

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

Presenter

Affiliation

Event / Date / Location

DRAFT DOCUMENT

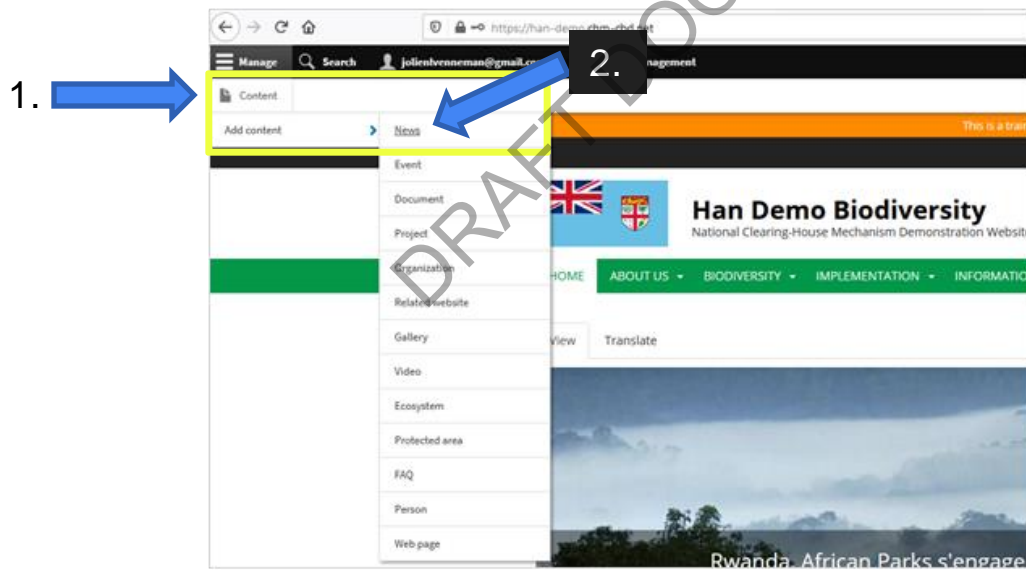


News

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



Back to site Manage Search jefroosman@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

- Any - - Any - English

Filter

Action

Delete content

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR
<input type="checkbox"/>	Biodiversity overview	Landing Page	Han de Waard

Opt. 2

...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.

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
Short description of the image used by screen readers and displayed when the image is not loaded.
Title
IPBES Workshop Report on Biodiversity and Pandemics
The title is used as a tool tip when the user hovers the mouse over the image.
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://example.com` 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

7.

Aichi targets

8.

Subjects

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: jolienlvenneman@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



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

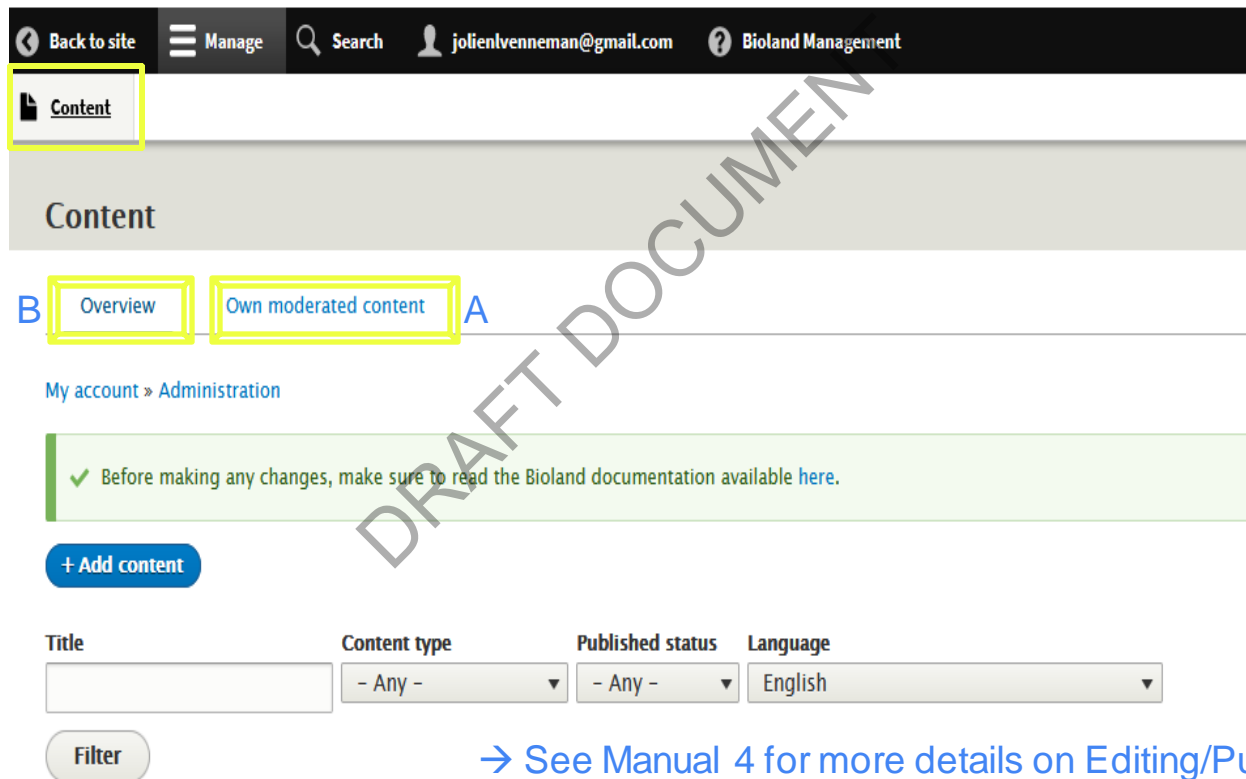
Countries with flag

Etc.

