



aotearoa  
people's  
network  
kaharoa

# Kete User Documentation

Draft

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# Registration

The first step to using Kete is to register on the site. This only needs to be done once. After your initial registration, you will logon in order to access the kete site.

## Before you begin:

In order to register on kete- all that is needed is an email address, a login and a password.

- 1) To register with kete, you must have an email address – if you do not already have one, you can get a free one from the Internet e.g. go to [www.hotmail.com](http://www.hotmail.com) or [www.yahoo.com](http://www.yahoo.com) and click on Sign Up.
- 2) Decide on a login name and password. This should be kept secret and you should try not to forget it. Good passwords are 6-8 characters long and include a mixture of letters and numbers. It must not contain spaces or punctuation and it is case sensitive. Your password should not be easy to guess. If the login you choose is already in use by another kete user, you will be asked to provide an alternative login.
- 3) You can also choose a User Name. This is the name others will see on your profile and when you make contributions to the site. It could be your name or, the name of your group. If you do not supply one, your login will be used instead. Your user name can contain spaces. E.g if your login was "jsmith" your screen name could be "John Smith".

**CC Licenses and Terms & Conditions:** You need to choose a default Creative Commons license, and accept the site's Terms and conditions, Privacy policy and House Rules. Kete has information on [licensing](#), and the [Terms and conditions](#), [Privacy policy](#) and [House rules](#).

# Register

In order to add or update things in Kete, you need to **Register**. This only needs to be done once.

Open your internet browser (e.g. Internet Explorer or Mozilla Firefox). In the URL (address line) type in the address for Kete. This will take you to the homepage. For example:

<http://ketebbc.peoplesnetworknz.info/>

Once you start the registration process you will need to work fairly steadily to enter the required information. If you find you have troubles with the security code at the end it is because it expired while you were filling out the information; no problem - but you will have to start again!

Use the **Register** link in the top right hand corner of the screen. Fill in your details, tick the box to accept the terms and conditions, answer the security question and then click on **Sign up**.

Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ketebbc.peoplesnetworknz.info/site/account/signup

Most Visited Getting Started Latest Headlines

SCL Library news Aotearoa Peoples Network Kaharoa Contact Us - Bond and Bond Registration

Kete BBC  
Common and Soprano pipistrelle bats | Daubenton's bat | more...

Home Browse About Help Contact Add Item Register Login

Registration

Login:

Your login needs to be unique and contain no spaces. You will be asked for this and your password everytime you login. If your names is "John Smith" then you could use "jsmith" as your login.

Email:

Password:

Confirm Password:

User Name:

This is the name others will see on your profile and when you make contributions to the site. If you do not supply one, your login will be used instead. Your user name can contain spaces. E.g if your login was "jsmith" your screen name could be "John Smith".

Preferred License:  
Please see the [site terms and conditions](#) for information on how contributions are licensed.

I agree that I have read and accept the [Terms and conditions](#), [Privacy policy](#), and [House Rules](#).

Accessibility | Sitemap | Back to Content

UK: Mon 20:28 US Pacific: Mon 12:28 Hong Kong: Tue 04:28 GMT/UTC: Mon 20:28 Done

Start GroupWise Mes... Novel-delivered... 2 Novel Grou... Registration ... G:\DATA\pnetw... Microsoft Excel ... 4 Microsoft W... 9:28 a.m.

## **Error message**

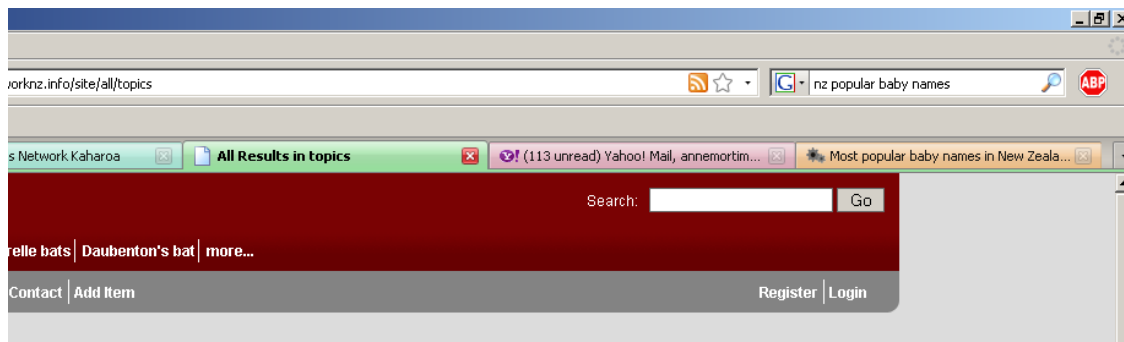
If there is a problem with your registration you will receive an error message - change the details where necessary (you may need to change your login or user name), fill in any fields that have been cleared, including the security code or question and the conditions of use, and sign up.

# Login

Each time you want to add, edit or comment on material on Kete you will need to Login.

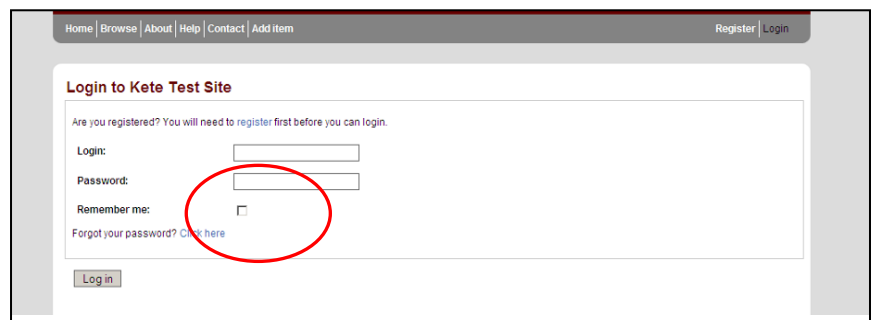
While logged in to Kete you will see your User Name in the top right hand corner of the screen (instead of the **Register** link). Remember to Logout when you are finished (to protect your account).

Login using the **Login** link (top right hand corner of the page)



Fill your details (**Login** and **Password**) in on the login screen

Check the **Remember me** box if you want to save your details for the next time you visit Kete (*do not do this on a public or shared computer*).

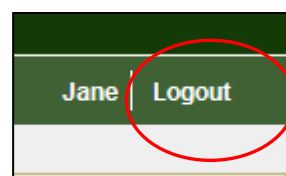


Click the **Log in** button

When you are successfully logged in your **user name** will show in the top right hand corner instead of Register and Login will change to **Logout**

To check or change your user details click on your **user name**.

When you are finished click on **Logout**.



## Tips

1) If you are using a personal pc it might be helpful to add the Kete URL address to your **Favourites** or **Bookmarks**.

Click on the Favorites / Bookmark tab in your Internet browser toolbar and select either "Add" or "Bookmark this page". This will make it easier for you to go to kete in the future, without having to remember the URL .

You will not be able to do this on a public machine.

2) If you forget your password:

Go to the **login** window

Click on **[Forgot your password? Click here](#)**

This will open the request password window. The screen will ask you for the email address that you used to create your account. Once you have typed this in, click on the **Request Password** button.

You will receive an email to that address with your password.

