

USAID WILDLIFE ASIA

CONTENT MANAGEMENT MANUAL

Instructions for editing the Homepage Template and Slideshow

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USAID WILDLIFE ASIA

Instructions for editing the Homepage

<http://wildlifeasia.rmportal.net/>

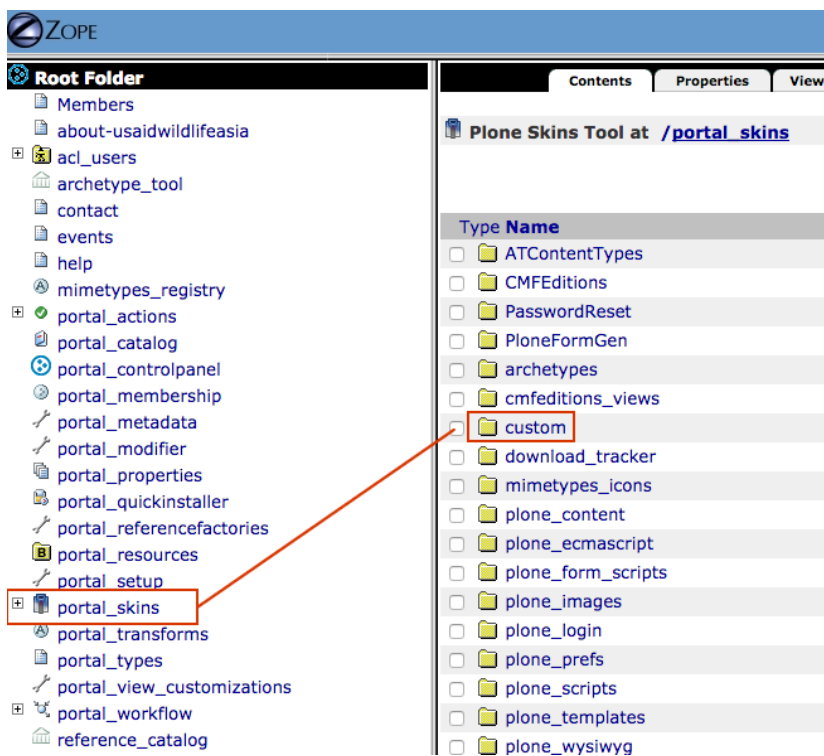
Note: You must be comfortable working in HTML code to make edits to the home page. All edits are made to the code through the browser.

1. To locate the home-page template

Login and go to - <http://wildlifeasia.rmportal.net/manage>

From the left column, select **'portal_skins'**

Then select **'custom'**.



Once the custom folder is open, scroll down to **'home_page'** (this is the home page template).

It is a good idea to make a copy of the file in case you make a mistake and need to revert to the original. To make a copy, check the box next to 'home_page', then scroll to the bottom of the window and select 'copy'.

Next, scroll back to the bottom of the window and you will now have the option to 'paste'. Select this option. Now you should see a copy of the file. It should say 'copy_of_home_page'.

If you wish to rename this file, select the box next to it, go to the bottom of the window, and select 'rename'. Rename the file to something that makes sense (like 'home_page_BU-9-28-17')

Editing the template is done in HTML view.

The Wildlife Asia website is built on the 'Bootstrap' template , which uses a responsive, 12 column layout. The basic site structure, including the responsive grid, is found in the main template. It is advised NOT to make any changes to the main template, as future upgrades to Plone will be lost.

Custom CSS File

Customizations to the CSS styles are made inside the ploneCustom.less file.

Here, you can create custom styles that can be applied where needed.

Editing the ploneCustom.less file is a two-step process.

1. Login and go to:

http://wildlifeasia.rmportal.net/portal_resources/plone/custom/ploneCustom.less/manage_main

Make your edits and add new styles. Once done, save the file and close it.

Next, you will need to run the LESS compiler.

