

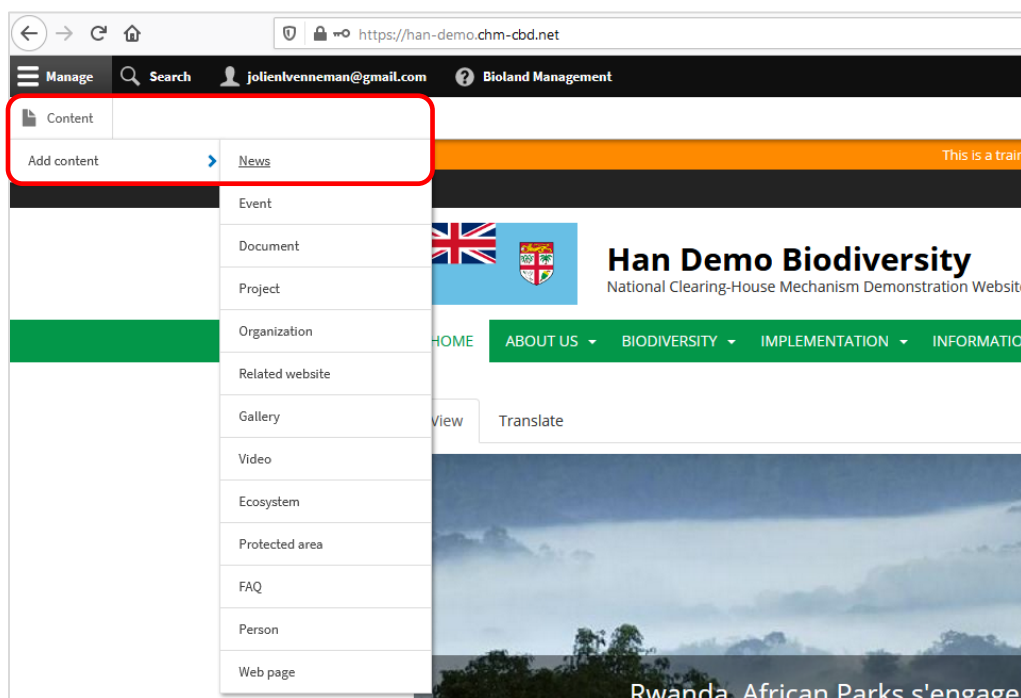
## Manual 3 Adding new content

In Manual 3 we will add different types of content through a step-by-step approach using the Contributor role. The Contributor user interface will therefore be displayed in the example images.

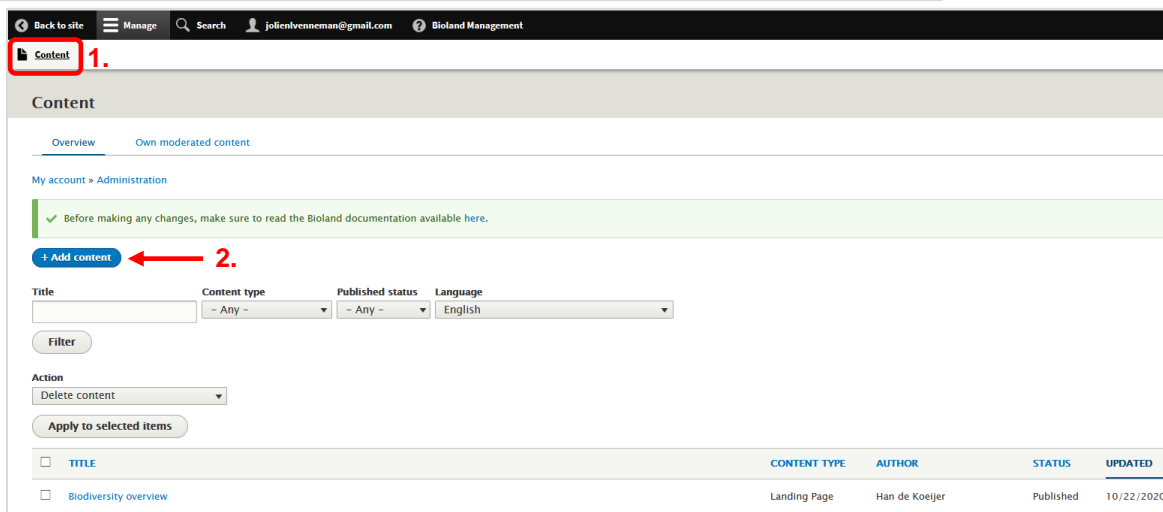
### 3.1 News

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, or go to **Content** and click the **Add content** button (and then choose **News**)



OR



### 3. Then choose from the list that appears

Content

Add content

[My account](#) » [Administration](#)

✓ Before making any changes, make sure to read the Bioland 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**

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.
- Video

Upload a video to YouTube or Vimeo and feature it on your website!
- Web page

Web page allows breaking content in paragraphs (rows) and arranging it on columns. **Use for complex content such as presentation pages with images.**

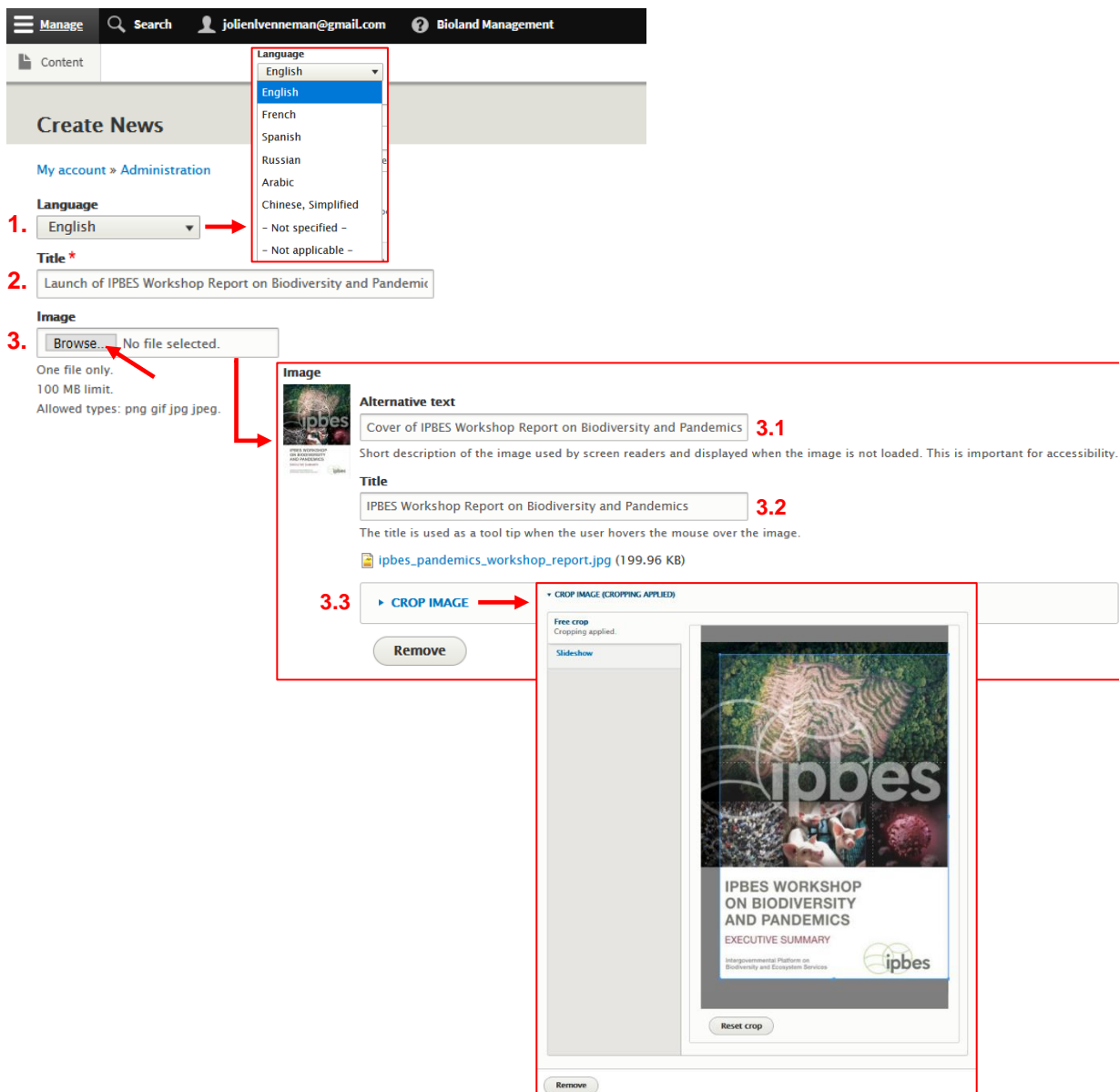
**Step 2:** The next action is to **create the News item** by completing the different fields in the 'Create News' form (example: Launch of IPBES Pandemics report on October 29<sup>th</sup> 2020). Note that most of the fields summarized here are general fields that will also be used for creating other types of content.