## Getting Started

Kete is a large database of records. The records are:

- Topics
- Images
- Audio
- Videos
- Web links
- Documents

**Topics** are like articles in an encyclopaedia. **Topics** have other records (called **related items**) attached to them. **Topics** can also have **other related topics** attached to them.

Before you start adding things into Kete. It is a good idea to sort your material.

- Think about all of the information you have.
- Find any photos or documents you might want to add to Kete.
- Do you have any audio files or video clips that you would like to include?
- Are there any websites that you might want to point people to?

Try sorting your material into related subject areas and think about a main topic for your group. In this example, the main topic is British Bat Conservation and there are related topics for different species of bat: <http://ketebbc.peoplesnetworknz.info/>

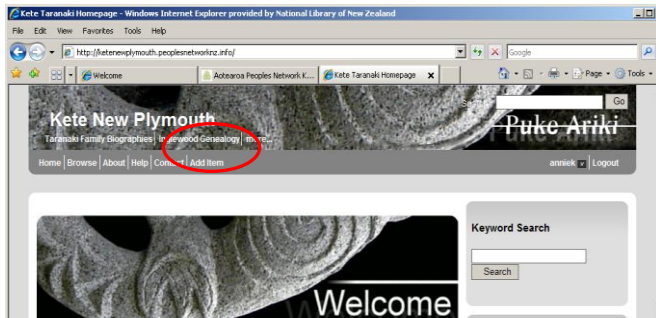
Planning your Kete:

- Decide upon your main topic – you can use this like a home page, with links to the rest of your material.
- What items (pictures, documents, weblinks, audio or video) will you attach to this topic?
- Decide on other related topics that you want to attach to your main topic.
- What items do you want to attach to each of these related topics?
- It might be helpful to make a rough sketch of your structure as a diagram.

## Adding a Topic

You can **add a Topic** (an article about a person, place, organisation and event), images, audio, video and documents.

There are three places you can add an item.

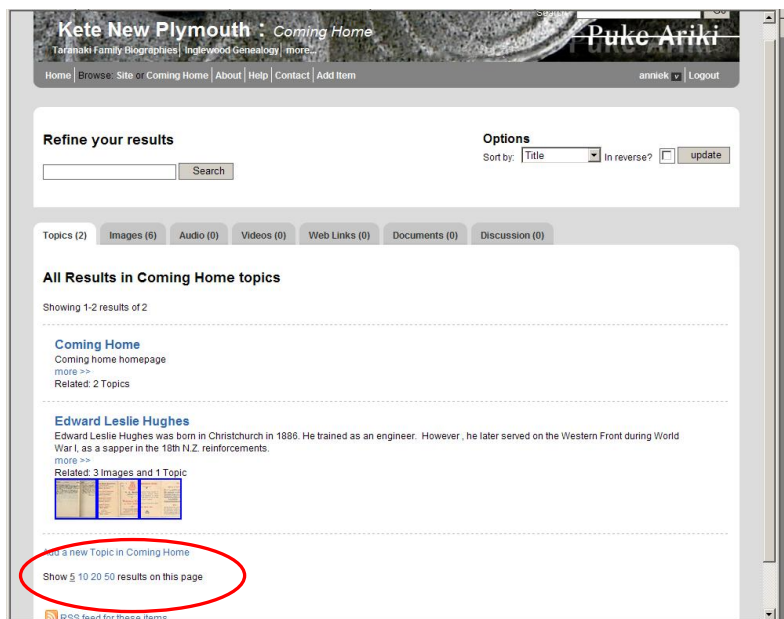


### Step 1

Create a topic by clicking on **Add item**

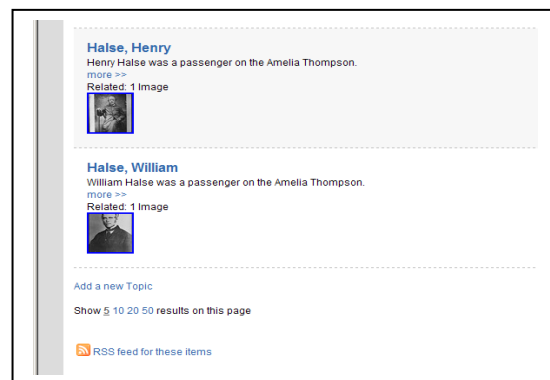
Or by clicking on

**Create a topic under Topics** in the **Related items** box on an existing topic page



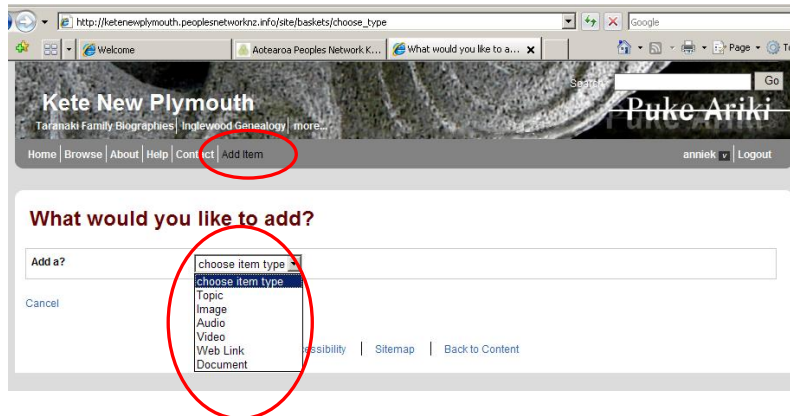
Or by clicking on

**Add a new Topic** at the end of the page of Browse results

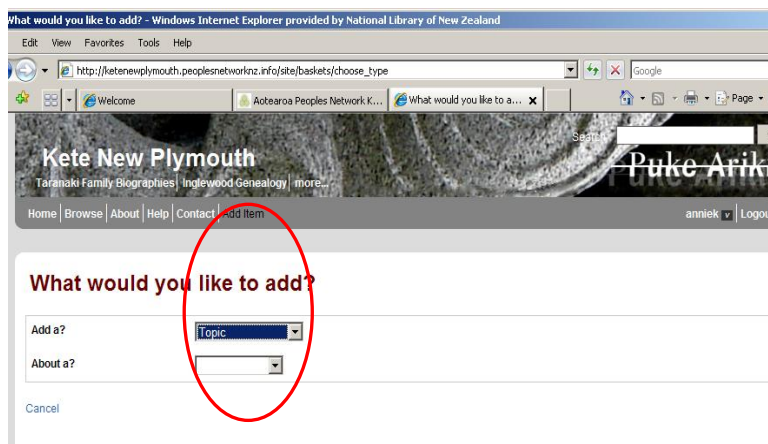


## Step 2

**Choose** the type of topic you want to create from the drop down menu.



If you choose **Topic** you will then need to choose the type of topic you want to create.



### Step 3

When you see the **New Topic** screen **fill in**:

The screenshot shows a web browser window titled "What would you like to add? - Windows Internet Explorer provided by National Library of New Zealand". The address bar shows the URL "http://ketenewplymouth.peoplesnetworknz.info/site/baskets/choose\_type". The page content is a form titled "New Topic". The form has several sections: "Title" with a required field asterisk and a red circle around the input box; "Short Summary" with a red circle around the text area; "Description" with a rich text editor toolbar and a red circle around the text area; "Tags (separated by commas)" with a red circle around the input box; "First Names", "Last Name", and "Place of Birth" each with a required field asterisk and an input box; and "License" with four radio button options: "Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 New Zealand License", "Creative Commons Attribution-Noncommercial 3.0 New Zealand License", "Creative Commons Attribution-Noncommercial-Share Alike 3.0 New Zealand License", and "Copyright Act 1994 No 143 (as at 31 October 2008)". A "Create" button is at the bottom of the form.

