

A short guide to Polopoly

The following tutorial is a quick introduction to Polopoly and helps you to get started with creating, editing and deleting content. A more detailed orientation is given by instruction pages and movies on the web. See <http://intra.kth.se/polopoly>.

Sign in

Go to <http://intra.kth.se/polopoly> and click the link to Polopoly in the top of the right column. Log in with your kth.se-account. (Requires access to the system. Contact local administrator for permission: <http://intra.kth.se/en/administration/kommunikation/webbpublicering/om/webbansvariga-1.23113>)

Polopoly window

Logged into Polopoly you will see a window divided into three frames: a header, a navigation frame on the left and a work frame on the right.

Content tree with departments and articles

The navigation frame with its content tree represents the structure of the website. The tree can be likened to the file explorer on your computer with an hierarchical setup of folders and documents. Click the plus icon in front of a department to display the next level in the tree. In Polopoly the folders and documents are referred to as **departments** and **articles**. In the content tree departments and articles are positioned as they are in the left menus on the website.

Edit article

To edit an existing web page browse to the article via the content tree. Click the plus sign in front of the departments to unfold their menus. When you reach the item you want to edit, click the article's name. It then opens in the work frame on the right.

Articles appears in the work frame as templates where information is put into various fields.

To work with a template, click the "Edit" button at the top of the template. The fill-in fields are activated and you can access the content.



Polopoly login

Log in to KTH

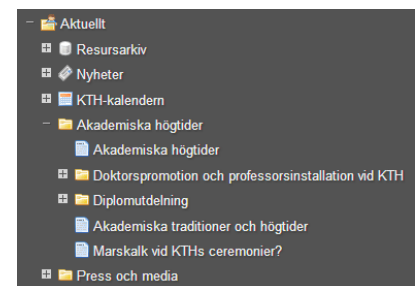
Username:

Password:

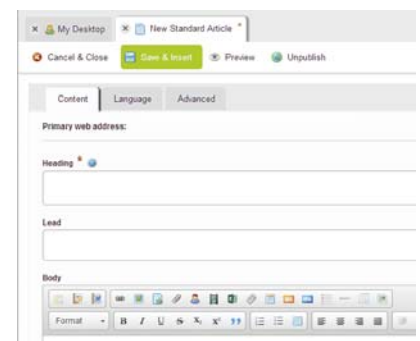
Log in with KTH account



The Polopoly window



Content tree



Article template in workframe



"Edit" to work with article

Article content with blocks

In the body area of the template you manage the text content. In top of the body area there is a toolbar. The lower row of the bar contains the standard options for formatting text.

When you want to work with content other than plain text, such as links, images and downloadable files, you insert them in the body area as **blocks**. When you create blocks for the body area, you select the accurate block option in the toolbar upper row.

When you click on any of the block options an empty block template opens in the work frame. When you are done with the block settings, click the "Save and Close" button. You then return to the article template and your new block is inserted into the body area where the cursor was set.

To create a link:

Select the text in the body area which should be linked. Click the link block icon in the toolbar. In the block template that opens, enter the link address (or email address). Save and close the block. In the article template the selected text will now be linked.

To add an image:

Put down the cursor where the image should be. Click the image block icon in the toolbar. In the block template that opens, browse to and upload your image. Save and close the block and the image will show in the article template.

If you want to change a block in the body area, **right-click** on it. A small menu will appear with various options. Select "Edit" to open the block template for editing. The menu also offers options to delete, copy or cut out the block.

If you copy or cut out a block you can paste it somewhere else in the article (or another article for that matter). Put the cursor where the block should be and click the paste button at the top left of the toolbar.

In the menu that appears when you right-click on a block there is also an entry for positioning. This option brings up a box that lets you decide how the block should be placed in relation to surrounding content (eg, left or right of the text).

Save and view

When you are finished editing an article, click the "Save and view" button. The article is then saved and shows in uneditable view mode. Remember that even if the blocks are their own templates and are saved separately, the article that holds them must also be saved if you have inserted new blocks into it. During editing of an article, you can also click the "Save" button. You will then stay in edit mode.



Body area with toolbar



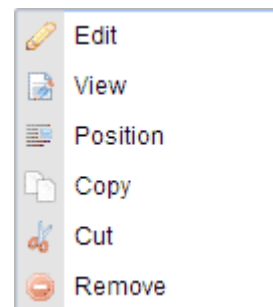
"Save and close" to insert block into article



Icon for link block



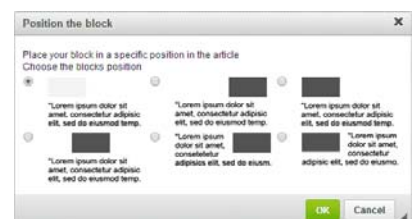
Icon for image block



Right-click for block menu



Paste button



Window for block positioning

It is recommended to save articles whenever you paste text in the body area from another environment. It will clean out any inappropriate code that might affect further editing.

