**Adding New Content**

New content items are added via the **Add New …** drop-down menu:

Adding content in Plone is done *peacefully*, which means you should navigate to the section of your Plone website where you want the new content to reside **before** you use the **Add New …** drop-down menu.

## **Content Types**

**Collection**

Collections are used to group and display content based on a set of **criteria** which you can set. Collections work much like a query does in a database.

**Event**

An Event is a content type specifically for posting information about an event (such as a fundraiser, meeting, barbecue, etc). This content type has a function which allows the site visitor to add the event to their desktop calendar. This includes applications such as: Google Calendar, Outlook, Sunbird and others. To add a single event to your calendar, click on the iCal link next to the “Add event to calendar” text in the main view of the event item.

**File**

A File in Plone is any binary file you wish to upload with the intent to be downloaded by your site visitors. Common examples are PDFs, Word Documents, and spreadsheets.

**Folder**

Folders work in Plone much like they do on your computer. You can use folders to organize your content, and to give your Plone website a navigation structure.

**Image**

The Image content type is used for uploading image files (JPG, GIF, PNG) so that you can insert them into pages or other page-like content types.

**Link**

Also referred to as the ‘Link Object’; do not confuse this with the links you create with the visual editor on pages or other content types. The Link content type is often used to include a link to an external website in Navigation and other specialized uses.

**News Item**

This content type is similar to a Page, only a News Item is specifically for posting news. You can also attach a thumbnail image to a News Item, which then appears in folder summary views next to the summary of the News Item.

**Page**

A Page in Plone is the basic content types. Use Pages to write the bulk of your web pages on your Plone website.

## Title

Nearly all content types in Plone have two fields in common: **Title** and **Description.**

The **Title** of content items, including folders, images, pages, etc., can be anything you want – you can use any keyboard characters, including spaces. **Titles** become part of web address for each item you create in Plone.

## **Description**

The **Description** appears at the top of pages, just under the Title. Descriptions are often used to conjunction with a variety of Folder and Collection views (such as Standard and Summary). The Description also appears in search results via Plone’s native search engine.

# **Adding Folders**

Folders are added by clicking the **Add new…** drop-down menu. Select **Folder** from the menu:

Fill in the **Title**, which is required, as indicated by the red dot. The **Summary** is optional; you can always come back to the edit panel if you need to add a description of the folder. Summaries are useful when a site visitor uses the search tool included with Plone - results will display with both the Title and Summary of the item.

You also notice tabs along the top:

* *Default*, for entering the Title and Description fields,
* *Categorization,* for specifying categories that apply to the folder (you may know these as *keywords*),
* *Dates*, for setting the time period when the folder should be available for view on the web site,
* *Ownership*, for specifying the creator and/or contributors for the content item,
* *Settings,* for allowing comments about the item, enabling [Next/Previous Navigation](https://docs.plone.org/working-with-content/managing-content/previous-next-links.html#rst-prev-next-links), and choosing whether it shows in the navigation menu for the web site.

Be sure to click **Save** at the bottom of the page when you are finished.

# **Adding Images**

Images are added by clicking the **Add new…** drop-down menu. Select **Image** from the menu:

The Title and Description fields (field, as in “data input field”) are there, as with adding a Folder, and at the bottom there is a place to upload an image. Let’s look at the three input fields individually:

* *Title* - Use whatever text you want, even with blanks and punctuation (Plone handles web addressing).
* *Description* - Always a good idea, but always optional. Leave it blank if you want.
* *Image* - The Image field is a text entry box along with a Browse… button. You don’t have to type anything here; just click the Browse button and you’ll be able to browse you local computer for the image file to upload.

For images, at a minimum, you will browse your local computer for the image file, then click **Save** at the bottom to upload the image to the Plone web site

A preview of the uploaded image will be shown when the upload has finished.

Images and files that you upload into Plone have their IDs (URLs) based on the title that you give to the image (instead of the file name of the image or file).

However, if you leave the title empty, the name of the item will default to the name of the file.

# **Adding Pages**

Pages in Plone vary greatly, but are single “web pages,” of one sort or another.

To add a page, use the *Add new…* menu for a folder:

Select **Page** from the menu, and you’ll see the *Add Page* screen:

The **Title** and **Description** fields are there at the top. Fill each of them out appropriately. There is a *Change note* field at the bottom, also a standard input that is very useful for storing helpful memos describing changes to a document as you make them.

The middle panel, **Body Text**, is where the action is for pages. The software used for making Pages in Plone, generically called *visual editor* and specifically a tool called TinyMCE, is a most important feature allowing you to do WYSIWYG editing. WYSIWYG editing – *What You See Is What You Get* – describes how word processing software works. When you make a change, such as setting a word to bold, you see the bold text immediately.

