

Adding new content a step-by-step approach using the Contributor role

Presenter

Affiliation

Event / Date / Location

DRAFT DOCUMENT



News

News items are short messages intended to inform the visitors of your website about themes/issues that are considered topical and relevant. It may be a recent article from a newspaper, a story about an event that has taken place, a summary of an interview/survey that you or a colleague has conducted, etc.

Step 1: Select Content → Add content → News in the grey bar at the top of your screen (opt. 1), or (opt. 2) go to Content and click the Add content button (and then choose News)

Opt. 1

The screenshot shows a web management interface. At the top, there is a navigation bar with 'Manage', 'Search', and a user profile 'julienveneman@gmail.com'. Below this is a grey bar with 'Content' and 'Add content'. A blue arrow labeled '1.' points to the 'Add content' button. A dropdown menu is open, showing options: 'News', 'Event', 'Document', 'Project', 'Organization', 'Related website', 'Gallery', 'Video', 'Ecosystem', 'Protected area', 'FAQ', 'Person', and 'Web page'. A blue arrow labeled '2.' points to the 'News' option in the dropdown. The background shows a website header for 'Han Demo Biodiversity' with a navigation menu: 'HOME', 'ABOUT US', 'BIODIVERSITY', 'IMPLEMENTATION', 'INFORMATION'. At the bottom, there is a footer with 'Rwanda - African Parks s'engage'.

Back to site Manage Search j.felismoran@gmail.com Biodiversity Management

Content ← 1.

Content

Overview [Own moderated content](#)

My account > Administration

✓ Before making any changes, make sure to read the Biodiversity documentation available [here](#).

+ Add content ← 2.

Title Content type Published status Language

Filter

Action

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR
<input type="checkbox"/>	Biodiversity overview	Landing Page	Has no author

... Then choose from the list that appears

Content

Add content

My account > Administration

✓ Before making any changes, make sure to read the Biodiversity documentation available [here](#).

- Document**
Content that usually has an attached file(s). For example: publications, official documents, reports, agendas etc.
- Ecosystem**
Briefly describe a major ecosystem of your country.
- Event**
Describe a biodiversity-related event in your country. **Can be featured in the home page 'latest' listing or in image slider.**
- FAQ**
Frequently asked questions are feature in a separate website section and should contains questions from your users or common issues.
- Gallery**
Group multiple images into a nice image gallery.
- News** ← 3.
Use for time-sensitive content like news, press releases, alerts etc. **Can be featured in the home page 'latest' listing or in image slider.**
- Organization**
Add local organizations relevant to your country.
- Person**
Add relevant people involved in your country's *biodiversity* area. You can specify also their role.
- Project**
Describe a biodiversity project or initiative in your country.
- Protected area**
Describe a protected area in your country.
- Related website**
Link to other websites with relevant information about biodiversity in your country.

Opt. 2

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Step 2: Create the News item

1. **Language**
English

2. **Title ***
Launch of IPBES Workshop Report on Biodiversity and Pandemic

3. **Image**
Browse... No file selected.
One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

Image

Alternative text
Cover of IPBES Workshop Report on Biodiversity and Pandemics

Title
IPBES Workshop Report on Biodiversity and Pandemics

ipbes_pandemics_workshop_report.jpg (199.96 KB)

CROP IMAGE

Remove

1. Define the language of the News item, i.e., the main language chosen for the website (translations to secondary languages can be done later; see Section 3.8 of this manual)

2. Enter the title of the News item; try to choose an explicit title and do not use capital letters

3. Upload an image to make the News item more visually appealing

Options:

3.1 You can give the image an alternative text, which is a short description of the image used by screen readers and displayed when the image is not loaded

3.2 You can give the image a title, which will be used as a tool tip when the user hovers the mouse over the image

3.3 You can crop the image to make it smaller relative to the amount of body text and other News details (see final presentation of the publication further on)



4.1 You can change the font of your text (bold, italic, underline)

4.2 You can add a URL link in order to link part(s) of the message (particular words, sentences) to another page on your website or to an external site

4.3 You can add a file or an additional image

4.4 You can change the Paragraph Format (headings versus normal text)

4.5 And much more

4. Enter the main text or body of the News Item.

Options via toolbar (similar to the Microsoft Office toolbar):

4.1 You can change the font of your text (bold, italic, underline)

4.2 You can add a URL link in order to link part(s) of the message (particular words, sentences) to another page on your website or to an external site

4.3 You can add a file or an additional image

4.4 You can change the Paragraph Format (headings versus normal text)

4.5 And much more

5. **SOURCE URL**

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://front.page`. Enter `<nolink>` to display link text only.

Link text

Use the name of the original news item, publication date and author for the link text.

6. **Countries**

Aichi targets

7.

Subjects

8.

5. Add the source URL to link the News item to the external website where the news was originally posted

6. Add the different countries to which the News item applies (country flags will be displayed when saving/publishing the News item)

7. Select the Aichi targets (Convention on Biological Diversity) that are most closely associated with the News item from the dropdown list; in this way, the content of the website can later be sorted according to these targets. If you are unsure which Aichi targets are most applicable, leave this field blank and ask the Content or Site Manager(s) to decide.

8. Select the general subject(s) of the News item from the dropdown list; these are related to the Thematic Programmes and Cross-Cutting Issues of the CBD

9.

KEYWORDS

+ COVID-19 ○

+ Pandemics ○

+ Biodiversity ○

+ Report ○

+ IPBES ○

Add another item ←

10.

Weight

11.

Last saved: Not saved yet

Author: jolienvenneman@gmail.com

▶ **URL ALIAS**

▼ **PROMOTION OPTIONS**

Promoted to front page

9. Add keywords that capture the essence of your News item; these will be useful when searching for specific content through the search function (and for certain types of content, though not for News items, keywords will actually be displayed in the publication).

10. Specify the weight of your News item, which will determine where it will appear in the list of News items. We advise that Contributors do not specify anything and leave it up to the Content or Site manager(s) to decide on the weight of the News item. If you leave this field blank, News items will be sorted according to date of creation, with the most recent one appearing at the top or bottom.

11. You can indicate on the righthand side of the screen (top) whether or not you want the News item to appear on the front page of the website, but it is again recommended to leave it up to the Content or Site manager(s) to decide

DRAFT DOCUMENT



12.

Content publishing

You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

Save

12. Save a draft of the News item; this draft will have to be verified and subsequently published by a Content Manager or Site Manager (see Manual 4 on Editing/Publishing)

Step 3: Have a look at your created News item that will appear immediately after saving

Date of creation of News item

Body text

Added file

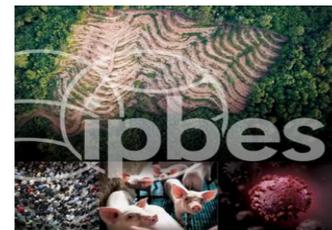
Option to edit, delete or translate the item immediately

Source URL

Cover image

Countries with flag

Etc.



IPBES WORKSHOP ON BIODIVERSITY AND PANDEMIC EXECUTIVE SUMMARY

Intergovernmental Platform on Biodiversity and Ecosystem Services

ipbes

Key messages: B. Reducing pressure on biodiversity

Belgium Lebanon Etc.

Step 4: The saved draft can also be **verified or edited later on by:**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

The screenshot shows the Bioland Management interface. At the top, there is a navigation bar with 'Back to site', 'Manage', 'Search', the user email 'jolienvenneman@gmail.com', and 'Bioland Management'. Below this, the 'Content' section is highlighted with a yellow box. Underneath, there are two tabs: 'Overview' (labeled 'B') and 'Own moderated content' (labeled 'A'), both highlighted with yellow boxes. Below the tabs, there is a breadcrumb trail 'My account » Administration' and a green notification box with a checkmark and the text 'Before making any changes, make sure to read the Bioland documentation available [here](#).' Below the notification is a blue button '+ Add content'. At the bottom, there are filter options for 'Title', 'Content type' (set to '- Any -'), 'Published status' (set to '- Any -'), and 'Language' (set to 'English'). A 'Filter' button is located below these options.

