

# **HAND BOOK VIAGGIADR**



**Version 1.0**

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# **1. PREFACE**

## ***What is a CMS?***

The site is created and can be managed by a particular management software known as CMS.

A CMS is a **Content Management System**, a tool that enables a variety of (centralized) technical and (decentralized) nontechnical staff to create, edit, manage and finally publish a variety of content (such as text, graphics, video, and so on) whilst being constrained by a centralized set of rules, process, and workflows that ensure a coherent, validated Web site appearance.

Although not the only advantage of a CMS, the most obvious benefit of a CMS is coordinating a Web site easily.

Take a situation where one person, a Webmaster, coordinates a Web site, either an intranet or an external site. Content comes from users in a variety of formats, and the Webmaster turns these into usable Web pages by converting them to Hypertext MarkupLanguage (HTML). If a user has to change those pages, then the user sends the changes to the Webmaster, who changes the pages, and so on.

This presents many problems for the organization, the biggest being that all content is flowing through one person - an obvious bottleneck. That one person can do only so much work, and if that person is sick or leaves the company, a great deal of productivity is lost in finding a replacement.

The publishing process can be quite frustrating as e-mails fly between the Webmaster and the user trying to get content published.

A CMS provides to separate the programming language, the graphic design and the content in a way that each of these elements can be worked out by different and specific competences.

- The graphic designer elaborates the graphical interface.
- The computer programmer sets up the system structure and carries out the templates.
- The buyer provides for contents.

## *What Plone and Zope are?*

Plone is open source, licensed under the General Public License (GPL), which is a common open-source license that allows anyone to use the source for free. Plone is built on top of Zope and the Content Management Framework (CMF).

Zope is a powerful and flexible open-source Web application server developed by Zope Corporation and the CMF is a framework for a system; in other words, it provides the tools for developers to build a product, rather than just providing an out-of-the-box system that users can use immediately.

Plone takes this and many other features and improves upon them to provide the user with a high-quality product. Plone is a layer on top of the CMF, which is an application running on top of Zope.

## *Main features*

Zope and Plone confers to a site this features:

**Separates the content of a page from the presentation:** If the actual content is separate from the presentation method, then the content author doesn't need to know any HTML or how the page is delivered. In fact, one piece of content could have many different templates applied to it, including formats other than HTML, such as Portable Document Format (PDF), or Scalable Vector Graphics (SVG). When you want to change the look and feel of the site, you have to change only that one template rather than all the content.

**Allows certain users to add and edit content:** If specified users can add and edit content easily, then there's no need to send content to the Webmaster or Web team. Instead, the user who wants to create a page can do so and edit it as much as necessary.

**Applies rules to whom can publish what and when:** Your business rules might not want just anybody publishing content on your Web site; for example, people in marketing would be able to publish to the press release part of the site and not to the engineering section.

**Can apply business rules to content:** If a person from marketing creates a press release, somebody in legal might need to review that document. In this case, the document will be passed through a review process that ensures it won't go live until these reviews are done.

**Can search and index information intelligently:** Since the CMS can keep track of structured information about the content (such as author's name, publication date, modification dates, categories, and so on), it can produce listings of content by author, recent content, and so on. It can also provide searching capabilities that are much smarter and more useful than just a simple textual search.

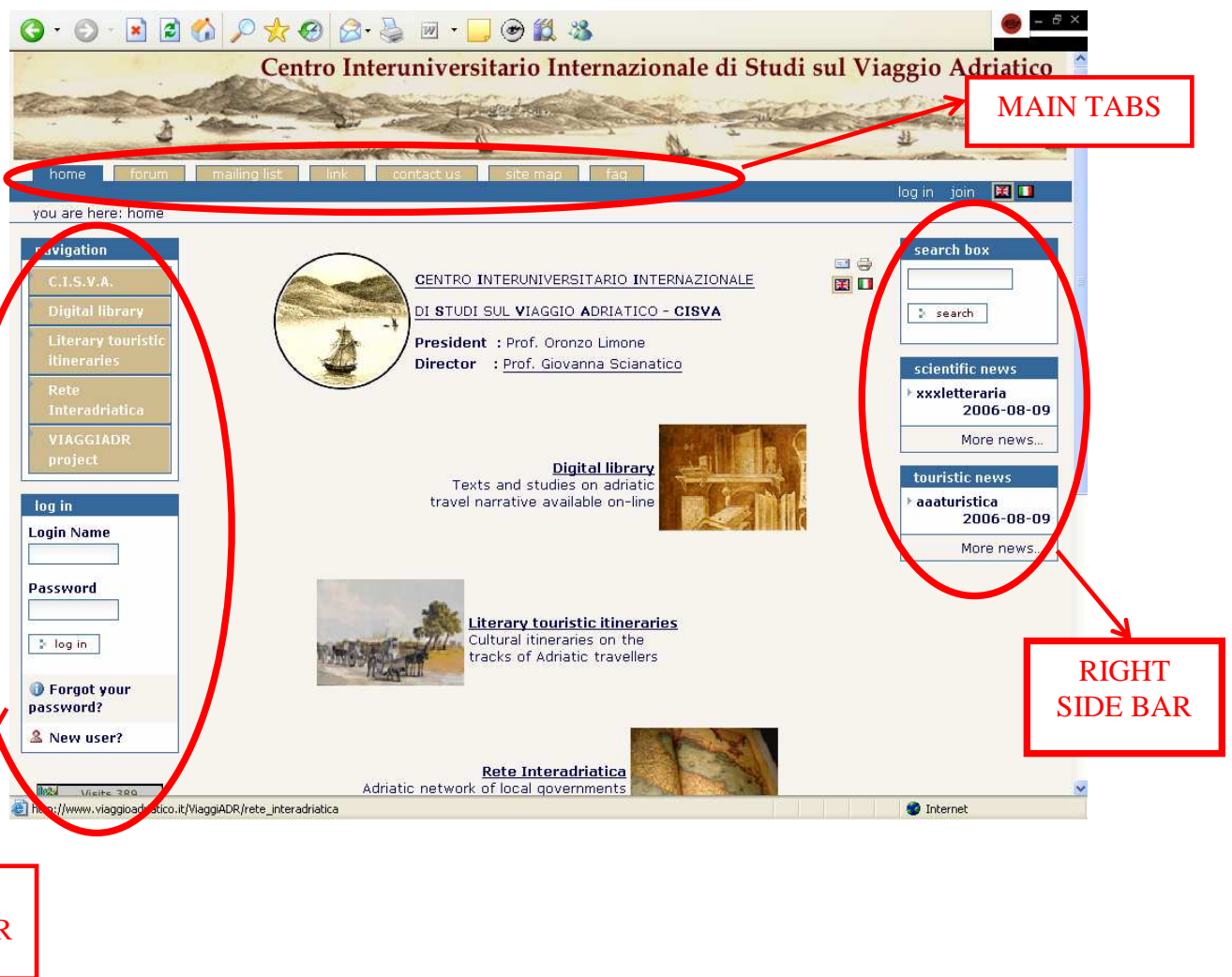
## 2. A QUICK TOUR INTO THE SITE

Just like any web site, in order to get to Viaggiadr site you have to key in the address bar of your web browser the exact site address. Then press enter.

It'll show the site cover image and the possibility to choose your language navigation, Italian or English.

You can select **ENGLISH** by clicking on it one time with your left mouse button.

You enter on the **home page** of the site composed by:



## *Main Tabs*

It is the section at the top of the home page which accesses to different areas of the site, mainly to services such as forum, mailing-list, site map, links. Each button is clickable.



### *Home*

It is the front page.

### *Forum*

It is a facility for holding discussions. It is reserved to registered users. The topics are listed by three categories - **Scientific Forum** - **Creative Writing** - **Travel Experiences**.

First page sintetically shows topics - replies - views and last updated for each section.

### *Mailing-list*

It allows the members of the site to receive news letters. In this page it is possible to look at the news in chronological orders (last news is the first ).

### *Links*

It contains a certain number of external links related to other center studies that are concerned with travel literature.

### *Contact us*

It contains phone numbers, mailing addresses and main office locations for the VIAGGIADR project staff.

### *Site map*

It contains an overview of the available content on the site. Keep the pointer still over an item for a few seconds to get its description.

## FAQ

It is an abbreviation for "Frequently Asked Question(s)". It is an online document that poses a series of common questions and answers, all supposed to be frequently asked. They are listed by three categories each of them on a specific topic.

- **Technical FAQ:** it contains the most frequently questions and answers on technical informations about the site.
- **Scientific FAQ:** it contains the most frequently questions and answers on scientific curiosities about the subjects the site deals with.
- **Touristic FAQ :** it contains the most frequently questions and answers on touristy curiosities about the subjects the site deals with.

## Right Side Bar

It is the section at the right side of the home page and it contains the search box and recent news.



The image shows a vertical sidebar with three main sections. The top section is titled 'search box' in a blue header. It contains a text input field and a 'search' button with a magnifying glass icon. The middle section is titled 'scientific news' in a blue header. It displays a news item with a right-pointing triangle icon, the text 'xxxletteraria', and the date '2006-08-09'. Below this is a button labeled 'More news...'. The bottom section is titled 'touristic news' in a blue header. It displays a news item with a right-pointing triangle icon, the text 'aaaturistica', and the date '2006-08-09'. Below this is a button labeled 'More news...'.

### Search box

You can find published content with a broad full text search. Enter terms to search. It'll find all content with all the terms.

### Scientific news

It contains the preview of the recent item published and related to scientific field. To read recent item click on it, click "more news" to read archived news.

### Tourist news

It contains the preview of the recent item published and related to tourist field. To read recent item click on it, click "more news" to read archived news.



## Left Side Bar

It is the section at the left side of the home page and it contains the navigation tree that shows the contents of the site and the box login.