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)



**Create News**

My account > Administration

**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 **3.1**  
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

**Title**  
IPBES Workshop Report on Biodiversity and Pandemics **3.2**  
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)

**3.3** CROP IMAGE →

Free crop  
Cropping applied.  
Slideshow

Reset crop

Remove

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

- 
- 4.5 And much more**
- CROP IMAGE (CROPPING APPLIED)
- Remove
- Body (Edit summary)
- B I U S** x<sup>a</sup> x<sub>a</sub> T<sub>x</sub> | : = ¶ | [Link] [Image] [Table] [Quote] [Code] Normal ▾ | [Undo] [Redo] Source
- Future pandemics will emerge more often, spread more rapidly, do more damage to the world economy and kill more people than COVID-19 unless there is a transformative change in the global approach to dealing with infectious diseases, warns a major new report on biodiversity and pandemics by 22 leading experts from around the world.
- Convened by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) for an urgent virtual workshop about the links between degradation of nature and increasing pandemic risks, the experts agree that escaping the era of pandemics is possible, but that this will require a seismic shift in approach from reaction to prevention.
- Read a summary of the report:
- [IPBES Pandemics Report - Executive Summary](#)
- body p span span span span span span
- Text format Basic HTML ▾ About text formats ?
- Add Link**
- URL  
  
Start typing to find content.
- Title
- Populates the title attribute of the link, usually shown as a small tooltip on hover.
- Save
- Add File**
- File \*  
 No file selected.
- Title
- Populates the title attribute of the link, usually shown as a small tooltip on hover.
- Save
- Add File**
- File \*  
☒ ipbes\_pandemics\_workshop\_report\_executive\_summary\_0.pdf
- Remove
- Title
- Populates the title attribute of the link, usually shown as a small tooltip on hover.
- Save

- 4

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

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`. Enter `<front>` to link to the 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

**Etc.**

Aichi targets


7.

Subjects

8.

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.

9. KEYWORDS



Weight

10.

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

*Last saved:* Not saved yet  
**Author:** jolienvenneman@gmail.com

► URL ALIAS

▼ PROMOTION OPTIONS

☒ Promoted to front page

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)

### 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 News item** that will appear immediately after saving

HOME
ABOUT US
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News

## Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'

News: **Launch of IPBES Workshop Report on Biodiversity and Pandemics: Escaping the 'Era of Pandemics'** has been created.

View
Edit
Delete
Translate

**Option to edit, delete or translate the item immediately**

30 October 2020 **← Date of creation of News item**

<https://ipbes.net/pandemics> **← Source URL**

**Body text**

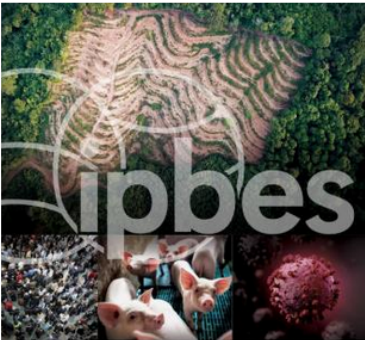
Future pandemics will emerge more often, spread more rapidly, do more damage to the world economy and kill more people than COVID-19 unless there is a transformative change in the global approach to dealing with infectious diseases, warns a major new report on biodiversity and pandemics by 22 leading experts from around the world.

Convened by the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) for an urgent virtual workshop about the links between degradation of nature and increasing pandemic risks, the experts agree that escaping the era of pandemics is possible, but that this will require a seismic shift in approach from reaction to prevention.

Read a summary of the report:

[IPBES Pandemics Report - Executive Summary](#)

**Added file**





**Cover image**

**IPBES WORKSHOP ON BIODIVERSITY AND PANDEMICS**  
EXECUTIVE SUMMARY

Intergovernmental Platform on Biodiversity and Ecosystem Services

**Aichi targets:** B. Reducing pressure on biodiversity

**Countries with flag**

 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



[Back to site](#) [Manage](#) [Search](#) [jolienlvenneman@gmail.com](#) [? Bioland Management](#)

[Content](#)

## Content

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

[My account](#) » [Administration](#)

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

[+ Add content](#)

Title	Content type	Published status	Language
<input type="text"/>	<div>- Any -</div>	<div>- Any -</div>	<div>English</div>