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



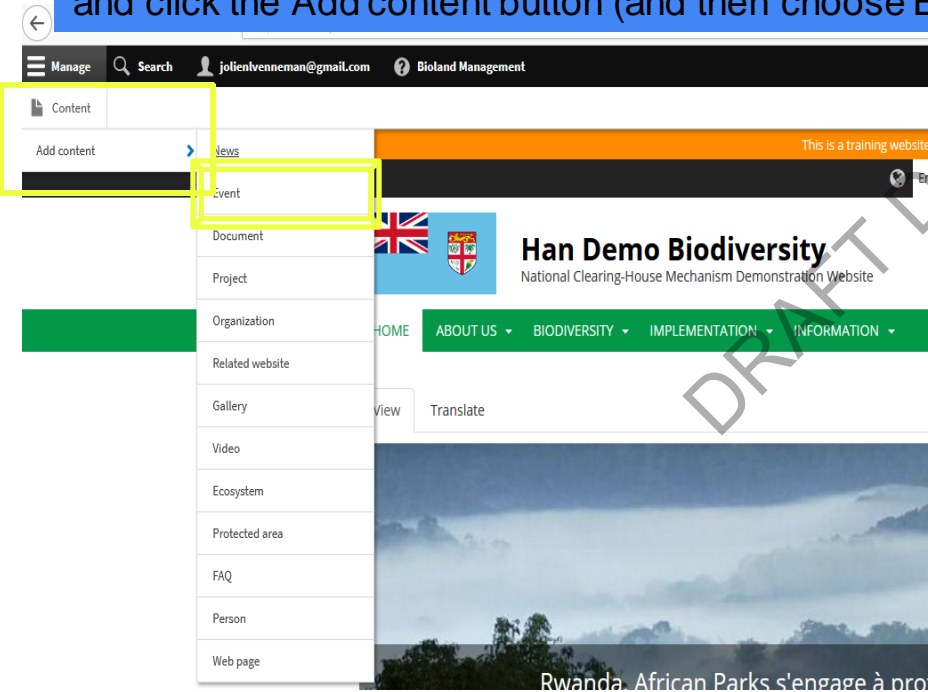
The screenshot shows the Bioland Management interface. At the top, there is a dark navigation bar with links for 'Back to site', 'Manage', 'Search', a user profile for 'jolientvenneman@gmail.com', and a help icon labeled 'Bioland Management'. Below this, a 'Content' link with a document icon is highlighted with a yellow box. The main content area has a 'Content' header. Below the header, two tabs are visible: 'Overview' (labeled 'B' on the left and 'A' on the right) and 'Own moderated content'. Both tabs are highlighted with yellow boxes. Below the tabs, there is a link 'My account » Administration'. A green notification box contains a checkmark and the text: 'Before making any changes, make sure to read the Bioland documentation available [here](#).' Below the notification, there is a blue button labeled '+ Add content'. At the bottom, there are four filter fields: 'Title' (a text input), 'Content type' (a dropdown menu showing '- Any -'), 'Published status' (a dropdown menu showing '- Any -'), and 'Language' (a dropdown menu showing 'English'). A 'Filter' button is located below the 'Title' field.

→ See Manual 4 for more details on Editing/Publishing

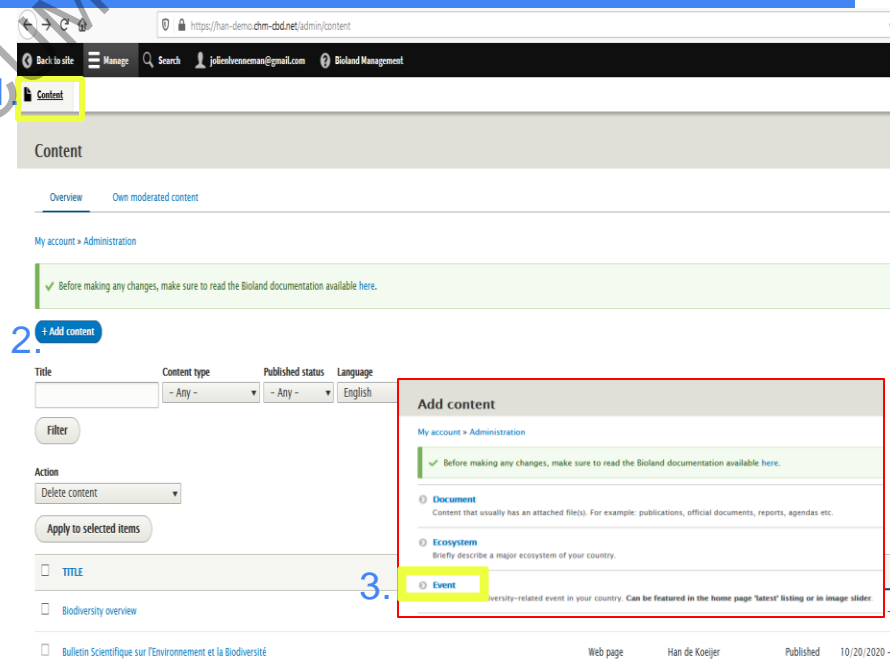
3.2 Event

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)



