



Navigating the Website

The most important thing to learn first about the website is how to use the navigation. The standard layout for each page contains a main menu in the upper left corner (A), a site-wide browse and search area (B), a dynamic, site-wide user actions area (C), a news room (D) and a help menu (E), an information center on the right side of the page (F), another user action area for actions specific to the current page (G), and the “breadcrumb” line (H). The remaining area in the center of each page will display information or actions requested by the user.

Need help with joining Urban Forestry South? See the BRCC guide: **The BRCC Introduction to Urban Forestry South EXPO** available on the website.

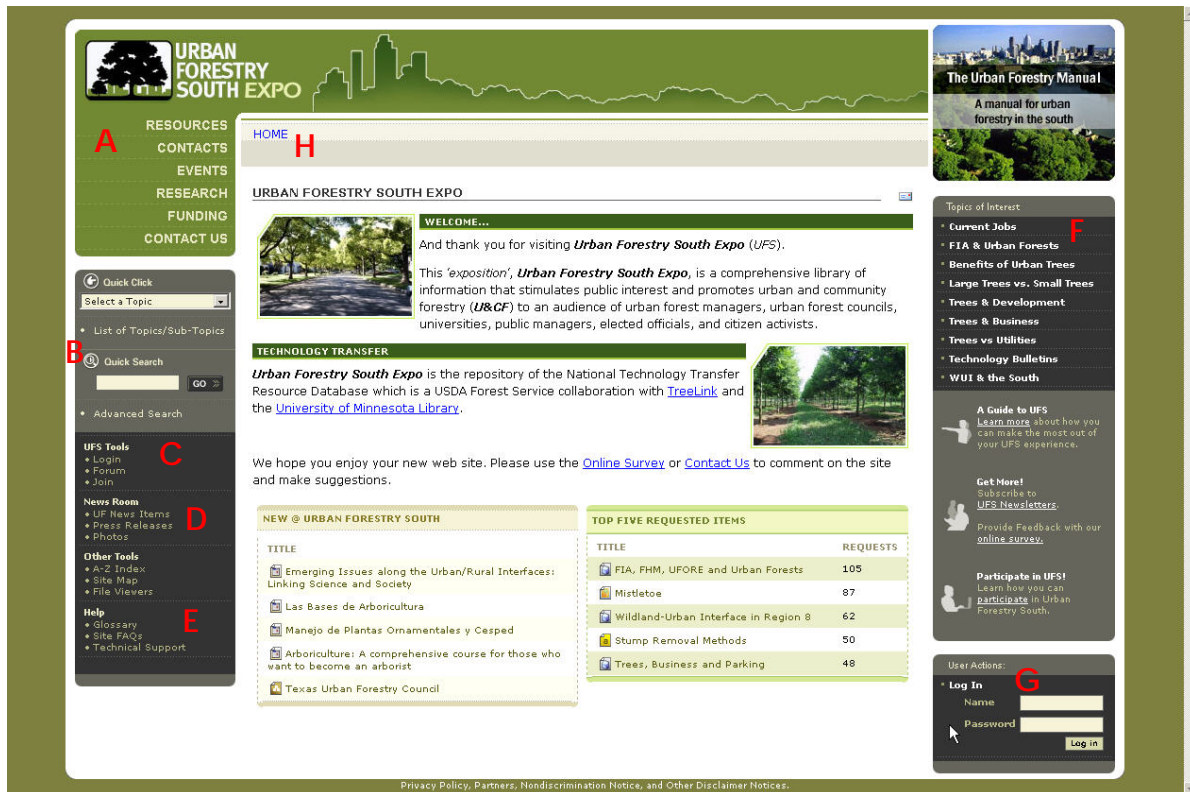


Image 1: Urban Forestry South Home Page: Layout



The Main Menu

All of the information contained on the website can be accessed from the main menu in the upper left corner of the screen. The main menu has five areas that contain urban forestry information; these are [Resources](#), [Contacts](#), [Events](#), [Research](#), and [Funding](#).