**Title** Short but descriptive

**Short Summary** – a brief description of content of the Topic. This displays and gives readers a taster of what the topic is about

**Description** narrative, broad description, stories and facts relating to the topics

**Tags** - any related keywords or phrases for the topic, separated by commas

Check the **License** – this will be the default for your profile

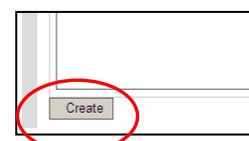
and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill the fields with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

### Step 4

To finish **save your work** by clicking the **Create** button



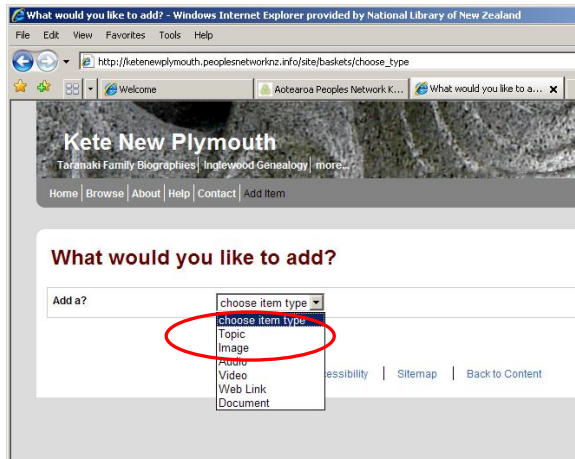
## Adding an Image

Kete members can add a wide range of material. You can **add images**, topics, audio, video and documents.

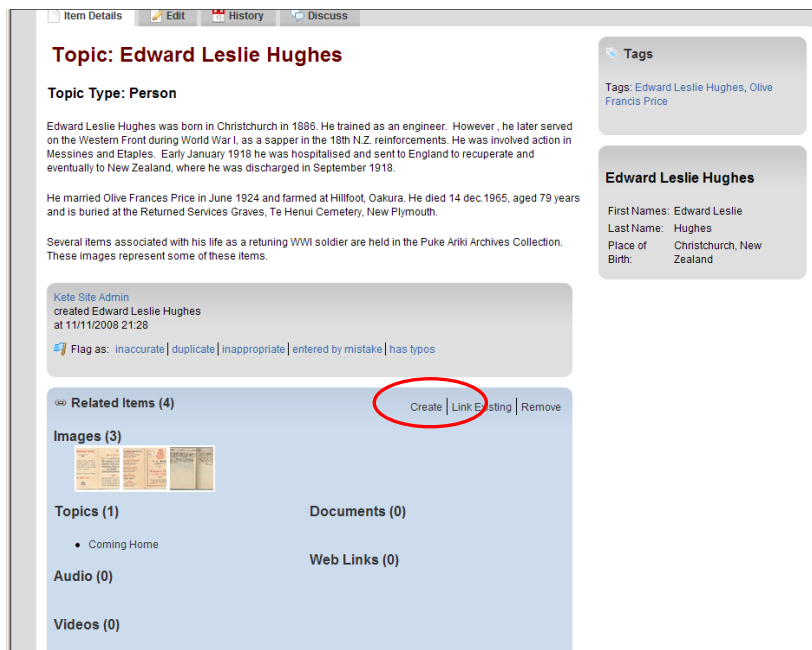
### Step 1

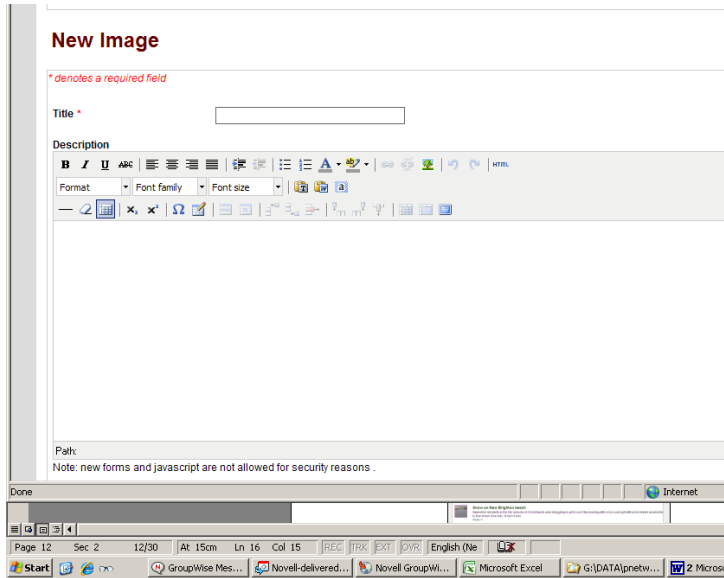
There are three places you can go to add an image.

Add an image by clicking on **Add item** and **choose Image** from the drop down menu

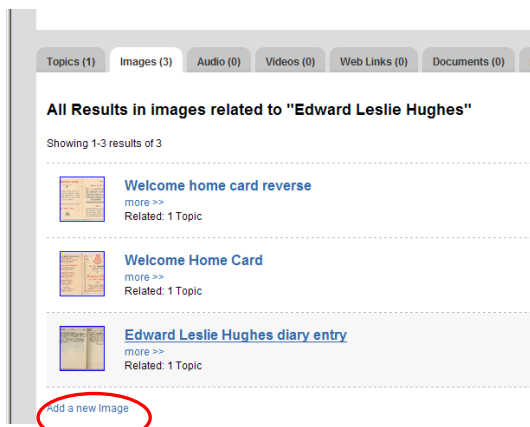


Or go to a Topic you want to link the image with and in the **Related items** box choose **Create**. You will then need to select Image from the drop-down list.

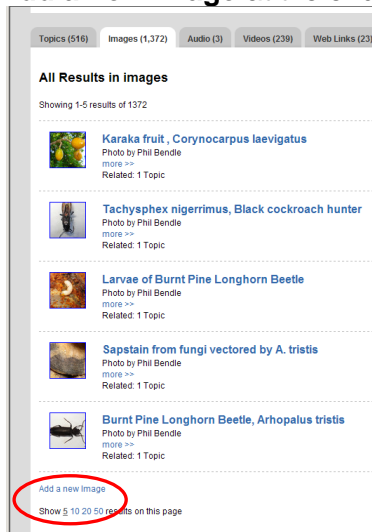




Alternatively, you can click on Images under related items and then add a new image:

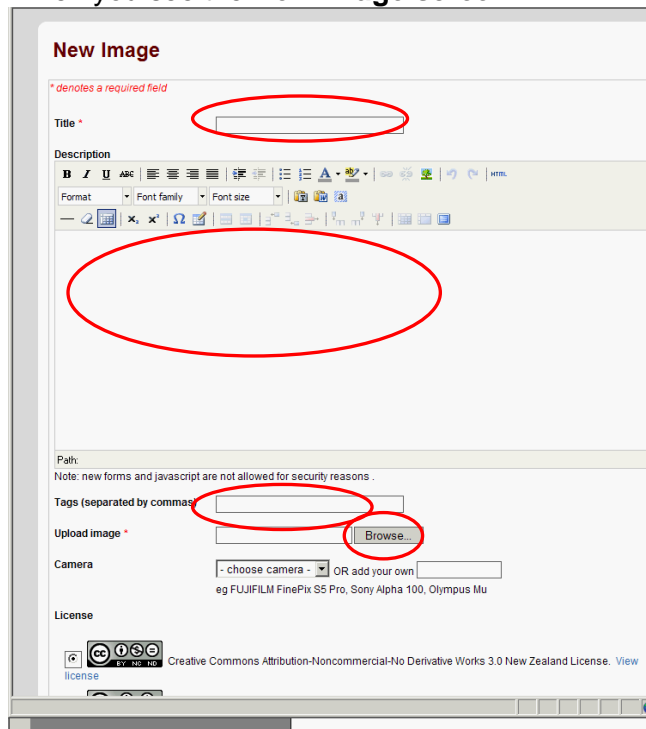


Or by choosing **Add a new Image** at the end of the page of Browse results in images tab



## Step 2

When you see the **New Image** screen **fill in**:



The screenshot shows the 'New Image' form with the following fields highlighted by red circles:

- Title \***: A text input field.
- Description**: A large text area with a rich text editor toolbar.
- Tags (separated by commas)**: A text input field.
- Upload image \***: A text input field with a 'Browse...' button next to it.

Other visible fields include 'Path', 'Camera' (with a dropdown menu and a text input), and 'License' (with a Creative Commons license icon).

**Title** Short but descriptive

**Description** narrative, broad description, stories and facts relating to the image (this displays as the photo caption)

**Tags** - any related keywords or phrases for the topic, separated by commas

*then*

**Browse** for the file on your computer (go to where you have saved the image file and select or open the image)

Check the **License** – this will be the default for your profile

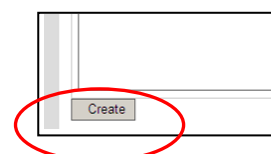
and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

## Step 3

To finish **save** the image and information by clicking the **Create** button

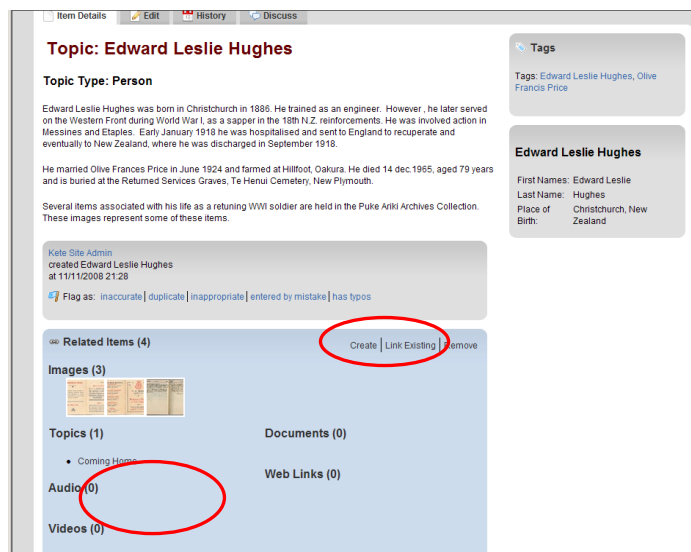
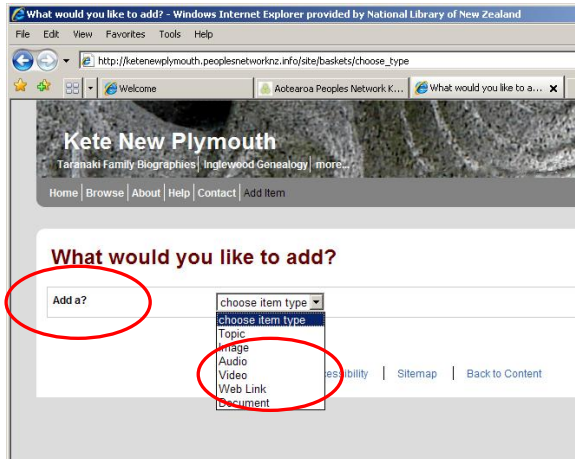


# Adding Audio

## Step 1

There are three places you can go to add audio.

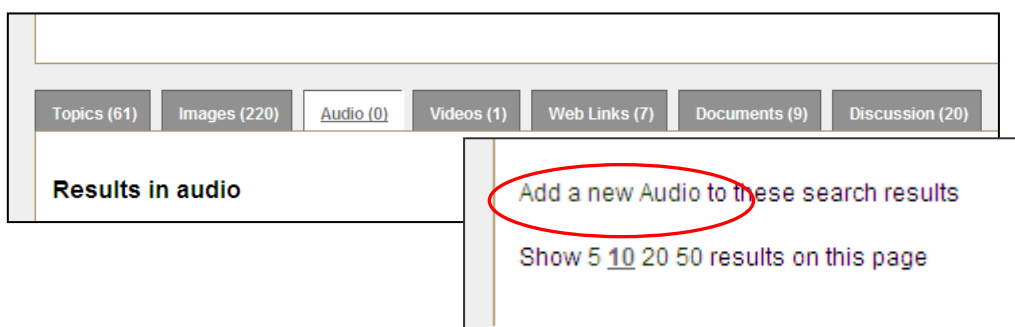
Add audio by clicking on **Add item** and **choose Audio** from the drop down menu



Or go to a Topic you want to link the audio with and in the **Related items** box choose **Create** audio under **Audio** (this option links the audio to the topic).

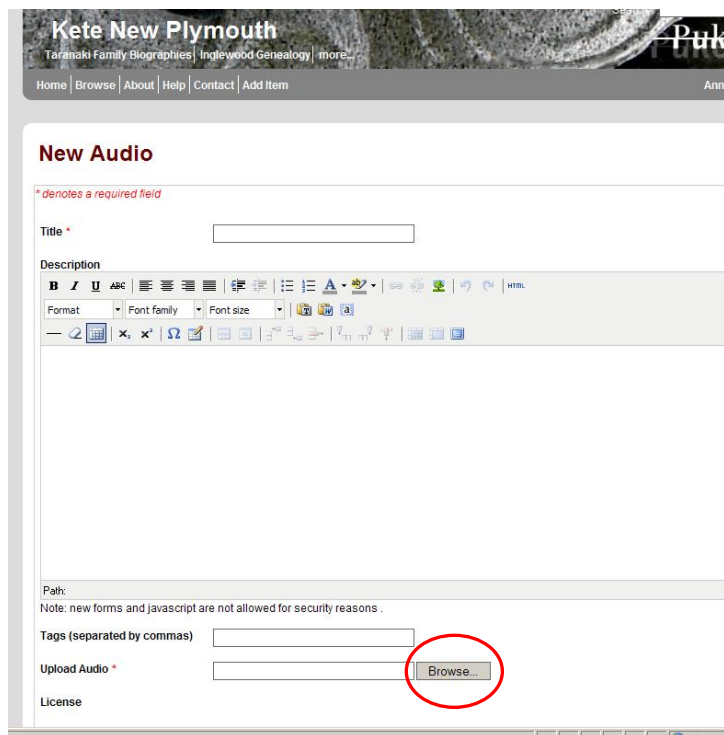
Or by choosing

**Add a new Audio** at the end of the page of Browse results in audio tab



## Step 2

When you see the **New Audio recording** screen **fill in:**



The screenshot shows the 'New Audio' form on the Kete New Plymouth website. The form has the following fields and elements:

- Title \***: A text input field.
- Description**: A rich text editor with a toolbar containing various formatting options like bold, italic, underline, font color, background color, link, and unlink.
- Path**: A text input field with a note below it: "Note: new forms and javascript are not allowed for security reasons."
- Tags (separated by commas)**: A text input field.
- Upload Audio \***: A text input field with a "Browse..." button next to it, which is circled in red.
- License**: A text input field.