→ See Manual 4 for more details on Editing/Publishing

3.2 Event

Event items are meant to inform the visitors of your website about important upcoming events. It are short updates that clearly communicate the what, where and when. An event item can announce a conference, a workshop, an expert meeting, a webinar, etc.

Step 1: Select Content → Add content → Event in the grey bar at the top of your screen, or go to Content and click the Add content button (and then choose Event)

This screenshot shows the admin interface of the 'Han Demo Biodiversity' website. A 'Content' menu is open, listing various content types. The 'Event' option is highlighted with a yellow box. The background shows the website's header with the logo and navigation menu.

Content

- Add content
- News
- Event
- Document
- Project
- Organization
- Related website
- Gallery
- Video
- Ecosystem
- Protected area
- FAQ
- Person
- Web page

Han Demo Biodiversity
National Clearing-House Mechanism Demonstration Website

HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION

Rwanda. African Parks s'engage à pro

Or

This screenshot shows the 'Add content' form in the admin interface. The 'Content type' is set to 'Event'. The form includes fields for Title, Content type, Published status, and Language. A green message box indicates that the user should read the Bioland documentation before making changes. The 'Event' option is highlighted with a yellow box.

1. Content

Overview Own moderated content

My account > Administration

✓ Before making any changes, make sure to read the Bioland documentation available here.

2. + Add content

Title Content type Published status Language

Filter

Action

Delete content

Apply to selected items

3. Add content

My account > Administration

✓ Before making any changes, make sure to read the Bioland documentation available here.

- Document
- Ecosystem
- Event

Document
Content that usually has an attached file(s). For example: publications, official documents, reports, agendas etc.

Ecosystem
Briefly describe a major ecosystem of your country.

Event
Biodiversity-related event in your country. Can be featured in the home page 'latest' listing or in image slider.

Web page Han de Koeijer Published 10/20/2020 - 1

Step 2: Create the Event by completing the different fields in the 'Create Event' form (example: COP26 UN climate conference, UK, 1-12 November 2021)

1. Fill in the following general fields as explained before for News items (see pages 2-5):

- Language
- Title and body text
- Cover image
- URL (link to the website of the Event)
- Country or countries (where Event will take place)
- **Aichi targets** (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords
- Weight and option to make Event appear on the front page of the website or not

2. Complete the additional fields that are specifically available for Events: Status of the Event, Gallery of images, Address and Date of the Event

The screenshot shows the 'Body (Edit summary)' field with a rich text editor. A 'Status' dropdown menu is open, showing options: 'None', 'Cancelled', 'Confirmed', 'Postponed', and 'Tentative'. The 'Tentative' option is highlighted in blue. A red box highlights the 'Status' dropdown, and a blue arrow points from the 'Tentative' option to the 'Status' field in the form below.

Gallery of images to see on Event details page

Cover image

The screenshot shows the 'Cover image' field. It includes an 'Image' field with a small thumbnail, an 'Alternative text' field containing 'COP26 UN climate conference 2021 in Glasgow', a 'Title' field containing 'COP26 UN climate conference 2021 in Glasgow', and a file upload field containing 'COP26_Glasgow_2021_0.png (367.25 KB)'. Below the file upload field are 'CROP IMAGE' and 'Remove' buttons. A blue arrow points from the 'Alternative text' field to the 'Alternative text' field in the form below.

The screenshot shows the 'Gallery of images' field. It includes a 'Gallery of images' field with a small thumbnail, an 'Alternative text' field containing 'SEC - Venue of COP26 UN climate conference', and a file upload field containing 'UN_climate_conference_glasgow_venue.jpg (48.54 KB)'. Below the file upload field are 'Add a new file' and 'Remove' buttons. A blue arrow points from the 'Alternative text' field to the 'Alternative text' field in the form below.

The screenshot shows the 'Gallery of images' field in a more detailed view. It includes a 'FILE INFORMATION' table with columns for 'Alternative text', 'Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.', and 'Remove'. The table contains two rows of image information. Below the table is an 'Add a new file' section with a 'Browse' button, a note that 'Unlimited number of files can be uploaded to this field. 100 MB limit. Allowed types: png gif jpg jpeg.', and a 'Remove' button.

Address of the Event: The number and type of address fields that can be completed depends on the country that you choose

Countries

United Kingdom ✕

ADDRESS

Country
United Kingdom ▼

Street address *
Scottish Event Campus Ltd

Post town *
Glasgow

Postal code *
G3 8YW

Date of the Event (using the calendar): Enter the same start and end date in case of a 1-day event; if details about the time schedule of the event are available, this should be mentioned in the body text

DATE

Start date
11 / 01 / 2021

End date
11 / 12 / 2021

Weight
10

3. Save a draft of the Event; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

Content publishing

You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

Save





Step 3: Have a look at your created Event that will appear immediately after saving

COP26 UN climate conference Glasgow - New dates

Event **COP26 UN climate conference Glasgow - New dates** has been updated.

View **Edit** Delete Translate

Option to edit, delete or translate item immediately

<https://www.ukcop26.org/> ← Source url

Scottish Event Campus Ltd, Glasgow, G3 8YW, United Kingdom Address of event

Status: Tentative

Body text

For the first time, the UK will host the 26th UN Climate Change Conference of the Parties (COP26) at the Scottish Event Campus (SEC) in Glasgow on 1 – 12 November 2021.

The climate talks will be the biggest international summit the UK has ever hosted; bringing together over 30,000 delegates including heads of state, climate experts and campaigners to agree coordinated action to tackle climate change.

The challenge is not insignificant, but we must step up to it to save the environment we all live in. The UN Climate Change process is central to that collective action.

Aichi targets

- B. Reducing pressure on biodiversity
- C. Safeguarding ecosystem



Gallery images

COP 26
1-12 November, 2021
Glasgow, Scotland

United Kingdom Country with flag

Date
01 - 12 November 2021

Cover image

DRAFT DOCUMENT

Step 4: The saved draft can also be verified or edited later by:

- A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**
- B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ See Manual 4 for more details on Editing/Publishing

3.3 Document

A document is a source of information in file format that visitors of your website can consult if they want to find out more about a particular subject. Supported document types include assessments, concept notes, factsheets, (meeting) reports, notifications, participant lists, publications, training materials, etc.

Step 1: Select **Content** → **Add content** → **Document** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Document**)

The screenshot shows the main navigation menu of the Han Demo Biodiversity website. The 'Content' menu item is highlighted with a yellow box, and its dropdown menu is open, with the 'Document' option also highlighted in yellow. The website header includes the user name 'jolienvenneman@gmail.com' and the site title 'Bioland Management'. The main content area features the website logo and navigation tabs for 'HOME', 'ABOUT US', 'BIODIVERSITY', 'IMPLEMENTATION', and 'INFORMATION'.

The screenshot shows the 'Content' management page. The 'Content' menu item in the top navigation bar is highlighted with a yellow box and labeled '1.'. Below it, the '+ Add content' button is highlighted with a blue arrow and labeled '2.'. The 'Add content' dropdown menu is open, with the 'Document' option highlighted in yellow and labeled '3.'. The page includes a confirmation message: 'Before making any changes, make sure to read the Bioland documentation available here.' and a table of existing content items.