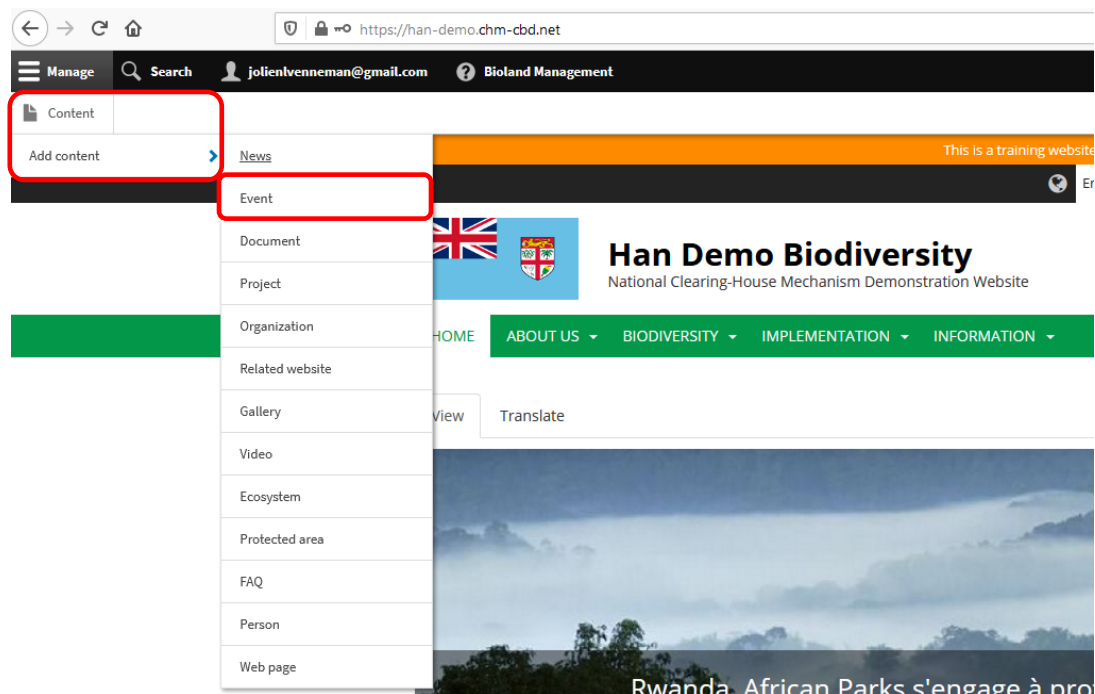
Filter

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

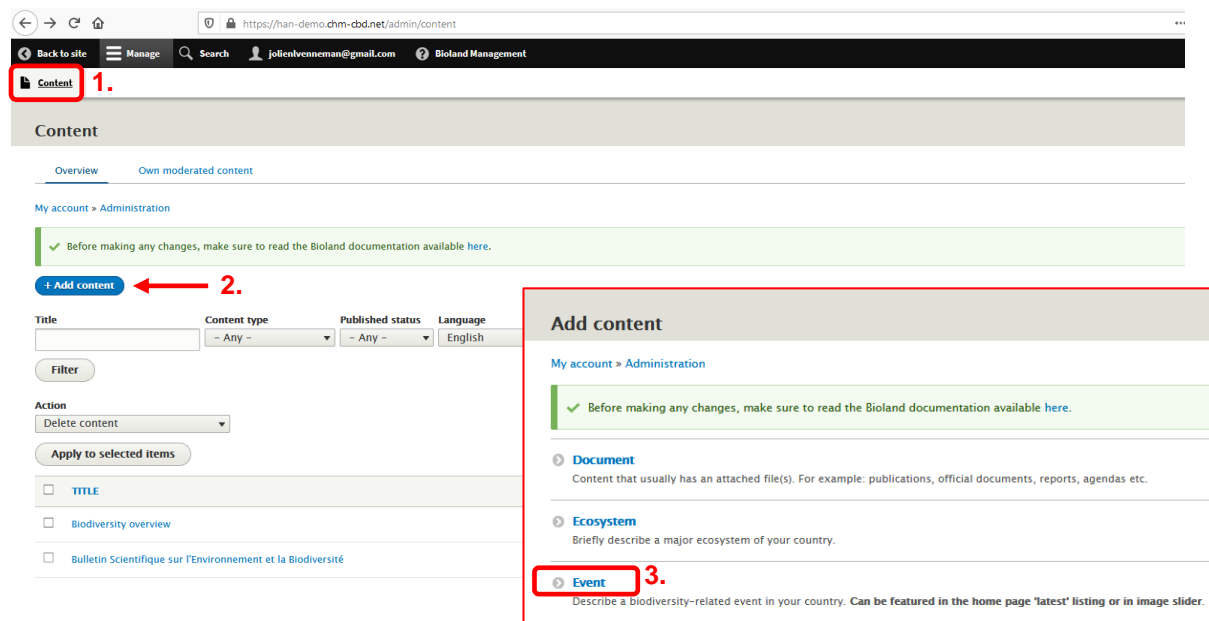
### 3.2 Event

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**)



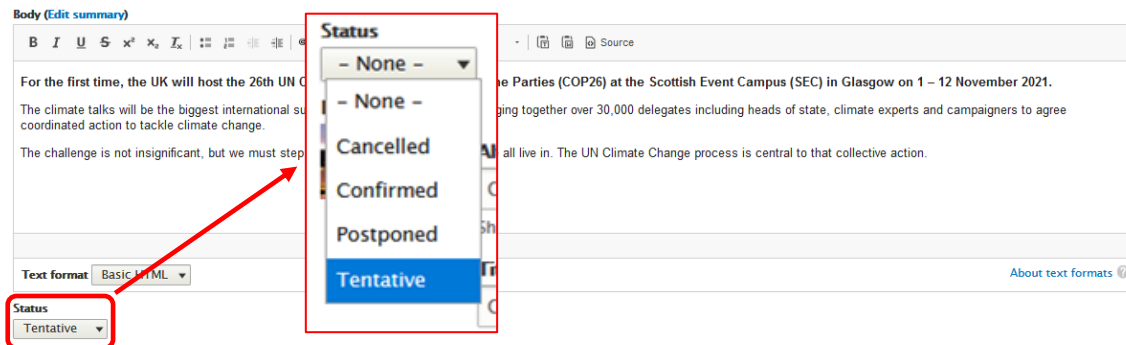
OR



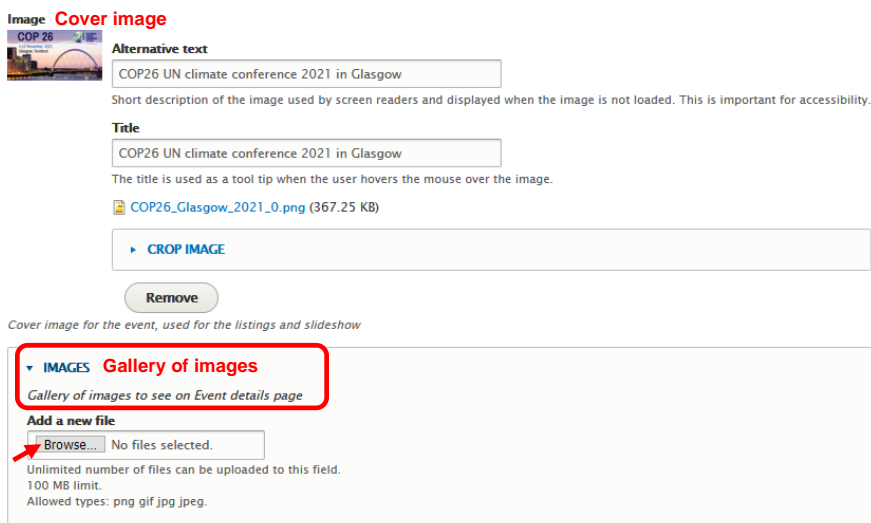


**Step 2:** The next action is to **create the Event** by completing the different fields in the 'Create Event' form (example: COP26 UN climate conference in Glasgow, UK, 1-12 November 2021)

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 (to link the created item to the website of the Event)
  - Country or countries (where the 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
  - Status of the Event



- Gallery of images to see on Event details page



**Image Cover image**

**Alternative text**


COP26 UN climate conference 2021 in Glasgow

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

**Title**

COP26 UN climate conference 2021 in Glasgow

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

 COP26\_Glasgow\_2021\_0.png (367.25 KB)

[CROP IMAGE](#)

[Remove](#)

Cover image for the event, used for the listings and slideshow

**IMAGES Gallery of images**

Gallery of images to see on Event details page

**Add a new file**



[Browse...](#) No files selected.

Unlimited number of files can be uploaded to this field.  
100 MB limit.  
Allowed types: png gif jpg jpeg.

