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# PLONE INSTRUCTIONS

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## LOGIN TO SITE:

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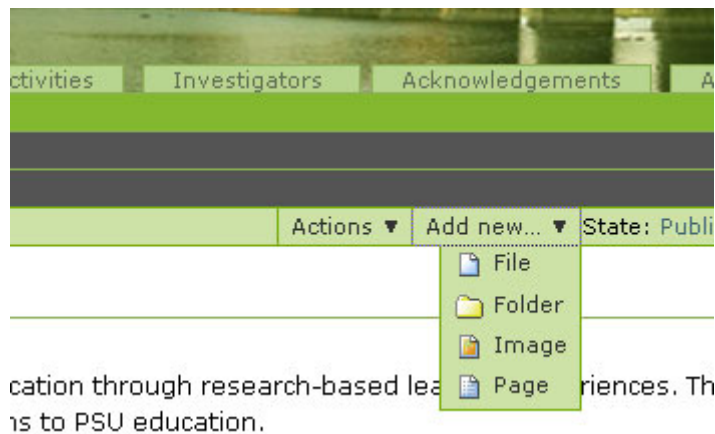
1. Select "Log in" located on the Right side under the menu bar
2. Enter Login and Password

## ADDING CONTENT (PAGE, FILE, FOLDER, ETC.):

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1. Click on "Add new..."



2. Select the Content you wish to add
  1. "File" will create a link to a file (document)
  2. "Folder" will create a subfolder
  3. "Image" will create a new image in that folder
  4. "Page" will create a new page
3. Fill in the blanks (Title, Description, Body Text, etc.)
  1. Input boxes with a red square are required items
4. You only need to fill out the "Default" selection (see below) but there are other restrictions and options that you can set for an item

Default ■ Categorization Dates Ownership Settings

**Title** ■

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

- a. Default → Title, Description, Body Text, etc (fields may vary due to what you are adding)
  - b. Categorization → Select a category to place content under (optional)
  - c. Dates → Create a publishing and/or expiration date (optional but can be used to have content come off site or go up on a certain date)
  - d. Ownership → Fills in automatically (optional)
  - e. Settings → Allow comments, exclude from navigation, presentation mode, or table of contents (optional)
5. Select the "Save" button at the bottom to save/create the content item

## EDITING CONTENT:

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1. To edit select "Actions" --> "Check out"



2. Make edits to the content
3. To place back on the site Select "Actions" --> "Check in" or "Cancel check-out")



4. Fill in the "Check-in message" to keep track of changes

## Check in

Checking in this working copy will replace the existing item with the working copy.

### Check-in Message

Enter a message to be saved alongside the check-in. This should explain what was changed, for audit purposes.

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







## FORMATTING CONTENT:

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1. The text editor in Plone has many options to format the text in the "Body Text" section



1. To format content select the content you wish to format and select a formatting button
2. To add an image  or hyperlink    select the appropriate button and fill in the blanks

	save-button	Save button		bg-indent	Indent group
	bg-basicmarkup	Bold/Italic group		outdent-button	Outdent button
	bold-button	Bold button		indent-button	Indent button
	italic-button	Italic button		bg-drawers	Drawers group
	bg-justify	Justify group		imagelibdrawer-button	Image drawer button
	justifyleft-button	Justify left button		linklibdrawer-button	Link drawer button
	justifycenter-button	Justify center button		linkdrawer-button	External link drawer button
	justifyright-button	Justify right button		anchors-button	Anchor drawer button
	bg-list	List group		manage-anchors-tab	Manage Anchors tab in anchor drawer
	list-ol-addbutton	Add ordered list button		source	Source
	list-ul-addbutton	Add unordered list button		styles	Styles pulldown
	definitionlist	Definition list		olstyles	Ordered list style pulldown
	tabledrawer-button	Table drawer button		zoom	Zoom button
	bg-remove	Remove group		removelink-button	Remove link button
	removeimage-button	Remove image button			

3. Use the drop-down button to select things like "Normal paragraph", "Heading", "Subheading"

## SETTING CONTENT STATES:

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1. "State" determine who see's the content and what stage of editing it's at
  1. Different sites have different "Workflows" set up for users

### RTH WORKFLOW

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1. Select the "State: \_\_\_\_ " drop-down button



2. Select the state the fits the content
  1. The default state is "private"
  2. Once content is "published" it becomes viewable to anyone

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#### STATE OPTIONS:

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- Make Private (Private)
  - Promote to Draft (Public Draft)
  - Submit for Publication (Pending Review)
  - Retract/Send Back (Public Draft)
  - Publish (Published)
- NOTE: You will only see the state options that are available for your privileges and for the level of that content (private, draft, etc.)