**Title** Short but descriptive

**Description** narrative, broad description, stories and facts relating to the audio

**Tags** - any related keywords or phrases for the topic, separated by commas

*then*

**Browse** for the file on your computer (go to where you have saved the audio file and select or open the audio)

Check the **License** – this will be the default for your profile

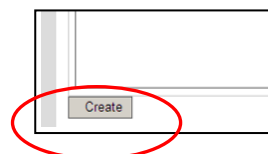
and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

## Step 3

To finish **save** the audio and information by clicking the **Create** button

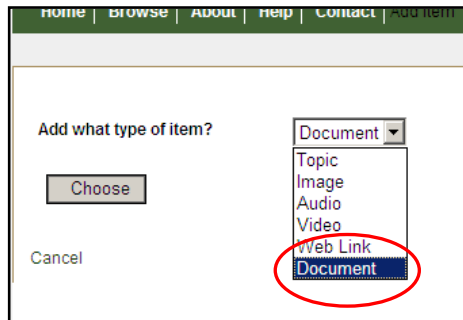


# Adding Documents

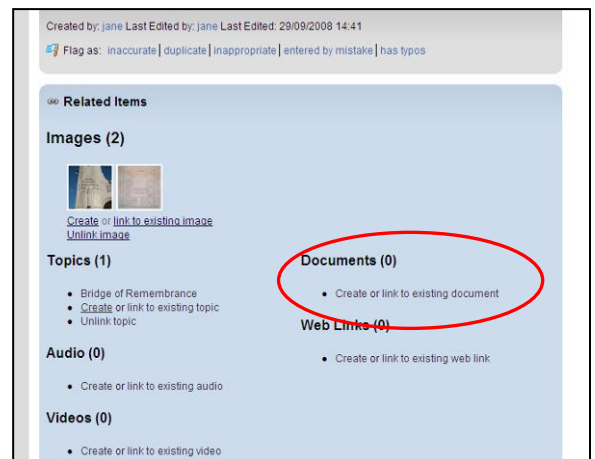
## Step 1

There are three places you can go to add documents.

Add documents by clicking on **Add item** and **choose Document** from the drop down menu.

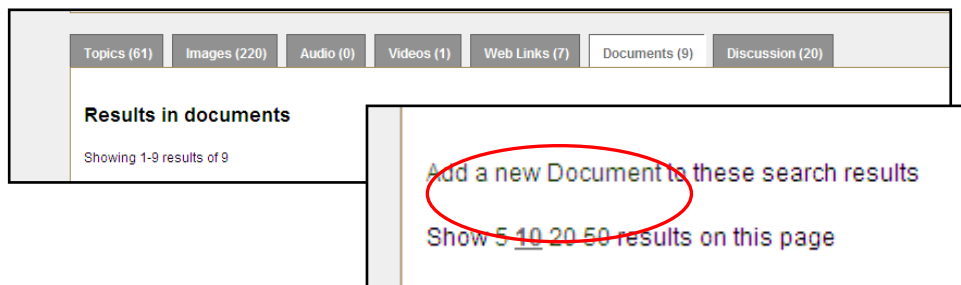


Or go to a Topic you want to link the documents with and in the **Related items** box choose **Create** document under **Documents** (this option links the document to the topic).



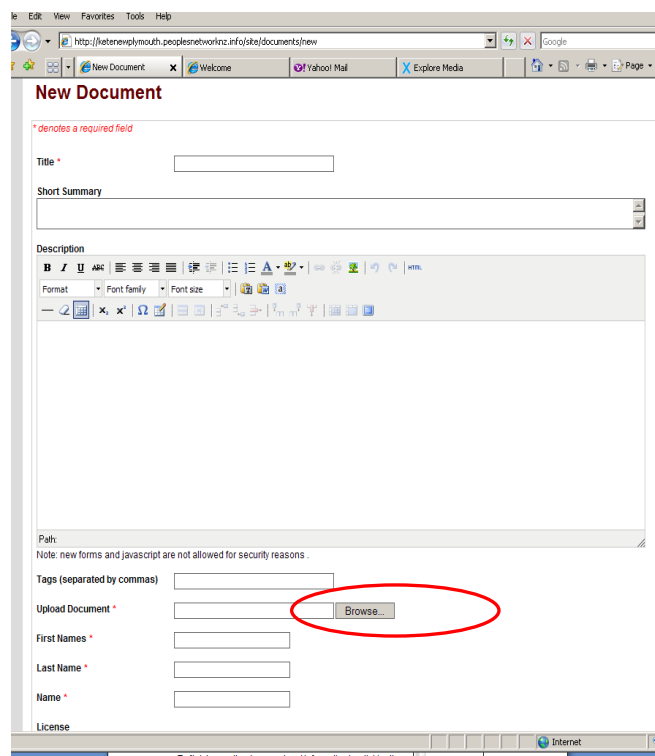
Or by choosing

**Add a new Document** at the end of the page of Browse results in the Documents tab.



## Step 2

When you see the **New Document** screen **fill in:**



**Title** Short but descriptive

**Short Summary** An abstract of the document.

**Description** narrative, broad description, stories and facts relating to the document; or add a transcript of the document.

**Tags** - any related keywords or phrases for the topic, separated by commas

*then*

**Browse** for the file on your computer (go to where you have saved the document file and select or open the document)

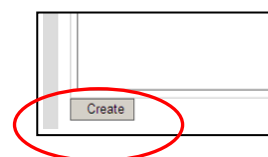
Check the **License** – this will be the default for your profile and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).

## Step 3

To finish **save** the document and information by clicking the **Create** button.



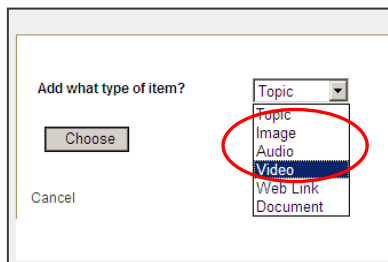
## Adding Video

Kete members can add a wide range of material. You can **add** images, topics, audio, **video** and documents.

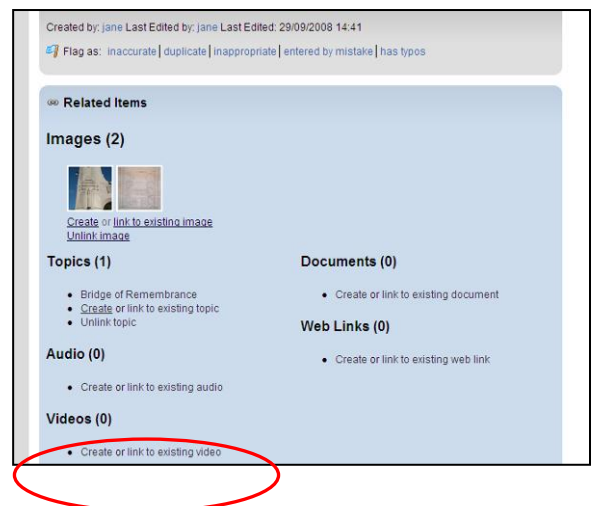
### Step 1

There are three places you can go to add video.