Or



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

Body (Edit summary)

B I U S X² X₂ X₃ X₄ X₅ X₆ X₇ X₈ X₉ X₁₀ X₁₁ X₁₂ X₁₃ X₁₄ X₁₅ X₁₆ X₁₇ X₁₈ X₁₉ X₂₀ X₂₁ X₂₂ X₂₃ X₂₄ X₂₅ X₂₆ X₂₇ X₂₈ X₂₉ X₃₀ X₃₁ X₃₂ X₃₃ X₃₄ X₃₅ X₃₆ X₃₇ X₃₈ X₃₉ X₄₀ X₄₁ X₄₂ X₄₃ X₄₄ X₄₅ X₄₆ X₄₇ X₄₈ X₄₉ X₅₀ X₅₁ X₅₂ X₅₃ X₅₄ X₅₅ X₅₆ X₅₇ X₅₈ X₅₉ X₆₀ X₆₁ X₆₂ X₆₃ X₆₄ X₆₅ X₆₆ X₆₇ X₆₈ X₆₉ X₇₀ X₇₁ X₇₂ X₇₃ X₇₄ X₇₅ X₇₆ X₇₇ X₇₈ X₇₉ X₈₀ X₈₁ X₈₂ X₈₃ X₈₄ X₈₅ X₈₆ X₈₇ X₈₈ X₈₉ X₉₀ X₉₁ X₉₂ X₉₃ X₉₄ X₉₅ X₉₆ X₉₇ X₉₈ X₉₉ X₁₀₀ X₁₀₁ X₁₀₂ X₁₀₃ X₁₀₄ X₁₀₅ X₁₀₆ X₁₀₇ X₁₀₈ X₁₀₉ X₁₁₀ X₁₁₁ X₁₁₂ X₁₁₃ X₁₁₄ X₁₁₅ X₁₁₆ X₁₁₇ X₁₁₈ X₁₁₉ X₁₂₀ X₁₂₁ X₁₂₂ X₁₂₃ X₁₂₄ X₁₂₅ X₁₂₆ X₁₂₇ X₁₂₈ X₁₂₉ X₁₃₀ X₁₃₁ X₁₃₂ X₁₃₃ X₁₃₄ X₁₃₅ X₁₃₆ X₁₃₇ X₁₃₈ X₁₃₉ X₁₄₀ X₁₄₁ X₁₄₂ X₁₄₃ X₁₄₄ X₁₄₅ X₁₄₆ X₁₄₇ X₁₄₈ X₁₄₉ X₁₅₀ X₁₅₁ X₁₅₂ X₁₅₃ X₁₅₄ X₁₅₅ X₁₅₆ X₁₅₇ X₁₅₈ X₁₅₉ X₁₆₀ X₁₆₁ X₁₆₂ X₁₆₃ X₁₆₄ X₁₆₅ X₁₆₆ X₁₆₇ X₁₆₈ X₁₆₉ X₁₇₀ X₁₇₁ X₁₇₂ X₁₇₃ X₁₇₄ X₁₇₅ X₁₇₆ X₁₇₇ X₁₇₈ X₁₇₉ X₁₈₀ X₁₈₁ X₁₈₂ X₁₈₃ X₁₈₄ X₁₈₅ X₁₈₆ X₁₈₇ X₁₈₈ X₁₈₉ X₁₉₀ X₁₉₁ X₁₉₂ X₁₉₃ X₁₉₄ X₁₉₅ X₁₉₆ X₁₉₇ X₁₉₈ X₁₉₉ X₂₀₀ X₂₀₁ X₂₀₂ X₂₀₃ X₂₀₄ X₂₀₅ X₂₀₆ X₂₀₇ X₂₀₈ X₂₀₉ X₂₁₀ X₂₁₁ X₂₁₂ X₂₁₃ X₂₁₄ X₂₁₅ X₂₁₆ X₂₁₇ X₂₁₈ X₂₁₉ X₂₂₀ 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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

