SPINNAKER
Web Design & Hosting

WEBSITE CHEAT SHEET

Logging In

https://www.yourdomainhere.com/login_form

Content Types

Collection – We occasionally use these as the default item for a folder. For example we often use these in the Events and News folders to list things in reverse order (most recent on the top).
Event – Use for calendar of events items. Must be published to show in events portlet (title, description, begin date/time, end date time, etc)
File – Use for a pdf or Word document (title, description, and browse to upload file)
Folder – Use for grouping other content (title and description only)
Form Folder – Use for creating feedback forms (many different types of form fields can be added)
Image – use for adding gifs and jpgs. Titles will be used for alt tag (title, description, and browse to upload)
News Item – Use to post news. Must be published to show in news portlet (title, description, body text, photo, caption)
Page – Most of your content will be on pages (title, description, and body text)

Adding and Editing Content

Editing an Existing Page

Go to the page you want to edit. Click edit. You should see title, description and body text fields.

Copying and pasting from Word

With this version of TinyMCE editor, you should be able to copy and paste directly from Word into the text editor.

Copying Tables from Word

First, in Microsoft Word, click on any field in the table. Then, click on the select table icon in the upper left corner of the table. Then hold down the Ctrl key and at the same time press the C key to copy the table. (You can also right click on the select table icon and select copy.) Then, over in the website editor, click in the body text field and hold down the Ctrl key and as the same time press the V key to paste the data. Click on one of the data fields in your new table and then press the Insert/Edit Table button and select a class from the drop down. We often use the Fancy grid listing, but feel free to select the one that best presents your table data.

Editing an Existing Folder

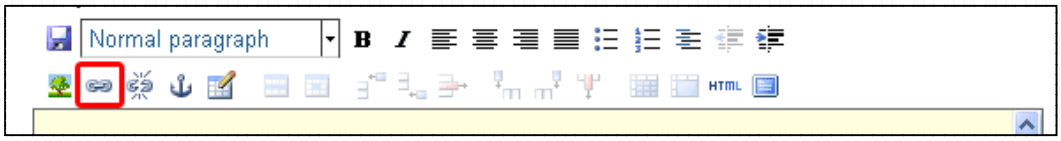
Folders will have a Contents tab. You may have to click on the Contents tab to edit the folder. These will only have title and description fields.

Adding a Page

Go to the folder where you want to add the page and click on the Add New drop down and select Page. An example of this appears in the graphic to the right of the content types above.

Adding Links

Highlight link text and click on the link button in the tool bar (the one with the red outline around it in the image below).

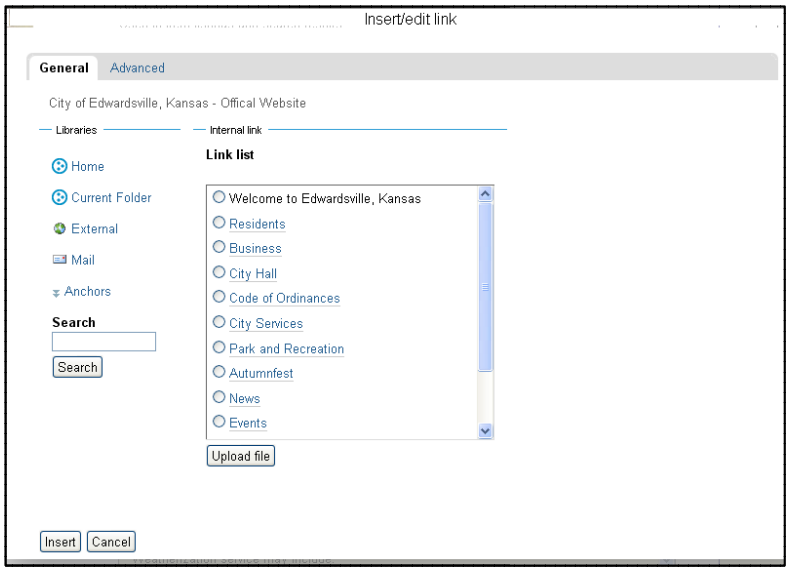


Adding an External Link

Once you have clicked the link button , the link menu will load. Click on External in the left column. Then, you can copy and paste or type the address into the Link URL box and click the Insert button at the bottom.

Adding an Internal Link

(a link to an item on this site)



Highlight link text and click on the link button . You will either be able to click on a link in the link list or click either Home or Current Folder from the list in the left column. You will then be able to browse through the site until you find the page or folder you want to link to. Click on the bullet in front of the item you want to select and then click the Insert button at the bottom.

One of the new features to this version of Plone is the ability to Upload a File directly from the links menu.

Linking an email address

Highlight link text and click on the link button . Click on Mail in the left column. Copy and paste or type the email address in the E-mail Address box and click the Insert button at the bottom.

Questions

Call us at (785) 233-6278 or email me at mburgess@spinnakerweb.com