# **Adding Files**

Files of various types can be uploaded to Plone web sites.

Choose file in the *Add new…* menu for a folder to upload a file: Select **File** from the drop-down menu, and you’ll see the *Add File* panel:

Click the *Browse* button to navigate to the file you want to upload from your local computer. Provide a title (you can use the same file name used on your local computer if you want). Provide a *description* if you want. When you click the save button the file will be uploaded to the folder.

Files on a Plone web site are treated as just files and will show up in contents lists for folders, but there won’t be any special display of them. They will appear by name in lists and will be available for download if clicked.

# **Adding Links**

In addition to links embedding within pages, Links can be created as discrete content items. Having links as discrete items lets you do things like organizing them in folders, setting keywords on them to facilitate grouping in lists and search results, or include them in navigation.

Add a link by clicking the menu choice in the *Add new…* menu:

You will see the Add\*Link\* panel:

## **The Link Object in Use**

* **If you have the ability to edit the link object**, when you click on the link object you’ll be taken to the object itself so that you can edit it (otherwise you’d be taken to the link’s target and could never get to the edit tab!)
* **If you don’t have the ability to edit the link object**, when you click on the link object you’ll be taken to the target of the link object. Likewise, if you enter the web address of the link object directly in your browser, you’ll be taken directly to the link’s target. The link object in this case acts as a *redirect*.

# **Adding Events**

Plone web sites have a built-in system for managing and showing calendar events.

Use the *Add new…* menu for a folder to add an event:

Select **Event** from the drop-down menu, and you’ll see the rather large *Add Event* panel:

Although this is a large input panel, if you are in a hurry, type in the title and the start and end times and save. Of course, if you have the other information, you should type it in.

One part of the panel needs a bit more explanation: the event start and end times. Both these can be set using a handy pop-up calendar. This will show when you click on the date.

Setting an event to be “Whole day” will remove the start and end times.

But there are many more options: you can set an event to be “Open-ended” if you don’t know when the end date is, or if it is an ongoing activity that you would still like to show as an event.

For repeating events, use the “recurrence” link. You can set when, and how often, your event will repeat: daily, weekly, every third Tuesday of the month until 2017, etcetera. You can specify that an event should repeat a certain number of times, or until a certain date.

# **Adding News Items**

Plone web sites have a built-in system for publishing news items.

Use the *Add new…* menu for a folder to add a news item: You will see the *Add News Item* panel:

The standard fields for title, description, and change note are in the panel, along with a visual editor area for body text and image and image caption fields. You can be as creative as you want in the body text area, and you can use the insert image (upload image) function to add as much illustration as needed. The images you upload for the news item will be added to the folder in which you are adding the news item.

The *Lead Image* and *Lead Image Caption* fields are for adding an image to be used as a representative graphic for the news item, for posting in news item listings. The image will be automatically resized and positioned. Use the **Body Text** to insert an image in the actual body of the News Item.

# **Setting Basic Properties**

The tab panels available on each content item has fields for basic information. Any content item, when clicked by a user with edit rights for the item, will show a set of tabs at the top for setting basic properties:

These basic properties tabs are:

* *Default* - shows the main data entry panel for the content item
* *Settings* - shows a small panel for setting whether or not the item will appear in navigation menus and if comments are allowed on the item
* *Categorization* - shows a panel for creating and setting tags (keywords) for the item
* *Dates* - shows the publishing date and expiration date for the item
* *Ownership* - shows a panel for setting creators, contributors, and any copyright information for the item

The input fields under these tabs cover basic descriptive information called **metadata**. Metadata is sometimes called “data about data.” Plone can use this metadata in a multitude of ways.

The main input field for the panel is for specifying *Tags*, sometimes also known as *Categories*

Create them, just by typing in words or phrases. Plone will automatically search for existing tags while you type, so you can select already existing tags. If you want to create a new tag, just hit “enter” after your word (or phrase).

The *Related Items* field lets you set links between content items, which will show as links at the bottom, when a content item is viewed. This is useful when you don’t want to use explicit tags to connect content.

The *Location* field is a geographic location, suitable for use with mapping systems, but appropriate to enter, for general record keeping. Note that this field may not always be present, this is a setting that your site administrator has to enable.

The *Language* choice normally would default to the site setting, but on multilingual web sites, different languages could be used in a mix of content.