Action	Title	Content type	Published status	Language	
<input type="checkbox"/>	TITLE				
<input type="checkbox"/>	Biodiversity overview	Landing Page	Han de Koejer	Published	10/22/2020 - 1
<input type="checkbox"/>	Bulletin Scientifique sur l'Environnement et la Biodiversité	Web page	Han de Koejer	Published	10/20/2020 - 1

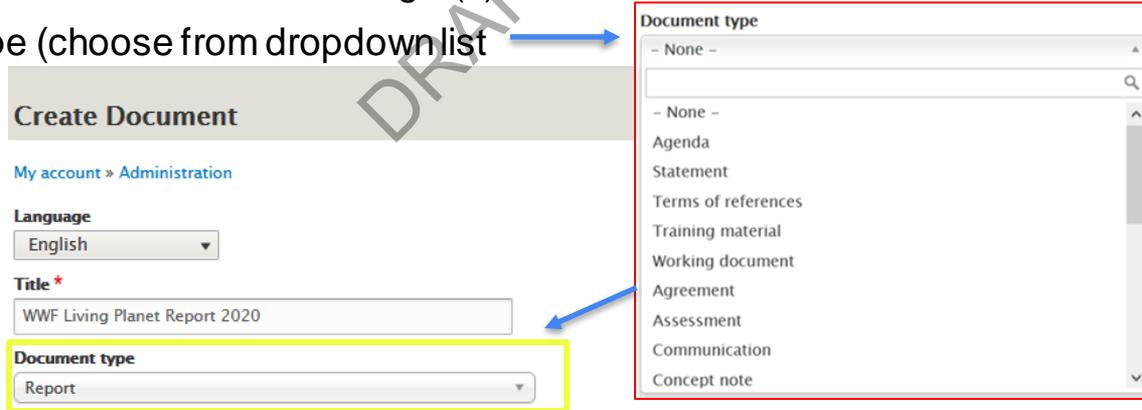
Step 2: The next action is to **create the Document** by completing the different fields in the 'Create Document' form (example: WWF Living Planet Report 2020, launched on September 10th 2020)

1. Fill in the following general fields as explained before for News items (see pages 2-5):

- Language
- Title and body text
- URL (link to website where document has been published)
- Cover image
- Country or countries to which the Document applies
- Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords

2. Complete the additional fields that are specifically available for Documents: Document type, Files, Publication date, and Related national target(s)

- Document type (choose from dropdown list)



The screenshot shows the 'Create Document' form. The 'Document type' dropdown menu is open, displaying a list of options: - None -, Agenda, Statement, Terms of references, Training material, Working document, Agreement, Assessment, Communication, and Concept note. A blue arrow points from the text 'Document type (choose from dropdown list)' to the dropdown menu. Another blue arrow points from the 'WWF Living Planet Report 2020' text in the 'Title' field to the dropdown menu. The 'Language' field is set to 'English' and the 'Title' field contains 'WWF Living Planet Report 2020'. The 'Document type' field is set to 'Report'.

Create Document

My account » Administration

Language
English

Title *
WWF Living Planet Report 2020

Document type
Report

Document type

- None -
- None -
- Agenda
- Statement
- Terms of references
- Training material
- Working document
- Agreement
- Assessment
- Communication
- Concept note

Step 2: Continued.



- Original publication date of the Document (as mentioned in the Document

URL

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text

Publication date (of file/URL)

09 / 10 / 2020

If only the year is known: e.g., 01/07/YYYY

If year and month are known: e.g., 15/MM/YYYY

Image



Alternative text

Cover page of WWF Living Planet Report 2020

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

WWF Living Planet Report 2020

The title is used as a tool tip when the user hovers the mouse over the image.

 lpr_2020_cover_page.png (319.07 KB)

Remove

- Related national targets: start typing a piece of the target description to select the right one. If you are unsure which national targets are most applicable, leave this field blank and let the Content or Site Manager(s) decide. Note: In order to be able to choose them, the targets of your country first have to be added by a person with higher level access rights via Content Add content National Target (it should also be possible to import them automatically based on the 6th National Report)

Step 2: Continued.

Aichi targets

A. Mainstreaming Biodiversity × B. Reducing pressure on biodiversity ×

[Show row weights](#)

RELATED NATIONAL TARGET(S)

+ Objective 1.2 – Identify and monitor priority species, habitats,

+ Objective 3.8 – Define the framework and the conditions to en

+

[Add another item](#)

Subjects

Biomes × –Endangered Species ×

–Habitat Fragmentation and Degradation ×

–Communication, Education and Public Awareness ×

3. Save a draft of the Document; this draft will have to be verified and subsequently published by a Content Manager or Site Manager (see Manual 4 on Editing/Publishing)

Content publishing

You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

[Save](#)



Step 3: Look at your created Document that will appear immediately after saving

The screenshot shows a web interface for a document titled "WWF Living Planet Report 2020". At the top is a green navigation bar with links: HOME, ABOUT US, BIODIVERSITY, IMPLEMENTATION, INFORMATION. Below is a "Documents" section. A green notification bar states: "Document WWF Living Planet Report 2020 has been updated." Below this is a document card with a menu (View, Edit, Delete, Translate) and a "Document type: Report" label. The "Source URL" is <https://livingplanet.panda.org/>. The "Publication date of Document" is 10 September 2020. The "Cover image" shows a smiling child with a lizard on their shoulder. The "Aichi targets" are listed: A. Mainstreaming Biodiversity, B. Reducing pressure on biodiversity. "Related National Target(s)" include Objective 1.2 and Objective 3.8. The "The Document file(s)" section shows a file "Living Planet Report 2020 - full report - English" (12.93 MB). The "Countries with flag" section lists Belgium and Lebanon, among others.

The Living Planet Report, WWF's flagship publication released every two years, is a comprehensive study of trends in global biodiversity and the health of the planet.

The Living Planet Report 2020 is the 13th edition of the report and provides the scientific evidence to back what nature has been demonstrating repeatedly: unsustainable human activity is pushing the planet's natural systems that support life on Earth to the edge.

Through multiple indicators including the Living Planet Index (LPI), provided by the Zoological Society of London (ZSL), it shows an average 68% fall in almost 21,000 wildlife populations between 1970 and 2016.

The report calls on world leaders to come together to build a more sustainable, resilient and healthy post COVID-19 world for people and nature.

Step 4: The saved draft can also be verified or edited later on by:

A) Yourself (as Contributor): go to Content and choose Own moderated content

B) Anyone who has access rights: go to Content and stay on the Overview page

→ See Manual 4 for more details on Editing/Publishing

3.4 Project

A project item describes a temporary endeavour designed to generate some kind of (in)tangible result (e.g., product, service, benefit) and undertaken to meet unique goals and objectives in a local, national, regional or global context, all related to a specific topic (e.g., biodiversity). A project is temporary in that it has a defined beginning and end; the project can be ongoing, completed, or in a conceptual or approved phase.

Step 1: Select **Content** → **Add content** → **Project** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Project**)

The image contains two screenshots of a web application interface, illustrating the steps to add a project.

Left Screenshot: Shows the top navigation bar with a grey bar containing 'Content', 'Add content', 'News', 'Event', 'Document', 'Project', 'Organization', 'Related website', 'Gallery', 'Video', 'Ecosystem', 'Protected area', 'FAQ', 'Person', and 'Web page'. The 'Content' and 'Project' items are highlighted with yellow boxes. A 'HOME' button is visible below the menu.

Right Screenshot: Shows the 'Content' management page. The 'Content' tab is selected and highlighted with a yellow box. Below the 'Content' header, there are tabs for 'Overview' and 'Own moderated content'. A message states: 'Before making any changes, make sure to read the Bioland documentation available here.' Below this, there is a blue 'Add content' button. A table with columns 'Title', 'Content type', 'Published status', and 'Language' is shown. The 'Content type' is set to '- Any -', 'Published status' is '- Any -', and 'Language' is 'English'. There is a 'Filter' button and an 'Action' dropdown menu set to 'Delete content'. An 'Apply to selected items' button is also present. Below the table, there are checkboxes for 'TITLE', 'Biodiversity overview', and 'Bulletin Scientifique sur l'Environnement et la Biodiversité'.