Go here: <http://wildlifeasia.rmportal.net/@@resourceregistry-controlpanel>

Look for the ploneCustom file

ploneCustom



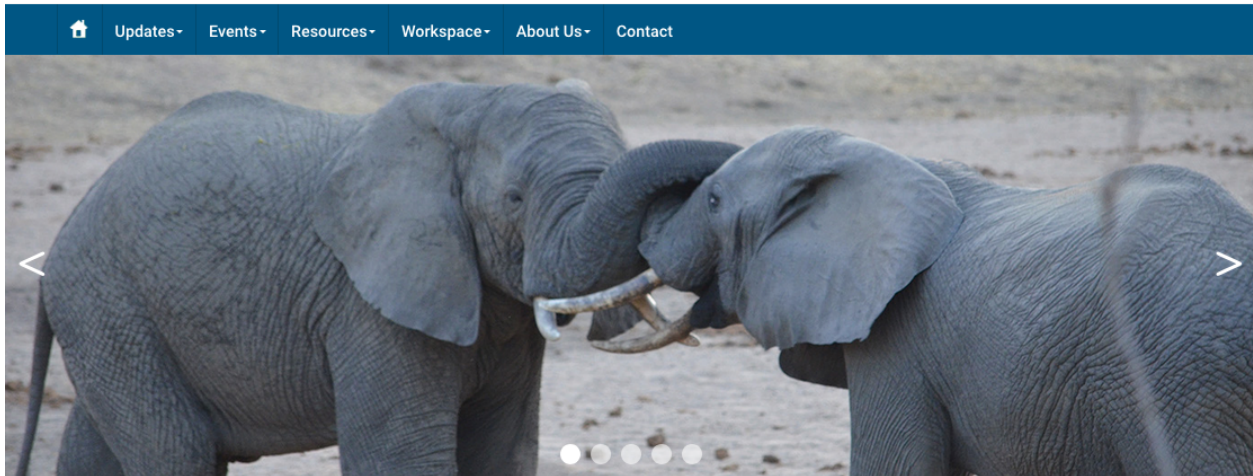
Select "Build" and then press "Build It" in the next window.

This will compile the CSS. Now any changes that have been made to the stylesheet will be available.

Custom styles do not appear in the editor, they must be added to the content in HTML view.

Instructions for editing the Homepage slideshow

<http://wildlifeasia.rportal.net/>



Note: You must be comfortable working in HTML code to make edits to the slideshow.

1. First, prepare your slideshow image:

Image width should be approximately 1400px wide (smaller images will stretch and distort).