The *Dates* panel has fields for the publishing date and the expiration date, effectively start and stop dates for the content if you wish to set them:

The publication and expiration dates work like this:

* When an item is past its expiration date, it’s marked “expired” in red in its document byline when viewed.
* An item whose publication date is before the current date doesn’t get extra text in its byline.
* In both cases, the item is “unpublished”, which is not to be confused with a workflow state.
* It merely means the item doesn’t show up in listings and searches.
* These listings include folder listings.
* However, the owner of the item will keep seeing it, which is handy because you like to know what you have lying around in your site.
* The permission that controls this is Access inactive portal content.
* Expired items in a folder are marked as such when viewing the folder\_contents.
* There’s no quick way of seeing if items in a folder listing are not yet published.
* When you set an unpublished item as the default view for a folder, that item will be shown.
* Unpublishing an item doesn’t have any effect for admins. They will always see unpublished items in their listings and searches.
* Giving another regular users rights (“can add”, can edit”, “can review”) on the item doesn’t make it any less unpublished for those users.
* A practical way for a non-admin user to access an unpublished item is directly through its URL.

The *Ownership* panel has three free-form fields for listing creators, contributors, and information about copyright or ownership rights to the content:

The *Settings* panel has fields that may vary a bit from content type to content type, but generally there are input fields controlling whether or not the item appears in navigation, or if there are comments allowed, and other similar controls:

# **Restricting Types in a Folder**

The Add new… menu has a choice for restricting the content types that can be added to the folder.

Restricting types available for adding to a folder is the simplest way to control content creation on a Plone web site. You may want to restrict content types if your site is going to be worked on by several people.

First, select the last choice in the *Add new…* menu called *Restrictions…*:

There are three choices shown for restricting types in the folder:

* Use parent folder settings
* Use portal default
* Select manually

The default choice, to use the setting of the parent folder. That means when you create a folder and restrict the types that can be added, any subfolders created in the folder will automatically carry these restrictions.

The second choice is a way to reset to the default, unrestricted setting.

The last choice allows selection from a list of available types:

Types listed under the *Allowed types* heading are those available on the web site. The default, as shown, is to allow all types. Allowed types may be toggled on and off for the folder.

Use of *Secondary types* allows a kind of more detailed control. For example, if it is preferred to store images in one folder, instead of scattering them in different folders on the web site – a scheme that some people prefer – an “Images” folder could be created with the allowed type set to the Image content type *only*.

Likewise an “Company Events” folder could be created to hold only the Event content type.

If left this way, content creators would be forced (or a single web site owner) to follow this strict scheme.

Perhaps some flexibility is desired for images, though. By checking the Image content type under the *Secondary types* heading for the “Company Events” folder, images could be added if really needed, by using the *More…* submenu, which would appear when this mechanism is in place.

The *Secondary types* will be allowed, but be a little more hidden when adding content. That way, you still have flexibility without confusing part-time editors with too many options.

Some people prefer a heterogeneous mix of content across the web site, with no restrictions. Others prefer a more regimented approach, restricting types in one organizational scheme or another. Plone has the flexibility to accommodate a range of designs.

# **Adding Collections**

Collections (formerly called Smart Folders) are virtual containers of lists of items found by doing a specialized search. Choose “Collection” in the *Add new…* menu for a folder to start defining your collection:

Select **Collection** from the drop-down menu, and you’ll see the *Add Collection* panel:

Apart from the usual fields, the interesting part starts with the **Search terms**

You can pick all *meta-data* that Plone has on content items as criteria. By combining more criteria, you can create sophisticated queries, which will be automatically updated.

Your collection can search for all items of types Page and News Item that have a Tag of Sport, created in the last 3 months. Or all Events that have a Start date in the next month.

The possibilities are endless, and Plone will always show the results according to the criteria.

If you create a new content item later with the tag of “Sport”, it will automatically show up in the collection you have just defined.

**Managing contents.**

# **Editing Content**

when we edit an item of content, the item already exists. Click “Edit” on the toolbar when you are viewing it, a That’s it. Change what you want, for instance changing the description or the content, and save. The content item will be updated in Plone’s storage system. and you will see the data entry panel for the item, along with the existing values of the item’s data.

# **Cutting, Copying and Pasting Items**

The easiest way to move content is by using “Contents” on the Toolbar.

You can select individual items, and then use the “Cut/copy” button to cut them. A message “Successfully cut items” will be shown, but the content will still be visible!

Now you can navigate to the folder where you want the content to be, and press the “Paste” button. Only then will the actual moving take place.

The *paste* button remains active, because you would be allowed to continue pasting the content you cut into other places if you wanted.

**Folder View**

Folders have the “Display” item on the Toolbar, which controls the different ways of showing folder contents.