The image shows a vertical sidebar with two main sections. The top section is titled 'navigation' in a blue header. Below it are five gold-colored buttons with blue borders, each containing a link: 'C.I.S.V.A.', 'Digital library', 'Literary touristic itineraries', 'Rete Interadriatica', and 'VIAGGIADR project'. The bottom section is titled 'log in' in a blue header. It contains a 'Login Name' label above a text input field, a 'Password' label above another text input field, and a 'log in' button with a blue arrow icon. Below these are two links: 'Forgot your password?' with an information icon and 'New user?' with a person icon.

## NAVIGATION

### *C.I.S.V.A.*

It is a section devoted to the Centro Interuniversitario Internazionale di Studi sul Viaggio Adriatico. It contains its mission, its center staff, its statute and the documentation about its activities.

### *Digital Library*

It is a section that contains texts and studies on Adriatic travel narrative available on line.

### *Literary touristic itineraries*

It is a section that suggests cultural itineraries on the track of Adriatic travellers.

### *Rete Interadriatica*

It is a section about cities and resources of the Adriatic network made up of local governments and enterprises.

### *VIAGGIADR project*

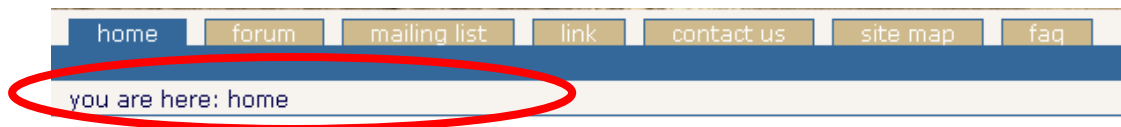
It is a section explaining Adriatic Cross Border INTERREG IIIA project "Adriatic travellers. Writing and travel paths". It contains its mission and its partners.

## LOG IN

It is the box to log in. It also allows to join the site. The same actions can be done from the two label on the right top, just under the main tabs.

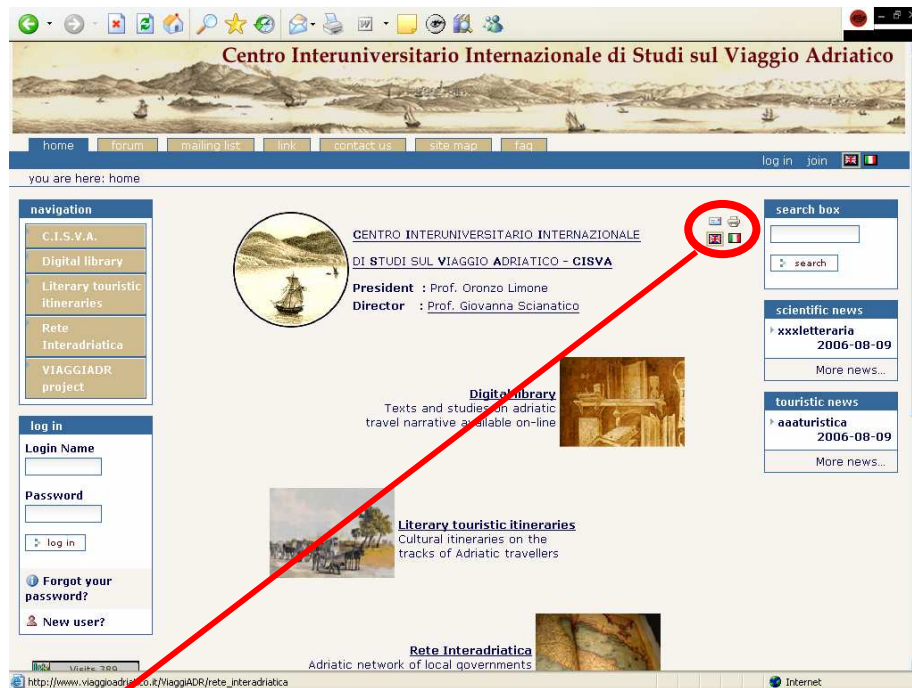
# Utilities

## Breadcrumbs



It show where you've been, let you get back there.  
This is, of course, a “Hansel and Gretel” reference. The breadcrumb components are links, and can be used to get back to containers.

## Print – Send E-mail



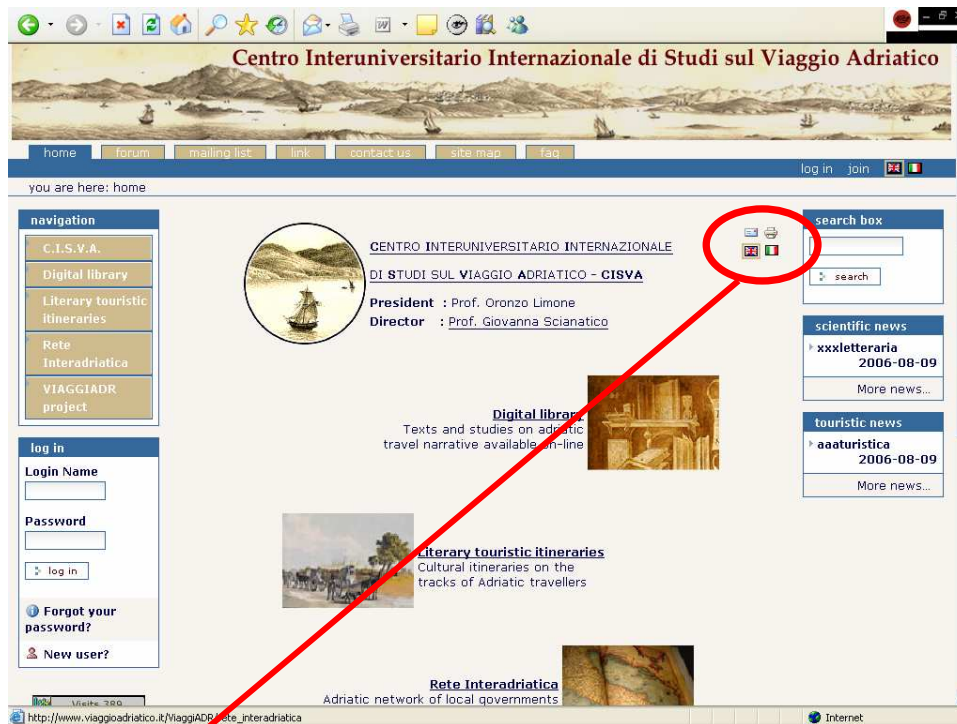
This options allows you to make simple actions :



**Send E-Mail:** it opens a window to fill in with the email address of the person to whom you want to send an email.

**Print:** it allows you to print the page in which you are.

## Language: Italian/English



Selecting a flag you can choose the language you prefer to visit the site : Italian or English

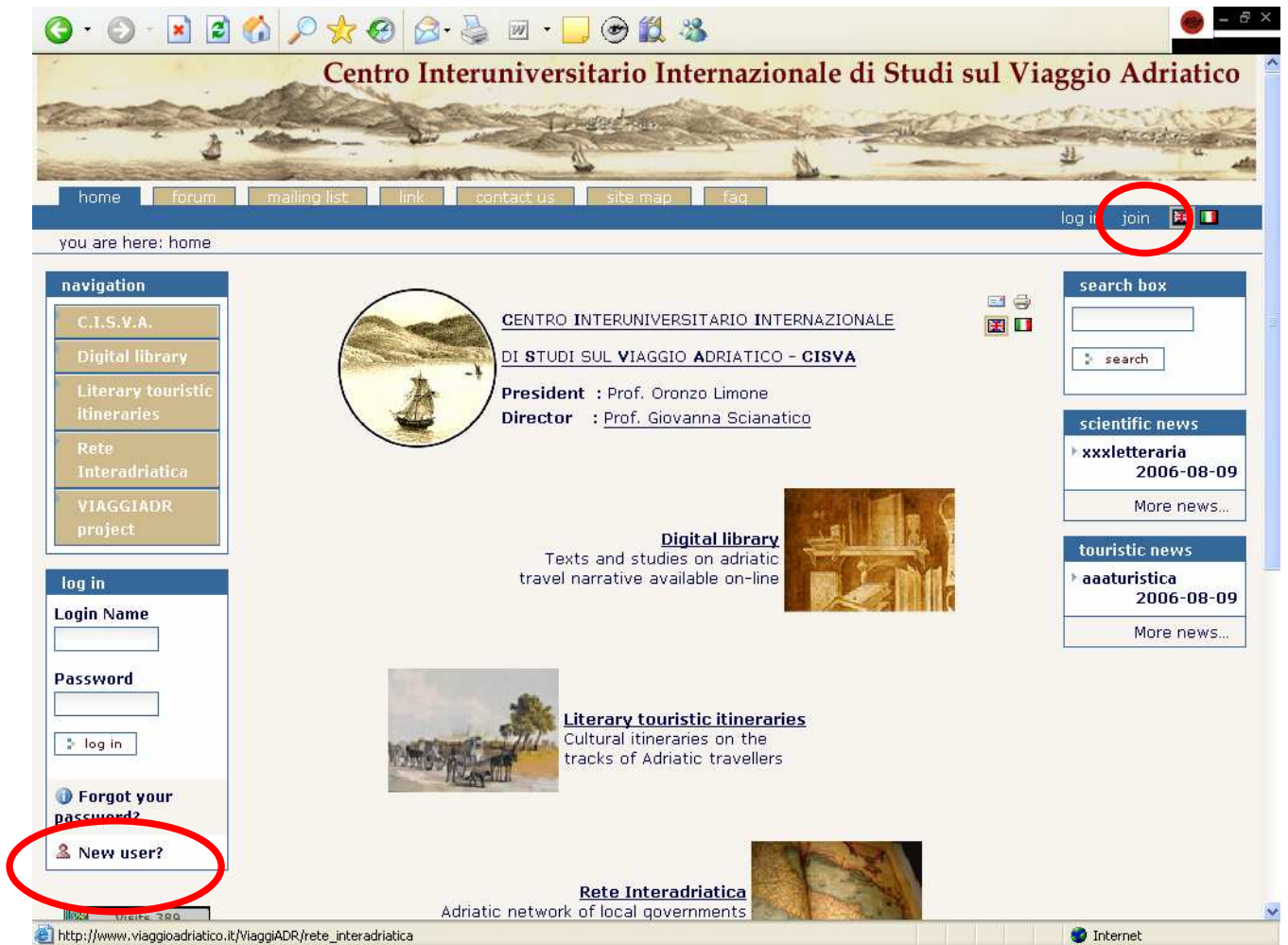
## Site statistics

It is an utility that allows you to see the number of accesses to the site since its installation.