Add video by clicking on **Add item** and **choose Video** from the drop down menu

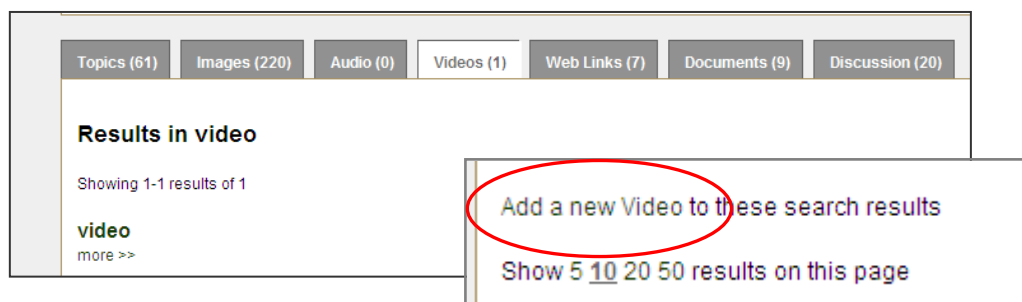


Or go to a Topic you want to link the video with and in the **Related items** box choose **Create video** under **Video** (this option links the video to the topic).



Or by choosing

**Add a new Video** at the end of the page of Browse results in video tab



## Step 2

When you see the **New Video screen fill in:**

**Title** Short but descriptive

**Description** narrative, broad description, stories and facts relating to the video

**Tags** - any related keywords or phrases for the topic, separated by commas

*then*

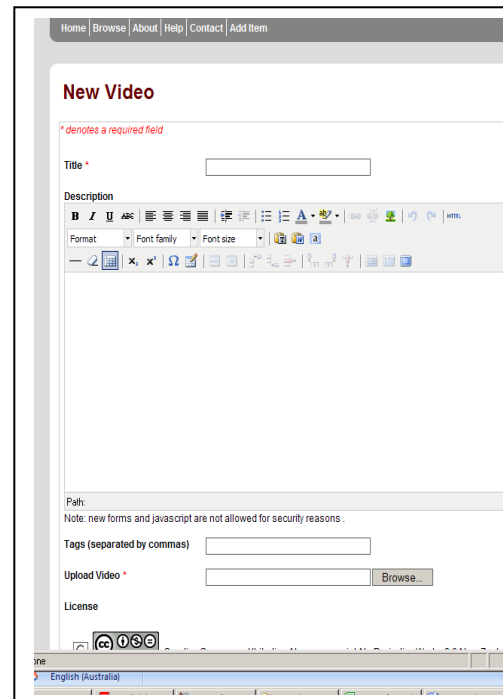
**Browse** for the file on your computer (go to where you have saved the video file and select or open the video)

Check the **License** – this will be the default for your profile

and fill in any **Extra or extended fields**

Some topics will have fields below the **Tags**.

Fill in with what information you have (these fields gather basic information about the topic and display it in a side bar on the published screen).



## Step 3

To finish **save** the video and information by clicking the **Create** button



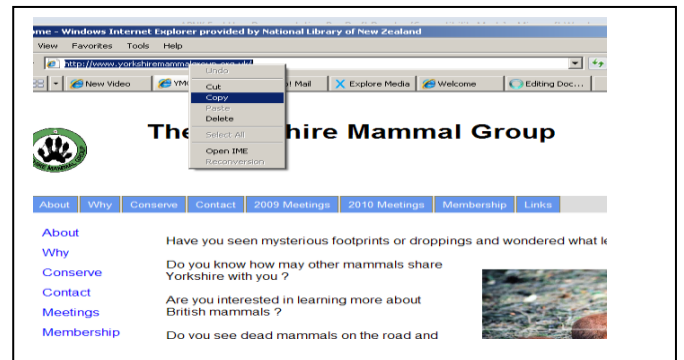
## Creating links in a description field

Use the Text Editor to create links in the description field. You can create links to material in Kete and to other web sites.

Links in the description field can be created for topics, images, documents, audio and video.

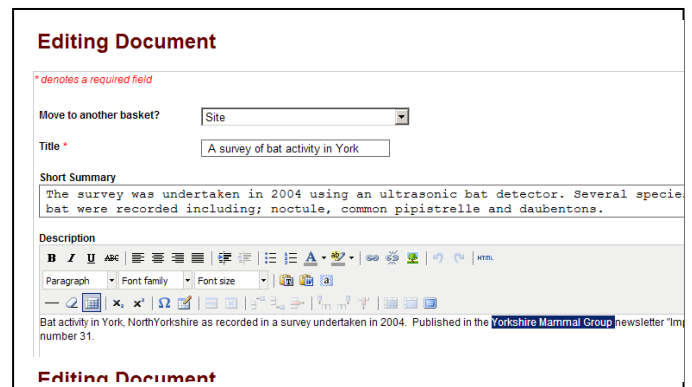
### Step 1

Copy the url  
(or web address) that you will use  
(either from within Kete or from another site).



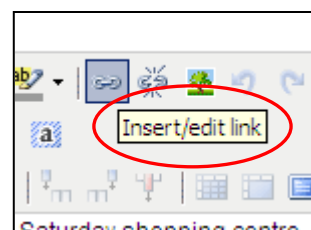
### Step 2

In the Topic that you are adding the link to  
(either a new topic or one you are editing),  
select the text or image that will be the  
linking text or image.



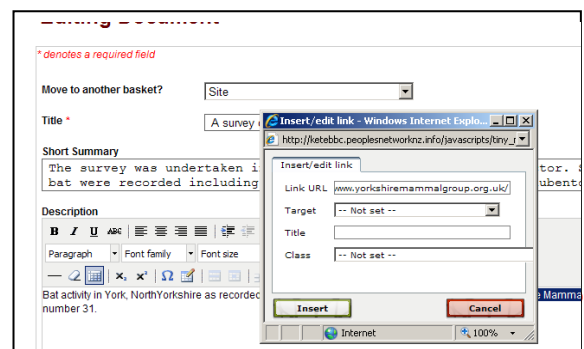
### Step 3

Click the chain icon (Insert/edit link button)

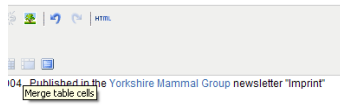


### Step 4

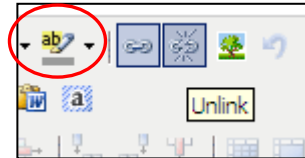
In the pop up window enter the url into the  
Link URL field and click **Insert**.



The finished link will look like this:



To remove a link use the remove **Unlink** button



To add an image to illustrate the text in your topic the image needs to be online and have an url (web address).

If your image is on your computer add an image to Kete and then use the Kete url

You can use images to illustrate the text of your topic – either by linking the image in the **Related Items** box or by including an image in the main body of your topic.


**Topic: George Street**

Topic Type: Street

One of the streets of Christchurch

During the 1960s, New Brighton was Christchurch's only Saturday shopping centre.