1. OR 2.



Step 2: The next action is to **create the Project** by completing the different fields in the ‘Create Project’ form (example: Dr. FOREST project, funded by BiodivERsA)

1. Fill in the following general fields as explained before for News items (see slides 2-8):
 - Language
 - Title and body text
 - URL of project website
 - Country or countries involved in the project
 - Cover image
 - Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords
2. Complete the additional fields that are specifically available for Projects: Project type, Project status, Coverage level, and Start/End date of the Project
 - Project type, Project status and Coverage level

1. Project type
Multilateral

2. Project status
Ongoing

3. Coverage level
Regional

Countries
Austria x Belgium x France x Germany x
Poland x

- Start and End Date of the Project (duration of the Project)

KEYWORDS

+ Forests

+ Human health

+ Well-Being

+ Ecosystem management

+

Add another item

DATE

Start date
02 / 01 / 2020

End date
01 / 31 / 2023



3. Save a draft of the Project; this draft will have to be verified and subsequently published by a Content Manager or Site Manager (see Manual 4 on Editing/Publishing)

Content publishing

You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

Save ←

Step 3: Have a look at the created Project that will appear immediately after saving

HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

Projects

Dr. FOREST (BiodivERsA) - Diversity of forests affecting human health and well-being

Project *Dr. FOREST (BiodivERsA) - Diversity of forests affecting human health and well-being* has been created.

View **Edit** Delete Translate **Option to edit, delete or translate the item immediately**

<https://www.dr-forest.eu/> ← **URL of Project website**

Project type: Multilateral
Project status: Ongoing

Cover image → 

Body text

To better combine biodiversity conservation with ecosystem management that supports human health and well-being, a group of researchers has set out to quantify the impacts of forest biodiversity on human health.

The Dr. FOREST research project aims to:

- Study the effects and underlying mechanisms with which tree diversity in temperate forests influences human health and well-being;
- Understand and predict the effects of global climate change, air pollution and other change factors on biodiversity-related health issues;
- Evaluate and define tree diversity benefits to human health and well-being, and communicate these findings to local and high-level international stakeholders.

Dr. FOREST research project will work with stakeholders from local to national to European scale. The project consists of tree diversity research sites that are spread out in different climatic regions of Central Europe, namely Austria, Belgium, France, Germany and Poland.

Dr. FOREST seeks to develop useful decision tools and raise awareness of interlinkages of biodiversity and human health, and the need to better understand the effects and underlying mechanisms of tree diversity and human health and well-being.

Aichi targets:
D. Enhancing benefits from biodiversity and ecosystem services

 **Involvement of countries with flag**

Project duration
Date: 01 February 2020 - 31 January 2023

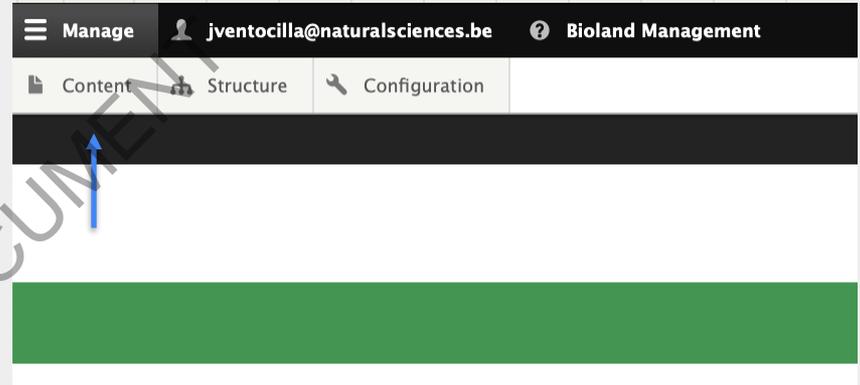


Step 4: The saved draft can also be **verified or edited later by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

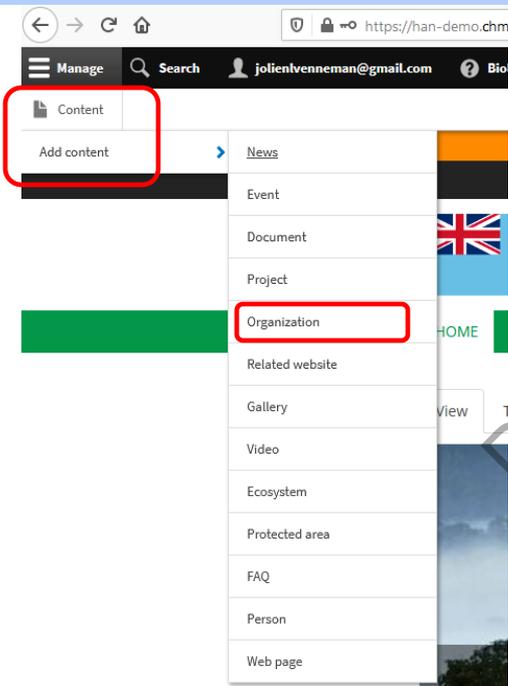
→ See Manual 4 for more details on Editing/Publishing



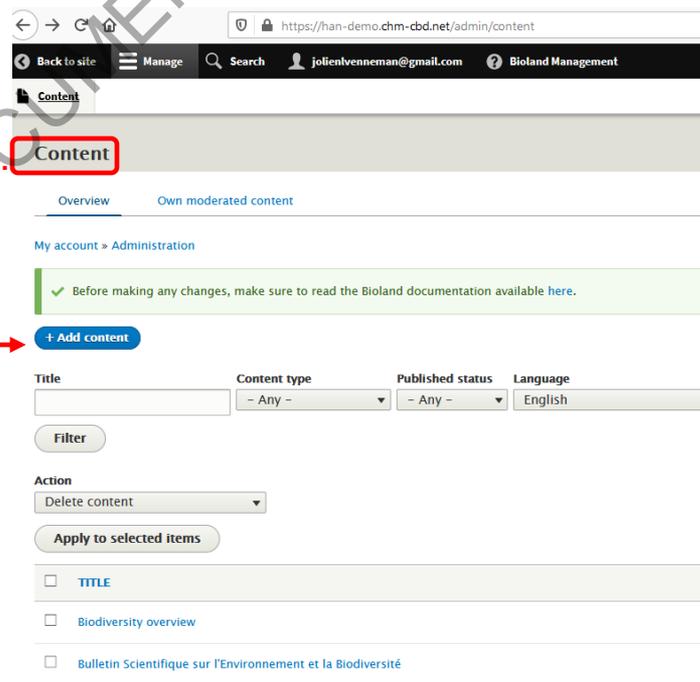
3.5 Organization

This section is about making reference to related (inter)national organizations; organizations are related if they are (partly) involved in the same thematic areas and issues as you.

Step 1: Select **Content** → **Add content** → **Organization** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Organization**)



OR



Step 2: The next action is to **create the Organization** by completing the different fields in the 'Create Organization' form (example: International Union for Conservation of Nature, IUCN)

1. Fill in the following general fields as explained before for News items (see slides 3-8):

- Language
- Title and body text
- Member countries
- URL of the Organization's website
- Keywords, general subjects and **Aichi targets** (Contributors may decide to leave this up to the Content or Site manager(s))
- Option to make Organization appear on the front page of the website or not (we advise to leave this decision up to the Content or Site manager(s))

2. Complete the additional fields that are specifically available for Organizations: Logo, Acronym, Organization type, Organization groups, Address,

Facebook and LinkedIn URL

- Logo (1), Acronym (2), Organization type (3) and Organization groups (4)

Create Organization

My account > Administration

Language
English

Title *
International Union for Conservation of Nature

1. Logo
Browse... No file selected.

One file only.
100 MB limit.
Allowed types: png gif jpeg.