### 3. JOINING THE SITE

Clicking the **JOIN** link at top right, or **NEW USER?** in the right-side box you can add yourself to the site.



It goes to a **registration form** asking for user information.

## Registration Form

### Personal Details

**Full Name**

Enter full name, eg. John Smith.

**User Name ■**

Enter a user name, usually something like 'jsmith'. No spaces or special characters.

Usernames and passwords are case sensitive, make sure the caps lock key is not enabled.

This is the name used to log in.

**E-mail ■**

Enter an email address. This is necessary in case the password is lost. We respect your privacy, and will not give the address away to any third parties or expose it anywhere.

**Password ■**

Minimum 5 characters.

**Confirm password ■**

Re-enter the password. Make sure the passwords are identical.

☐ **Send a mail with the password**

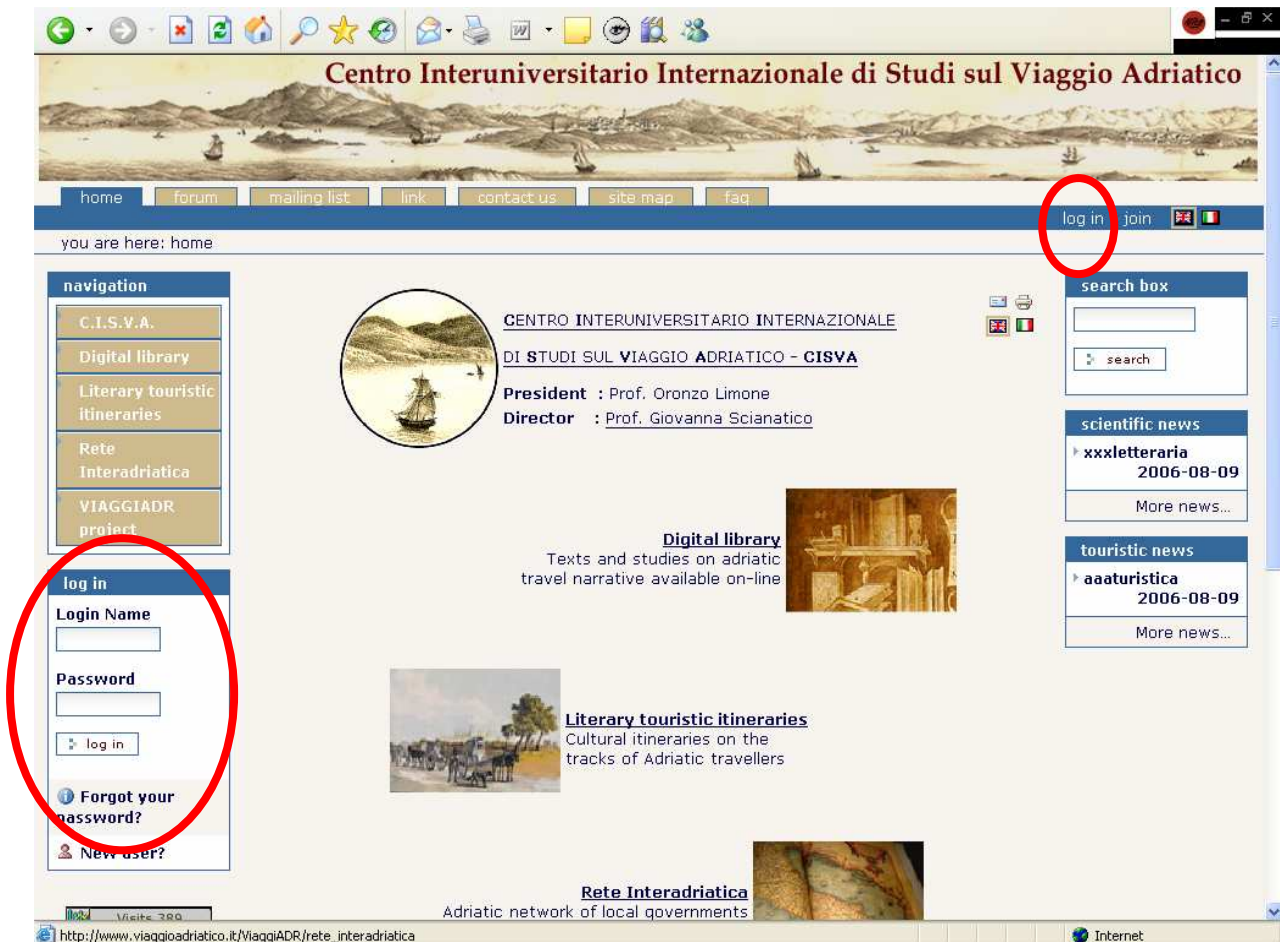
Some fields are required; a little red box next to the text indicates the required fields.

Once you've completed this form, click "**Register**" to submit your information.

If you've made any errors on this form, then you'll see a message at the top and the key fields that have an error highlighted.

## Log in

If you already have a username and password or you are returning to a site you've previously joined, then you can enter your name and password in the right-side login box or click on the **LOG IN** link at the upper right.



If you forget your password at some point, you can get it sent to the e-mail address provided when you registered. To have your password mailed to you, click the **FORGOT YOUR PASSWORD?** link located in the left column of the Web site. This will bring up the forgotten password form, enter your login name, and a password will be e-mailed to you.

After you've logged in, you'll go back to the front page, but notice that certain parts have changed:

- Message says you're logged in.
- Instead of "you are not logged in" message, your user name appears in the upper right.
- Login and join links are replaced by others



## Logging Out

One of the new changes is a **LOG OUT** link in the upper right (where login used to be). Click that and you will be anonymous again. This is helpful for seeing how everybody else sees your site. It keeps unauthorized people from acting as you, if they use your computer.



## Personal Actions Bar

After you've logged in, the member bar in the top-right corner will change to represent the options available to you as a member of the site.

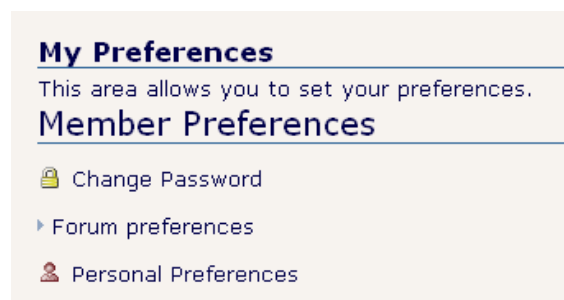
### My folder

One of these options is that each member has a folder created for them when they join a site. This folder is set up with particular security so only that member (and administrators) can add and edit the content in that folder. To access your personal folder, click the **MY FOLDER** link in the personal bar in the upper-right corner of the site.



### Preferences

In the upper-right corner you'll also see a **PREFERENCES** link; clicking this will open a list of personalization options.



You'll see two choices at the moment; you can change your password, or you can go to the personal preferences and change key preferences in your site.

The **CHANGE PASSWORD** form allows you to change your password.

The personal preferences form allows you to set a number of preferences that change how you see the site.

## 4. DIGITAL LIBRARY

### *Sections*

The Digital Library is arranged in different sections.

1. **General catalogue** : from this section you can search information on documents the digital library hold.
2. **Digital Books Catalogue** : it is the catalogue that contains text and studies in digital format.
3. **Author catalogue** : it contains a list of all the authors hold in the digital library. Accessing by this section, you can click on the letter of the alphabet corresponding to the initial of the authors you wish to search for.
4. **Books catalogue** : it contains an alphabetical list of all the books that are hold in the digital library.
5. **Studies Catalogue** : it contains research books such as book reviews and research papers.
6. **Periodicals catalogue**: it accesses to an alphabetical list of all the serials and periodicals hold in the digital library.
7. **Chronological Catalogue**: from this section you can search information on documents and text by choosing the century of the book first publication.
8. **Territorial libraries**: from here you can display a list of all the libraries that own the books hold in the digital library. You can choose to access in alphabetical order or by selecting a city.
9. **Travel Narrative**: it contains travel narrative books also available in digital format.
10. **Women's travel writing**: it contains books and studies written by women.
11. **Travel poems** : it contains poetry documents about travel topics.

