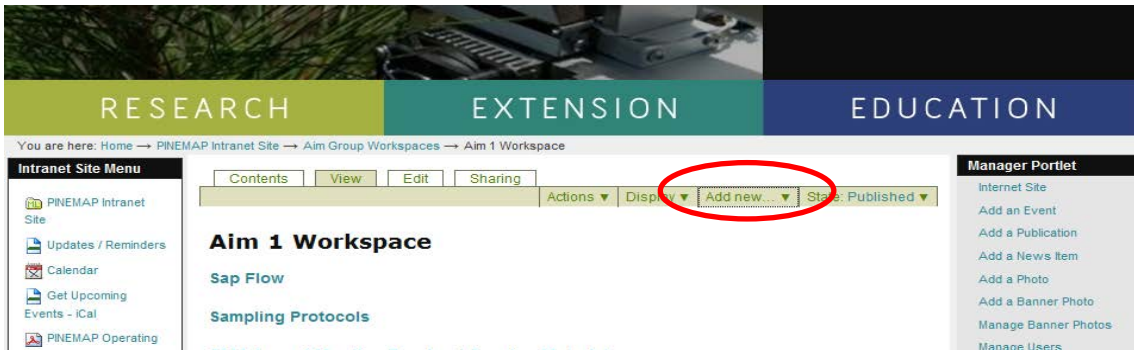
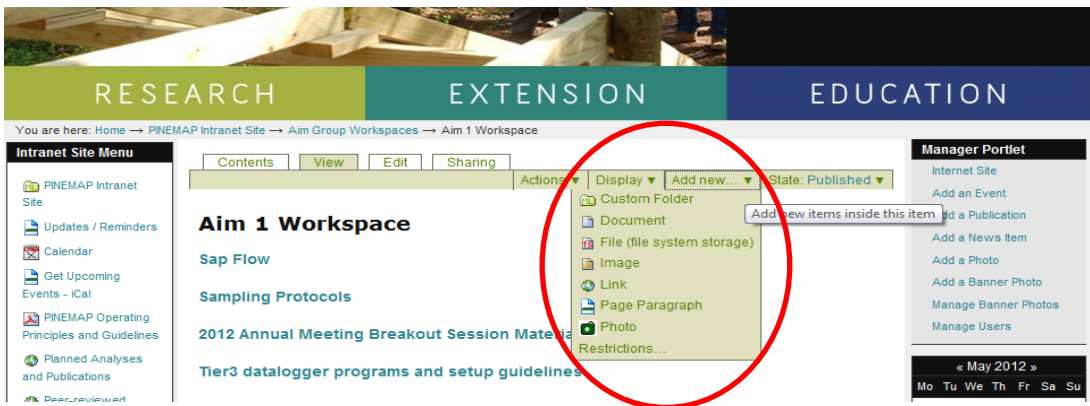


Instructions for uploading files onto the PINEMAP Intranet site

1. Once logged in, find the folder/location where you want to upload the item.
2. Click on the "Add new" button on the top menu bar:



3. The following drop down menu will appear:



- a. If you want to upload any sort of file (i.e., PDF, Word, Excel, PPT, etc.), select **File (file system storage)** from the "Add new" dropdown menu.
 - The following window will appear, and you should give the file a title, upload the file onto the site by clicking "Browse" and selecting the file, provide a description, if necessary, and click "Save"

The screenshot shows the "Add File (file system storage)" form. The title is "Add File (file system storage)" and it says "Enter the File information below." There are tabs for "Default" and "Language". The form includes a "Title" field, a "File" field with a "Browse..." button, a "Description" field with a text area, and three "Spotlite" checkboxes: "Spotlite under Project Updates Section", "Spotlite under Publications Section", and "Spotlite Other". There are also "Publishing Date" and "Expiration Date" fields with date pickers. At the bottom are "Save" and "Cancel" buttons.

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Upcoming Events	
Aim Year 2 Interim Reports DUE	Jul 13, 2012
Aim Year 2 Annual Reports DUE	Nov 16, 2012
Aim Year 3 Interim Report 1 DUE	Mar 15, 2013
Aim Year 3 Interim Report 2 DUE	Jul 12, 2013
Aim Year 3 Annual	

- b. If you want to upload a photo, select **Photo** from the “Add new” dropdown menu.
- The following window will appear, and you should give the photo a name, upload the photo onto the site by clicking “Browse”, and fill in any other optional fields that you’d like, and click “Save” at the bottom of the page.

Add Photo
Enter the Photo information below.

Default Optional

Name *

Description
A short summary of the content.

Image *

Browse...

Comments

2400 characters remaining

Author

email

Related URL
Format Example: /publications/pinemap.pdf --or- http://www.sref.info/article1.html

Copyright

Photo Date

Check here to allow this image to be featured / spotlighted on the home page. Spotlighted images should be approx 640px x 295px otherwise the picture will be distorted and poor quality.