## Adding new content

▼ IMAGES

Gallery of images to see on Event details page [Show row weights](#)

FILE INFORMATION	OPERATIONS
<div><b>Alternative text *</b> Cover of COP26 UN climate conference 2021 in Glasgow Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility. <a href="#">UN_climate_change_conference_glasgow_2021.jpg</a> (105.85 KB)</div>	<button>Remove</button>
<div><b>Alternative text *</b> SEC - Venue of COP26 UN climate conference Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility. <a href="#">UN_climate_conference_glasgow_venue.jpg</a> (48.54 KB)</div>	<button>Remove</button>

**Add a new file**

No files selected.

Unlimited number of files can be uploaded to this field.  
100 MB limit  
Allowed types: png gif jpg jpeg.

- Address of the Event

Note: 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)

Note: 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**

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**.

←

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

HOME
ABOUT US
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Events

## COP26 UN climate conference Glasgow - New dates

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

View
Edit
Delete
Translate

**Option to edit, delete or translate the item immediately**

<https://www.ukcop26.org/> ← **Source URL**

Scottish Event Campus Ltd, Glasgow, G3 8YW, United Kingdom

**Status:** Tentative

**Address of Event**

**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

**Cover image**




**Country with flag**

United Kingdom

**Date(s) of Event**

01 - 12 November 2021

**Gallery images**



**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**

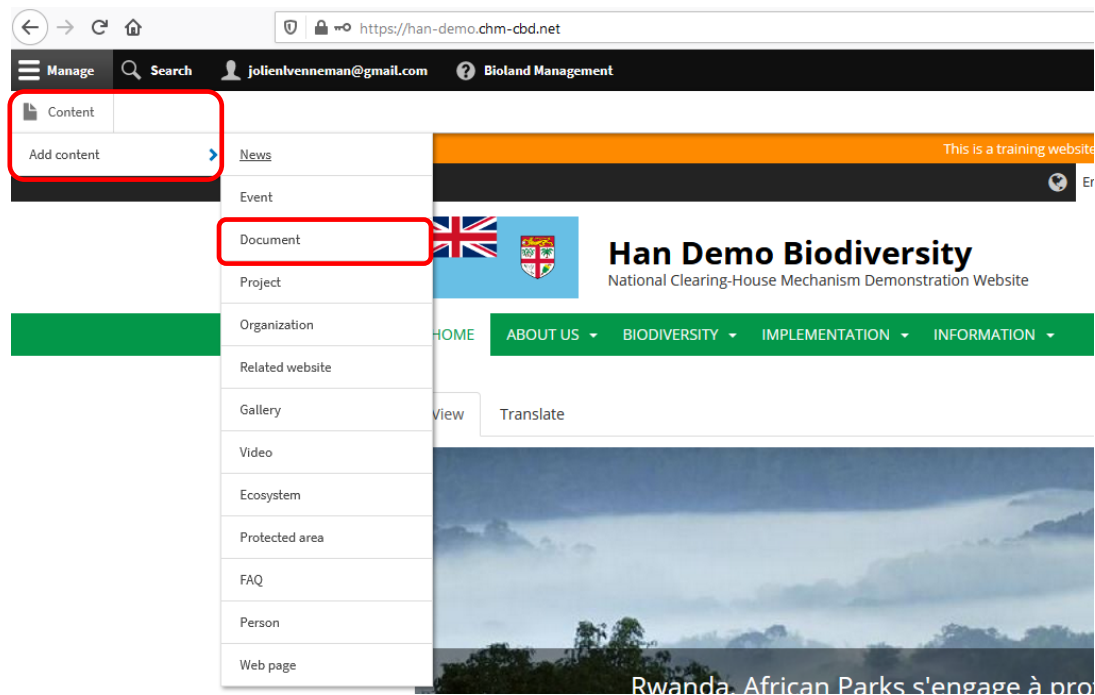
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

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

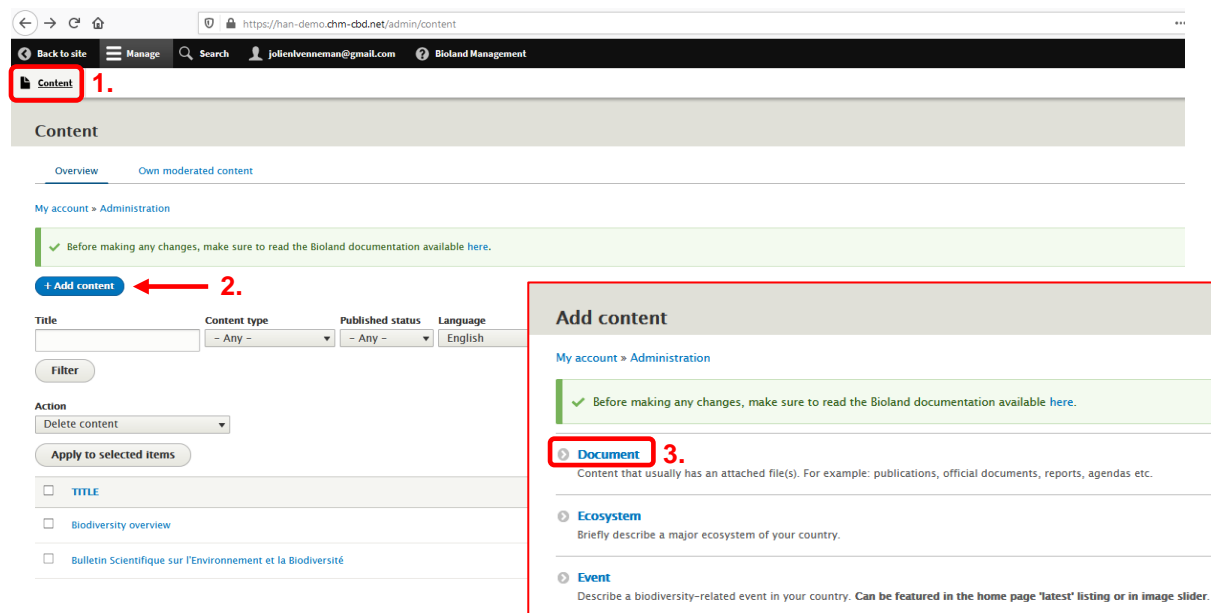
### 3.3 Document

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**)