100

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

HOMEABOUT USBIODIVERSITYIMPLEMENTATIONINFORMATION

Events

COP26 UN climate conference Glasgow - New dates

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

ViewEditDeleteTranslate

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



Cover image




United KingdomCountry with flag

Date

01 - 12 November 2021

Date(s) of event

coop4cbd

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**

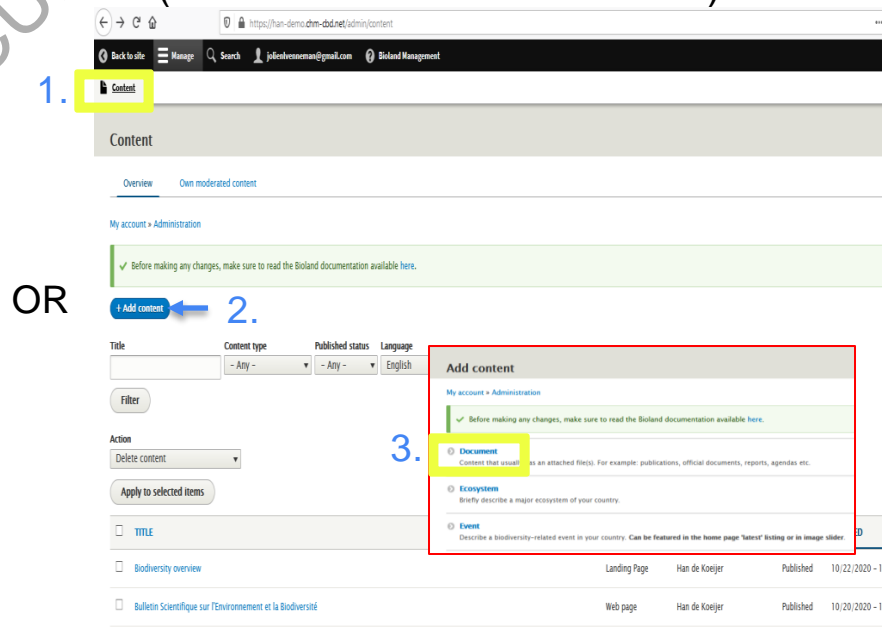
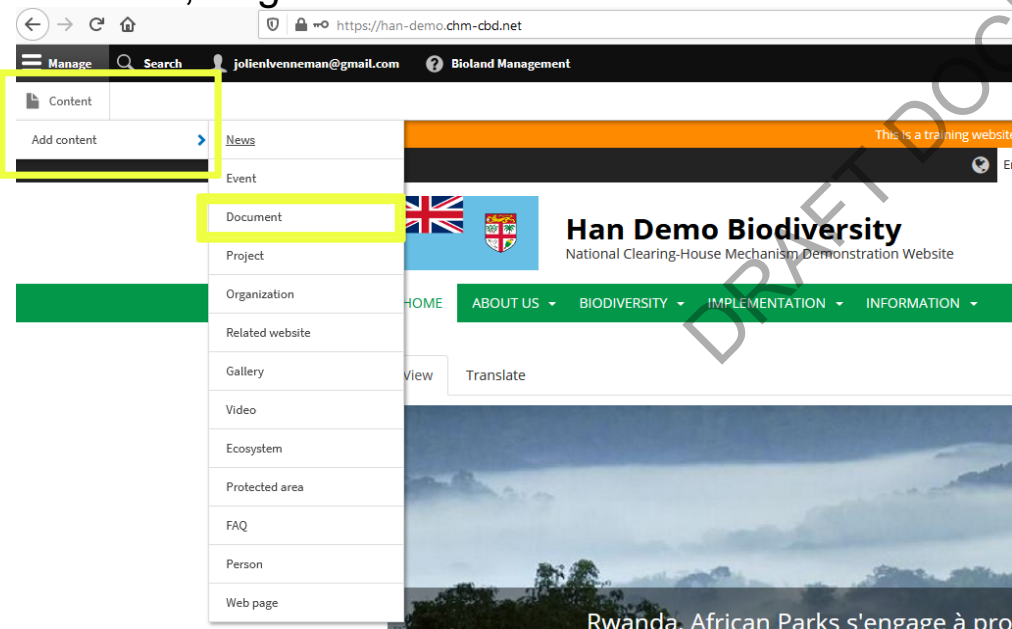
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **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**)



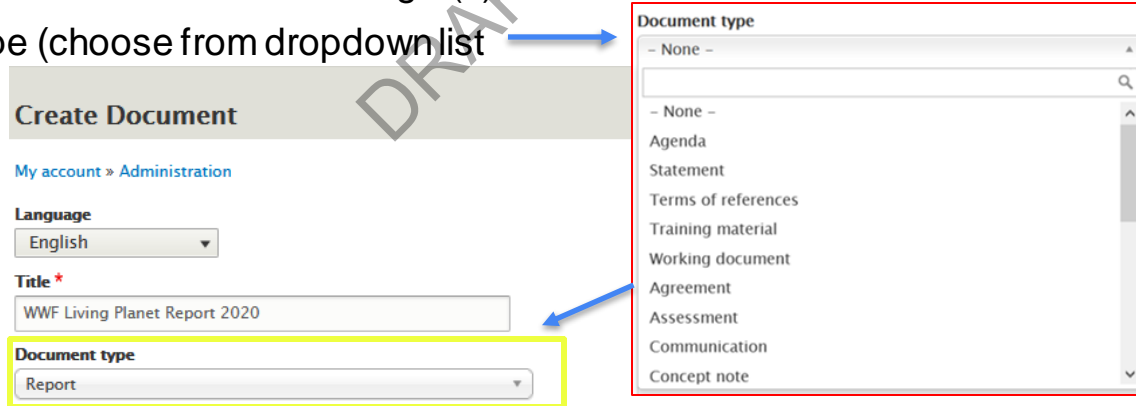
Step 2: The next action is to **create the Document** by completing the different fields in the 'Create Document' form (example: WWF Living Planet Report 2020, launched on September 10th 2020)

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. A blue arrow points from the text 'Document type (choose from dropdown list)' to the 'Document type' dropdown menu. Another blue arrow points from the text 'Title' to the 'Title' input field. A yellow box highlights the 'Document type' dropdown menu, and a red box highlights the expanded list of document types.

