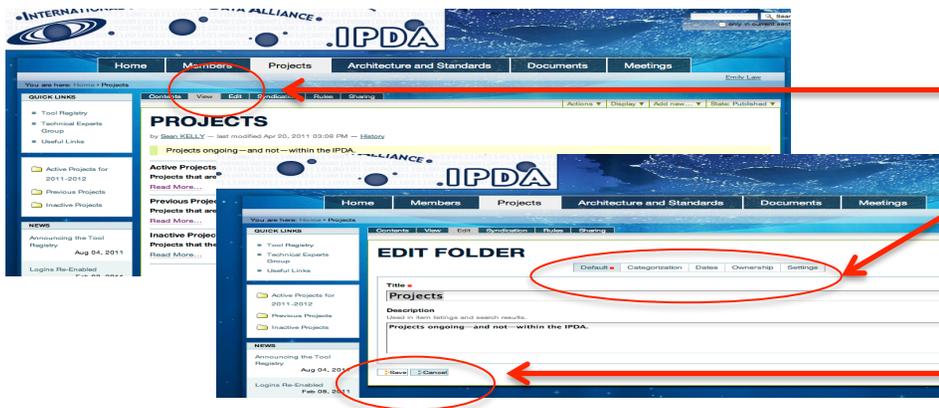
More details on Adding Content can be found on Plone user manual page:
<http://plone.org/documentation/manual/plone-4-user-manual/adding-content/referencemanual-all-pages>

Manage Content



To manage content, click “**Contents**” tab on page menu bar to and select item for

- * Reordering using the arrows
- * Cut/Paste
- * Copy/Paste
- * Delete
- * Rename
- * Change State – visibility control

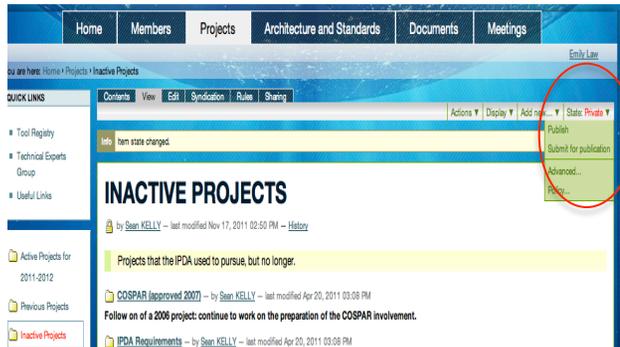


Click “**Edit**” tab on page menu bar to:

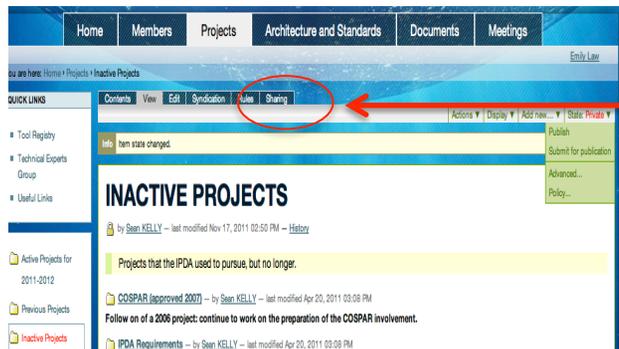
- * Make changes of contents and associated categorization, dates, ownership and settings
- * Save the changes

More details on Manage Content can be found on Plone user manual page:
<http://plone.org/documentation/manual/plone-4-user-manual/managing-content/referencemanual-all-pages>

Collaboration



When an item is created, its initial state is set to “**Private**”, and the content will generally not be available to visitors. Select “Publish” from the State menu to make content public. After an item is published, the State menu will allow you to retract.



Click “Sharing” to control who (specific user or group) can add, edit, view and/or review items you created.

More details on Collaboration can be found on Plone user manual page:
<http://plone.org/documentation/manual/plone-4-user-manual/collaboration-and-workflow/referencemanual-all-pages>

Questions

If you have any questions or need additional help, please contact:

Sean Kelly, sean.kelly@jpl.nasa.gov

Or

Emily Law, emily.law@jpl.nasa.gov