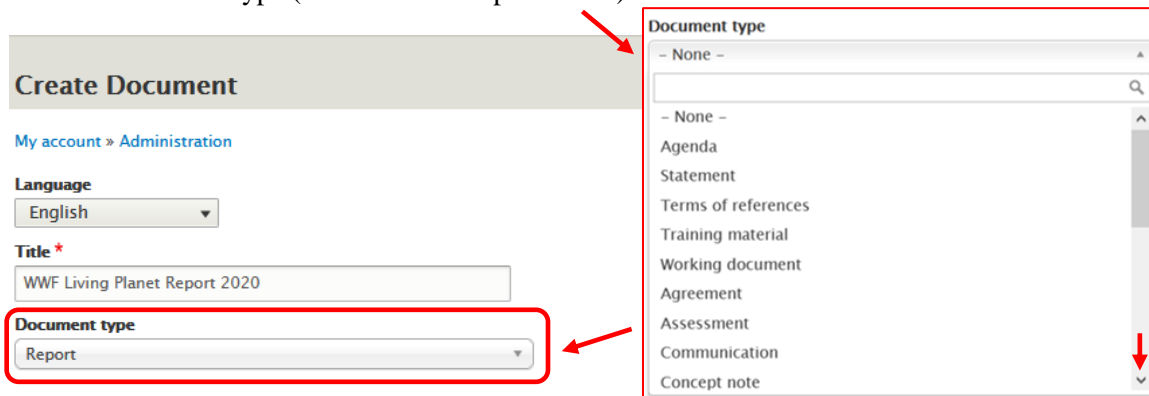


OR

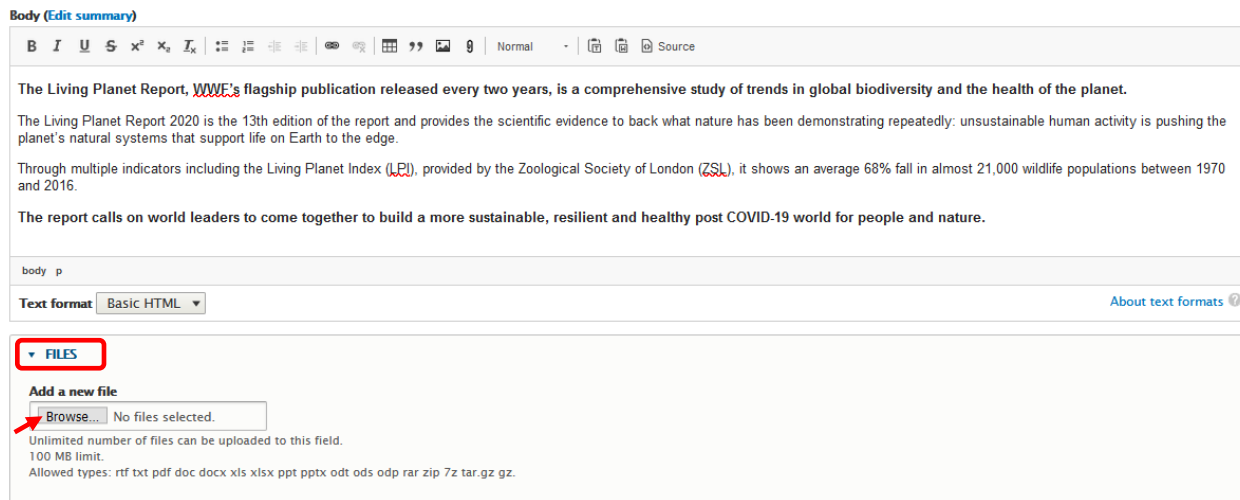


**Step 2:** The next action is to **create the Document** by completing the different fields in the ‘Create Document’ form (example: WWF Living Planet Report 2020, launched on September 10<sup>th</sup> 2020)

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)



- Attachments/files (the document itself)



FILES

FILE INFORMATION

+

WWF-LPR20-full-report-EN.pdf

Description

Living Planet Report 2020 – full report – English

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

DISPLAY

OPERATIONS

✓

Remove

Add a new file

Browse...

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.

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

URL

URL

https://livingplanet.panda.org/

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 6<sup>th</sup> National Report)

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

14

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: Have a look at your created Document** that will appear immediately after saving

HOME ABOUT US BIODIVERSITY IMPLEMENTATION INFORMATION


Documents

## WWF Living Planet Report 2020


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

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

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

 ← **Cover image**

**Publication date of Document** → Publication date (of file/URL): 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.** } **Countries with flag**



**LIVING PLANET REPORT 2020**  
BENDING THE CURVE OF BIODIVERSITY LOSS

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**

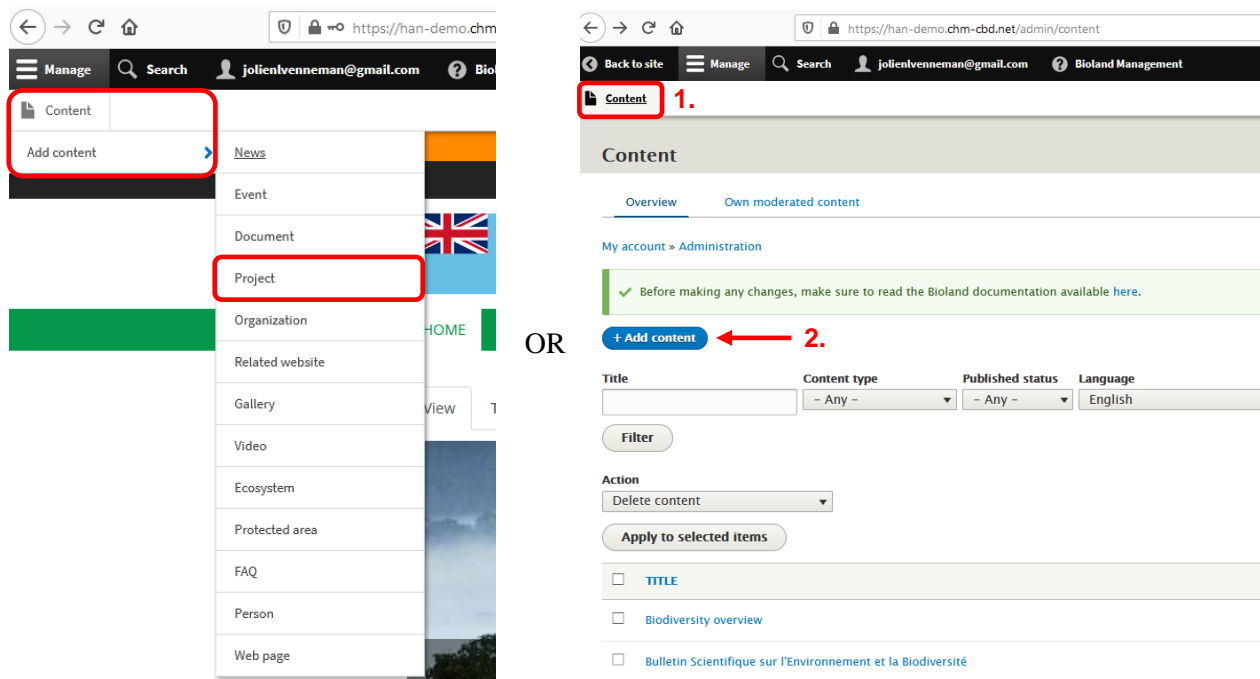
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

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

### 3.4 Project

A project item describes a temporary endeavor 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**)



OR

**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 pages 2-5):
  - 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

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

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

3. **Coverage level**  
- 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

- 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
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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