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

- every two years, is a comprehensive study of trends in global biodiversity. It provides the scientific evidence to back what nature has been demonstrating. The latest report, published by the Zoological Society of London (ZSL), it shows an average decline of 68% in the number of species in the world's most threatened habitats. The report calls for a 'more sustainable, resilient and healthy post-COVID-19 world for people and nature'.
- 7z tar.gz gz.
- 
- DRAFT DOCUMENT
- DISPLAY

B *I* U ~~S~~ x^2 x_a I_x \therefore $\stackrel{!}{=}$ $\frac{1}{11}$ $\frac{1}{12}$ ∞ \otimes

--	--	--

 “ 9 | Normal - Source

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.

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.

Text format Basic HTML ▼

[About text formats](#)

Add a new file

unlimited number of files can be uploaded to this field.

100 MB limit.

Allowed types: rtf txt pdf doc docx xls xlsx ppt pptx odt ods odp rar zip 7z tar.gz gz.

[Show row weights](#)

DISPLAY

WWF-LPR20-full-report-EN.pdf

☒

[Living Planet Report 2020 – full report – English](#)

The description may be used as the label of the link to the file.

Remove

No files selected.

Unlimited number of files can be uploaded to this field.

100 MB limit.

Allowed types: rtf txt pdf doc docx xls xlsx ppt pptx odt ods odp rar zip 7z tar.gz gz.



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)

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

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

Title

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)

- 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 X B. Reducing pressure on biodiversity X

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 X –Endangered Species X

–Habitat Fragmentation and Degradation X

–Communication, Education and Public Awareness X

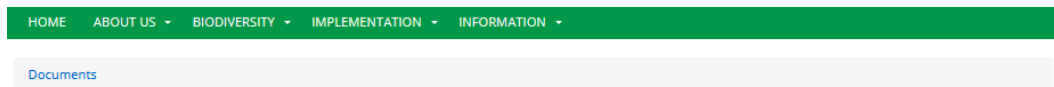
3. Save a draft of the Document; this draft will have to be verified and subsequently published by a Content Manager or Site Manager (see Manual 4 on Editing/Publishing)

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



WWF Living Planet Report 2020

Document *WWF Living Planet Report 2020* has been updated.

View Edit Delete Translate

Document type: Report
Source URL: <https://livingplanet.panda.org/>

Publication date of Document: 10 September 2020

Aichi targets:
A. Mainstreaming Biodiversity
B. Reducing pressure on biodiversity

Related National Target(s):
Objective 1.2 - Identify and monitor priority species, habitats, genetic and functional components of biodiversity
Objective 3.8 - Define the framework and the conditions to ensure no net loss of biodiversity and ecosystem services.

Files:
Living Planet Report 2020 - full report - English 12.93 MB

Countries:
Belgium
Lebanon
Etc.

Cover image

The Document file(s)

Countries with flag

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 displays two screenshots of the BioLand Management web application interface, illustrating the steps to add a project.

Left Screenshot: Shows the main navigation menu. The 'Content' link is highlighted with a yellow box, and the 'Add content' button is also highlighted. Below 'Add content', the 'Project' option is highlighted with a yellow box. The URL in the browser is <https://han-demo.chm>.

Right Screenshot: Shows the 'Content' management page. The 'Add content' button is highlighted with a yellow box. Below it, the 'Content type' dropdown is set to 'Any', 'Published status' is set to 'Any', and 'Language' is set to 'English'. The 'Filter' button is visible. The 'Action' dropdown is set to 'Delete content'. The 'Apply to selected items' button is visible. The URL in the browser is <https://han-demo.chm-cbd.net/admin/content>.

The word 'OR' is placed between the two screenshots, indicating two alternative ways to reach the 'Add content' step.

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 ✕ Belgium ✕ France ✕ Germany ✕

Poland ✕

1. Project type
- None -
- None -
Bilateral
Multilateral
National

2. Project status
- None -
- None -
Approved
Completed
Concept
Ongoing
Proposal

3. Coverage level
- None -
- None -
Global
Local / municipal
National / federal
Regional
Sub-national / state / provincial

- 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

<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.