Height should be approximately 600px

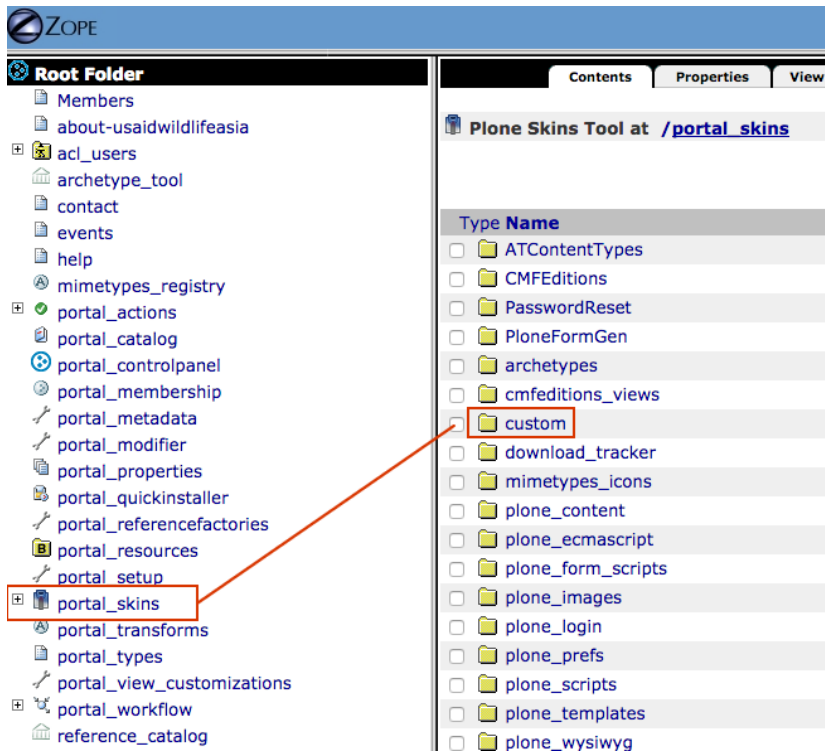
Image resolution should be 72dpi

2. Upload the photo to the slideshow folder

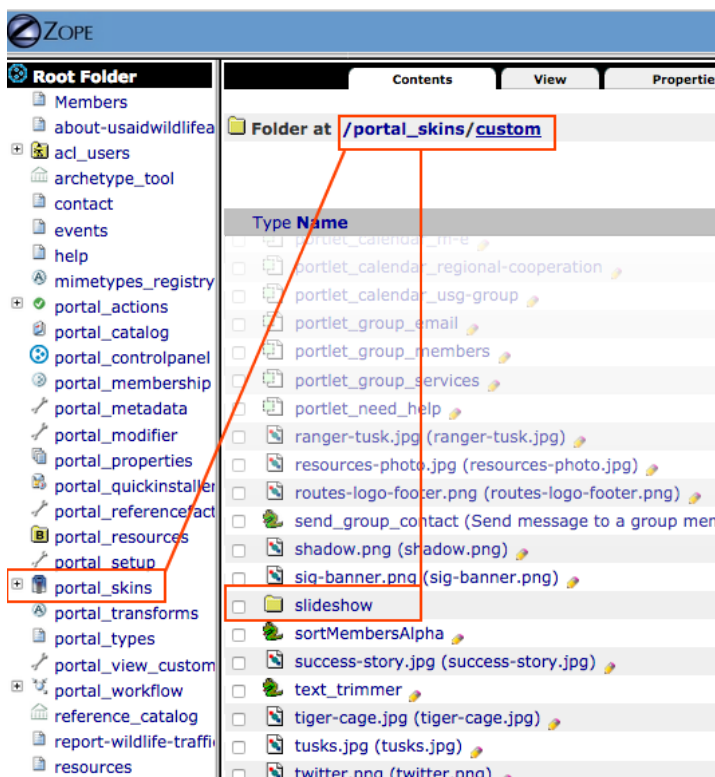
Login and go to - <http://wildlifeasia.rportal.net/manage>

From the left column, select 'portal_skins'

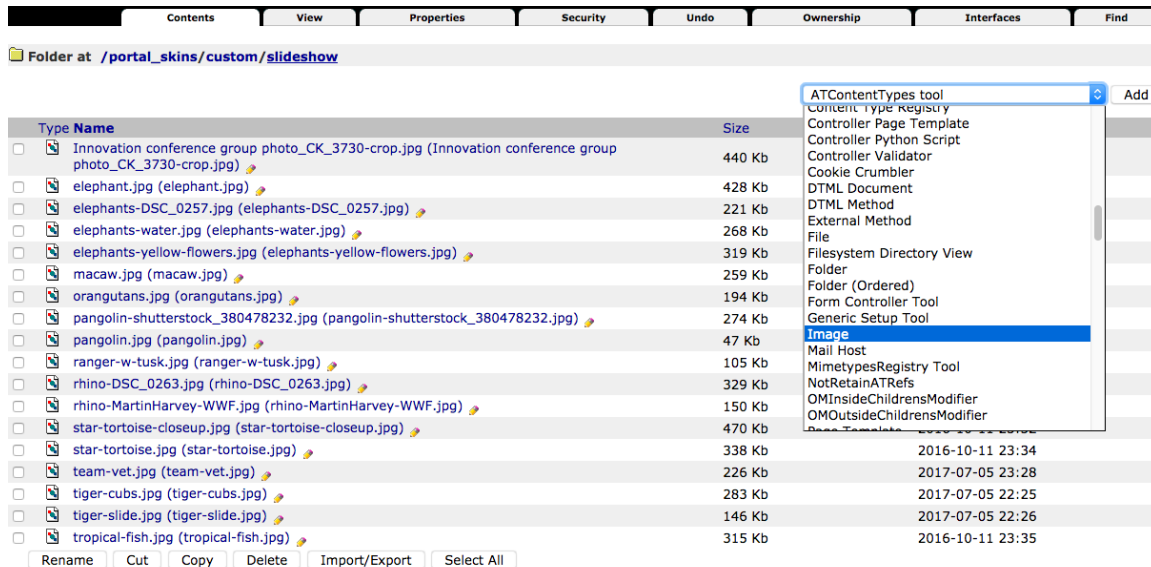
Then select 'custom'.



Once that folder is open, scroll down to 'slideshow'



Open the slideshow folder. From the top right of the window, find 'ATContentTypes tool'
 Open the dropdown option, scroll down and select 'Image'.
 Browse to the image on your computer, select it and click 'Add'.
 Copy the image name so you have it for the next step.



3. Locate the slideshow code.

Go back to - <http://wildlifeasia.rmportal.net/manage>

This time from the left column select '[portal view customizations](#)'

Look for '[plone.path_bar](#)' (it will be highlighted in yellow)

Look for this code:

```
<div class="slideshow">
  <ul>
    <li><div style="background-image: url('/slideshow/file-name.jpg')"></div></li>
    <li><div style="background-image: url('/slideshow/tiger-slide.jpg')"></div></li>
    <li><div style="background-image: url('/slideshow/pangolin.jpg'); background-position: center center;">
  </div></li>
    <li><div style="background-image: url('/slideshow/rhino-DSC_0263.jpg')"></div></li>
    <li><div style="background-image: url('/slideshow/Innovation conference group photo_CK_3730-crop.jpg')">
      <p class="slidetitle"><a href="link-goes-here">Slide title goes here</a></p>
    </div></li>
  </ul>
</div>
```

To change the image, type in the image file name after /slideshow/

To add a title and a link, follow the code syntax in the last part of the code.