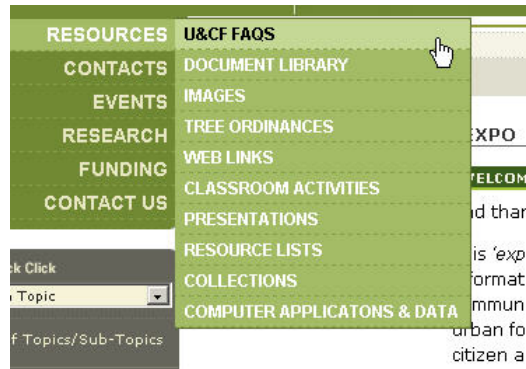


Image 2: Resources Sub-menu

The [Resources](#) sub-menu is divided up into ten sections. Users will be able to find frequently asked questions about urban forestry (**U&CF FAQs**), a **Document Library** of urban forest material, **Images**, **Tree Ordinances**, **Web Links**, **Classroom Activities**, PowerPoint **Presentations**, **Resource Lists**, **Collections**, and downloadable **Computer Applications & Data**. To view a complete description of these sub-menu items, [click here](#).

The [Contacts](#) sub-menu provides access to names, addresses, telephone numbers and e-mail addresses for **Organizations**, **State Contacts**, **Speakers**, and **Research Scientists**. To view a complete description of these sub-menu items, [click here](#).



Image 3: Contacts Sub-menu

The [Events](#) area (there is no sub-menu) contains information about upcoming urban forestry related events, e.g. conferences, meetings, workshops. [Click here](#) To view the events search page.

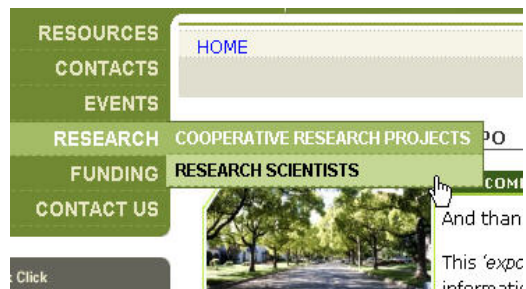


Image 4: Research Sub-menu

The [Research](#) sub-menu provides access to Region 8 U&CF research projects (**Cooperative Research Projects**) and a database of **Research Scientists** that is searchable by area of expertise.



The [Funding](#) sub-menu accesses **Flagship Programs**, which are successful urban and community forestry projects throughout the nation, and **Grant Announcements**. To view a complete description of these sub-menu items, [click here](#).

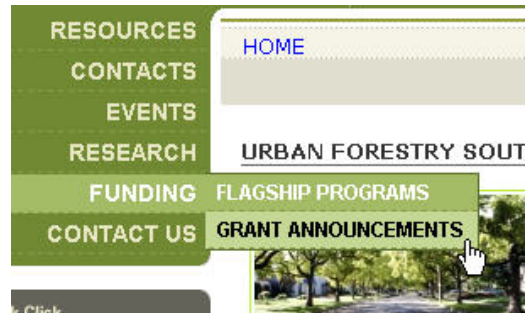


Image 5: Funding Sub-menu

Site-Wide User Actions Area

Located below the search box on the left side of the screen is the site-wide user action area. This area is dynamic depending on the classification of a user that is logged in. The four sections that are available to every user are: **UFS Tools**, **News Room**, **Other Tools**, and **Help** (See Image 6 below).



Image 6: Site-Wide User Actions

The [UFS Tools](#) section contains links to allow users to **Join** the site and **Login**. Once they are logged in, more options will be available for members. This section also contains a link to the Urban Forestry South **Forum** where users can engage in "discussions" about current urban forestry issues.

The [News Room](#) section contains links to current urban forestry **News Items**, **Press Releases** related to urban forestry, and also to our catalog of urban forestry **Images**.

[Other Tools](#) provides a complete **A-Z Index** (sorted by title) of all the content on Urban Forestry South, a **Site Map** that provides an alternative to the main menu, and a location to obtain **File Viewers** (e.g. Adobe Acrobat).