 Austria
 Belgium
 France  
 Germany
 Poland

**Involved countries with flag**

**Date**  
01 February 2020 - 31 January 2023

**Project duration**

**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**

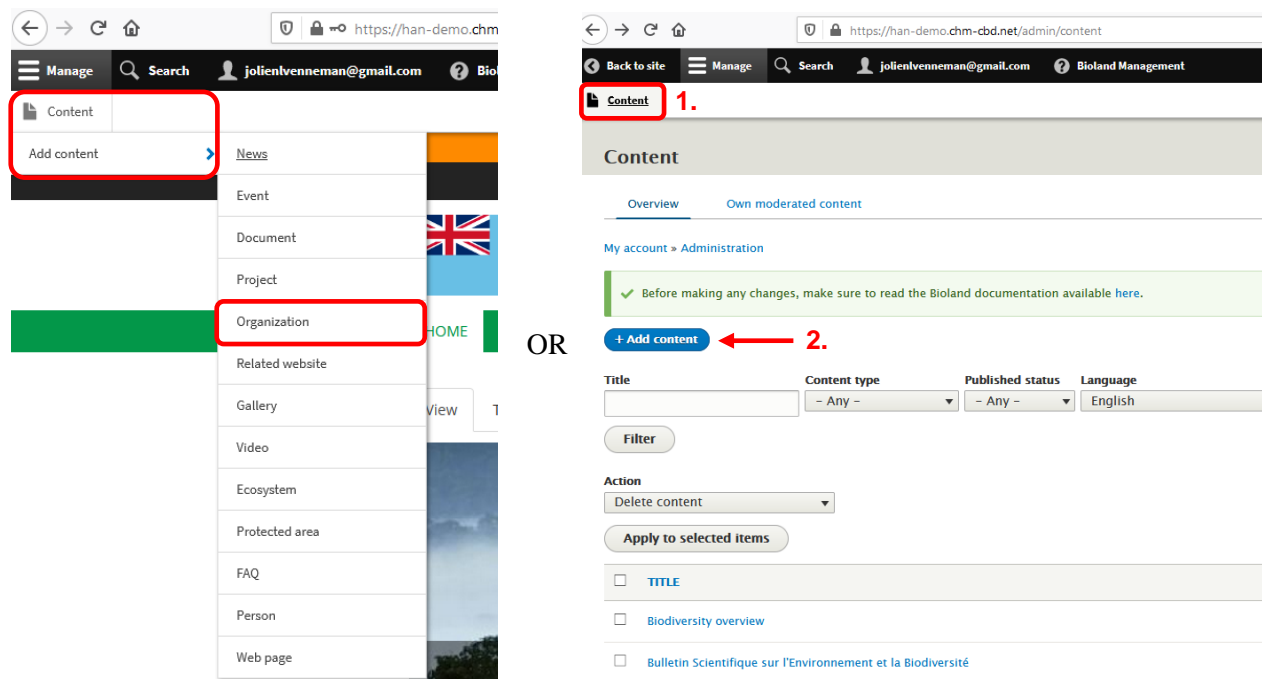
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

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

### 3.5 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**)



**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 pages 2-5):
  - 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 details:**  
Logo IUCN  
Alternative text: Logo IUCN  
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 dropdown:**  
- 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 ✕ 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

HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

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

Etc.

**Member countries with flag**

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.

**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**

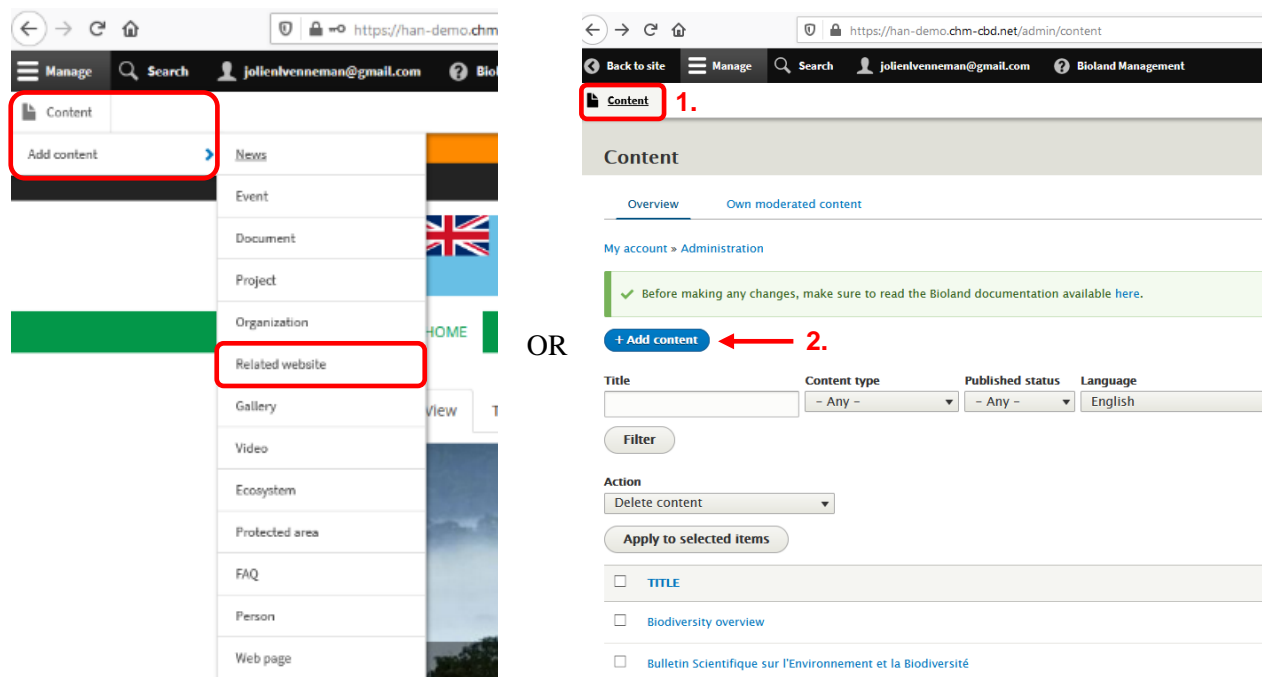
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

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

### 3.6 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 pages 2-5):

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

24



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.bipindicators.net/ ← **Source URL**

**Aichi targets**

2. Biodiversity values integrated  
E. Enhancing implementation

**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**

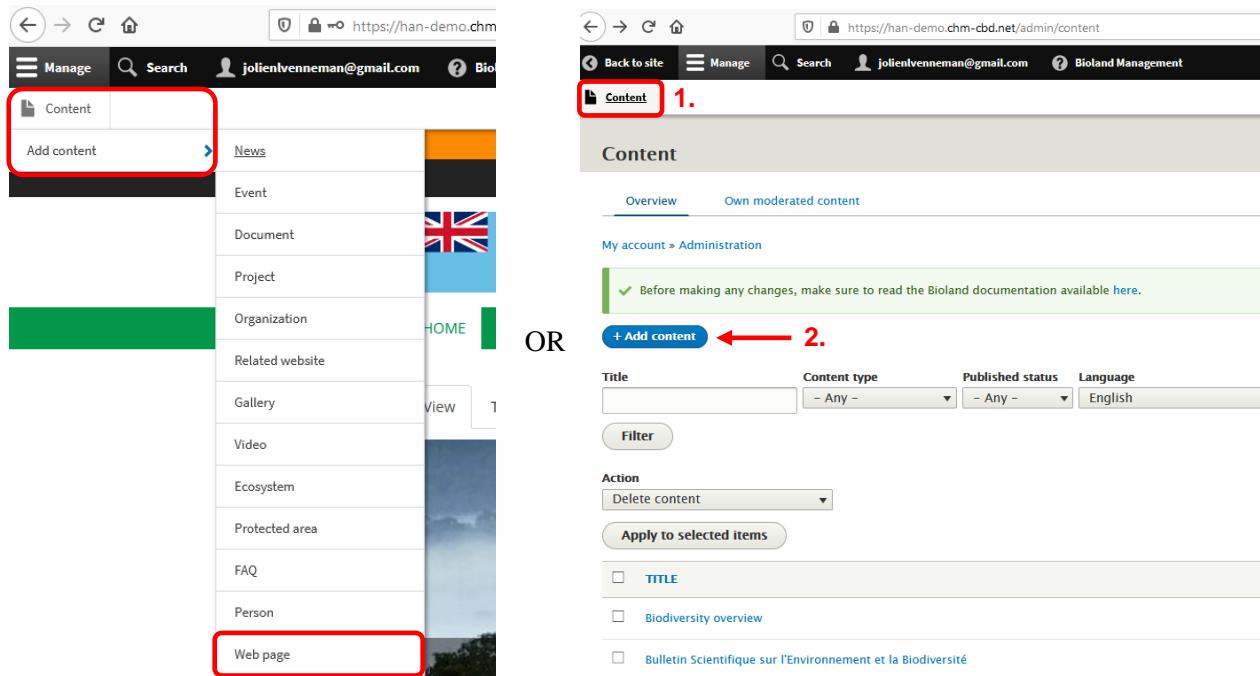
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

