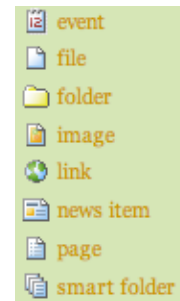# *Starting out with Plone*

Logging in
- Go to `caes.ucdavis.edu/login_form`
- Log in with your Kerberos ID
- Log out at `caes.ucdavis.edu/logout`

File structure
Website file structures work similarly to computer files & folders

- Folders of the CA&ES page
  - Main folders have →
  - Click `contents` to see items in that folder, cut, paste, etc.
  - Or access at `caes.ucdavis.edu/folder_contents`
- To add content (files)
  - Click on `add to folder`
  - Choose content type (page, file, image, folder, etc.) →

Creating a page
Clicking `add to folder` or `edit` (edit is the tab in the top left next to 'view') brings you to the page editing form.

- The Kupu editor works as a "simplified Microsoft Word."
  - Basic functionality, like bold, italics, indent, etc.
  - (Hover mouse over a button to see the tool tip)
  - Expand editor box: upper right symbol with red arrow – works well for editing large pages with lots of content

- Making a link
  - First, highlight the text you want to turn into a link
  - **Internal Link**
    - Click link symbol
    - Choose appropriate page or file
  - **External Link**
    - Click world symbol
    - Type in http://somewhere.com/a_page for external websites
    - Type in mailto:someone@somewhere.com for e-mail addresses

- Adding a picture
  - Either first (before clicking the `edit` tab) upload a new image by clicking `add to folder > image`
  - Or, directly from the text editor, click the image symbol
    - Choose a folder
    - Click `upload image here` then choose your image

- Change text styles (formatting) by using the basic pre-defined styles
    - Highlight the text you want to style
    - Choose the basic style (i.e. `bold`, `italics`)
    - Or, choose a style from the drop down menu (initially says `Normal paragraph` or `No style`)
        - Note that some styles will inherently change the entire paragraph of text, for example choosing `Heading` will change the entire paragraph, whereas choosing `Highlight` will only change the selected text
        - If you'd like more styles defined, let me know what they are and I can set them up

- xHTML editing
    - If you're familiar with xHTML you can edit some things directly in the Kupu editor, click on the `HTML` button `HTML`
    - Click again to return to regular editor mode
    - Note: not all normal xHTML syntax will work; for example, inline styles are automatically removed (i.e. `style="color: #ff0000;"`)

How to Publish Content

Once you've edited your page to your liking (see the "How to edit an existing page" for more information), complete the following steps in order to publish your page:

1. The **Item State** is indicated in the top right corner of the green editing box. All items start out at **state: private**. Click on the **Item State** to access the **Publishing Process** page.
2. Scroll down and double check that your correct affected content is selected.
3. Scroll down to **Change State**, and choose the action that is appropriate for you:
    - If you are the content *creator*, choose **Submit for Publication**. The item will be reviewed and then published by a reviewer.
    - If you are the *creator* and would like to change content that has already been submitted for publication, you can choose **Retract** to bring it back to the **Private** state.
    - If you are a *reviewer*, you can choose to **Publish** the content, which will put it on the live website, or **Send Back** the content, which will notify the creator that changes need to be made.

* Please note: *all linked content* (documents, images) for a page also need to be published in order for them to be viewable to the public. (i.e. if you create a page with an image on it, you also need to go to that image and publish it as well)

Glossary of Workflow Terms
- Create/Edit - Items will be modified but not viewable to the public until approved by a reviewer
- Publish - Moves items to the live site, viewable to the public
- Reviewer - Someone who has the ability to publish content
- Editor - Someone who has the ability to create or edit content

Reference Materials
- CRU Ex Videos __ `http://computing.caes.ucdavis.edu > Web Editing`
- Example Videos __ `http://plone.org/about/movies`