Option to edit, delete or translate the item immediately




URL of Project website

Cover image

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

Involved countries with flag

Project duration



01 February 2020 - 31 January 2023

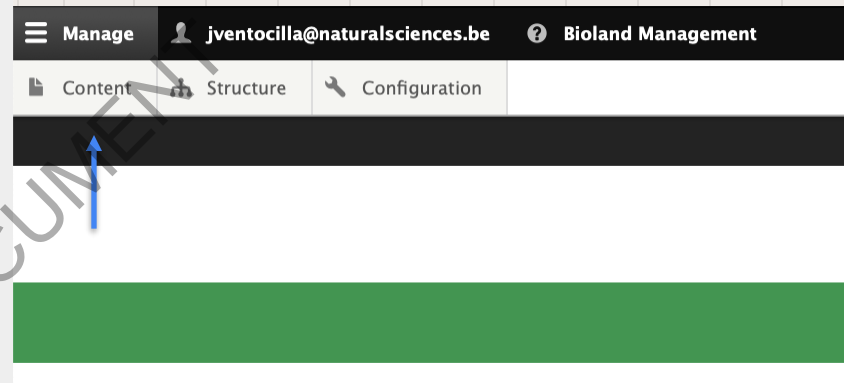
Body text

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

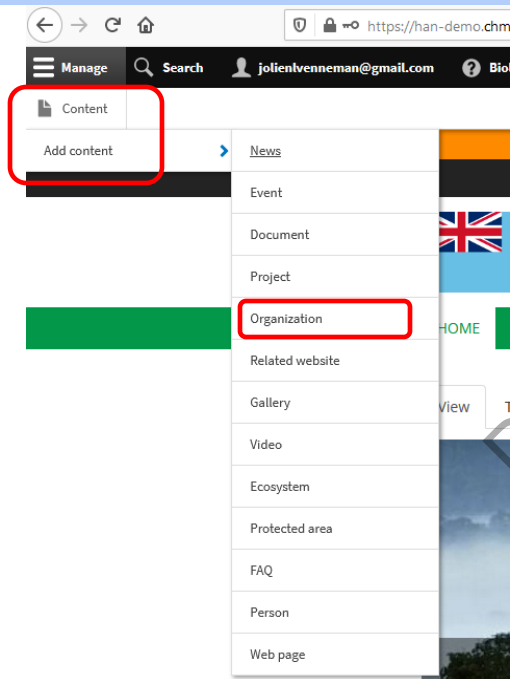
→ See Manual 4 for more details on Editing/Publishing



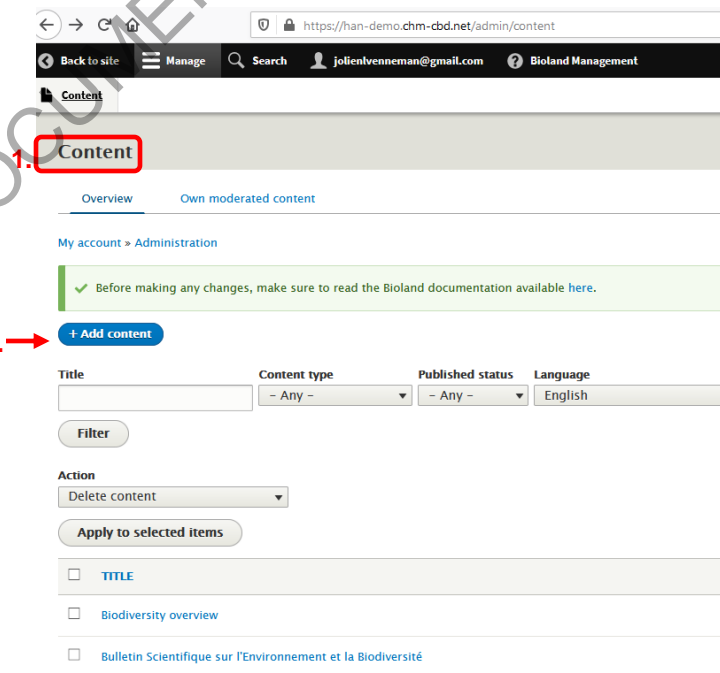
3.5 Organization

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

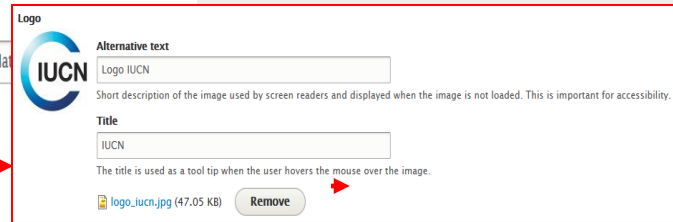
Title *
International Union for Conservation of Nature

1. Logo
Browse... No file selected.
One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

2. Acronym
IUCN

3. Organization type
Other

4. Organization groups
Implementing Agency
Only 1 option available to choose from for now



- 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*

1196

City*

Gland

- Facebook and LinkedIn URL

Countries

Belgium ✕

Switzerland ✕

Lebanon ✕

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



Organizations

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

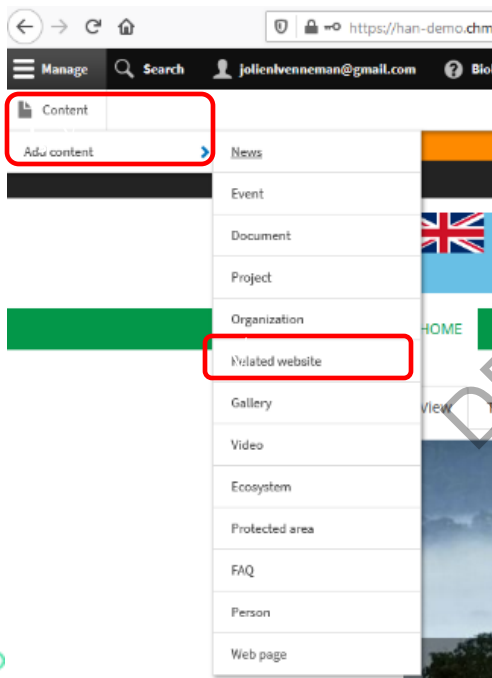
Body text

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.