The proposal to close Seaview Road to traffic was first initiated in 1963, and after town planning, traffic management and parking surveys were carried out in cooperation with the New Brighton District Business Association, the design for the mall by the City Council's Architect's Division was approved in 1974. Construction started in May 1977, and the Mall was officially opened by the Mayor, Sir Hamish Hay, on 25 February 1978.



The design features brick ring and railed planters, timber seating, drinking fountains, and a stage with overhead canopies. The paving consists of blacktop with ceramic tile inserts laid in diagonal and circular patterns.

The shops in Brighton Mall are serviced by off-street parking spaces, either publicly or privately-owned.

The Frank Gracie Memorial Fountain was completed in 1981.

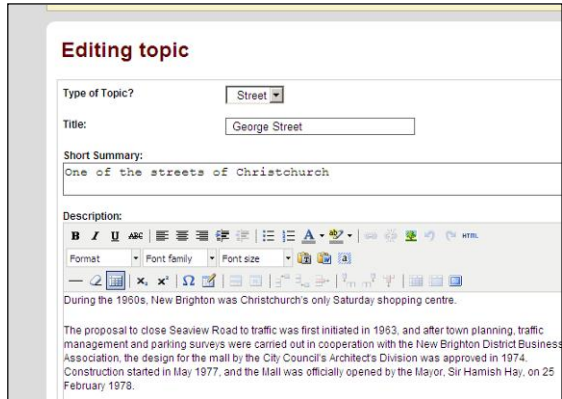
**Tags**  
Tags: new george stre

**George**  
City:  
Current name:  
Previous name:  
Origin of name:

## To illustrate your topic with an image

### Step 1

Have your topic open for editing

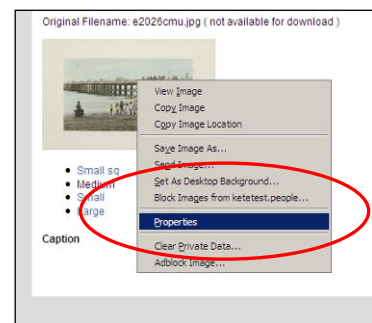


### Step 2

In a new window or new tab go to the image you want to use to illustrate your topic.

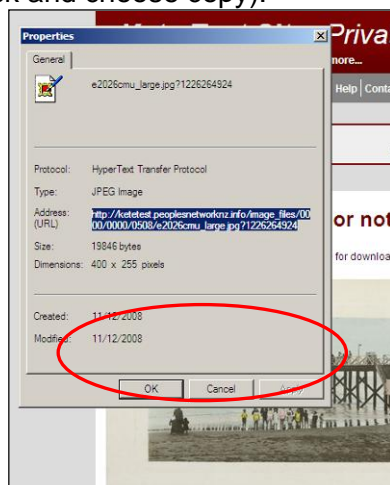
Right click on the image you want to use.

Select **Properties** from the menu.



### Step 3

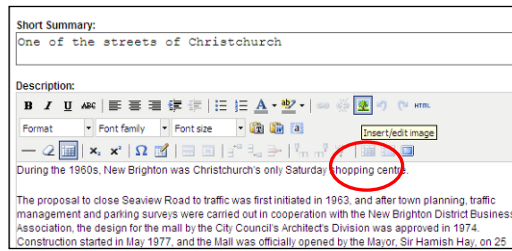
Look for the url in the properties screen – copy the entire url (highlight the url, right click and choose copy).



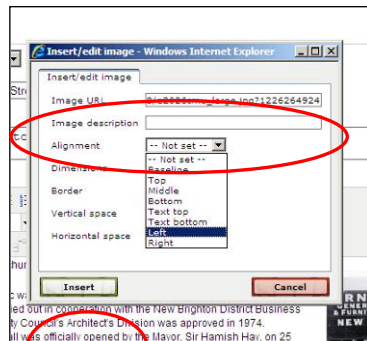
#### Step 4

Go back to your topic.

In your topic click on **insert edit image** (small tree icon) in the formatting toolbar



#### Step 5



Paste the url into **Image url** pop up window.

Use the drop down menu under **Alignment** to position the image in the text.

Click on **Insert**.

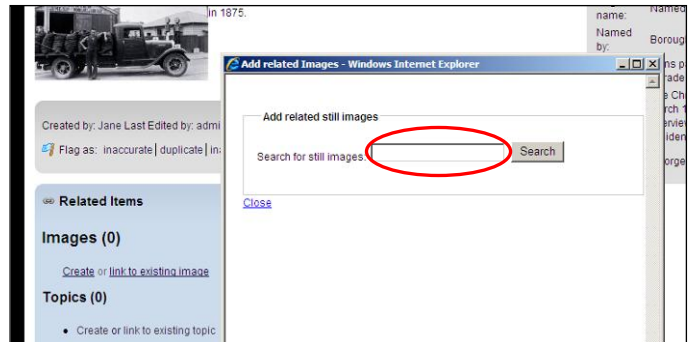
Remember to **Save** the topic.

## Linking an image to a topic

### Step 1

In the **Related items** box at the end of a topic click on **link to an existing image**.

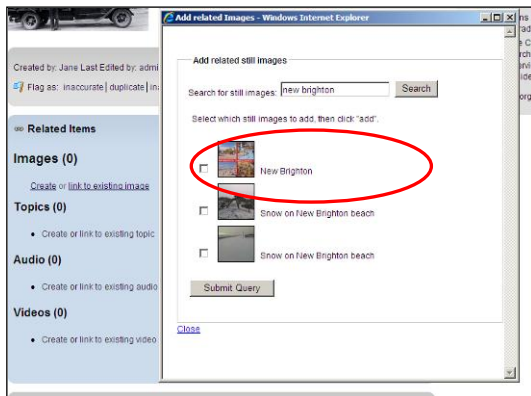
The **Add related still images** box will appear.



### Step 2

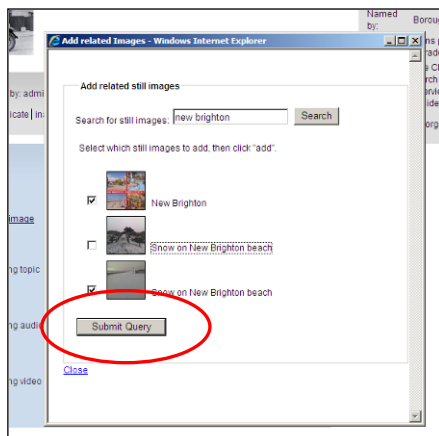
Enter your search in the search box, and click search.

If there are images that match your search term you will get a set of search results.



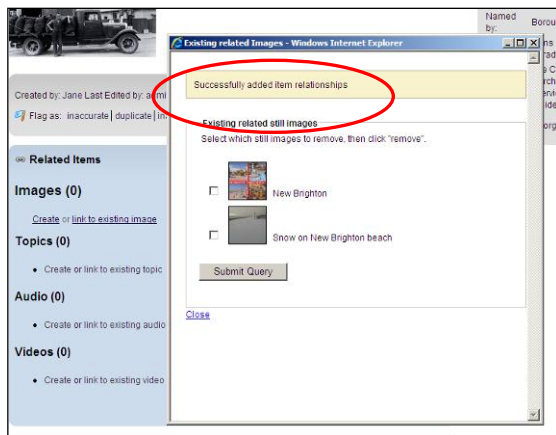
### Step 3

Mark the images you want to link to your topic and click the **Submit query** button



## Step 4

When the linking is successful you will see the confirmation screen with the message *Successfully added item relationships*. Click **Close**.



