

Plinkit Quick Guide

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(Note: Page references are to the March 2007 version of the Plinkit Training Manual, available at the following URL: [to be added later])

Editing pages (p.37)

1. Login to Plinkit.
2. Navigate to the page to be edited.
3. On the green bar, click the Edit tab.
4. Edit page content in the Body Text area.
5. Scroll to the bottom and click Save.
6. To publish the page, click "Public Draft" on the green menu bar and select "Publish".

Adding events to the Library Calendar (p.62)

1. Login to Plinkit.
2. In the navigation portlet, select News & Events and then Library Calendar to open the calendar.
3. Click the "Add New Event" link near the top of the calendar.
4. Enter a title for the event in the Title Box.
5. Enter a Description for the event. (This is optional, but recommended.)
6. Select the event's start and end date and times.
7. Select event location (optional).
8. Enter any additional information in the Event Announcement box. Apply basic formatting using the buttons on the toolbar.
9. Entering attendees is optional. Use it to publicize any special guests, speakers, etc.
10. Select event type. Ctrl-click to select more than one category. (Hold down Ctrl key on keyboard while selecting categories with mouse.)
11. Enter the URL if there is a website associated with the event.
12. Contact info is optional.
13. Click the Save button at the bottom.
14. On the green menu bar, click "Public Draft" and then select "Publish".

Hiding published pages (p.40)

1. Login to Plinkit.
2. Navigate to the page to be hidden.
3. On the green bar, click the published status indicator.
4. Select “retract” from the drop-down menu. The page is now hidden from the public, though still visible to logged-in Plinkit users.
5. To re-publish, merely change the published state from “Public Draft” to “Publish”.

Adding images to pages (p.139)

1. Login to Plinkit.
2. Navigate to the page the image will appear.
3. On the green bar, click the Edit tab.
4. In the Body Text area, place the cursor where you want the image to be then click the image button on the toolbar. If you have uploaded the image to same folder that contains the page you are editing, click “Current folder” in the left column. The image name should appear in the list of contents in the middle column. See below for instructions on uploading images.
5. Select the image you wish to use from the middle column, a description of the image appears in the right column.
6. Select the desired alignment of the picture, Left, Right, or Inline (interwoven w/ text).
7. Scroll to the bottom and click Save.
8. The main content area automatically switches to the View tab so that you can preview the page with its newly inserted image.
9. If satisfied with the image, on the green bar click “Public Draft” and then select “Publish”.

Creating Internal Links to Other Areas of Your Plinkit Website (p. 128)

1. Login to Plinkit.
2. Navigate to the page the link will be added to.
3. On the green bar, click the Edit tab.
4. In the editor, highlight the text that will act as the link.
5. Click the Internal Link button on the editor toolbar.
6. In the Insert Link window navigate to the item or page you want to link to.
7. In the middle column, select the item you want to link to and click the ok button.
8. When the Insert Link window closes, scroll to the bottom and click the Save button.

Creating External Links (p. 131)

1. Login to Plinkit
2. Navigate to the page the link will be added to.
3. On the green bar, click the Edit tab.
4. In the editor, highlight the text that will act as the link.
5. Click the External Link button on the editor toolbar.
6. In the External Link window enter the URL of the website you want to link to.
7. Click Preview to ensure the correct page comes up.
8. Scroll down to the bottom and click the Save button.

Removing Links

1. Login to Plinkit.
2. Navigate to the page where the link is located.
3. On the green bar, click the Edit tab.
4. Highlight the link you want removed.
5. Click the Remove Link on the editor toolbar.
6. Scroll to the bottom and click the Save button.

Creating News Items (p. 53)

1. Login to Plinkit
2. In the navigation portlet, click the News & Events folder.
3. Click the Contents tab to view the contents of the News & Events folder.
4. Click the News Folder to view its contents.
5. On the green menu bar, click "add to folder" and then select "News Item" from the drop-down menu.
6. In the Title textbox enter a title for your news item
7. Enter a short description of your news item in the Description textbox. (This is optional, but recommended)
8. Enter the text of your news item in the Body Text textbox.
9. To add an image related to the news item, scroll down to the image area of the Edit News Item window and click Browse.
10. In the File Upload window, navigate to the image file you want to use, highlight it, and click Open.
11. Enter a short caption in the Image Caption text box (optional).
12. Scroll to the bottom of the Edit News Item page and click Save.
13. If satisfied with the news item, change the status indicator on the green menu bar from "public draft" to "publish".