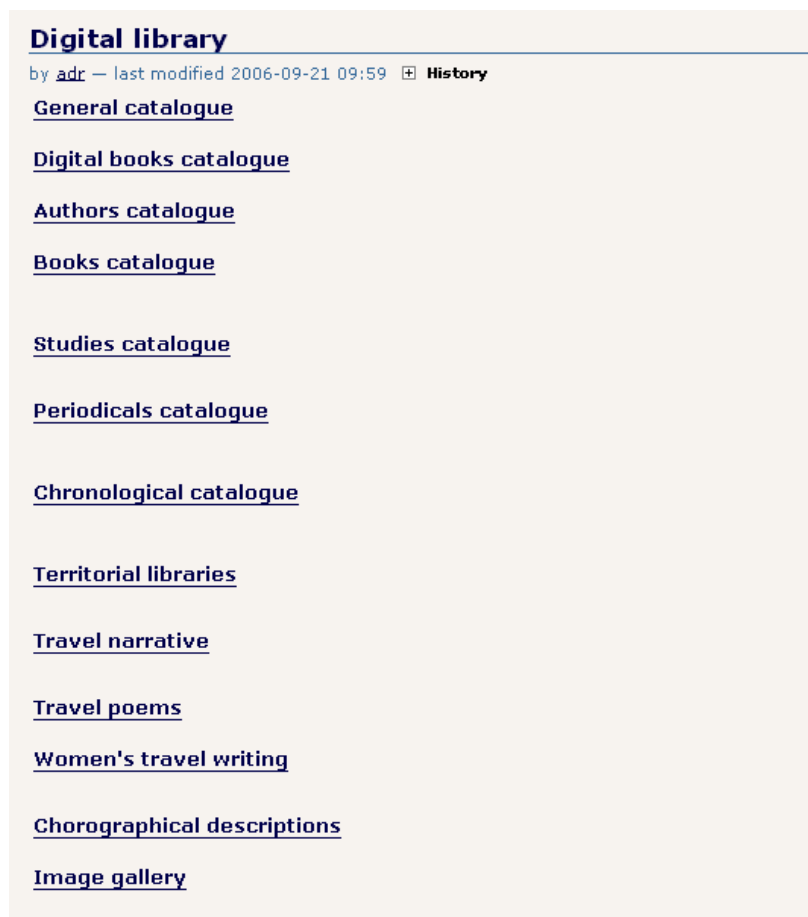


12. **Chorographical descriptions** : it contains chorographical topic documents.
13. **Image gallery**: it contains a variety of images arranged in different sections: pictures, paintings, art engravings, photography, drawings, title pages, book covers.
14. **Tourist library**: it contains all kind of tourist books, such as guide-books , trade journals, cartographic maps.

## *Searching in the digital library*

To search for texts, authors or libraries in the digital library you have two different ways:

1. Directly from the opening page of the digital library, selecting a catalogue.



2. By the section “**General Catalogue**” from which you can access to two different type of searching:

- **Basic search**

Basic search offers a large variety of direct search options in all the digital library’s catalogues.

base search   advanced search

**Base search in unified catalogue**

**All field**

**Author**

**Title**

**Catalogues**

☐ Età antica ☐ Origini ☐ XIII ☐ XIV ☐ XV ☐ XVI ☐ XVII ☐ XVIII ☐ XIX ☐ XX ☐ XXI

Reflecting the type of search you wish to perform you can select:

- **All field:** enter one or more search words in the box. This field searches for words or phrases anywhere in the catalogues record.
- **Author :**enter the author/creator's last name followed by the first name.
- **Title:** enter all or initial part of title.
- **Catalogues:** from the list you can select the catalogue in which you want to search. By default it is set up on “all catalogues”.

You can fill in as many fields you like.

Then select the **Search** button to perform the search.

The result will match all of the words you entered in all of the fields.

This kind of search is not often well refined, even if it is helpful when you want to develop a quick sample search or when you want to do a search in which recall (quantity of retrieved records) is more important than precision (relevance of retrieved records). In other words, you want to conduct an exhaustive search, rather than a highly specific one.

## ▪ *Advanced search*

An Advanced Search is especially helpful when you wish to create a precise search strategy, combining or excluding search words or phrases. You can use it when you want to do a search in which precision (relevance retrieved records) is more important than recall (quantity of retrieved records).

The Advanced Search consists of two sets of Search/Attribute sets, and the ability to tie them together with Boolean operators (and, or, or not) and

The screenshot shows a web interface for an advanced search. At the top, there are two tabs: 'ricerca base' and 'ricerca avanzata', with 'ricerca avanzata' selected. Below the tabs is a header 'Ricerca avanzata nel catalogo unificato'. The search form contains several fields: 'Titolo' and 'Autore' are dropdown menus, each followed by a text input field and a dropdown menu for search type (currently 'Frase esatta'). There are also fields for 'Data di pubblicazione' and 'Tipologia del documento'. A 'cerca' button is located at the bottom left of the form.

And you can use:

- A drop-down menu from which select a search type (title, author...)
- A search text in which enter a standard subject heading, name, or genre term
- A drop-down menu from which select the structure of the subject heading entered. If you entered more than one word you can select if the search has to be performed to **all of these** or only to **one of these** or to the word **as a phrase**.
- A drop-down menu from which select a Boolean operators to search for combinations of words or phrases. Use of these operators can make your search more focused, thus yielding more precise search results. The connector **AND** retrieves only records containing both terms. The connector **NOT** excludes records containing the second term. The connector **OR** retrieves records containing either one or more terms. Keep in mind that the connectors **AND** and **NOT** generally limit your search (decreases the number of hits) and the connector **OR** expands it (increases the number of hits).

The following search limits can also be used:

- **Date** of publication or creation of the material
- **Type** of material (e.g., book, serial, music)
- **Subject** of the search



## Search Results

You will see a list of results arranged in a title list.

Selecting the title, it will display a table containing information about the text:

**Itinerari crociati in Terra d'Otranto / Fulvio Bramato. - Galatina : Congedo, 1999. - 5p.**

**Notes:** Contenuto in: Verso Gerusalemme: 2. Convegno Internazionale nel 9. centenario della 1. crociata (1099-1999) : (Bari, 11-13 gennaio 1999), a cura di F. Cardini, M. Belloli, B. Vetere - CONGEDO EDITORE, 1999.

**File:**  (F. Bramato, Itinerari crociati in terra d'Otranto.doc - 35Kb) 

**Type:** Monografia

**Primary author:** Bramato, Fulvio

**Secondary author:**

**Edition:**

**Publisher:** Congedo

**Date of publication:** 1999

**Century of the first draft:** XX

**Description:** 5 p.

**Collection:**

**Isbn/Issn:**

**Subjects:** Itinerari

**Place of publication:** Italy

**Language:** Italiano

**Library:** Padri Cistercensi - Martano

**Identifier:** 88-8086-283-9

**It is part of:** Verso Gerusalemme : 2. Convegno Internazionale nel 9. centenario della 1. crociata (1099-1999) : (Bari, 11-13 gennaio 1999)

**Area:** Adriatico occidentale

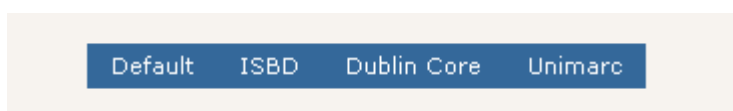
**Reference Catalogue:** Catalogo digitale, Catalogo testi

Some of these are buttons allowing you to retain selections from the screen of hits, as you move to subsequent pages in the search results:

- **File:** it allows you to open or download the digital book.
- **Primary author :** it opens the author window
- **Secondary author:** it opens the secondary author window
- **Publisher:** it opens the publisher window
- **Library:** it opens the library window
- **It is part of:** it allows you to go back to the principal monography.

Various formats can be arranged on the records displayed.

In order to guarantee the best connection with other Italian or foreign digital libraries, the system allows you to convert and export the bibliographical information hold by the site in the different bibliographic standard codified by the international organisms.



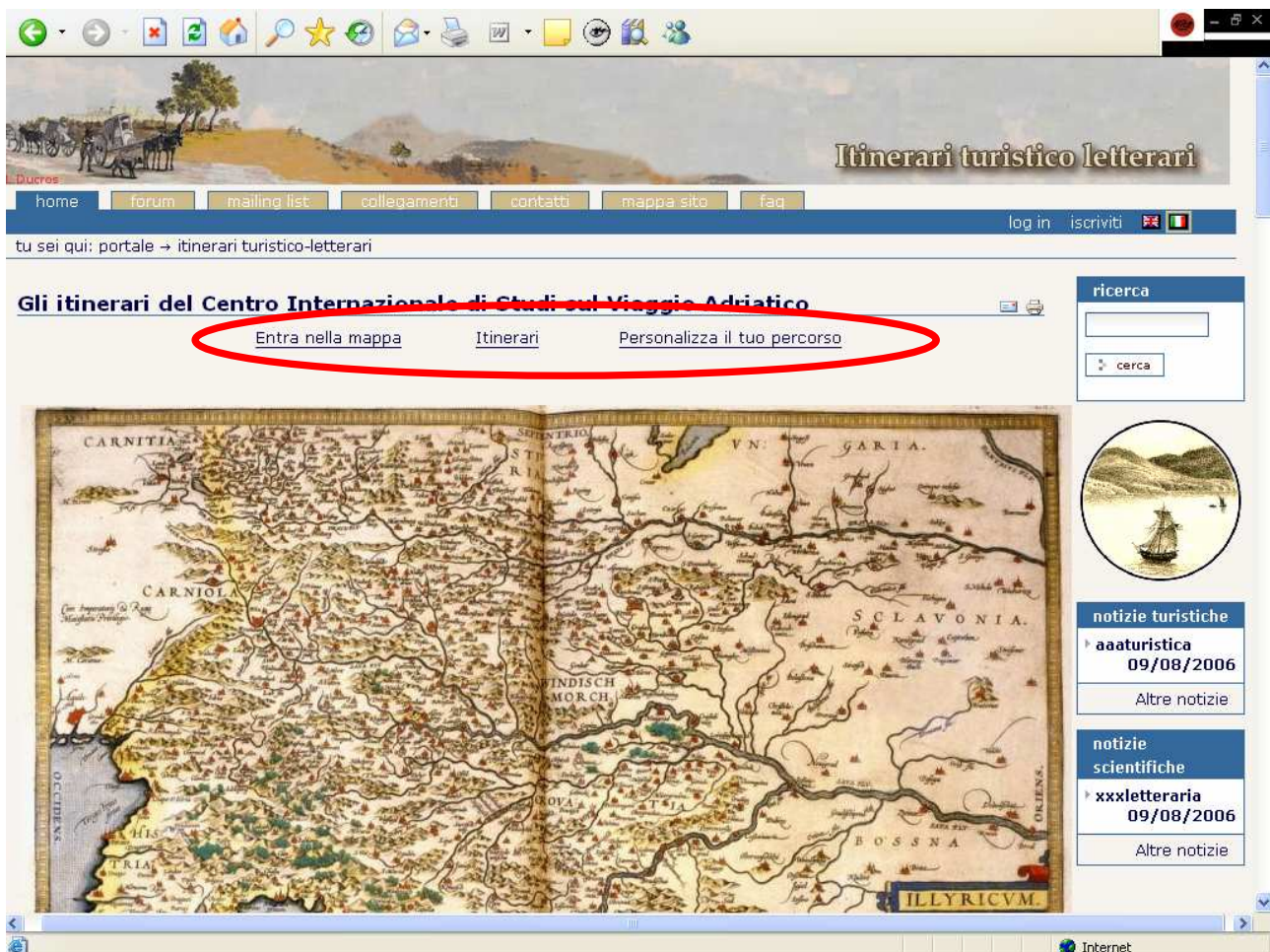
- **Default :** it is the format available by default
- **ISBD :** International Standard Bibliographic Description)
- **Dublin Core:** Dublin Core Metadata Element Set
- **Unimarc:** UNIversal MACHine Readable Cataloging

