

# **INCLUDEME portal HOWTO**

## **Managing content**

## Logging into the portal

As soon as you have opened your Internet Browser and entered the address of the **INCLUDEME** portal, you should be taken to the portal.

In the top right hand corner you can find a **log in** button that should be used for logging into the system with your username and password.



Image 1

As soon as you have clicked a **log in** button a form will be shown to you. You can now enter the username and password and log in.

### Please log in

To access this part of the site, you need to log in with your user name and password.

If you have forgotten your password, [click here to retrieve it.](#)

Account details

**Login Name**  
Login names are case sensitive, make sure the caps lock key is not enabled.

**Password**  
Case sensitive, make sure caps lock is not enabled.

 log in

Please log out or exit your browser when you're done.

Image 2

Enter your username and password and click the **log in** button. This should complete the login procedure and now you can start using the portal as a member.

# Managing content

## Creating content

There is a difference between **managers** and all the other users. **Managers** can add or change content anywhere in the portal (including the main content). **Normal users** can only add content inside their own folders.

Any user can get to his or hers own personal space by clicking on **my folder** option in the menu at the top right hand corner of the portal.



Juku Juurikas **my folder** preferences log out

Image 3

As soon as you get to your own folder there will be some new tabs and menus.

One of them should be used for adding content: **add item**. You should click on the arrow just right from it.

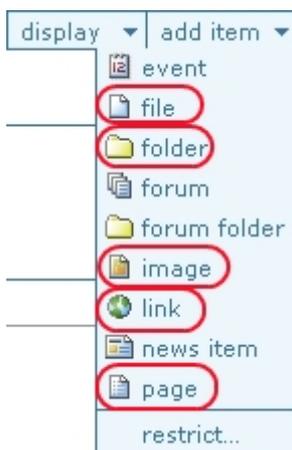


Image 4

Now you can select any type you want and click it. This should open a special form where you can specify the name, description and content for this item.

As you can see there are many different types of items here. Any item is a kind of placeholder for the content you provide.

**File** – this is a placeholder for any type of document you want to add to the portal.

**For example:** If you have a document you have made with **Word** or any other program and you want to add it to the portal. You will just need to select the file option from the menu, provide a name and select the document itself from your local computer.

**Folder** – this one acts the same as any folder in you local system. It should be used for creating structure of your personal space.

**For example:** Create you could create **My Pictures** folder for pictures, **My Documents** folder for documents.

**Image** – this one should be used for placing the pictures into the portal. It will also generate a preview of the picture inside it.

**For example:** You can add several pictures into the separate folder and make a gallery out of that folder. For that you will have to go to the folder with all your pictures first and use the **display** menu. You should just select a **thumbnail view** there.

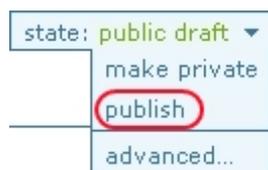
**Link** – this will create a standalone link to any resource on the internet you want.

**Page** – this might be one of the most interesting types. This type will give you opportunity to create a page with formatted texts, pictures and links to some content.

**Note:** If you have selected a **Kupu** editor as your default editor or did not change the default option (**Kupu should be the preferred editor by default**), then it will be a lot easier for you to create pages.

## ***State of the content***

One more important option is a **state** menu.



**Image 5**

At the beginning any content is created with the **public draft** state. This means that everyone can access and view the contents of this item. But this item might not yet be finished by the author.

Items in **published** state are also accessible to everyone. For **news** and **events** it also makes them be shown to all the others in special portlets on the right. Only **manager** can publish contents, all the other users can submit their content and then managers can **publish** them.