2. Acronym
IUCN

3. Organization type
Other

4. Organization groups
Implementing Agency

Only 1 option available to choose from for now

Logo

Alternative text
Logo IUCN

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title
IUCN

The title is used as a tool tip when the user hovers the mouse over the image.

logo_iucn.jpg (47.05 KB) Remove

Organization type

- None -
- None -
- Education
- Government
- Indigenous People and Local Communities
- Inter-Governmental Organization
- International Financial Institution
- Non-Governmental Organization
- Other
- Press and Media
- Private Sector
- Science and research
- United Nations



- Address (Headquarters of Organization)

Note: The number and type of address fields that can be completed depends on the country that you choose

▼ ADDRESS

Country
Switzerland

Street address*
Rue Mauverney 28

Postal code* City*
1196 Gland

- Facebook and LinkedIn URL

Countries
Belgium x Switzerland x Lebanon x Etc.

Facebook URL
https://www.facebook.com/iucn.org/
This must be an external URL such as *http://example.com*.

LinkedIn URL
https://www.linkedin.com/company/iucn/
This must be an external URL such as *http://example.com*.

Website
http://iucn.org
This must be an external URL such as *http://example.com*.

Save a draft of the Organization; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

Content publishing
You can only Draft content. Draft content will be published by a Content Manager or Site Manager.

Save ←



Step 3: Have a look at the created Organization that will appear immediately after saving



International Union for Conservation of Nature

Organization *International Union for Conservation of Nature* has been created.

View Edit Delete Translate

Option to edit, delete or translate the item immediately

Organization type: Other

<http://iucn.org>

<https://www.facebook.com/iucn.org/>

<https://www.linkedin.com/company/iucn/>

URLs of Organization

Acronym: IUCN

Organization groups: Implementing Agency

Logo of Organization



Aichi targets

- B. Reducing pressure on biodiversity
- 11. Protected areas increased and improved
- 12. Extinction prevented
- 14. Ecosystems and essential services safeguarded

Countries

-  Belgium
-  Lebanon
-  Switzerland

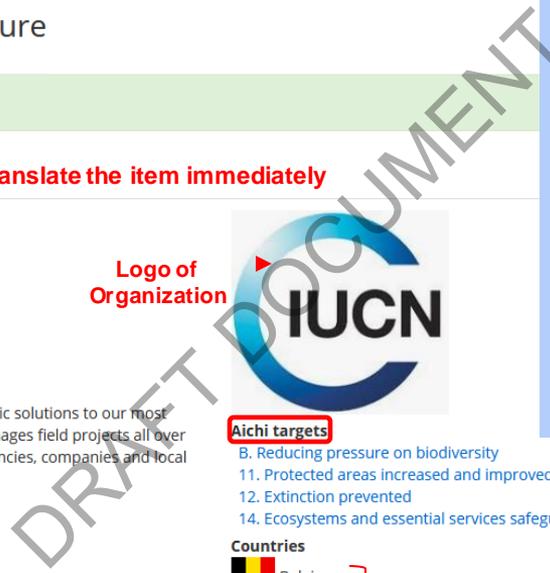
Member countries with flag

Etc.

Step 4: The saved draft can also be verified or edited later on by
A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page
→ **See Manual 4** for more details on **Editing/Publishing**

Body text

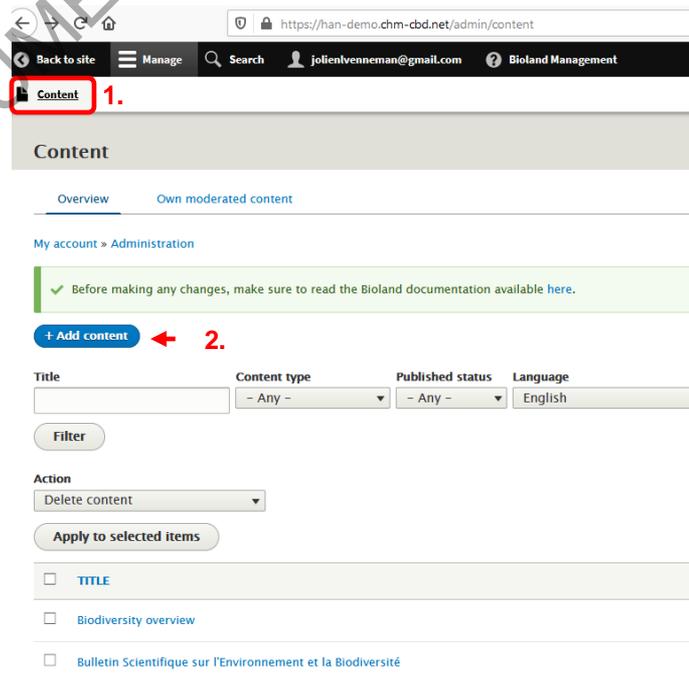
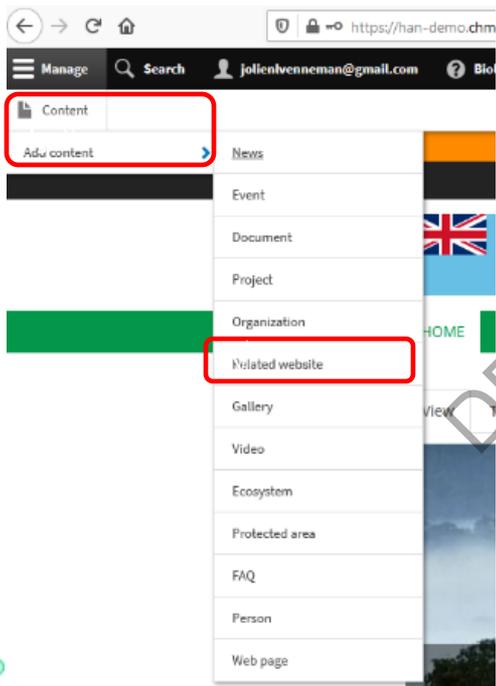
IUCN, the International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. It supports scientific research, manages field projects all over the world and brings governments, non-government organizations, United Nations agencies, companies and local communities together to develop and implement policy, laws and best practice.



3.6 Related website

This section is about providing links to other, related websites. In PTK, it was used to ensure that when a related website link changed, you only had to modify it in one place and it would be updated automatically in the body text of different added items where the link had been inserted.

Step 1: Select **Content** → **Add content** → **Related website** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Related website**)



Step 2: The next action is to create the Related website by completing the different fields in the 'Create Related website' form (example: Biodiversity Indicators Partnership website)

Complete the fields as explained before for News items (see slides 3-8):

1. Define the language
2. Enter the title of the Related website
3. Enter the main text or body
4. Add the URL link of the website
5. Add the different countries to which the Related website applies
6. Upload a cover image that represents the Related website
7. Select the **Aichi targets** that are most closely associated with the Related website from the dropdown list (Contributors may decide to leave this up to the Content or Site manager(s))
8. Select the general subject(s) of the Related website from the dropdown list
9. Add keywords that capture the essence of the Related website

Manage Search jolienveneman@gmail.com BioLand Management

Content

Create Related website

My account » Administration

1. Language
English

2. Title *
BIP - Biodiversity Indicators Partnership

3. Body (Edit summary)
The Biodiversity Indicators Partnership (BIP) is a global initiative to promote the development and delivery of biodiversity indicators. Its primary role is to serve the global user community by responding to the indicator requests of the CBD and other biodiversity-related Conventions, for IPBES, for reporting on the Sustainable Development Goals, and for use by national and regional governments.

body p
Text format Basic HTML

4. URL
URL
https://www.bipindicators.net/
Start typing the title of a front page. Enter <nohtml>
Link text

5. Countries
Belgium x Lebanon x
Etc.

6. Image
Alternative text
Logo Biodiversity Indicators Partnership
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.
Title
Biodiversity Indicators Partnership
The title is used as a tool tip when the user hovers the mouse over the image.
bip_logo.jpg (25.96 KB) Remove

7. Aichi targets
2. Biodiversity values integrated x E. Enhancing implementation x

8. Subjects
Indicators x

9. KEYWORDS
Indicator development
Post-2020 biodiversity framework
Aichi targets
SDGs
Add another item

10. Indicate on the righthand side of the screen (top) whether or not you want the Related website to appear on the front page of the website (better leave this up to the Content or Site manager(s))

Last saved: Not saved yet

Author: jolienlvenneman@gmail.com

▶ URL ALIAS

▼ PROMOTION OPTIONS

Promoted to front page

11. Save a draft of the Related website; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

Content publishing

You can only Draft content. Draft content will be published by a Content Manager or Site Manager.