## 5. LITERARY TOURIST ITINERARIES

Section “Tourist and literary Itineraries” shows, on the paths and the works of old voyagers of adriatic sea, some recommended paths, describing some hypothetical cultural itineraries, giving the possibility to find them on the ancient map and customize them as you please.

In the introducing page you will find a text on ethics of proposed itineraries, some pictures of ancient cartographic maps and, on the top, three links :

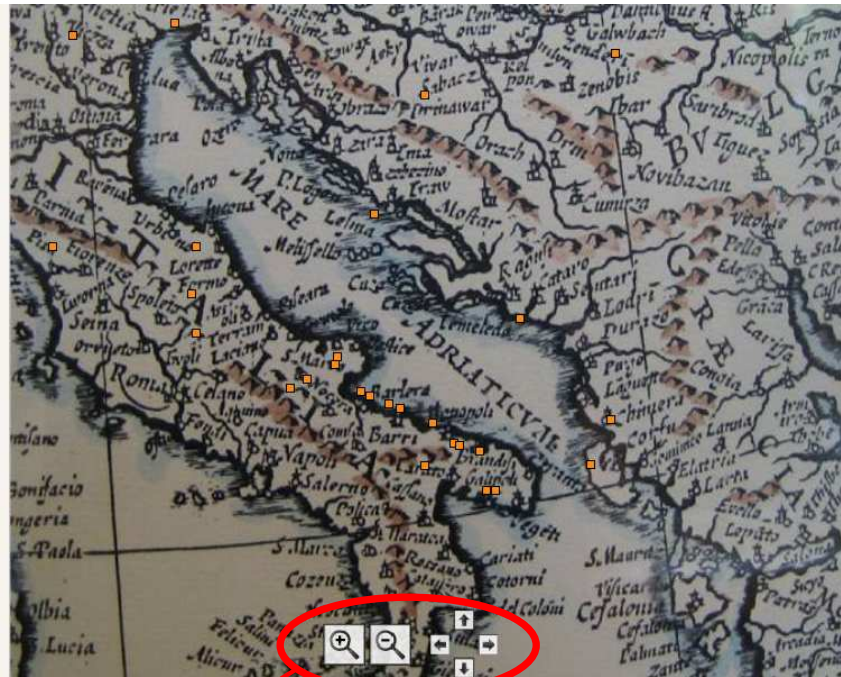
- **Get into the map:** it opens an ancient map on which you can view itineraries
- **Itineraries:** it opens a page with itineraries’ description
- **Customize your path:** by which you can search for a customized itinerary.





## The map

This page will open on an ancient map marked by some orange dots which indicate cities involved in suggested itineraries.



On the lower part of the map you will find tools by which you can have a better display of any part of the map.

- Lens with + symbol enlarge the picture (zoom in)
- Lens with - symbol reduce the picture (zoom out)
- Four arrows to move up, down, right and left.

To the right of the map, in a box, you will find all the suggested itineraries (by default)

To have any **ITINERARY DISPLAYED** just click on a city of the map.  
It will be automatically displayed coloured lines indicating the path and crossing each other whether a city is involved in different paths.



In the box on the right of the map it will be selected and filtered only itineraries going through the selected town.

By a double click on the selected itineraries, or a single click on the one in the box, you will enter directly the page with the itinerary's description.

By clicking the orange spot you will enter to the city's description page.



## Itinerary page

Itinerary page, also available directly from the introducing page by clicking on the "Itinerary", is made up of:

- **An ancient map:** by clicking on it will open a modern map
- **A text:** it describes the itinerary and cities and resources visited by old travellers
- **A miniature:** by clicking on it will open on a map of the itinerary

**Itinerario da Napoli a Lecce e nella provincia di terra d'Otranto nell'anno 1818 di G.Ceva Grimaldi**

Il ponte di Bovino è secondo l'autore la *Selvanera* pugliese, luogo impervio e decisamente triste; dove è possibile guardare sedici teste di banditi chiuse in gabbie di ferro che coronano le due sponde del ponte. Salendo da ponte di Bovino dopo tre miglia si giunge ad un monticello chiamato Monte Calvello da cui si scoprono le immense pianure della Puglia. Foggia è tutta aperta, le sue strade sono ampie...gli abitanti amano i piaceri ed i ricchi anche il fasto, ma non trascurano la mercatura, la pastorizia e l'agricoltura.

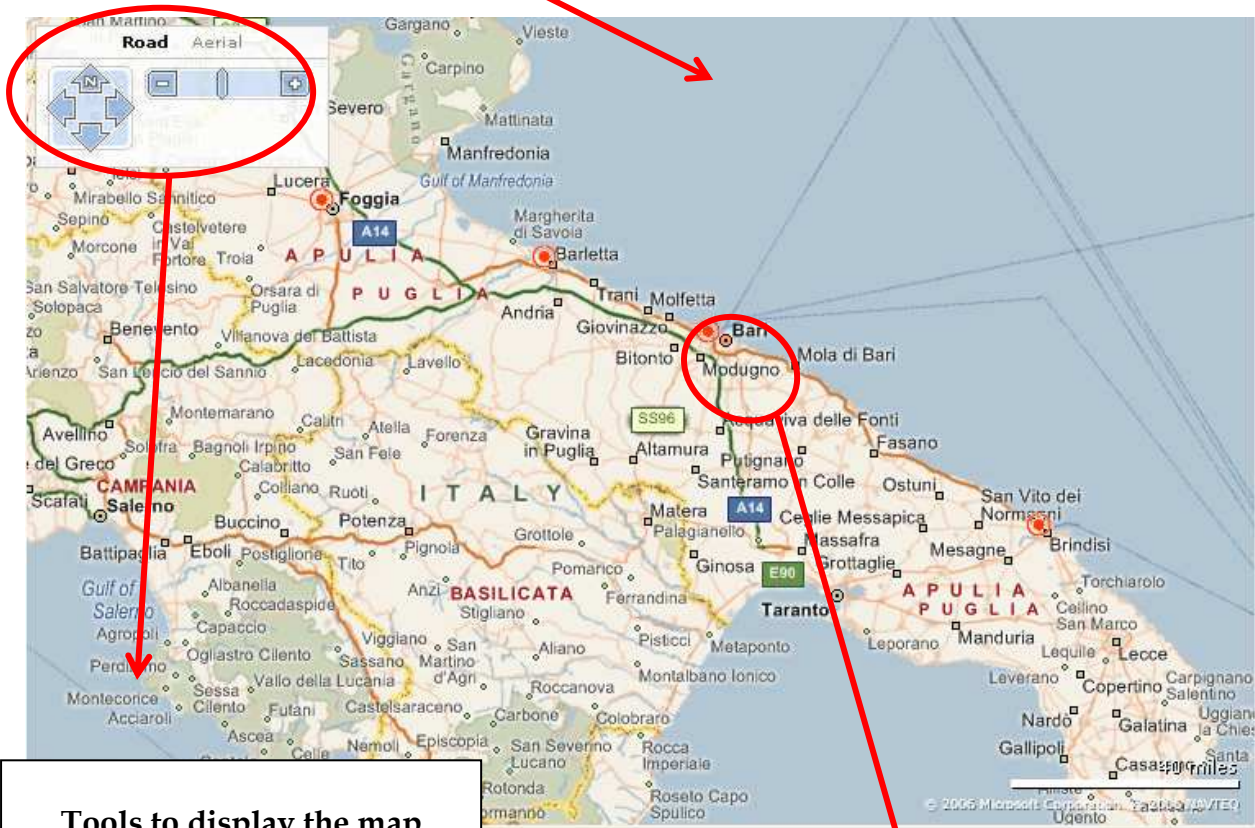
Passando per Cerignola, il viaggiatore giunge ad Ortona, l'antica Herdonia, della quale si limita a dire che fu capoluogo di una zona di abitazioni rustiche, in cui risiedettero i Gesuiti. Giuseppe C. Grimaldi con l'ingresso a Barletta inizia a fare ripetute annotazioni in merito al paesaggio, definendo le immense pianure della Puglia ubertose per le messi, per gli oliveti e i giardini, di cui son liete le province di Bari e d'Otranto.

