



**Introduction**

A collection at *Urban Forestry South Expo* (UFS) provides users with the ability to collect or assemble 'bookmarks' to information they locate on the website. The collection provides an easy way to return to information without re-executing a complex search and to easily share what you have found with other UFS users.

Need help with joining Urban Forestry South?  
 See: **The BRCC Introduction to Urban Forestry South EXPO.**

Need help with browsing & searching at Urban Forestry South?  
 See: **Navigating, Browsing & Searching at Urban Forestry South Expo.**

Find all the BRCC website guides from **Quick Search.**  
 Enter: **BRCC** and 'click' **GO**

A "bookmark" is nothing more than a URL link to the information at UFS.

A collection is a type of content that can contain or hold other content types by 'bookmarking' them; collections do not hold copies of other content. For example, a collection could contain links to images, web links, contacts (people), or other resources (see Image 1; or 'click' on *WUI & the South* under **Topics of Interest** at UFS for another example).

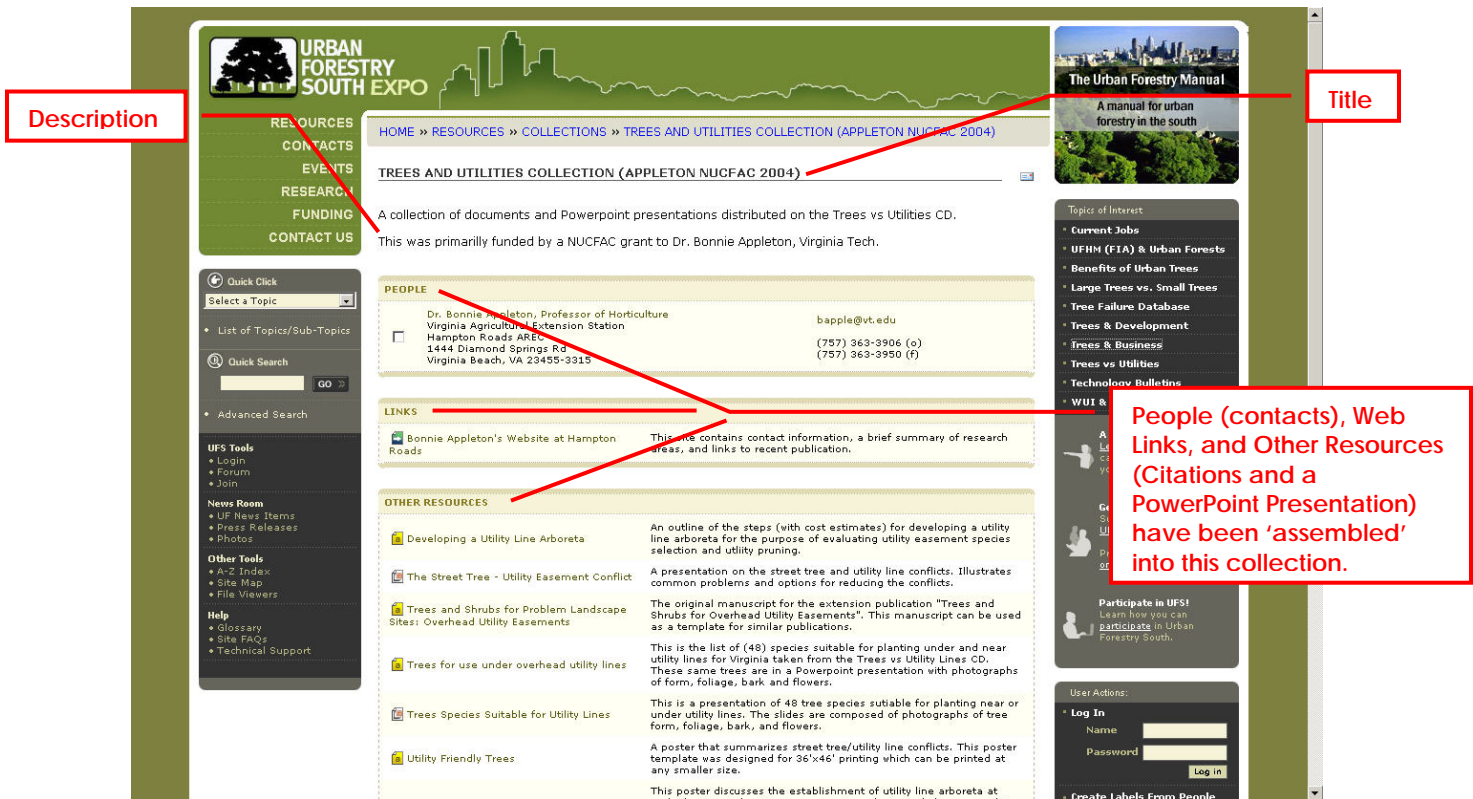


Image 1: An Urban Forestry South Collection Example


Collections can only add material already 'published' on UFS. To add resources to a collection that you have found elsewhere on the Internet, you must first create that content on UFS (e.g. create a web link to the resource), and then submit it to a reviewer for 'publication' onto UFS. See the instruction guide **Adding Content to *Urban Forestry South Expo***.



Because collections are a type of Urban Forestry South content, they must have a title, and can have a description, keywords and sub-topics assigned (see Image 2).