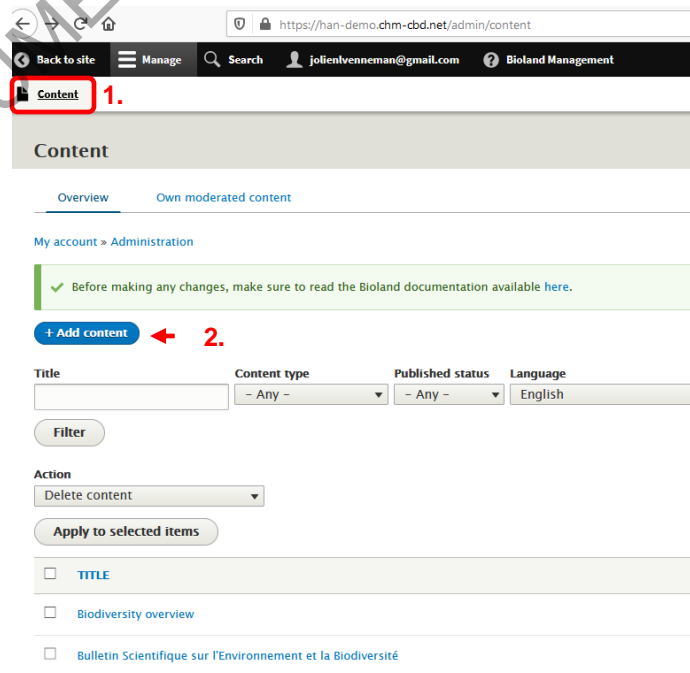
3.6 Related website

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**)



OR



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.

Text format: Basic HTML

4. URL
URL: https://www.bipindicators.net/

5. Countries
Belgium Lebanon

6. Image
Alternative text: Logo Biodiversity Indicators Partnership
Title: Biodiversity Indicators Partnership
bip_logo.jpg (25.96 KB)

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

8. Subjects
Indicators

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.

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

Biodiversity Indicators Partnership

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

[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

The screenshot shows a web editor interface. At the top, there's a toolbar with various formatting options. Below the toolbar, the main content area displays a list of reports: 'Global Biodiversity Outlook 4' and 'WWF Living Planet Report 2020'. A blue box highlights the 'WWF Living Planet Report 2020' link. A blue arrow points from the text '1. Use bullet points to list the different reports' to the list of reports. Another blue arrow points from the text '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)' to the 'Add Link' dialog box. The 'Add Link' dialog box is open, showing a search bar with 'WW' entered, a list of results including 'WWF Living Planet Report 2020', and a 'Save' button. A red box highlights the 'Add Link' dialog box. A blue arrow points from the text 'Start typing the name of the report document to select it from the list of published content' to the search bar in the 'Add Link' dialog box. A blue arrow points from the 'Save' button in the 'Add Link' dialog box to the 'Save' button in the 'Add Content HTML' dialog box at the bottom.

1. Use bullet points to list the different reports

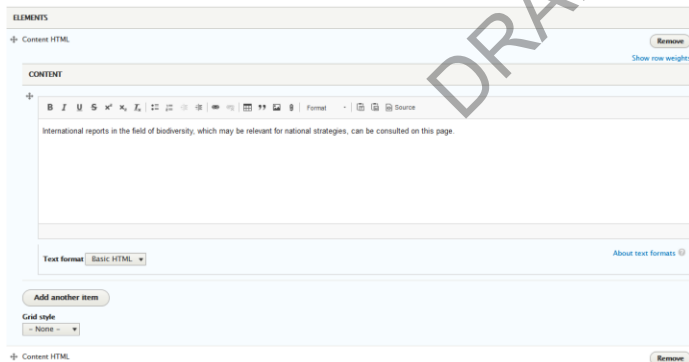
2. Enter the name of the report, select it, and add a link to the document that has been created before (see Section 3.3)

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

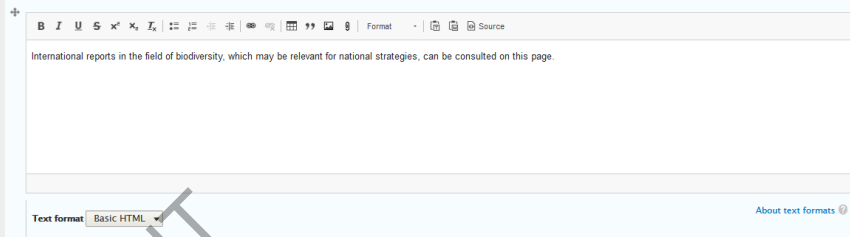
Example layout 2

1.

2.



CONTENT



3.

[WWF Living Planet Report 2020](#)

The 13th edition of the report

Enter the name of the report and add a link to the document (see Example layout 1)

4.

Insert Image

Image *

[wwf-lpr-2020-cover.png](#) Remove

Alternative text *

Cover 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.

Align

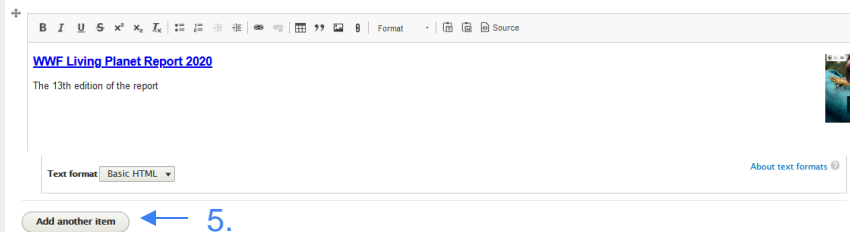
☐ None ☐ Left ☐ Center ☒ Right

☐ Caption

Image style *: Thumbnail (100×100) + Free crop

☐ Show preview

CONTENT



CONTENT

7. Drag to reorder items

[WWF Living Planet Report 2020](#)
The 13th edition of the report

8.