A Barletta si sofferma su un grosso colosso di bronzo vestito come un fornaio e sul molo, che trova delizioso al pari di quello di Napoli.

Le sei miglia da Barletta a Trani colpiscono molto il viaggiatore, evidentemente colpito anche dal *savoir vivre* degli abitanti di questa vaga città chiamano balli e spettacoli; una riflessione più approfondita è riservata al porto di Trani: *picciolo seno di mare a forma di ferro di cavallo*, durante il suo viaggio completamente arrenato. *Le spiagge della Puglia comprese in questo tratto conservano contorni quasi invariabili: tutte hanno un fondo or chiasso or*

In the text you will find some links to cities, authors and cultural resources involved in the specific itinerary.

On the right side there is a picture, a miniature, that opens, by clicking on it, a map of the itinerary with geo-references, with a red dot indicating cities involved in it:



### Tools to display the map

Symbols - and + reduce (zoom out) and enlarge (zoom in) the picture.

Four arrows to move up, down, right and left.

By clicking on the red dot you enter directly the page with some information on cities and on their cultural and tourist resources. From there you can reach also the resources' description page.

## *Customize your itinerary*

Through the search box provided you can customize your itinerary following the cities and the resources you wish to discover.

Select from the drop-down menu itineraries, cities and type of goods and start the search clicking “search” button.

It will be displayed all the item corresponding to your query.

If no items are found the system will indicate that the searched data is not available.

## 6. RETE INTERADRIATICA

Section “Rete Interadritica” is applied to a network of local municipalities and enterprises who signed a protocol of agreement and supporting a program of sustainable development aimed to the proposition of tourist-cultural itineraries.

Section is made up of six parts:

1. **cities:** displaying all cities making part of the Rete
2. **Other partners:** displaying other partners making part of the Rete
3. **Staff:** the managerial staff of the Rete
4. **Documentation:** relating to the Rete’s activities
5. **Tourist links:** a list of tourist links indicated from the Rete
6. **Area’s Resources:** it opens a search box to find all cultural and tourist resources of the cities making part of the Rete Interadriatica

In particular through sections **CITIES** and **AREA’S RESOURCES** you can have access to the map and description of cities and resources located by the Rete Interadriatica.

### *Cities*

The “cities” link open to a page who shortly lists the towns who agreed the network Rete Interadriatica, representative’s telephone number, their e-mail and municipality web site.

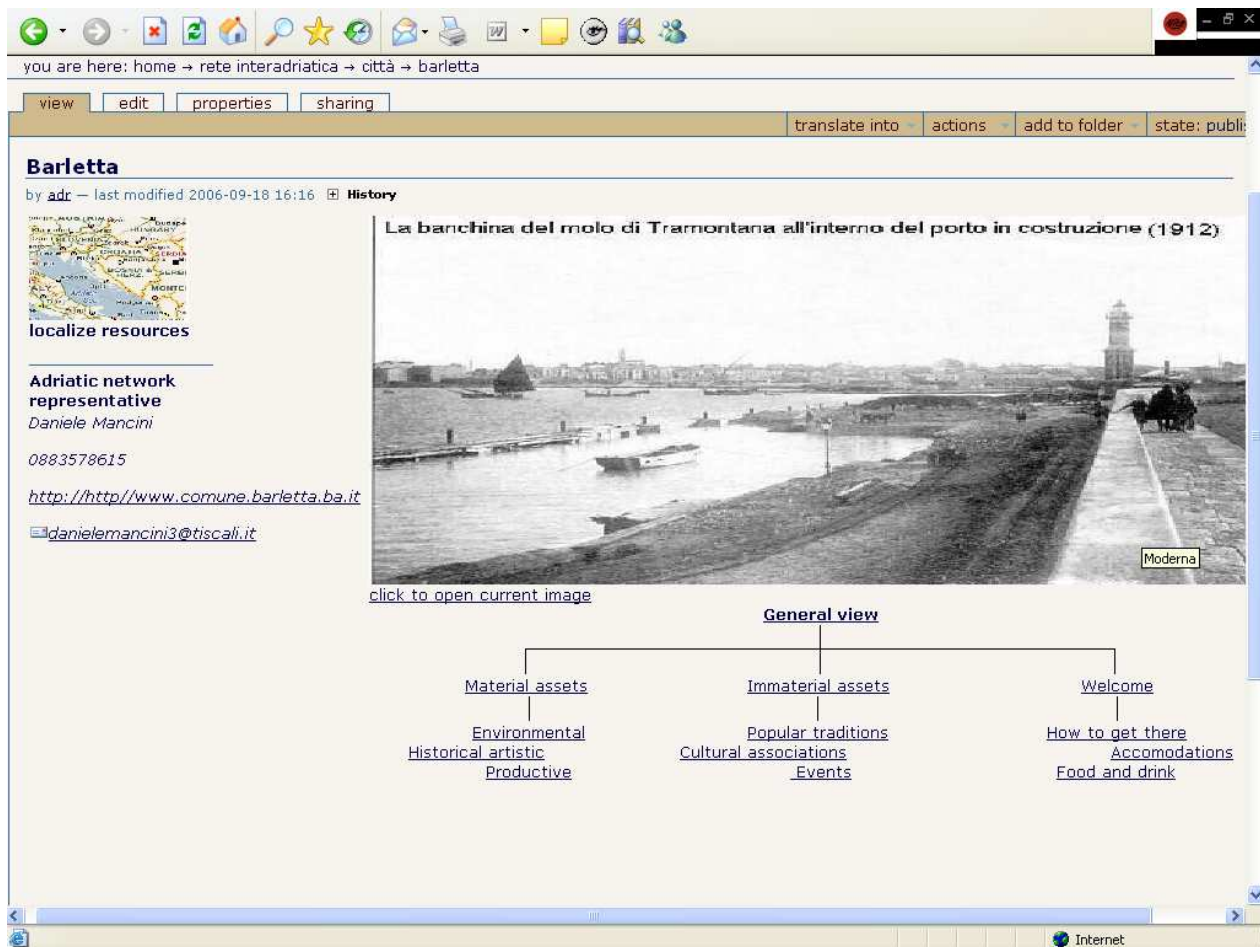


denominazione	telefono	e-mail	sito
Banja Luka			
Bari		fabianafago@tin.it	http://www.comune.bari.it
Barletta	0883578615	danielemancini3@tiscali.it	http://http://www.comune.barletta.ba.it
Brindisi			
Galatina			
Gallipoli	+39 328 8675147	katiarizzello@hotmail.com	http://www.comune.gallipoli.le.it
Monopoli			
Novi sad			
Ostuni			
Pescara			
Trani			
Veglie	0832970722	urp.comuneveglic@libero.it	http://www.comune.veglic.le.it

Fig. 26 – Cities



Choosing a city you enter a page containing information on the town, its resources and a map to their localization.



On the right of the page you can find an old picture of the city and clicking on it appears how it is nowadays.

Below the picture you will find a list of links divided in three main groups and in three smaller groups who give access to cultural and tourist resources of the town:

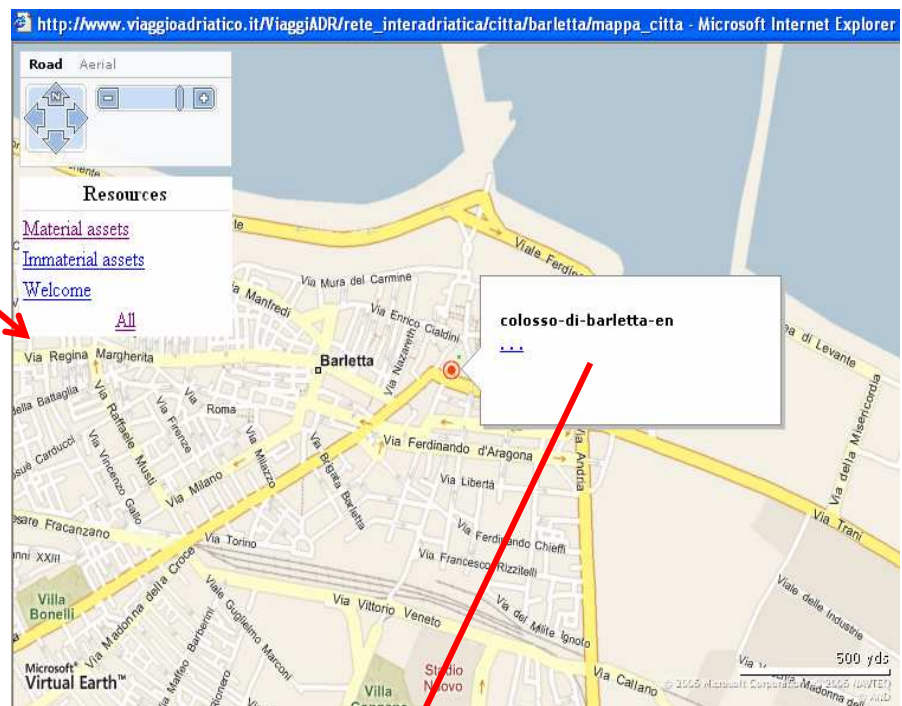
1. **material assets**: environmental – historical artistic – productions
2. **non material assets** : popular traditions – cultural associations – happenings
3. **welcome** : how to get there – where to sleep – where to eat

Choosing an item you get to the related page that gives you all the assets of the same rank. On the top you find the link to the **general view** who enlist all of them with no distinction.

On the left of the page a picture takes you with a click to a map with geo-references who makes you find assets on the area and select them upon their rank.

A red dot gives you the exact position of the asset and a picture on its side gives you short information on the asset.

Clicking on the suspension dots or on red dot you enter directly the resource page.



## *Area's Resources*

The search box is the same as for the customization of itineraries.