Changing the Effective and Expiration Dates of News Items (p. 121)

1. Login to Plinkit
2. Navigate to the content item you want to set the dates for.
3. Click the “Properties” tab.
4. Scroll down to the Effective Date and Expiration Date section.
5. If desired, change the effective date, which is the date on which the item should become available on the public site.
6. If you do not want the item to be visible indefinitely, enter an expiration date for the item.
7. Scroll to the bottom and click “Save”.

Adding a new page (p. 102)

1. Login to Plinkit.
2. In the navigation portlet, navigate to the location in the site where the new page will be located
3. Click the Contents tab.
4. When you are in the location where the new page will be located, click the “Add Item” tab on the green menu bar and select “Page” from the drop-down menu.
5. When the new Edit Page form is displayed, enter a title for the new page in the Title textbox.
6. Enter a short description of the new page in the Description textbox. (This is optional, but recommended)
7. In the Body Text area of the Edit Page form, enter the main content for the page. You can use the buttons and tools on the green bar to add basic formatting to your text if desired.
8. Scroll to the bottom and click “Save”.
9. The main content area will switch to the View tab; if your content looks acceptable, click “Public Draft” on the green menu bar and select “Publish”.

Adding a Community Organization (p. 64)

1. Login to Plinkit.
2. In the navigation portlet, click eShelf & Research and then Community Organizations.
3. Click the Contents tab to view the contents of the Community Organizations folder.
4. On the green menu bar, click “Add Organization”.
5. Enter the organization name in the Organization Name textbox.
6. Fill out the rest of the form as completely as possible.
7. Scroll to the bottom and click “Save”.

Uploading Files (p.70)

1. Login to Plinkit.
2. Navigate to the folder or area in which you want to make the file available for download. (e.g. News & Events)
3. On the green menu bar, click “Add Item” (or “Add to Folder”, depending on your location) and then select “File” from the drop-down menu.
4. When the blank Edit File form opens on the Edit tab, enter a Title for the document in the Title textbox.
5. Enter a short description of the file in the Description textbox. (This is optional, but recommended)
6. In the File section of the form, click the Browse button.
7. When the File Upload window opens, navigate to the file you want to upload, highlight it, and then click Open.
8. Scroll to the bottom of the Edit File form and click Save.
9. The main content area will switch to the View tab; if you want your file to be available to all users, click “Public Draft” on the green menu bar and select “Publish”.

Uploading Images (p. 139)

1. Login to Plinkit.
2. Navigate to the folder where the image will be used.
3. On the green menu bar, click “Add Item” and then select “Image”.
4. When the Edit Image form opens, enter a title for your image in the Title textbox.
5. Enter a short description of the image in the Description textbox. (This is optional, but recommended)
6. In the Image section of the form, click the Browse button.
7. When the File Upload window opens, navigate to the file you want to upload, highlight it, and then click Open.
8. Scroll to the bottom of the Edit Image form and click Save.
9. The main content area automatically displays the View tab, so that you can preview the image. Notice also that the image is visible in the navigation portlet.
10. If you want to exclude the image from the navigation portlet, click the Properties tab, check the Exclude from navigation checkbox, and then scroll to the bottom of the page and click save.
11. If you want the uploaded image to be visible to all users, click “Public Draft” on the green menu bar and select “Publish”.

Creating a Digital Photo Exhibit (p. 146)

1. Login to Plinkit
2. In the navigation portlet, click eShelf & Research and then Digital Exhibits.
3. On the green menu bar, click "Add Item" and then select "Folder" from the drop-down menu.
4. When the Edit Folder form opens, enter a name for your digital exhibit folder in the Title textbox.
5. Enter a short description of the digital exhibit in the Description textbox. (This is optional, but recommended.)
6. Click Save. The digital exhibit folder is created and displayed in the View tab.
7. By default, new folders are shown in the navigation portlet. To exclude the digital exhibit from the navigation portlet, click the Properties tab, check the "Exclude from navigation" checkbox, then scroll to the bottom of the page and click Save.
8. While still viewing your new digital exhibit folder, click "Add Item" and then select "Image"
9. When the Edit Image form opens on the Edit tab, enter a title for your image in the Title textbox.
10. Enter a short description of the image in the Description textbox. (This is optional, but recommended.)
11. In the Image section of the form, click the Browse button.
12. In the File Upload window that opens, navigate to the file you want to upload, highlight it, and click Open.
13. Scroll to the bottom of the Edit Image form and click Save.
14. To make the image visible to all users, on the green menu bar click "Public Draft" and select "Publish".
15. Repeat steps 8-14 as necessary to add more images to your exhibit.