The images you have linked should appear as thumbnails under the heading Images in the Related items box.



# Linking Audio to a Topic

## Step 1

In the **Related items** box at the end of a topic click on **link existing** and then select **audio** from the pop-up window that appears.

The screenshot shows the 'Item Details' page for the topic 'Birds Of The Te Henui Walkway'. The page has tabs for 'Item Details', 'Edit', 'History', and 'Discuss'. The topic type is 'Topic'. It shows the creator 'Phil Bendle' and the last editor 'Phil Bendle'. Below this is a 'Related Items (46)' section with a red circle around the 'Link Existing' button. The 'Related Items' section is divided into categories: Images (45), Topics (0), Documents (0), Audio (1), and Videos (0). The 'Audio' category shows one item: 'Morepork Song'.

## Step 2

Enter your search in the search box, and click search.

If there are audio recordings that match your search terms you will get a set of search results.

The screenshot shows the 'Add related audio' search interface. It has a search box with the text 'morepork song' and a 'Search' button. Below the search box is a list of results, with 'Morepork Song' selected. There is an 'Add' button and a 'Close' link. Red circles highlight the search box, the search results, and the 'Add' button.

## Step 3

Mark the audio recordings you want to link to your topic and click on Add

## Step 4

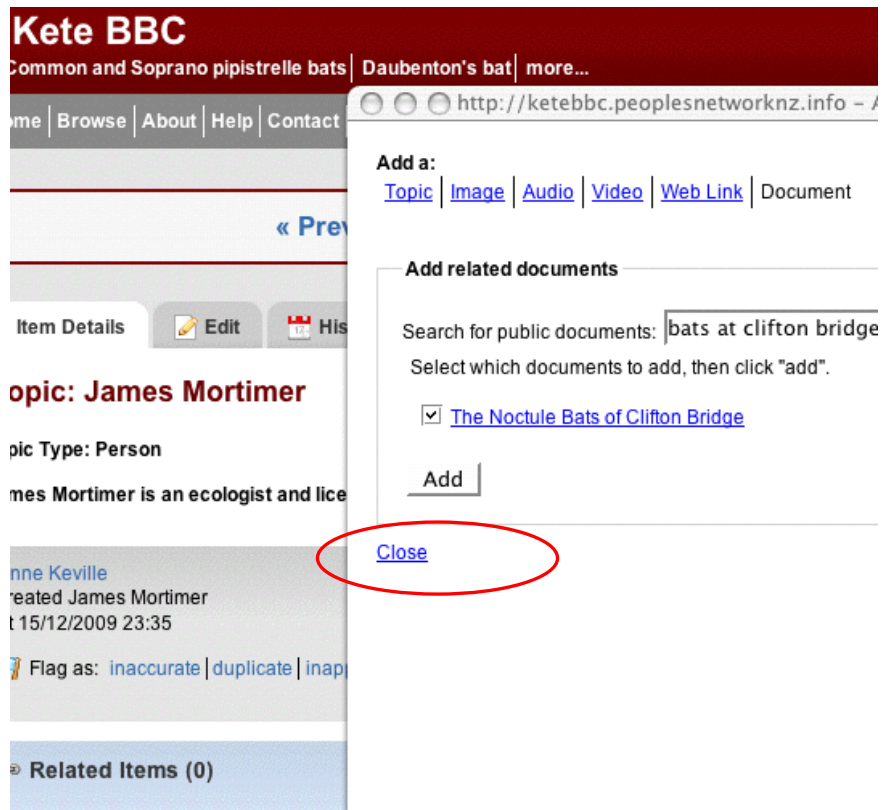
When the linking is successful you will see the confirmation screen with the message *Successfully added item relationships*. Finish by clicking **Close**.

The audio recordings you have linked will be listed under the heading **Audio** in the **Related items** box.

## Linking documents to a topic

### Step 1

In the **Related items** box at the end of a topic click on **link existing document**. The **Add related documents** box will appear. Select documents from the list.



### Step 2

Enter your search in the search box, and click search.

If there are documents that match your search term you will get a set of search results.

### Step 3

Mark the documents you want to link to your topic and click the **Click Add**.

### Step 4

When the linking is successful you will see the confirmation screen with the message *Successfully added item relationships*.

Click **Close**.

The documents you have linked should appear listed under the heading **Documents** in the **Related items** box.

## Linking Video to a Topic

### Step 1

In the **Related items** box at the end of a topic click on **link existing**

The **Add related videos** window will appear.

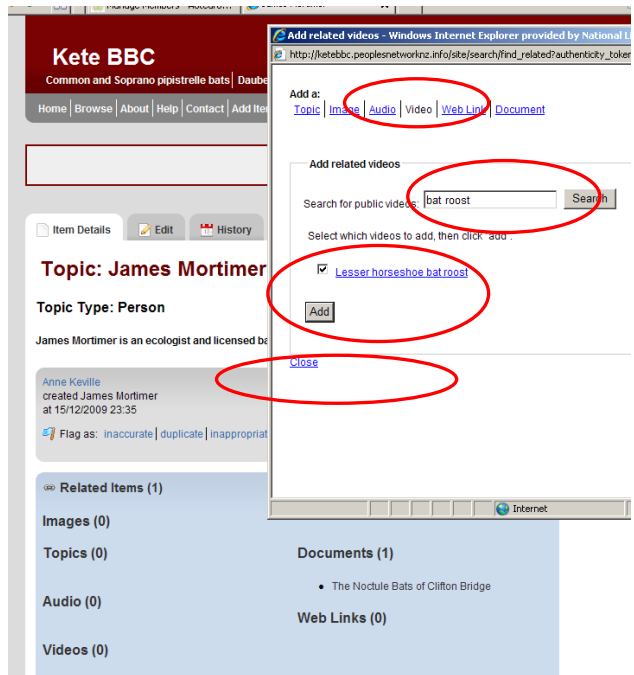
### Step 2

Enter your search in the search box, and click search.

If there are videos that match your search term you will get a set of search results.

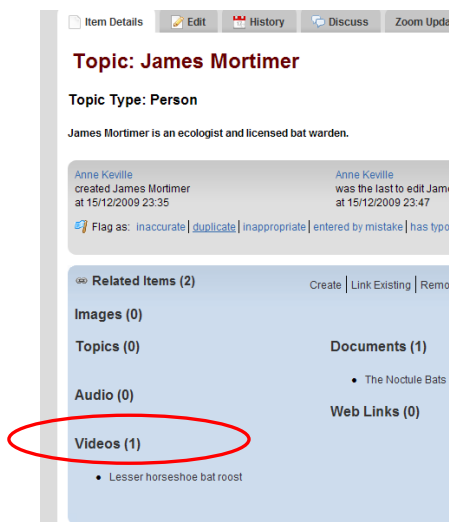
### Step 3

Mark the videos you want to link to your topic and click the **Add** button



### Step 4

When the linking is successful you will see the confirmation screen with the message *Successfully added item relationships*. Click **Close**.



The videos you have linked will appear in the list under the heading **Videos** in the Related items box.