Through it you can search for the cities and the resources you wish to visit following a suggested itinerary.

Select from the drop-down menu itineraries, cities and type of goods and start the search clicking "search" button.

It will be displayed all the item corresponding to your query.

If no items are found the system will indicate that the searched data is not available.

## 7. USER'S ROLES

Each person visiting the site is referred to as a *user*. The user may or may not be authenticated.

Every user has a series of roles; a *role* is a logical categorization of users. Instead of setting every user's permissions individually, each role is assigned permissions individually. Every user can be assigned zero to many roles; for example, a user can be a member and a manager.

Users who are not authenticated are called **ANONYMOUS USERS**. This could be a user who has no account or one who has merely not logged in yet.

Users who are authenticated are **MEMBERS**.

**OWNER** is the role given to the person who created the content originally. An owner is one particular member, because although many members exist. Because the owner role is calculated when an object is created, the owner role is special.

The following are the assignable roles:

- **LIBRARY:** role with permissions to manage the digital library sections
- **RETE:** role with permissions to manage "Rete Interadriatica" and "Literary touristy itineraries"
- **REDATTORI:** role with permissions to manage "News", "Viaggiadr project", "C.I.S.V.A", "FAQ"
- **REVIEWERS:** role with permissions to review content.
- **MANAGERS:** role given only to trusted developers and administrators. A manager can delete or edit content, remove users, alter a site's configuration, and even delete your Plone site.

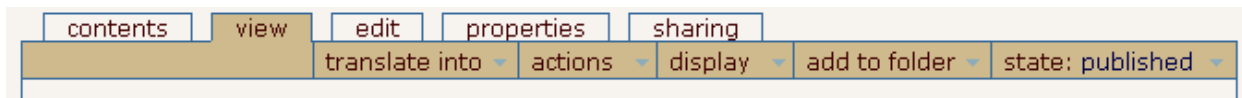


## 8. PUBLISHING A NEW CONTENT

### *Adding a new content*

First, ensure you're logged in, because only logged-in users can add content.

Enter the section where you want to add a content; it appears the **CONTENT BAR** containing the actions you can perform in the current location:



If you don't see the tab "CONTENTS" it means you don't have the right to edit documents in this particular section.

Other tabs appear such as view, sharing, and properties for more advanced options. In the top-right corner of the green border, you'll see an Add New Item drop-down menu and a State drop-down menu.

To add a content:

1. Click "CONTENTS" tab: the page shows the contents of the folder. In particular:
  - Title
  - Size
  - Modified ( data di inserimento o dell'ultima modifica)
  - State (bozza pubblica, in revisione, pubblicato)
  - Order
2. Select the section in which you wish to add the content.
3. Click the **ADD NEW ITEM** menu to open a drop-down list of items that can be added and then select the item you'd like to add.
4. Once you've clicked to add a document, you'll be taken directly to the edit page. Fill in the form provided and then click the **Save** button to confirm.

In particolare:

### ▪ *In Digital Library :*

From the first page of the section, where are the different catalogues click "CONTENTS" from the content tab and select where you wish to add an item: "Titles" or "Libraries" or "Authors" or Publishers" or "Image gallery".

Selecting titles, for example, it will open a list of all the books hold in the digital library.

From this page, click the **Add new item** drop-down menu to open the list of available items to add in this section: for example, in "titles" you can add a monograph or a bibliographic reference.

Make your choice and it will be opened a form to fill in.

Press Save button to confirm and you'll be returned to the view tab where you can see how the document will be shown to users.

To edit it again, click the edit tab.

The bibliographic reference form is in more than one page, than to complete it in every part it is necessary to "turn page" by the button provided.

### ▪ *In Itineraries :*

From the first page of the section click **CONTENTS**.

The page shows all the itineraries hold in the section.

Then click the **ADD NEW ITEM** drop-down menu and add an itinerary by filling in the form provided.



titolo	dimensione	modificato	stato
Il viaggio in Magna Grecia del BARONE VON RIEDESEL	0 kB	18/09/2006 19:35	Bozza pubblica
Viaggio in Dalmazia di Marko Car	0 kB	22/07/2006 17:23	Publicato
Il Viaggio in Abruzzo di Serafino Razzi - 1574-1577	0 kB	01/09/2006 19:05	Bozza pubblica
Itinerario da Verona a Bologna sulle orme di Goethe	0 kB	04/09/2006 19:10	Bozza pubblica
Itinerario da Napoli a Lecce e nella provincia di terra d'Otranto nell'anno 1818 di G.Ceva Grimaldi	0 kB	01/09/2006 16:04	Publicato
Un itinerario che comprende molti luoghi dell'Istria e della Dalmazia	0 kB	21/07/2006 12:39	Publicato
Itinerario di Anselmo Adorno in Terra Santa	0 kB	09/08/2006 16:40	Publicato

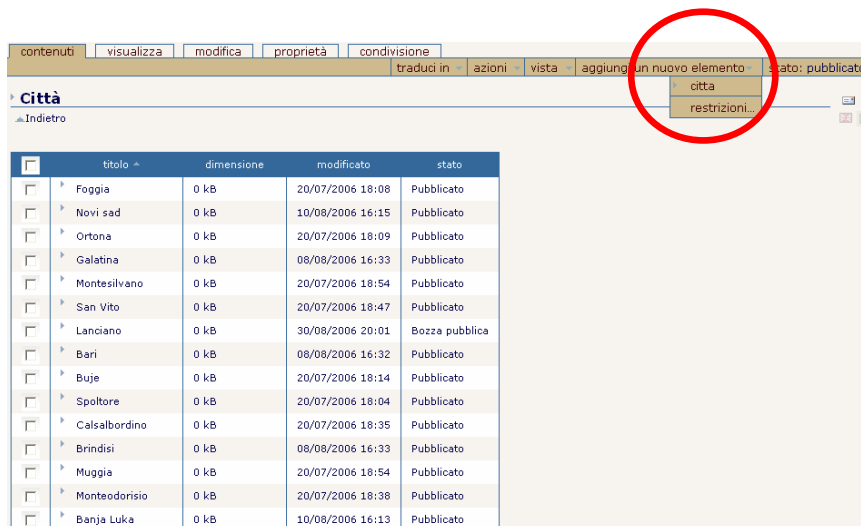
- ***In Rete Interadriatica:***

From the first page of the section click **CONTENTS**.

Then you can choose if add a city or if add a resource. Select the section where you wish to add a content and then click the **ADD NEW ITEM** drop-down menu and fill in the form provided.



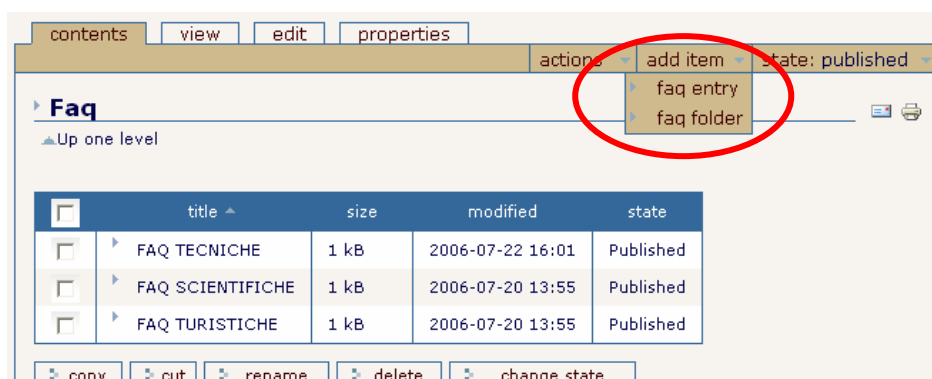
For example “city”



The city form is in more than one page, than to complete it in every part it is necessary to “turn page” by the button provided.

## ▪ *In FAQ*

From the first page of the section click **CONTENTS** then click the **ADD NEW ITEM** drop-down menu to open a drop-down list of items you can add in this section: a “faq entry” or “faq folder”.

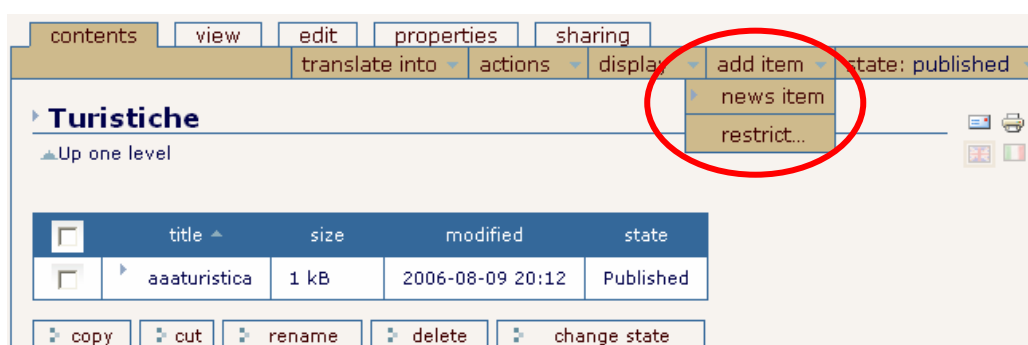


Once you’ve chosen the type of content you wish to add, fill in the form provided and the confirm.

## ▪ *In NEWS*

From the main tab click **NEWS**. Select where you wish to add an item: “Scientific news” or “Touristi news”, then click the **ADD NEW ITEM** drop-down menu to add a news by filling in the form provided.

Then click the **Save** button to confirm.