The [Help](#) section provides a **Glossary** of website terms, frequently asked questions (**Site FAQs**) about the website operation and navigation, and contact information for the Technical Support team when there are problems or questions not answered by the FAQs.

Note: Access to information on Urban Forestry South does not require users to join and login. However, users that do register will be able to submit information for inclusion to the site and participate more actively in forum "discussions". See *Participate in UFS!* for details.



Information Center

The Information Center (Image 7), located on the right side of the page, is divided up into two main parts. The upper section is a list of **Topics of Interest**. Current and important urban forestry material will be provided with a link here. Later in this guide, you will learn how searching can be used to retrieve the same information.

The lower section contains links to various UFS tools, i.e. this guide (**Learn more**), a guide to learning how to **participate** in the UFS website, a link to providing feedback with an **online survey**, and a link to subscribe to the monthly **UFS Newsletter**.

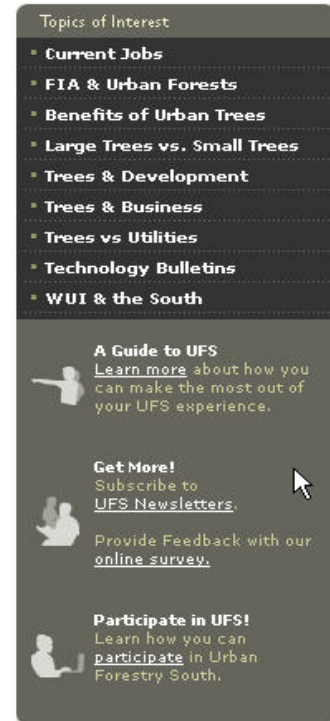


Image 7: Information Center

Page Specific User Actions



Image 8: Page Specific Actions

Located below the Information Center on some pages is a second user action area that will change (dynamic) depending on the content of the main page.

Image 8 shows a "quick" login area, which is one of the options found in this area.

Another option includes the ability to generate PDFs lists and labels from searches you make for state contacts, organizations, speakers or research scientists.



Breadcrumbs

Located just to the right of the main menu is the navigation breadcrumb that shows the user where the current page is located on the site in relation to the home page. More importantly, this feature allows users to easily navigate up the levels of the site. In the example in Images 9 & 10, by clicking on **Document Library**, the user is returned to the library search page; clicking on **Home** returns the user to the UFS home page.



Image 9: Navigation Breadcrumbs



Image 10: Breadcrumb Close-up

Web Browser Navigation

The Urban Forestry South website can also be navigated by using the standard web browser controls. These include the **back** and **forward** arrows, and (if supported) a drop-down selection list of web pages (See Image 11 for an example on the Maxthon Web Browser).

