Plone Manual

Add New Item

1. Go to main/home page of site.
2. Go to Contents on the GreenBar.
3. On the GreenBar of the Contents Page, Add New > Folder
4. Title the Folder Appropriately.
   1. Leave Exclude from Navigation unchecked!
5. Publish the New Folder.
   1. There is now a new item in the Dropdown Menu visible to users!
6. To rearrange the ordering of the items, go back to MainPage > Contents.
7. Drag and Drop the new ordering.
8. The item is now in the order you left it in Contents.

SJ Website Hidden pages

1. On occasion, most likely due to informal protocol, hidden pages on Plone may suddenly appear.
2. If this occurs:
   1. If they are still needed – check the publishing and expiration dates and check if they need to be updated.
   2. If they are no longer needed – check with Kelley before deleting them.

Plone Bootstrap Theme

The current theme we are using is titled “Twitter Bootstrap”

CSS Guidelines:

* [This is a fantastic resource](http://cssguidelin.es/) for general CSS guidelines. Probably the most important thing from here is: use the !important tag as little as possible.
* This is not browser tested! Works well on Chrome, but it is probably a good idea to test on all the other browsers as well…

Strange Issue:

For some reason, the current theme will not update to live, even though it says it will. The current workaround is to do the following:

1. Go back to the control panel (or from Site Setup, just click “Theming”).
2. “Copy” the current theme, naming it whatever you’d like. Make sure to check “Immediately enable new theme”.
3. After creating the new theme, reactivate the Twitter Bootstrap theme by clicking “Activate”.
4. Finally, delete the copy theme to keep this area as clean as possible.

# Editing the Theme

Please make changes in /assets/theme.css. There are some changes that were made directly in /bootstrap/css/bootstrap.css, but only use that when necessary.

/assets/theme.css

* In general, use this to make CSS changes to the page.
* Currently, it is organized in sections. If you need to make changes, make them in the appropriate areas.
* Navigation Bar
  + Lots of size and color stuff.
  + The way you get the drop down menu to appear is under the tag:  
    #tabs > li:hover > ul  
    It only appears when the parent element is hovered over.
* Media Queries
  + [Here is a quick resource](https://css-tricks.com/snippets/css/media-queries-for-standard-devices/) on how these work.
  + Basically, these are useful for changing the way the website looks when the window size is changed.

/assets/theme.js

This is the file for our theme’s Javascript. Currently, it does the following after the page is rendered:

* Adjust column widths based on how many columns there are on the current page.
* Adjusts the user tool size based on whether or not the user is logged in.

/theme.html

* This is the bare bones layout for the theme, which shows the placement of global elements, like columns, footer, logo, etc.
* This is also where the Google Analytics script is. It should be placed right before the closing </body> tag.

Registering local accounts

# In order to create new local accounts, you must have permission from the lab manager/ Professor Joseph / the IT team. The person with permissions will then:

# Two options:

1. You can manually create an account for the person yourself.
2. From an account with permissions, one can go to the top right corner::site setup.
3. Then go to Users and Groups on the far right column.
4. Click on the option Add New User, and ask them to add in their information.
5. Make sure to not allow them into the Administrators/Reviewers/Site administrators section however, as they should only be given default permissions.­­­­­­­­­­

1. You can turn on self registration
2. From an account with permissions, one can go to the top right corner::site setup.
3. Go to the Security tab
4. Check the first box, called “self-registration
5. Direct the new user to go to the main page, and select the “register” option on the top right corner.