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

### 3.7 Web page

A web page, accessible via a unique URL address, is a specific collection of information and can contain different types of resources (e.g., text, images, documents, links to other web pages and files, etc.). Your website is made up of several web pages.

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



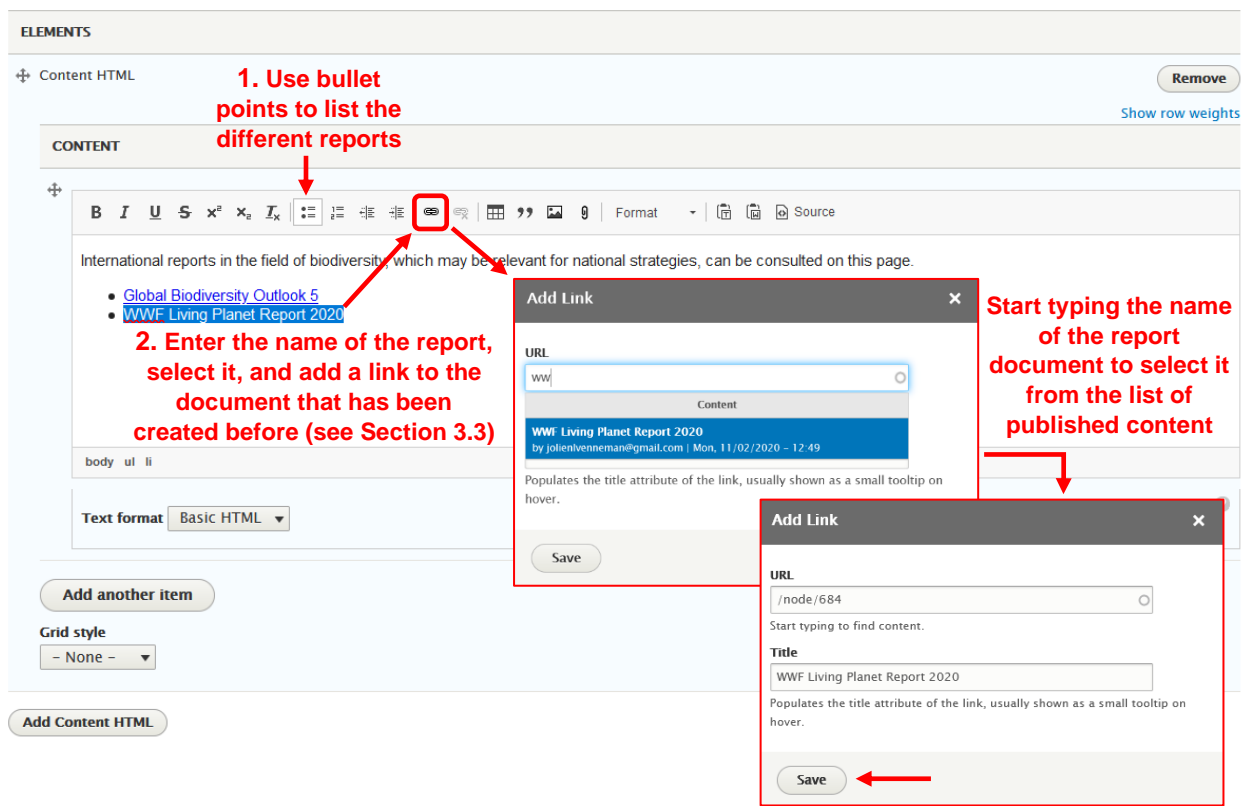
OR

**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')

- 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))
- 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**

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](#)

**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)**

**Add Link**

URL:

Content: [WWF Living Planet Report 2020](#)  
by jolienvenneman@gmail.com | Mon, 11/02/2020 - 12:49

Populates the title attribute of the link, usually shown as a small tooltip on hover.

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

**Add Link**

URL:

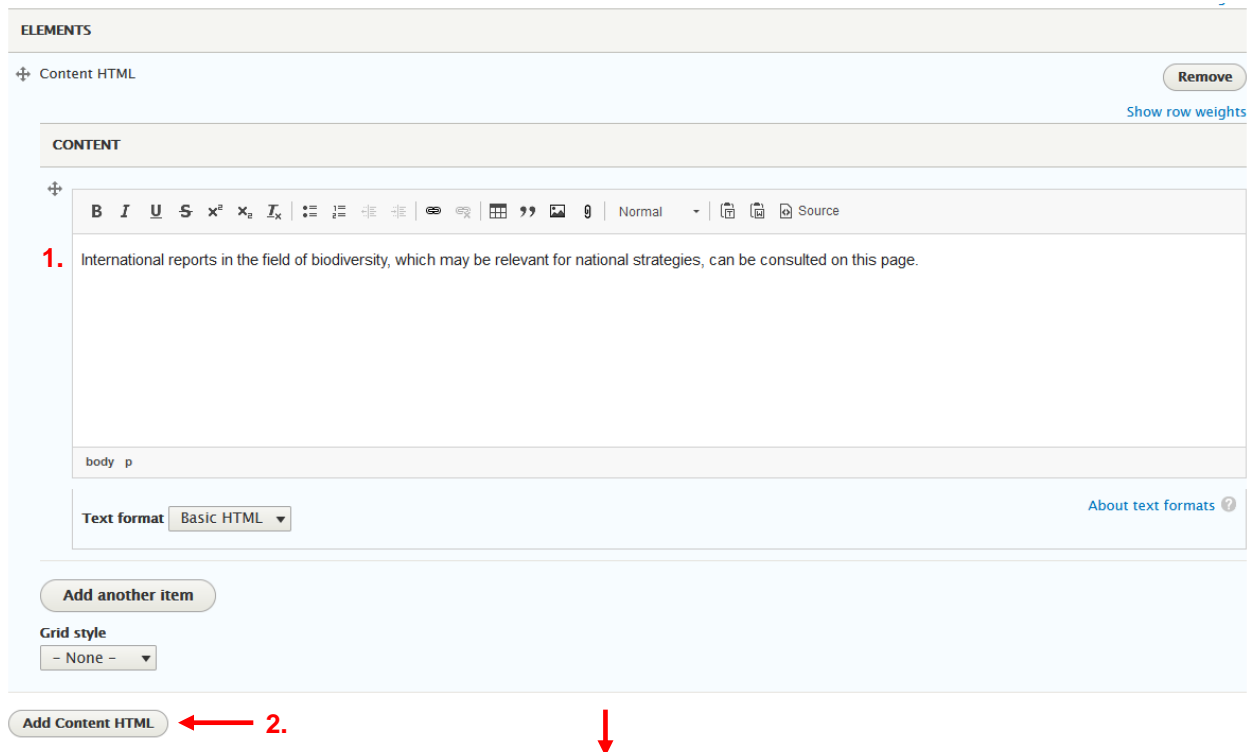
Start typing to find content.