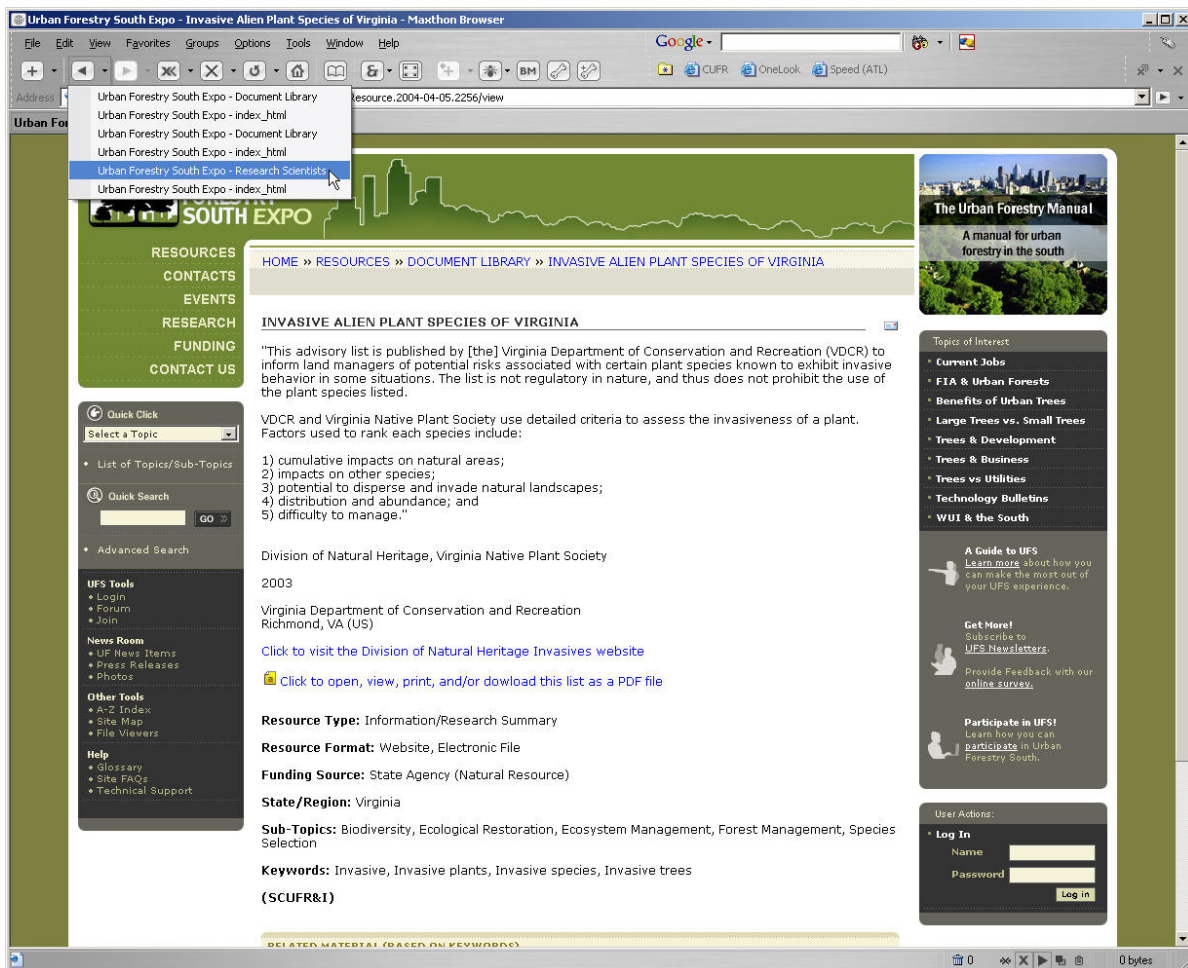


Image 11: Web Browser Navigation



Browsing & Searching

In addition to the page links we have previously discussed (e.g. Topics of Interest, FAQs or Help), UFS provides three other options for accessing information. These include Browsing (**Quick Click**), the **Quick Search**, and an **Advanced Search** (See Image 12).



Image 12: Browse & Search

The site-wide browse and search area is located below the main menu and above the site-wide user actions area on the left side of each page.

The **Quick Click** box allows you to browse for content based on topics and sub-topics. Click on **List of Topics/Sub-Topics** to get a PDF listing.

The **Quick Search** box allows users to search the Title, Description, Keywords, and Author for information. A word, words or phrase (in quotes) will search the entire website regardless of assignment to topics and sub-topics or the type of information (e.g. Event, Tree Ordinance, etc.). Note: Search terms (words or phrases) are **NOT** case sensitive.

Advanced Search allows users to search specific database fields.

The **Quick Click** browsing is implemented through the use of a set of predefined topics and sub-topics that are assigned as information is added to the UFS website.

Users select a topic, for example **Air Quality**...

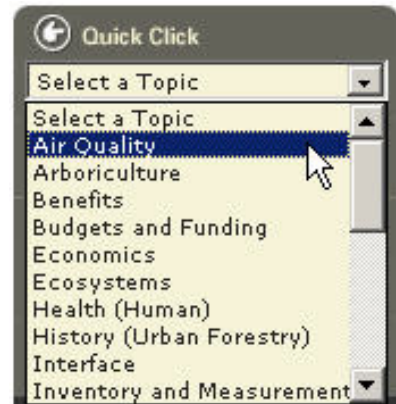


Image 13: Topic Selection in Browse

And then a sub-topic, **Heat Island**...