Save ←

Step 3: Have a look at the created Related website that will appear immediately after saving

HOME ABOUT US ▼ BIODIVERSITY ▼ IMPLEMENTATION ▼ INFORMATION ▼

BIP - Biodiversity Indicators Partnership

Related website *BIP - Biodiversity Indicators Partnership* has been created.

View Edit Delete Translate

Option to edit, delete or translate the item immediately

The Biodiversity Indicators Partnership (BIP) is a global initiative to promote the development and delivery of biodiversity indicators. Its primary role is to serve the global user community by responding to the indicator requests of the CBD and other biodiversity-related Conventions, for IPBES, for reporting on the Sustainable Development Goals, and for use by national and regional governments.

Countries

Belgium
Lebanon

Etc. ← Countries

Image

Cover image

Keywords

Indicator development
Post-2020 biodiversity framework
Aichi targets
SDGs

Subjects

Indicators
URL
<https://www.biodiversityindicators.net/> ← **Source URL**

Aichi targets

2. Biodiversity values integrated
E. Enhancing implementation

Step 4: The saved draft can also be verified or edited later by A) Yourself (as Contributor): go to **Content and choose **Own moderated content****

B) Anyone who has access rights: go to **Content and stay on the **Overview** page**

→ **See Manual 4** for more details on Editing/Publishing



Content

DRAFT DOCUMENT

Overview

Own moderated content

My account » Administration

✓ Before making any changes, make sure to read the Bioland documentation available [here](#).

+ Add content

Step 2: The next action is to **create the Web page** by completing the different fields in the 'Create Web page' form (example: new Web page 'International reports')

1. Fill in the following general fields as explained before for News items (see pages 2-5):

- Language
- Title
- Keywords, general subjects and Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s))

2. Determine the content of the Web page, for example a general introduction followed by a list of items (reports)

Note: If you want to add previously created content to the Web page, make sure that it has been published (drafts cannot be added)

Example layout 1

1. Use bullet points to list the different reports

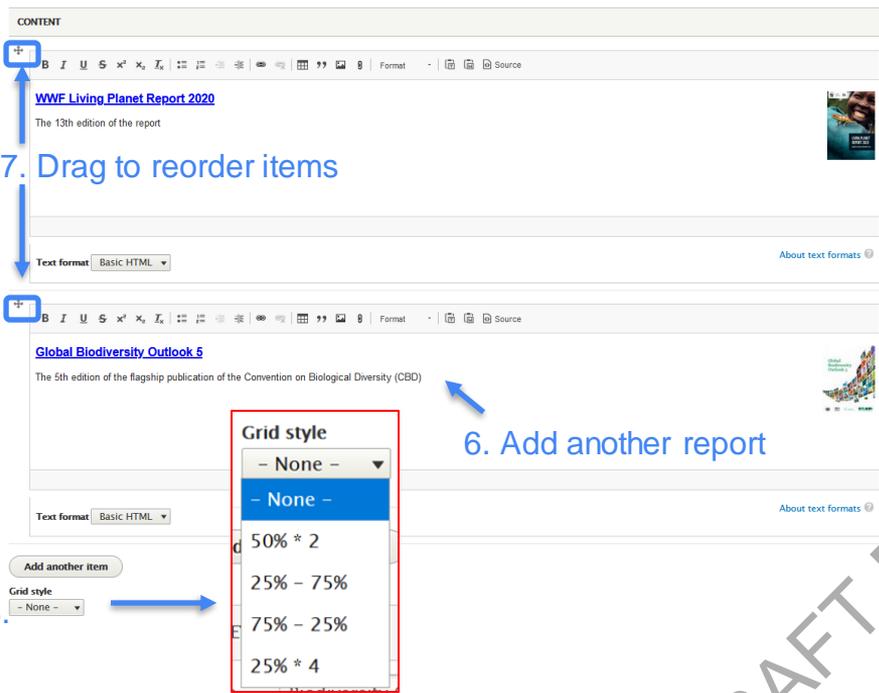
2. Enter the name of the report, select it, and add a link to the document that has been created before (see Section 3.3)

The screenshot shows a content editor with a text area containing a paragraph and a bulleted list of reports. A red box highlights the 'Add Link' dialog box, which has a search field for the report name and a list of results. A blue arrow points from the first instruction to the list of reports in the text area. Another blue arrow points from the second instruction to the search field in the 'Add Link' dialog.

The 'Add Link' dialog box is shown in a close-up view. The 'URL' field contains '/node/684'. Below it, the text 'Start typing to find content.' is visible. The 'Title' field contains 'WWF Living Planet Report 2020'. Below the title field, the text 'Populates the title attribute of the link, usually shown as a small tooltip on hover.' is visible. A 'Save' button is at the bottom.

Start typing the name of the report document to select it from the list of published content



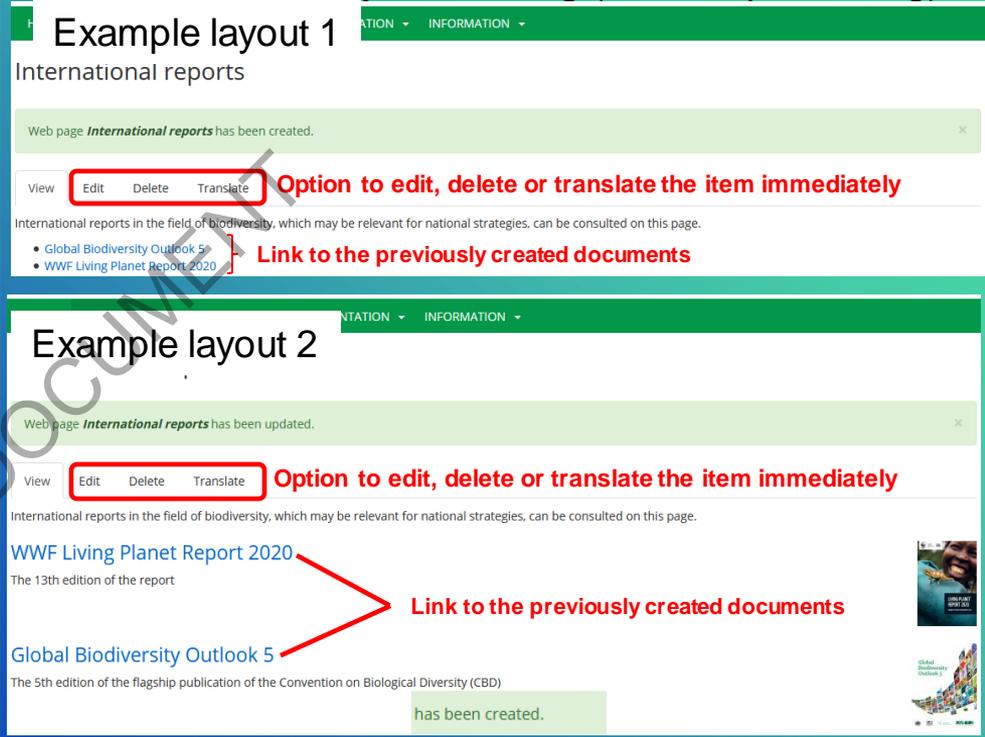


Save a draft of the Web page and/or preview; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