6. Add another report

Grid style

- None -
- None -
- 50% * 2
- 25% - 75%
- 75% - 25%
- 25% * 4

Add another item

Grid style

- None -

Text format Basic HTML

About text formats

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)

Example layout 1

INTERNATIONAL REPORTS

International reports

Web page **International reports** has been created.

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

International reports in the field of biodiversity, which may be relevant for national strategies, can be consulted on this page.

- [Global Biodiversity Outlook 5](#)
- [WWF Living Planet Report 2020](#)

Link to the previously created documents

Example layout 2

INTERNATIONAL REPORTS

International reports

Web page **International reports** has been updated.

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

International reports in the field of biodiversity, which may be relevant for national strategies, can be consulted on this page.

[WWF Living Planet Report 2020](#)
The 13th edition of the report

[Global Biodiversity Outlook 5](#)
The 5th edition of the flagship publication of the Convention on Biological Diversity (CBD)

Link to the previously created documents

has been created.

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.

Dr. FOREST
EUROPE
biodiversa

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](#)**

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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.

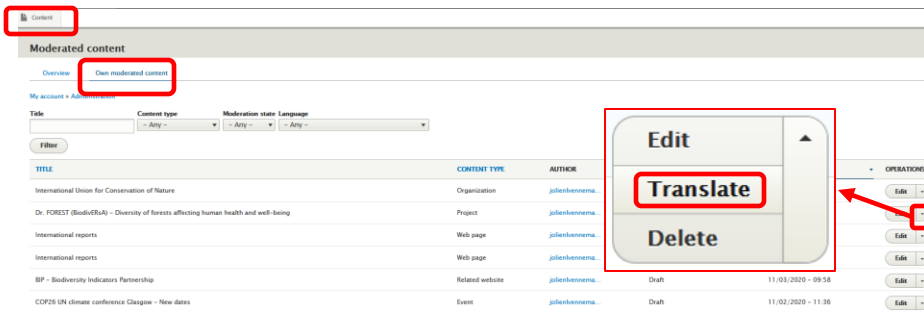
The Dr. FOREST research project aims to:

- 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.

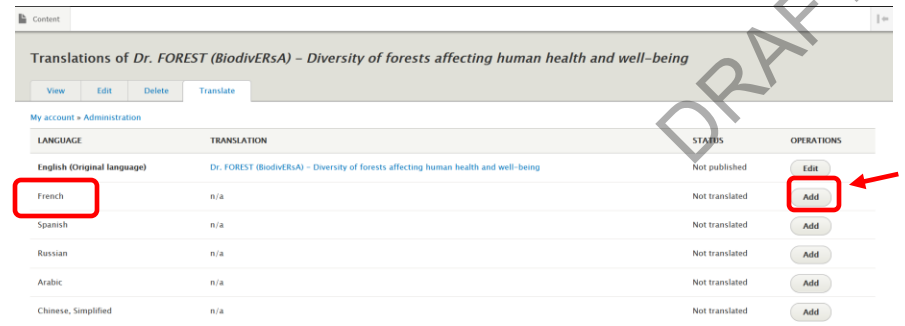
Dr. FOREST research project will work with stakeholders from local to national to European scale. The project consists of tree diversity research sites that are spread out in different climatic regions of Central Europe, namely Austria, Belgium, France, Germany and Poland.

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.

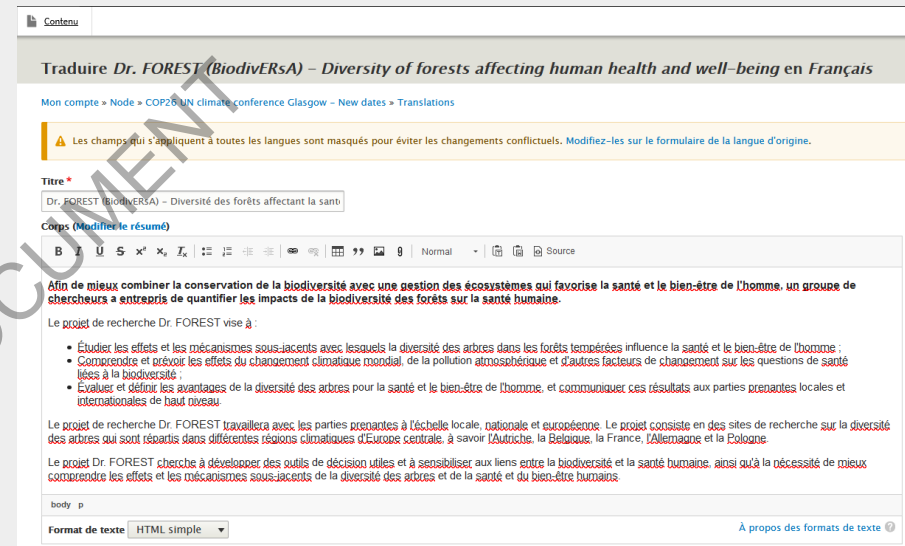
3. Go to **Content** → **Own moderated content** and immediately choose the Translate option next to the item you would like to translate



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

 Austria  Belgium  France

 Germany  Poland

 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