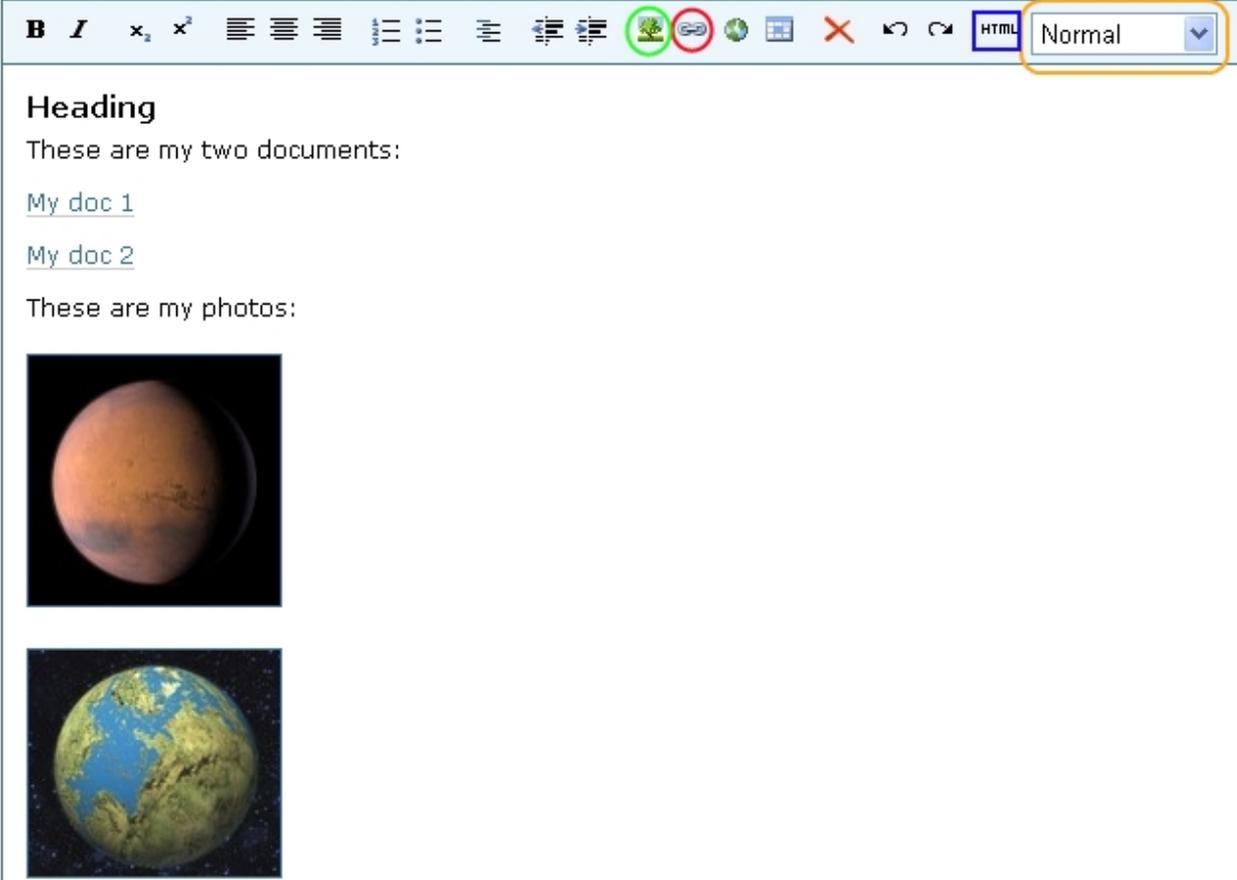
The last option is: **make private**. This will put the item into **private** state. **Private** items can not be accessed or viewed by others (**only managers can access items in any state**).

You can also use the **retract** option to change the state from any other back to **public draft**.

## ***An example of content usage***

I have created three subfolders in my personal space: **My Documents**, **My Pictures** and **My Pages**. I have put two documents to **My Documents** folder and three pictures to **My Pictures** folder.

Now I will move to **My Pages** folder and add a page there. I will provide the **Title** and **Description**. Then I will start using **Kupu** to create the contents of my page.



**Heading**

These are my two documents:

[My doc 1](#)

[My doc 2](#)

These are my photos:




Image 6

Kupu looks like a normal text redactor that is easy to use. In addition to all the other formatting options there are several others that should be mentioned.

#### Shown with orange:

Here you can select a type of text like **Heading**, **Subheading** and **others**.

#### Shown with red:

This is used for generating links to the contents inside the portal (**internal links**). At first you should select **Current folder** from the left and then use **Parent folder** to go up and just click the folder names to go inside the folder. This way you will get to the item you want to link to. Then you will just need to select it and click the **OK** button.

#### Shown with green:

This is used for importing pictures inside the pages (**you can only add pictures that have already been put into the portal**). The procedure itself is similar to previous, but here you can only select **image** type objects.

#### Planet icon:

This will help you create links to any place outside the portal (**external links**).

### ***Copy, cut, paste and delete***

In addition to mentioned earlier menus there is also the **actions** menu.



Image 7

As you can see there are several choices that will make it easier for you to move already created content items from one place to another. The **paste** choice is not present in the menu at the beginning, but it will be added there as soon as you have used **copy** or **cut** option.

### One thing to remember:

This menu works with currently selected item – the item you are viewing at the moment. And the item will be added (**paste**) to the folder you are currently in or to the folder the item you are currently viewing is in.

## Tabs

There are also some tabs provided to you if you are either item **owner** or **manager**.



Image 8

**View tab** is selected by default. It will show you and others the contents of the current item.

**Edit tab** should be used for making changes into the contents of the current item.

**Properties** tab can be used for changing or adding metadata to the current item.

**Sharing** tab might be used to assign roles for the current content item to the other users.

## Views

A folder type object has a possibility for different types of views to be selected. The views can be changed with the help of the **display** menu.



Image 9

At the moment the folder has a **default page** selected instead of showing the real contents of the folder. In addition there are four more views that can be selected for any folder.

**Standard view:** This is the **default** view for any newly added folders at first, but new folders have a habit to take the view option from the folder of the level above (if it is a **thumbnail view**, **summary view**, **tabular view** or **standard view**).

**Summary view:** A kind of a view without object type icon, object state color and with a small preview for the pictures.

**Tabular view:** Uses a table for showing the contents of the folder. Does not seem to look very nice, but might be convenient to use in some situations.

**Thumbnail view:** This one should be used for creating galleries from pictures added into the folder.