**Standard view**

A basic list of contained items, showing their title, description, modification date and icon. (The icon and the modification date may or may not be shown to anonymous visitors, depending on your site settings)

**Summary view**

A slightly nicer view, showing the Title and Description and a ‘Read more’ link for each content item. If the contained items have a ‘Lead Image’ declared, like the standard News Item, it will show a thumbnail of that image as well.

**Tabular view**

Compact view, as a table, of the contained items.

**All content**

This displays the full content of each contained item. This can quickly get very long, and is best used only on folders with a small number of items in them, and where each item is in itself not too long. An example could be a list of Frequently Asked Questions, or FAQ.

**Album view**

This view is meant for folders with images in them, it shows a thumbnail for every content item.

**Event Listing**

Designed to give a nice overview of a series of Events.

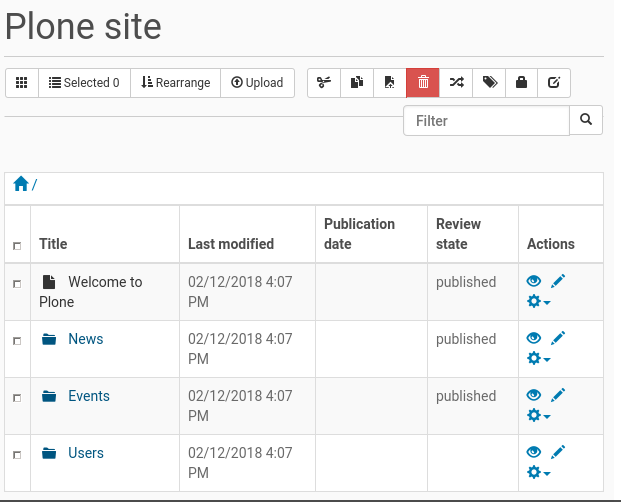
## **Setting an Individual Content Item as the View for a Folder**

You can set the display view for a folder to show a single page, which can be useful for showing an ‘introductory page’, which you or others have created to explain the purpose of this section of the site, and which contains links to sub-sections and other documents.

Or, you can set it to a *“collection”*, which on its own is already a powerful content filter. One common use-case, and one that is used in a default Plone site, is to have a Folder called “News”. In it, there are individual News items, but also a Collection which will sort all of these news items so the most recent one is shown first.

You would then set the “most recent” collection as the default view of the “News” folder. Using the same ‘Display’ menu, you can then set the display view for the “most recent” to be the “Summary view”

**Folder Contents**



The Contents item on the Toolbar shows a list of items in a folder. It is the place for simple item-by-item actions and for bulk actions such as copy, cut, paste, move, reorder, etc.

The general method is to select one or more items, by checking the checkbox in front of their name, and then performing the desired operation.

*Shift-clicking* to select a range of items works. This could be very handy for a folder with more than a dozen items or so, and would be indispensable for folders with hundreds of items.

The first icon lets you select the columns to show. This can help you find the right content.

The second item in the horizontal bar shows how many items you have selected.

Press **“Rearrange”** to sort all items in the folder, for instance alphabetically on their title, or chronologically by creation date, published date or date last modified.

**“Upload”** allows you to upload one or more files (like images or PDF’s) from your computer.

**“Cut”**, **“Copy”** and **“Paste”** do what you [expect them to do](https://docs.plone.org/working-with-content/managing-content/cutting-copying-and-pasting-items.html).

The **“Delete”** button has a red color, since this is a potentially [dangerous operation](https://docs.plone.org/working-with-content/managing-content/deleting-items.html).

**Rename** will open up a form where you can change the Title and the *short name* for an item. The **Title** can be anything you like, but the **short name** is part of the URL. That means you have to abide by certain rules:

* it cannot contain any spaces or special characters like \* or \. When you create an item, Plone generates a safe *short name* from the Title, but when you change this later you should take care this remains a valid URL.
* it has to be unique in a folder. You can have two items with the same Title (although it would be confusing), but you cannot have two items with the same *short name* within the same folder. It’s perfectly fine to have the same *short name* being used in different folders.

**Tags** allows you to set tags on several items in bulk. This can be a real time-saver.

**State** will allow you to change the workflow state of one or more items, such as *publishing* them. See the [chapter on collaboration and workflow](https://docs.plone.org/working-with-content/collaboration-and-workflow/index.html) for in-depth information.

With the **Properties** button you can set things like the *Publication Date*, *Expiration Date*, copyright and other metadata on your content items.

And finally, use the Query search box to locate content items, if you know (part of) the title or any other identifier. This is a very quick way to get to content items in folders with hundreds or thousands of items.