You can view and print the complete list of topics and sub-topics by 'clicking' on **List of Topics/Sub-Topics** in the left panel.

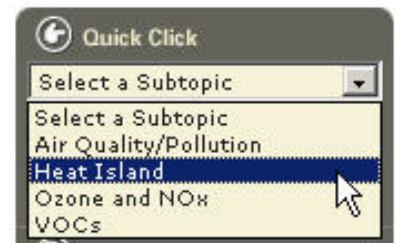


Image 14: Air Quality Sub-topic List



Advanced Search

The advanced search provides more control over a user’s search. The page is divided up into three sections.

Both the **Quick Click** and **Quick Search** features are duplicated from the site-wide browse & search area of the page for convenience.

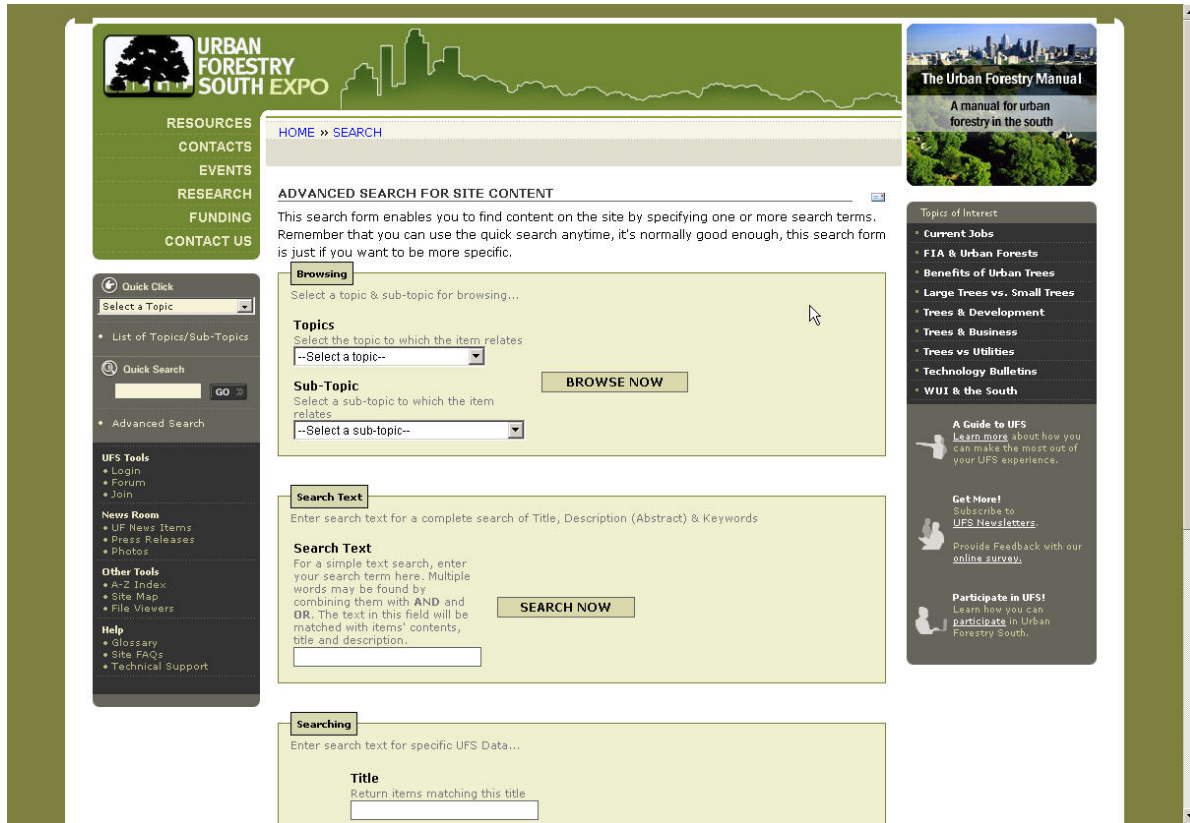


Image 15: Advanced Search (Quick Click & Quick Search)

The **Advanced Search** feature provides a boolean search capability that can be made independently in the title, description, author, keywords, and state/region fields. Boolean searches may contain "and" and "or" between fields to help narrow a search for specific information.