Quick edit

You quickly reach the article template you want to edit by clicking the "edit pencil" in the web page footer on the website. You will then be sent directly to Polopoly and the template will show in the work frame. (Intermediate login required if you're not signed in on website).

Are you logged into the site you can also access individual block templates directly from the web page. Enable this short link option via the pen icon in the left border of your web browser. Then edit blocks by clicking the pen icon that appears when you hover over a block on the site.

Create new article

A new article is created in the department that should carry the page. Click the relevant department name in the content tree and that department template opens in the work space. In the template you will find a list of the department's existing content. Above this listing there are drop-down menus for creating new content. Choose "Article " in the first and "Standard" in the other. Then click the "Create" button.

An empty article template shows in the workspace. Enter the name of the web page in the title field. The name becomes the headline of the web page and the title in the content tree. Then enter the rest of the content.

Save and insert - handled in two steps

Save and insert the newly created article in the content tree by clicking the "Save and insert" button. Your article is then saved in the system. However, it will not appear on the site until you tell which position it should have in the department list (which also is a left menu on web site, remember). After clicking the "Save and insert" button a view appears that shows the department's existing content with intermediate buttons. By clicking any of these you determine the article's position. Then click the "Insert" button.

You then return to the department template now listing your newly created web page along with previous content. Your newly created article remains in the work space and is accessed via the tab at the top of the work space.



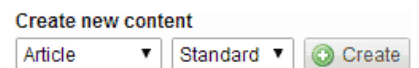
"Save and view" to save existing article



Shortcut to article template in footer on web site



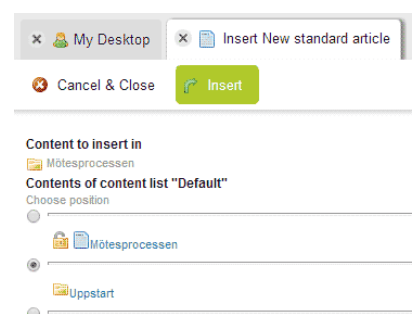
Shortcut to a block template on web site



Create new article in a department



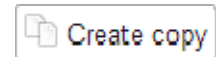
"Save and insert" when you create new article



*Click "Save and insert" –
Choose position in menu –
Click "Insert"*

Copy article

If you want to create a new article based on an existing one, open the original article and click the "Create copy" button in top of the template. A copy of the original article is opened in the workspace. Give the new article a title, edit the content and save and insert. Note that when creating a copy you do not copy the blocks that come with the original article. Changing content in these blocks will affect them in the original article. (Removing or repositioning them in one place won't affect them in others though.)

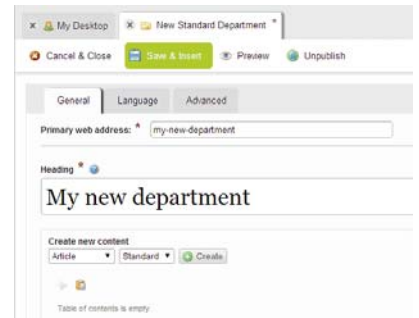


"Create copy" for a new article based on content in an existing one

Create new department

New departments that provide new levels of web structure is created in the same way as articles. In the content tree, open the department that will carry the new department. Instead of creating an article, choose to create a department via the drop-down menus. Enter a title in the new department template and save and insert.

Return to the newly created department and create new articles (or new departments for further depth). Note that the standard department only serves as a holder for the underlying items and doesn't contain any content of its own. A department must wear at least one article.



Department template in work frame

Remove article or department

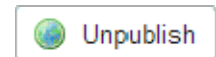
Just as you create new content in the department templates it is also in the department you remove its listed contents. For each listed item there is a remove button on the right.

This is important though! When you just remove an item from a department it will remain on its old web address. Search engines will keep it in index once they have found it. If you want an item to be removed from the public web site you must open the template and click the "Unpublish" button. It then becomes gray in the department's list of contents, from where it also can be removed.

Also note that unpublishing an item also unpublish the templates that it holds. Unpublishing articles will unpublish their blocks. Unpublishing departments will unpublish departments, articles and blocks further down the line.



If you remove an item from a content list...



...make sure to unpublish it first!

Log out

Log out from Polopoly via the link in the top frame.

This was a quick orientation in Polopoly. More features and template types are described in detail at <http://intra.kth.se/polopoly>.

Questions and response can be sent to polopoly@kth.se