How to: Plone 4.3 Basic Instructions

# Where to put things

To keep things organized, make sure you AT LEAST follow these guidelines, if not enforce stricter organization.

* PDF’s go into the Main Project Assets > Files folder.
* Images go into the Main Project Assets>Images folder.
* Plone Folders and Plone Pages go in their appropriate Project Folders.

# How to Add a File to Plone (e.g. PDF)

1. Go to the page you would like to add the file to and on the green bar click Edit.
2. In the WYSIWYG Editor, Highlight the text or picture you would like to link to the document/file.
3. On the Insert/Edit Page, see the “you\_are\_here” bar, and navigate back to the top level for your project. For example “you\_are\_here: Home > BCBCB > Assets > Files” Choose BCBCB.
4. Go to Assets > Files
5. Press the Upload Button
6. Scroll the window to the right
7. Browse for desired file, press ok
8. Press the upload button.
9. Wait until file is uploaded, it is already selected, so press ok.
10. The file should be visible in the WYSIWYG Editor now.

# How to Add a Picture/Display a Picture to Plone or Plone Page

1. Go to the page you would like to add the picture to and on the green bar click Edit.
2. In the WYSIWYG Editor, click the Insert Image Icon in the toolbar.
3. On the Insert/Edit Page, see the “you\_are\_here” bar, and navigate back to the top level for your project.
4. Go to Assets > Images
5. Press the Upload Button
6. Scroll the window to the right
7. Browse for desired file, press ok
8. Press the upload button.
9. Wait until file is uploaded, it is already selected, so press ok.
10. The file should be visible in the WYSIWYG Editor now.

# To Resize an Image

1. Highlight the image, and go into Insert/Edit Image on the WYSIWYG Editor Toolbar.
2. Scroll Right, the image should already be selected and previewed there.
3. Choose your preferred size from the dropdown menu, i.e. “Original 221x441”
   1. Choosing a new size will not create a new file, it will just resize the image.
4. Click Okay, the image should now be resized.

# How to Add a new Page to Plone

1. If you want it to be in the dropdown menu, make sure you have already made a folder with the appropriate name.
2. Go to the desired subdirectory/place on dropdown list.
3. Click “Add New V” > Page
4. Title the Page the same name as the Folder it is in.
5. Use the WYSIWYG Editor (What you see is what you get Editor) to edit the contents
6. **IMPORTANT**: Make sure to PUBLISH the page by going to the page and to the far right of the green bar selecting State: PUBLISH.
7. **ALSO IMPORTANT**: The page won’t be visible from the dropdown until you set it as the default view for the folder.
   1. Select Folder from Main Dropdown Menu.
   2. On the Green Bar, Display > Select a content item as default view…
   3. Select the page that you want visible upon clicking the dropdown menu item. Press save.
   4. Now the Page with the same name as the folder will act as the frontend for the folder. NOTE that this also eliminates the Page from Navigation. The folder now shows the page directly, but can still hold other things.

# Publish and Private

Private folder and files will only be available to administrators and site editors. If you want your files to be viewable by users:

NOTE: Public folders, files, and pages can be WITHIN private folders and still be published and viewable.

Example situation, make Files and Images within Assets publicly viewable, but leave Assets private.

1. Go to the Project Main page from the Dropdown menu.
2. Go to Contents on the Green Bar.
3. Click on Assets, which should be red to signify private.
4. Check boxes on Files and Images, which are currently red.
5. Press button “Change State”
6. Select radio button Publish. You don’t have to change anything else. Make sure appropriate items are selected.
7. Press Save.