For example, a search of the **Title** field for "trees" coupled with a search of the **Author** field for "wolf" that includes the boolean "and" will retrieve only content with the word "downtown" in the title **AND** authored by "Wolf" (Kathy or others). Note: Search terms (words or phrases) are **NOT** case sensitive.



Image 16: Advanced Search (Boolean Section)

Why would you use advanced search?

An example; if you are looking for information authored by James Urban and do a Quick Search on "urban" you will return the hundreds of pieces of information with the word "urban" in the title, description, keyword and author fields. James Urban's works that we have cataloged will be included in these search results, but possibly difficult to find.

By doing an advanced search for "urban" in the Author field, your search will only return the James Urban works on the website.

Advanced Search searches across all areas of the website. This means that a search for "riparian" in the title field could return information that is contained in the **Document Library**, **Events**, **Web Links**, or **Images** (or any of the other content types).



Searches Restricted to Specific Website Areas

When you select any sub-menu item (or in the case of Events, the main menu selection), a search page is displayed that will search only that specific content type (e.g. Events, Tree Ordinances, etc.).



The search area for the Tree Ordinances page. Users can search all Tree Ordinance information on title and keyword attributes.

Image 17: Restricted Search: Tree Ordinances

Browsing Restricted to Specific Website Areas

| IMAGES BY TOPIC | | |
|------------------------------------|------------------------------|--------------------------------|
| Air Quality (2) | Arboriculture (0) | Benefits (5) |
| Budgets and Funding (3) | Economics (0) | Ecosystems (0) |
| Health (Human) (0) | History (Urban Forestry) (0) | Interface (0) |
| Inventory and Measurements (1) | Law/Legal Issues (0) | Maintaining Urban Forests (20) |
| Marketing and Public Relations (0) | People (1) | Planning and Management (9) |
| Policy (0) | Production (1) | Programs (Urban Forestry) (1) |
| Regulation (0) | Social Impacts (1) | Soil (3) |
| Technology (0) | Tree Health (10) | Tree Physiology (29) |

Most content pages also include an area that allows users to browse by topic/subtopic for content of that type. Image 17 shows the topic box for Images.

Image 17: Images by Topic



In this example, there are 2 images listed under the **Air Quality** topic, and 20 under the **Maintaining Urban Forests** topic. The later is broken down as illustrated in Image 18.

| IMAGES BY SUBTOPICS UNDER MAINTAINING URBAN FORESTS | | SELECT A NEW TOPIC |
|---|-----------------------|---|
| Best Management Practices (BMPs) (8) | Cabling (0) | Fertilization (0) |
| Integrated Pest Management (IPM) (0) | Invasive Species (0) | Maintenance Specifications (0) |
| Mulching (2) | Plant Health Care (1) | Planting (4) |
| Pruning (1) | Removal (0) | Selection (tree) (0) |
| Site Evaluation/Selection (1) | Species Selection (7) | Show All For This Topic |

The 20 images from the **Maintaining Urban Forests** topic are further categorized under [BMPs](#), [Mulching](#), [Pruning](#), [Plant Health Care](#), [Species Selection](#), and [Planting](#).