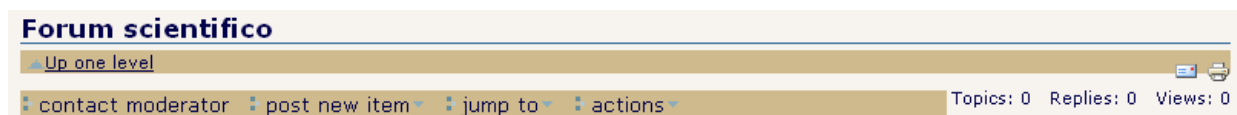
- **In Forum**

From the first page of the section select **CONTENTS** then click the **ADD NEW ITEM** drop-down menu to open a drop-down list of items you can add in this section: a “forum folder” or “forumnb”.



To send a new topic to the forum, enter a section and select the drop-down menu “**post new item**” choose the type of message you wish to send: a topic – a poll – an announcement.

Then fill in the form provided and confirm. To see how the posting will look before submitting it, click 'Preview'.



You can also contact the Forum Moderator with any questions or comments you may have.

Choose the option **CONTACT MODERATOR** , fill in the form and finally click **SEND** button .

## *Content states*

Workflow is the ability to apply different states to the content.

A *state* is information about an item of content at a particular moment in time. All workflows have at least one starting state in which all the content starts.

The workflow will then move the content through a series of states.

The following are the states of a content in this site:

- ***Public draft***

By default contents are created in this state. They are items not visible to all site visitor but only to whom has created them (the owner) , to the site reviewers and to the manager. They are editable only by the owners and the managers.

- ***Pending***

Pending contents are items that have been submitted for publishing by site members. They are not visible to all site visitor. They are flagged for reviewers who can publish or reject them. Pending items are editable only by managers and reviewers.

- ***Published***

Published items are visible to all site visitors. They appear in search results and they may also appear in other areas specific to that type. Published items are editable only by managers, but owners can retract them for editing (retracting reverts an item to the public draft state).

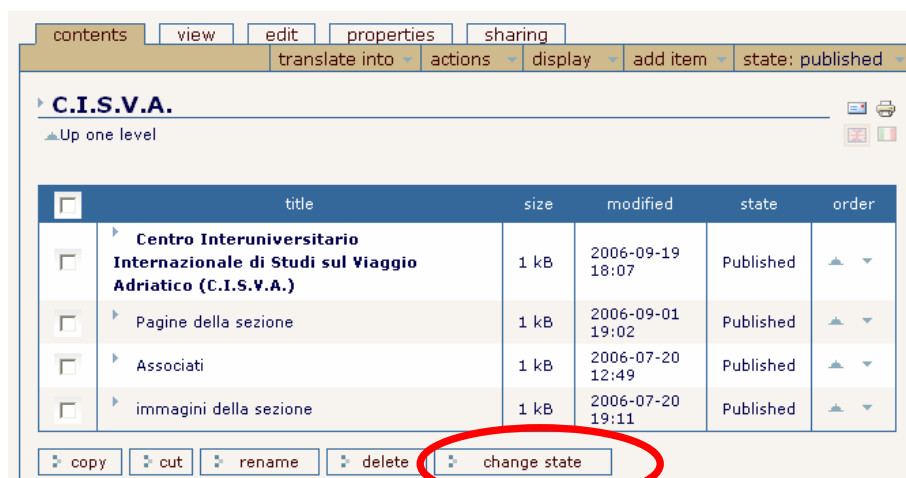
## Change content state

At any point in time, each item of content in your site is in a particular state.

This state describes its permissions and roles within site. By having items in different states, it's possible to apply different security to each item of content.

For example, sometimes an item may take a week or two to prepare and involve multiple revisions. Eventually you'll want to publish the content so that it's visible for all users or you need to edit it ect..

To edit content state, click on "Contents" tab, select the document to edit and then press the **CHANGE STATE** button.



The button opens the state form for changing the status:

It has the following fields:

- Affected content: this includes information on document: title, size, last modified, state.
- Effective Date: The date when the item will be available (of course it needs to be published too). If no date is selected the item will be effective immediately.
- Expiration Date: The date when the item expires. This will automatically make the item invisible for others at the given date. If no date is chosen, it will never expire.
- Comments: this includes any comments you want to make for this change in state that will be recorded in history.
- Change State: these mirror the choices available in the drop-down menu. For example, the options are Publish, Submit, No Change. Obviously the options depend on the permission you have.

Select the change of state you'd like to occur, and click **Save** to commit the changes.

title size modified state

<input checked="" type="checkbox"/>	C.I.S.V.A.	1 kB	2006-09-19 11:14	Published
-------------------------------------	------------	------	------------------	-----------

**Include folder items**  
If checked, Plone will attempt to modify the status of all content in any selected folders and their subfolders.  
☐

**Effective Date**  
The date when the item will be available (of course it needs to be published too). If no date is selected the item will be effective immediately.  
2006 / September / 1 19 : 35

**Expiration Date**  
The date when the item expires. This will automatically make the item invisible for others at the given date. If no date is chosen, it will never expire.  
2006 / / : :

**Comments**  
Will be added to the publishing history. If multiple items are selected, this comment will be attached to all of them.

**Change State**  
Select the new state for the selected items.  
☒ No change  
☐ Retract  
☐ Make private

You can change content state also using the **STATE DROP-DOWN MENU** located at the top right of the content tab:

contents view edit properties sharing

translate into actions display add item state: published

make private  
retract  
advanced...

**C.I.S.V.A.**  
Up one level

<input type="checkbox"/>	title	size	modified	state	order
<input type="checkbox"/>	Centro Interuniversitario Internazionale di Studi sul Viaggio Adriatico (C.I.S.V.A.)	1 kB	2006-09-19 18:07	Published	▲ ▼
<input type="checkbox"/>	Pagine della sezione	1 kB	2006-09-01 19:02	Published	▲ ▼
<input type="checkbox"/>	Associati	1 kB	2006-07-20 12:49	Published	▲ ▼
<input type="checkbox"/>	immagini della sezione	1 kB	2006-07-20 19:11	Published	▲ ▼

copy cut rename delete change state

There's also an option for Advanced, which opens the state form.



## Reviewing a document

If you're a reviewer, then in the right column of the home page you'll see a new review list when you first log in. This is a list of the items that have been submitted for review and need reviewing by you or another reviewer.

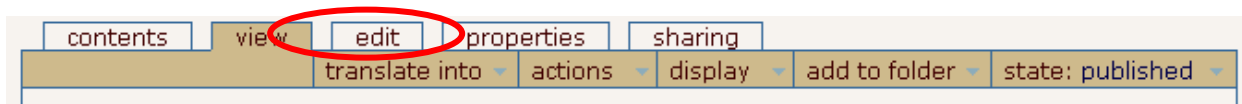
Click the document to open the item.

At this point you essentially have the following choices for this item:

- **Reject it:** reject it by selecting Reject from the drop-down choices
- **Approve it:** approve it by selecting Publish; this will change the content into the published state.
- **Do nothing:** leave it by doing nothing. This leaves the content in limbo.
- **Edit it:** as reviewer, you can make any change you'd like to do, so feel free to change the content by using the edit tab.

## Editing a document

You can edit a document using the **EDIT** tab in the content bar.



Now you can edit the document in your Web browser, using the form provided.

Once you've finished editing your document, click the **Save** button to commit your changes.

You'll be returned to the view tab where you can see how the document will be shown to users.

If you don't provide the correct input on the edit form, when you save the document you'll be returned to the edit page, and your errors will be highlighted. At this point your changes haven't been applied—you must correct the mistakes and click Save again before the changes will be committed.

## Editing a published document

Once a document has been published, it must be *retracted* to be edited. To do this, select retract from the workflow drop-down menu.

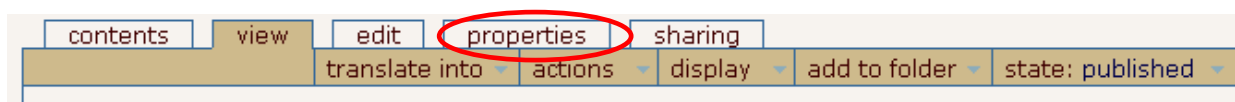
Then you can reedit it and placed it back into the review queue. This step, although a little annoying, is necessary to ensure that all content goes through a review step.

## Setting Document Properties

Any piece of content can have any number of properties assigned to it. These properties are known as *metadata* and provide information such as keywords, copyrights, and contributors of an item.

This entire set of properties is optional.

You can access properties on an object by selecting the properties tab.



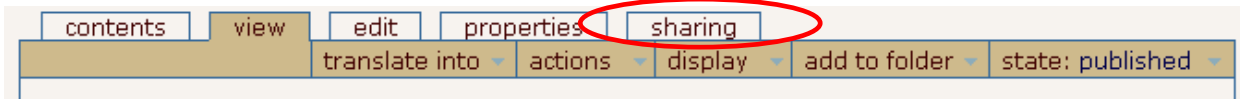
This properties form has the following fields, which are common to all content types:

- Allow Discussion: this lets this document be discussed by users who have the right to do so.
- Keywords: each item can have keywords assigned to it to enable grouping and sorting of the items. By default there are no keywords in the Plone system; site managers may add new keywords so that other users can select them.
- Contributors: this includes the names of the people who contributed to the object. Each person's name should be on its own line.
- Effective Date and Expiration Date: the effective date is the first day a piece of content should be available. the expiration date is the last day a piece of content should be available. Usually the Effective Date and Expiration Date fields are left blank.
- Language: this is the language in which the document is written;
- Copyright: this is the copyright information for the content, which is usually blank.

## *Sharing tab*

This allows you to assign more rights to other users or groups of users of the system to your document. If you've got a piece of content you've added to the site and you want another person to be able to edit it, then you need to give them more permissions for that one object.

To do this, you go to the **SHARING** tab.



It has three main components; you can assign a user to have a local role on this object, you can assign a group to have a local role on this object, and you can see who has certain roles already. And remove them if you want.