Misc Info

- c. If you want to add a folder to store multiple files, select **Custom Folder** from the “Add new” dropdown menu.
- Give the folder a Title, type a description if you’d like, and click “Save”.

Add Custom Folder
A Custom Folder

Title *

Description
A short summary of the content.

Style... B I U ABC X₂ X₃

Icon to display next to the title in folder listings.
Upload image file: .gif or .png (image should have a transparent background)

Browse...

Icon to display next to the title on the folder view page.
Upload image file: .gif or .png (image should have a transparent background)

Browse...

Image used in place of the title (text) in folder listings.
Upload image file: .gif or .png (image should have a transparent background)

Browse...

Image displayed on the folder view page (top right side of page).
Upload file: .gif or .png (image should have a transparent background)

Browse...

Number of levels to expand sub-folder in lists.
Valid values (0, 1, 2)

0 - Do Not Expand sub-folders, show 1st level sub-folder titles only and do not display descriptions.

1 - Expand 1st level sub-folders to display their descriptions and to also show their child content.

2 - Expand 2nd level sub-folders to also show their child content.

Do Not List Folder Contents.
Check here to suppress listing the contents of the folder in listings.

Display sub folder descriptions in lists.
Check here to displays sub-folder descriptions when expand sub-folder levels is set to 0.

Exclude Folder from displaying in folder listings.

Publishing Date
The date when the item will be published. If no date is selected the item will be published immediately.

- d. If you want to add a link to an external site or to another page on the PINEMAP web site or intranet site, select **Link** from the “Add new” dropdown menu.
- Give the link a title, enter the link into the URL field and click “Save”.

Intranet Site Menu

- PINEMAP Intranet Site
- Updates / Reminders
- Calendar
- Get Upcoming Events - iCal
- PINEMAP Operating Principles and Guidelines
- Planned Analyses and Publications
- Peer-reviewed Publications
- Extension Publications
- Progress Tracking
- Reporting
- Meetings
- Resources
- Aim Group Workspaces
- NFA Proposal/RIFAs
- Contact List
- TerraC Database

Add Link
A link to an internal or external resource.

Default | Categorization | Dates | Ownership | Settings

Title *

Description
A short summary of the content.

URL *

Spotlite under Project Updates Section
Should this item be spotlighted on the front page under the Project Updates section?

Spotlite under Publications Section
Should this item be spotlighted on the front page under the Publications section?

Spotlite Other
Should this item be spotlighted on the front page (but not under Project Updates or Publications)?

Change note
Enter a comment that describes the changes you made.

Save Cancel

- e. If you want to add a paragraph of text directly onto the web page, select **Page Paragraph** from the “Add new” dropdown menu.
- Enter a title and your text and click “Save”.

Intranet Site Menu

- PINEMAP Intranet Site
- Updates / Reminders
- Calendar
- Get Upcoming Events - iCal
- PINEMAP Operating Principles and Guidelines
- Planned Analyses and Publications
- Peer-reviewed Publications
- Extension Publications
- Progress Tracking

Add Page Paragraph
Add / Edit Paragraph Text.

Title *

Paragraph Text *

Style... B I U ABC x x'

Save Cancel

4. Finally, if you want to replace a file, simply click on the “Edit Content” link.

Intranet Site Menu

- PINEMAP Intranet Site
- Updates / Reminders
- Calendar
- Get Upcoming Events - iCal
- PINEMAP Operating Principles and Guidelines
- Planned Analyses and Publications
- Peer-reviewed Publications
- Extension Publications

Contents | View | Edit | Sharing

Actions | Display | Add new... | State: Published

Aim 1 Workspace

Sap Flow

Sampling Protocols

2012 Annual Meeting Breakout Session Materials

Tier3 datalogger programs and setup guidelines

Virginia Throughfall X Fertilization Experiment Map PDF document [Edit Content]

Once on the “Edit file” page, you can change the title and replace with a new file:

Edit File (file system storage)
Enter the File information below.

Default Language

Title
Virginia Throughfall X Fertilization Experiment Map
Virginia Throughfall X Fertilization Experiment Map

File
layout_2018_02_01.pdf 1037 KB

Keep existing file
 Replace with new file:

Description
A short summary of the content.

Spotlite under Project Updates Section
Should this item be spotlighted on the front page under the Project Updates section?

Spotlite under Publications Section
Should this item be spotlighted on the front page under the Publications section?

Spotlite Other
Should this item be spotlighted on the front page (but not under Project Updates or Publications)?

Publishing Date
The date when the item will be published. If no date is selected the item will be published 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.
-- / -- / --

Please contact Jessica Ireland if you have questions or need assistance (jjtireland@ufl.edu).