Image 18: Images by Sub-Topic for Maintaining Urban Forests

Selecting any of these sub-topics (e.g. BMPs) will display the list of titles.

| IMAGES PERTAINING TO BEST MANAGEMENT PRACTICES (BMPs) | |
|---|-----------|
| TITLE | PUBLISHED |
| CU Soil Street Installation | 06/11/04 |
| CU Soils Planting Schematic | 06/08/04 |
| Highway Buffer | 06/08/04 |
| Improper Tree Planting | 06/08/04 |
| Landscape Construction and Trees (1) | 06/08/04 |
| Tree Cruelty | 06/09/04 |
| Tree Protection Mats (2) | 06/08/04 |
| Tree Protection Mats (3) | 10/25/04 |

Image 19: Image Titles from Sub-Topic Best Management Practices



Related Material

When viewing website information, related material will be displayed at the bottom of the screen. Relationships are made based on common keywords. In the example in Image 20, a web link being viewed is related to two other pieces of website content, both from the **Document Library** (the icons to the left of content titles are unique to the content type).

Related material crosses content type boundaries and retrieves everything with keywords in common.

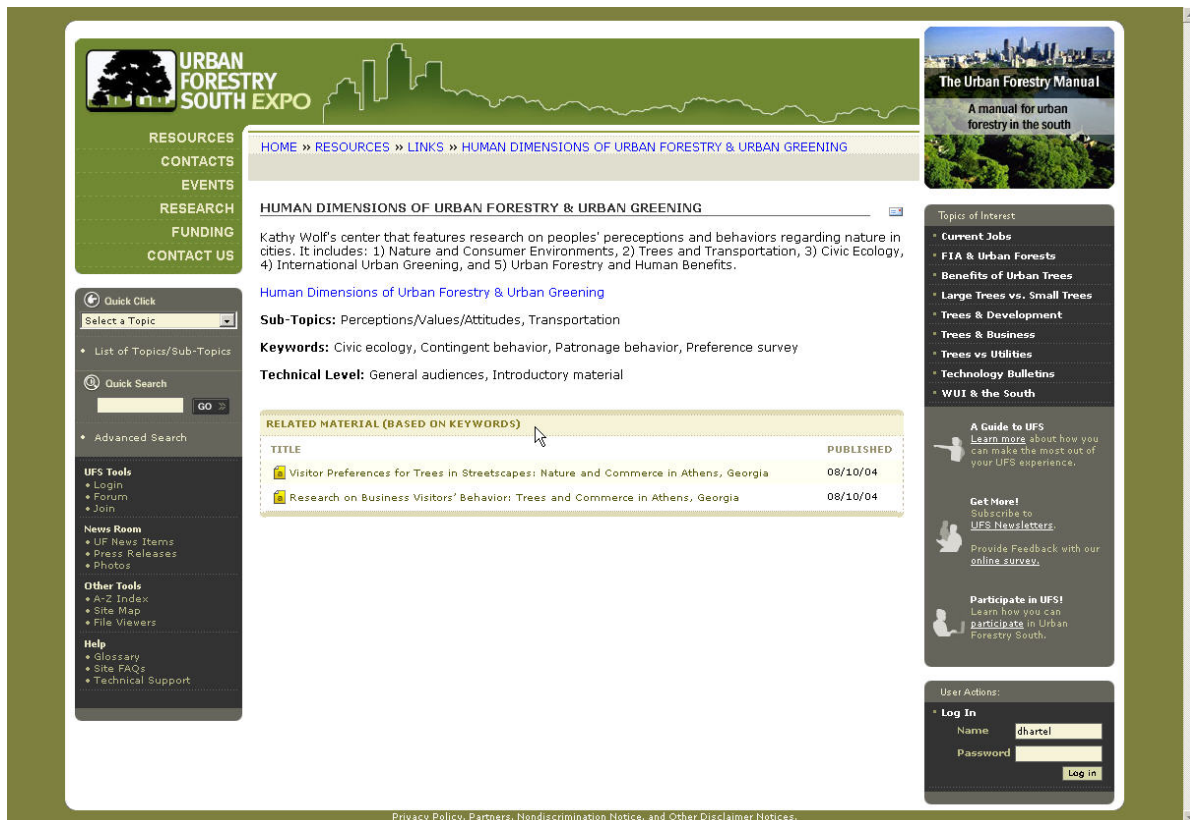


Image 20: Related Material (Web Link)



Credits

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