Title:

Populates the title attribute of the link, usually shown as a small tooltip on hover.

**Save**

### Example layout 2



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

**2.**

Content HTML


CONTENT

3. [WWF Living Planet Report 2020](#)

The 13th edition of the report


body p

Text format Basic HTML

4. 

Insert Image

Image \*



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

Save














Remove

Show row weights

text formats ?


**Add another item** ← **5.**

**CONTENT**


 **B I U S x² xₓ Iₓ** |          | Format -    Source














[WWF Living Planet Report 2020](#)

The 13th edition of the report




**7. Drag to re-order the items**

Text format: Basic HTML 


 **B I U S x² xₓ Iₓ** |          | Format -    Source

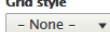
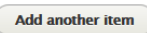
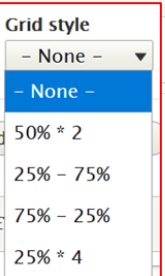
[Global Biodiversity Outlook 5](#)

The 5th edition of the flagship publication of the Convention on Biological Diversity (CBD)



**6. Add another report**

Text format: Basic HTML 

**8.**   


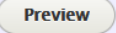
Grid style

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

3. 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)

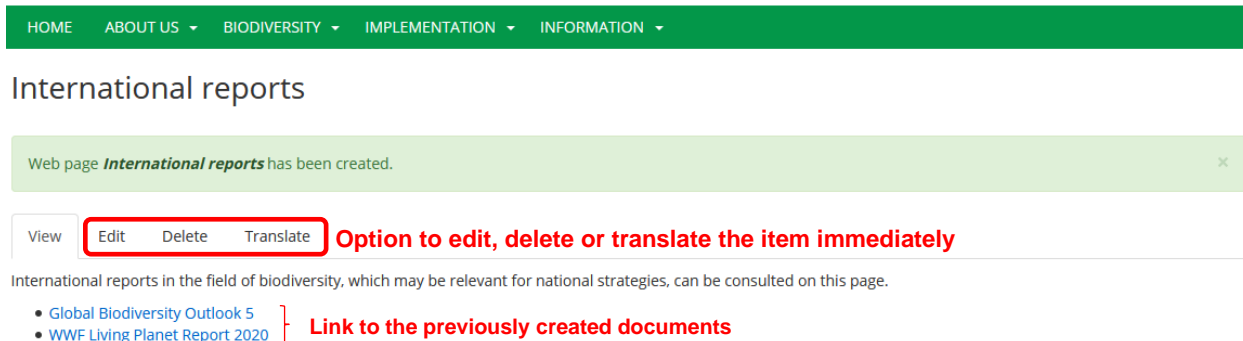
**Content publishing**

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

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

▪ Example layout 1



HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

## International reports

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

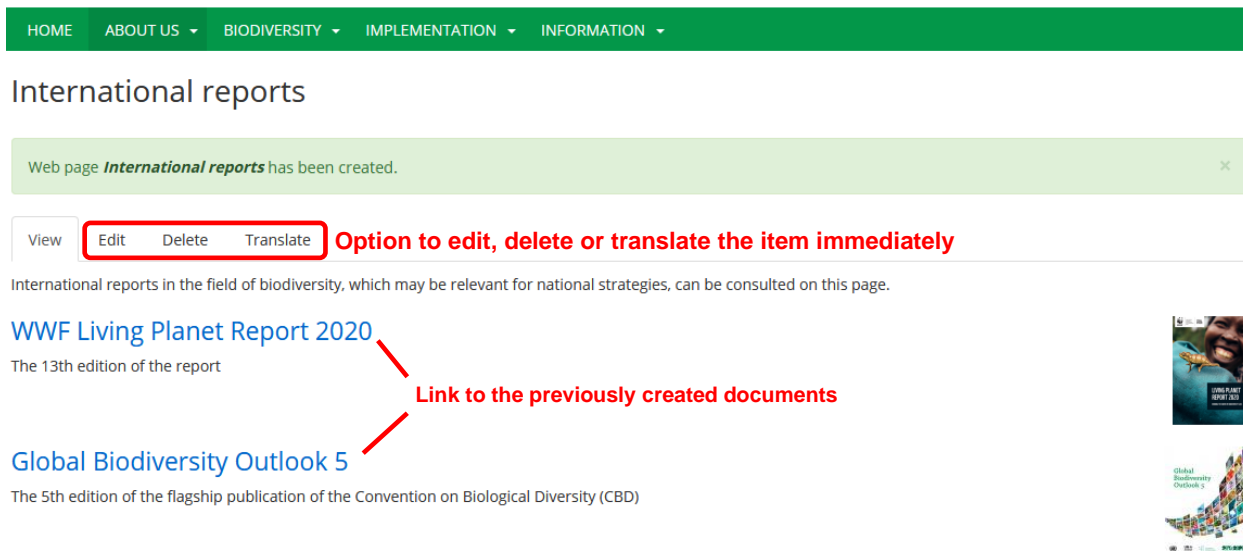
View **Edit Delete Translate** **Option to edit, delete or translate the item immediately**

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



HOME ABOUT US ▾ BIODIVERSITY ▾ IMPLEMENTATION ▾ INFORMATION ▾

## 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.

[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**

**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

### 3.8 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:

Filter

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



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

View Edit Delete **Translate**

My account » Administration

Language  
English

Title \*  
Dr. FOREST (BiodivERsA) – Diversity of forests affecting human

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

**Content**

**Moderated content**

Overview **Own moderated content**

My account » Administration

Title Content type Moderation state Language

Filter

TITLE	CONTENT TYPE	AUTHOR	MODERATION STATE	OPERATIONS
International Union for Conservation of Nature	Organization	jolienvenema...	Draft	Edit
Dr. FOREST (BiodivERsA) – Diversity of forests affecting human health and well-being	Project	jolienvenema...	Draft	Edit
International reports	Web page	jolienvenema...	Draft	Edit
International reports	Web page	jolienvenema...	Draft	Edit
BIP – Biodiversity Indicators Partnership	Related website	jolienvenema...	Draft	Edit
COP26 UN climate conference Glasgow – New dates	Event	jolienvenema...	Draft	Edit

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

**Content**

**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
<b>French</b>	n/a	Not translated	<b>Add</b>
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

**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

Contenu

Traduire *Dr. FOREST (BiodivERsA) – Diversity of forests affecting human health and well-being en Français*

Mon compte » Node » COP26 UN climate conference Glasgow – New dates » Translations

⚠ 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.](#)

Titre \*

Dr. FOREST (BiodivERsA) – Diversité des forêts affectant la santé humaine

Corps (Modifier le résumé)

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.

body p

Format de texte HTML simple

À propos des formats de texte ?

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:

Publication de contenu

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

État actuel: Brouillon

Enregistrer (toutes les traductions)

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

ACCUEIL
A PROPOS
BIODIVERSITÉ
MISE EN OEUVRE
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

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