Content publishing
 You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

[Save](#) [Preview](#)

Step 3: Have a look at the created Web page that will appear immediately after saving (or when previewing)



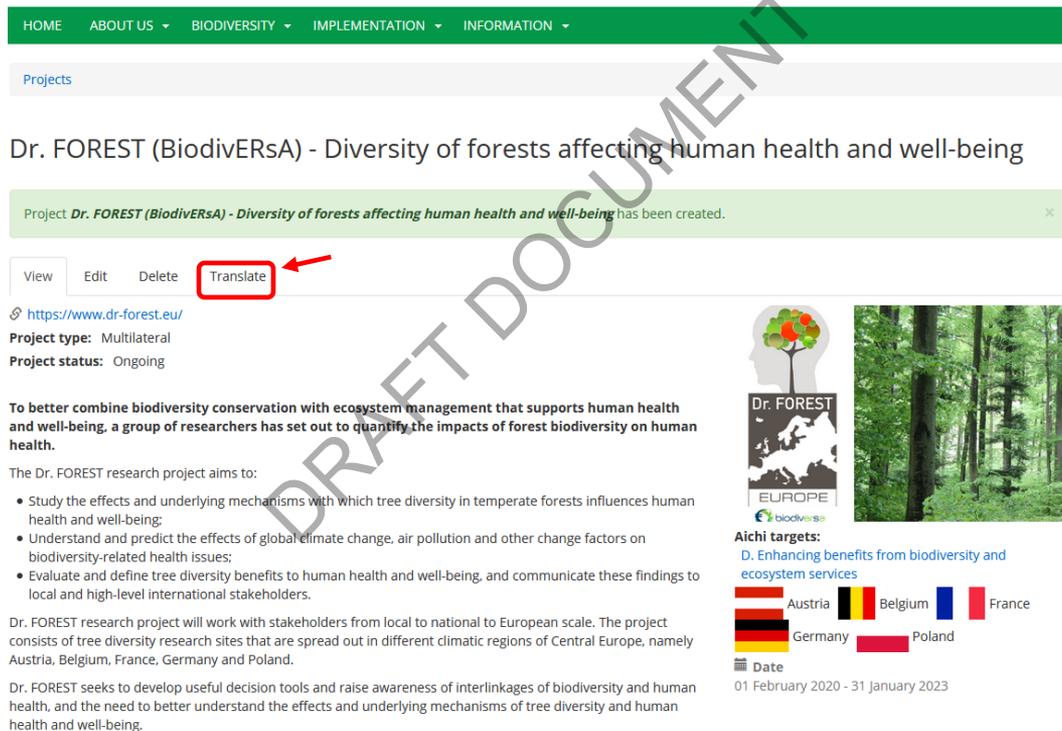
Step 4: The saved draft can also be **verified or edited later by:**
 A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**
 B) Anyone who has access rights: go to **Content** and stay on the **Overview page**

→ See **Manual 4** for more details on Editing/Publishing

3.8 Translating added content

Step 1: If you wish to translate your saved draft(s), you should first do one of the following:

1. Click on the translate option when viewing the added item



HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

Projects

Dr. FOREST (BiodivERSA) - Diversity of forests affecting human health and well-being

Project **Dr. FOREST (BiodivERSA) - Diversity of forests affecting human health and well-being** has been created. ✕

View Edit Delete **Translate**

<https://www.dr-forest.eu>

Project type: Multilateral
Project status: Ongoing

To better combine biodiversity conservation with ecosystem management that supports human health and well-being, a group of researchers has set out to quantify the impacts of forest biodiversity on human health.

The Dr. FOREST research project aims to:

- Study the effects and underlying mechanisms with which tree diversity in temperate forests influences human health and well-being;
- Understand and predict the effects of global climate change, air pollution and other change factors on biodiversity-related health issues;
- Evaluate and define tree diversity benefits to human health and well-being, and communicate these findings to local and high-level international stakeholders.

Dr. FOREST research project will work with stakeholders from local to national to European scale. The project consists of tree diversity research sites that are spread out in different climatic regions of Central Europe, namely Austria, Belgium, France, Germany and Poland.

Dr. FOREST seeks to develop useful decision tools and raise awareness of interlinkages of biodiversity and human health, and the need to better understand the effects and underlying mechanisms of tree diversity and human health and well-being.



Aichi targets:
D. Enhancing benefits from biodiversity and ecosystem services

 Austria  Belgium  France
 Germany  Poland

Date
01 February 2020 - 31 January 2023

2. Go to **Content** → **Own moderated content** and choose the Edit option next to the item you would like to translate; then click on Translate at the top of the Edit page

[Content](#)

Moderated content

[Overview](#) [Own moderated content](#)

My account » Administration

Title Content type Moderation state Language

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	UPDATED	OPERATIONS
International Union for Conservation of Nature	Organization	jolienvenema	Draft	11/04/2020 - 18:40	Edit
Dr. FOREST (BiodivERSA) – Diversity of forests affecting human health and well-being	Project	jolienvenema	Draft	11/04/2020 - 17:13	Edit
International reports	Web page	jolienvenema	Draft	11/03/2020 - 13:36	Edit
International reports	Web page	jolienvenema	Draft	11/03/2020 - 12:10	Edit
BIP - Biodiversity Indicators Partnership	Related website	jolienvenema	Draft	11/03/2020 - 09:58	Edit
COP26 UN climate conference Glasgow - New dates	Event	jolienvenema	Draft	11/02/2020 - 11:36	Edit

Edit Project Dr. FOREST (BiodivERSA) – Diversity of forests affecting human health and well-being

[View](#) [Edit](#) [Delete](#) [Translate](#)

My account » Administration

Language

Title *

Body [\(Edit summary\)](#)

To better combine biodiversity conservation with ecosystem management that supports human health and well-being, a group of researchers has set out to quantify the impacts of forest biodiversity on human health.

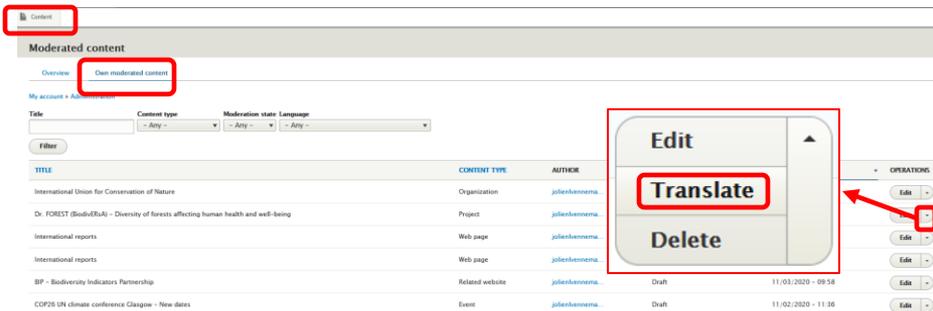
The Dr. FOREST research project aims to:

- Study the effects and underlying mechanisms with which tree diversity in temperate forests influences human health and well-being;
- Understand and predict the effects of global climate change, air pollution and other change factors on biodiversity-related health issues;
- Evaluate and define tree diversity benefits to human health and well-being, and communicate these findings to local and high-level international stakeholders.

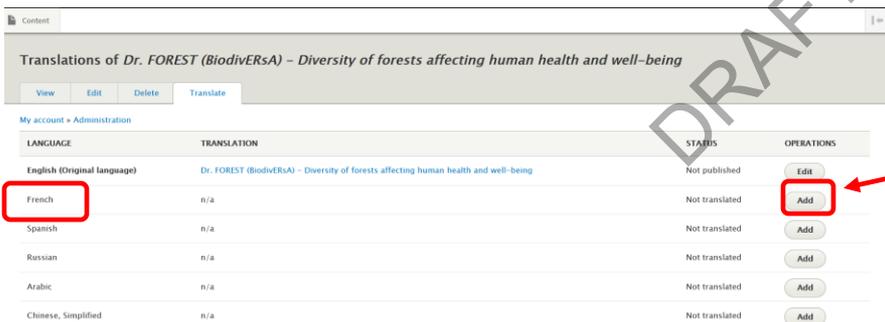
Dr. FOREST research project will work with stakeholders from local to national to European scale. The project consists of tree diversity research sites that are spread out in different climatic regions of Central Europe, namely Austria, Belgium, France, Germany and Poland.

Dr. FOREST seeks to develop useful decision tools and raise awareness of interlinkages of biodiversity and human health, and the need to better understand the effects and underlying mechanisms of tree diversity and human health and well-being.

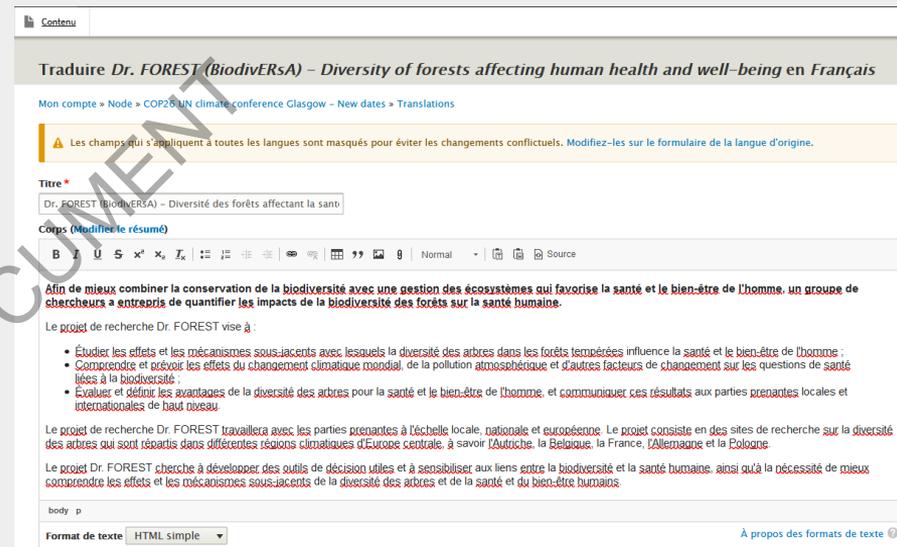
3. Go to **Content** → **Own moderated content** and immediately choose the Translate option next to the item you would like to translate



Step 2: Click on the Add button next to the chosen translation language



Step 3: By selecting the translation language, the user is prompted with a screen similar to the content creation page and needs to complete the fields with the translated data



Also translate the other available fields (some fields are not visible because they will be automatically translated or taken as such from the Original Language version)

Save the translated content after completing all fields:



Step 4: Have a look at the translated content immediately after saving

ACCUEIL A PROPOS BIODIVERSITÉ MISE EN ŒUVRE INFORMATION

Projets

Dr. FOREST (BiodivERSa) - Diversité des forêts affectant la santé et le bien-être de l'homme

Les champs qui s'appliquent à toutes les langues sont masqués pour éviter les changements conflictuels. **Modifiez-les sur le formulaire de la langue d'origine.**

Le contenu 'Dr. FOREST (BiodivERSa) - Diversité des forêts affectant la santé et le bien-être de l'homme', de type 'Projet', a été mis à jour.

Voir Modifier Supprimer Traduire **Option to edit, delete or translate the item**

<https://www.dr-forest.eu/>

Type de projet: Multilatéral
L'état du projet: En cours

Afin de mieux combiner la conservation de la biodiversité avec une gestion des écosystèmes qui favorise la santé et le bien-être de l'homme, un groupe de chercheurs a entrepris de quantifier les impacts de la biodiversité des forêts sur la santé humaine.

Le projet de recherche Dr. FOREST vise à :

- Étudier les effets et les mécanismes sous-jacents avec lesquels la diversité des arbres dans les forêts tempérées influence la santé et le bien-être de l'homme ;
- Comprendre et prévoir les effets du changement climatique mondial, de la pollution atmosphérique et d'autres facteurs de changement sur les questions de santé liées à la biodiversité ;
- Évaluer et définir les avantages de la diversité des arbres pour la santé et le bien-être de l'homme, et communiquer ces résultats aux parties prenantes locales et internationales de haut niveau.

Le projet de recherche Dr. FOREST travaillera avec les parties prenantes à l'échelle locale, nationale et européenne. Le projet consiste en des sites de recherche sur la diversité des arbres qui sont répartis dans différentes régions climatiques d'Europe centrale, à savoir l'Autriche, la Belgique, la France, l'Allemagne et la Pologne.

Le projet Dr. FOREST cherche à développer des outils de décision utiles et à sensibiliser aux liens entre la biodiversité et la santé humaine, ainsi qu'à la nécessité de mieux comprendre les effets et les mécanismes sous-jacents de la diversité des arbres et de la santé et du bien-être humains.



Objectifs d'Alchi:
D. Enhancing benefits from biodiversity and ecosystem services



Date seulement
01 février 2020 - 31 janvier 2023

Step 5: If needed, repeat the above steps for other languages

Note: You can also delete translated content (original language cannot be removed), but we do not recommend this unless the translation is really bad

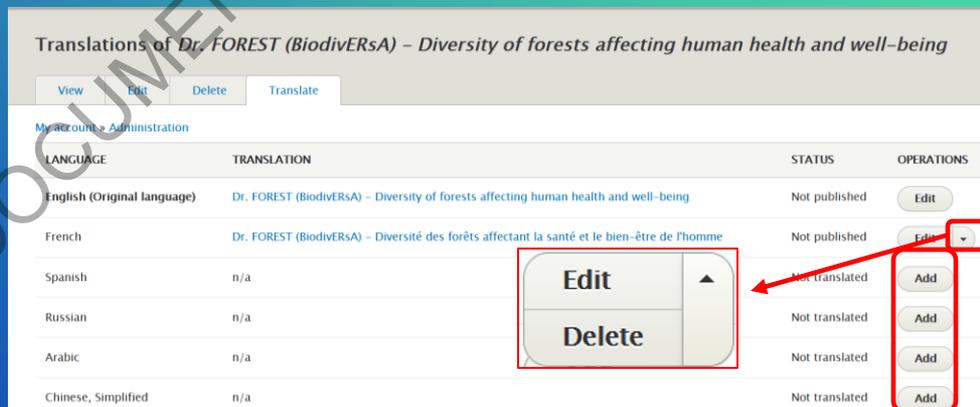
Translations of *Dr. FOREST (BiodivERSa) – Diversity of forests affecting human health and well-being*

View Edit Delete Translate

My account Administration

LANGUAGE	TRANSLATION	STATUS	OPERATIONS
English (Original language)	Dr. FOREST (BiodivERSa) – Diversity of forests affecting human health and well-being	Not published	Edit
French	Dr. FOREST (BiodivERSa) – Diversité des forêts affectant la santé et le bien-être de l'homme	Not published	Edit
Spanish	n/a	Not translated	Add
Russian	n/a	Not translated	Add
Arabic	n/a	Not translated	Add
Chinese, Simplified	n/a	Not translated	Add

Edit
Delete



Thank you for your attention!

Presenter

contact details

DRAFT DOCUMENT