**Collected By:** Dudley R. Hartel 10/22/2004  
**Sub-Topics:** Species Selection, Utility & Utility ROW Management  
**State/Regions:** Virginia  
**Keywords:** Arboreta, Arboretum, MTRP, Species selection, ULA, Utility, Utility pruning  
**Technical Level:** Field (urban) foresters, Applied research material

Image 2: Collection Details

The browsing and searching functions work with a collection just like any other published content at Urban Forestry South. When a collection title is returned during a browse or search, it will be identified with this icon: .

Creating a Collection

A user **must** login to *Urban Forestry South* in order to create or edit a collection.

**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.

From nearly every UFS screen that displays titles of content (all types) or names of contacts (people), check boxes will appear to the left of each title or contact name (see Image 3).

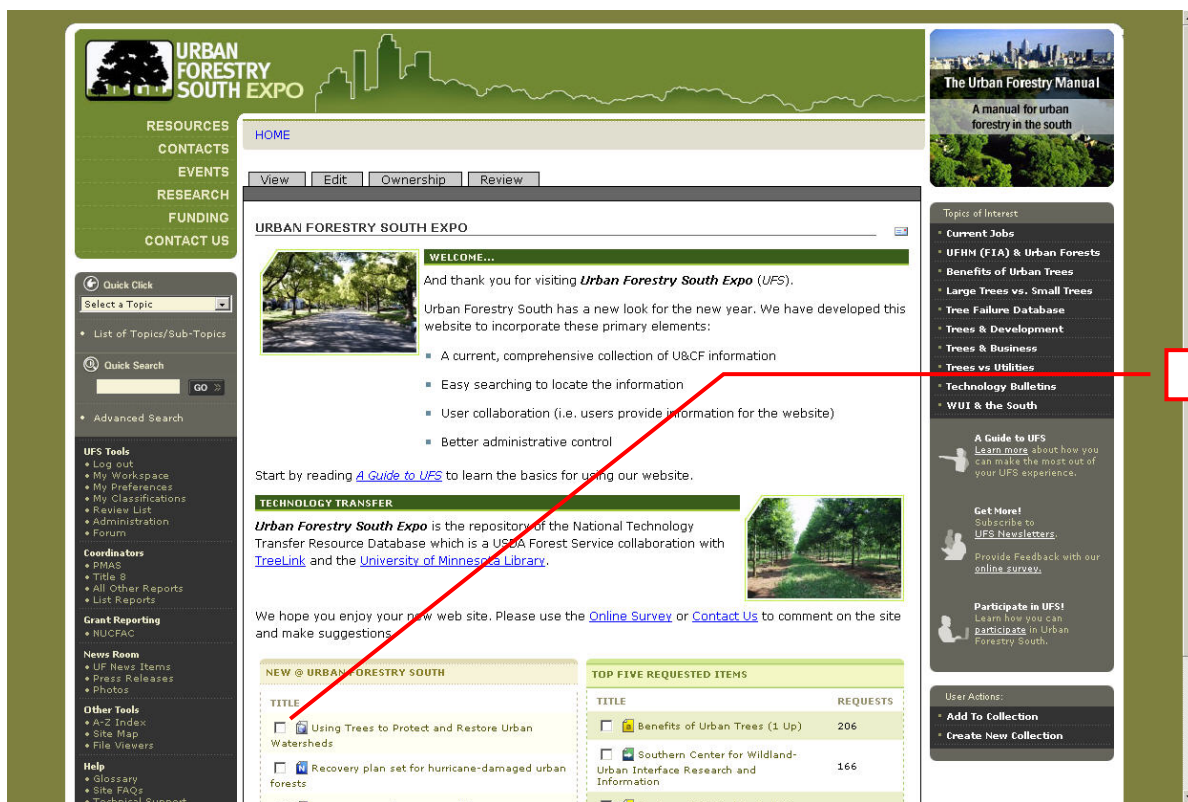


Image 3: Homepage with Check Boxes and User Actions (Collections)



These check boxes allow the user that is logged in to UFS to create or add to an existing, unpublished collection.

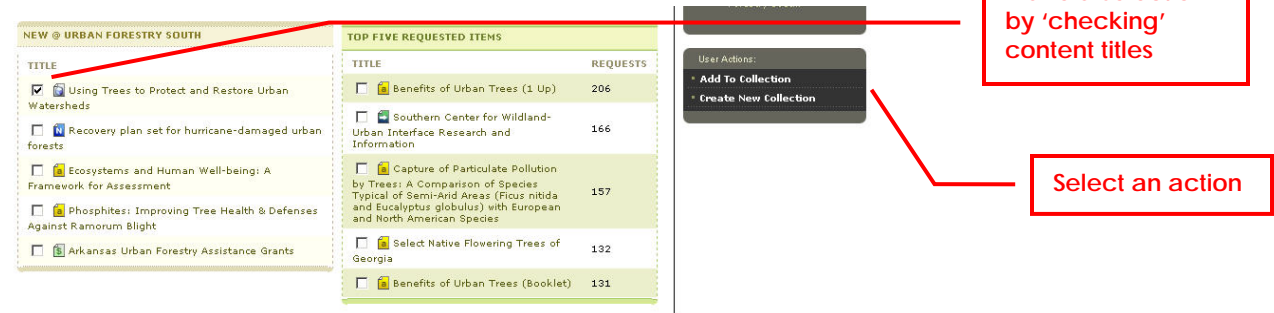


Image 4: Check Boxes and User Actions (Collections)

To create a collection from search or browse results, the home page (New and Top Five Lists), the A-Z Index, or other screens, the user selects information (content) by 'checking' it and then 'clicks' on either **Add To Collection** or **Create New Collection** under **User Actions** (see Image 4).

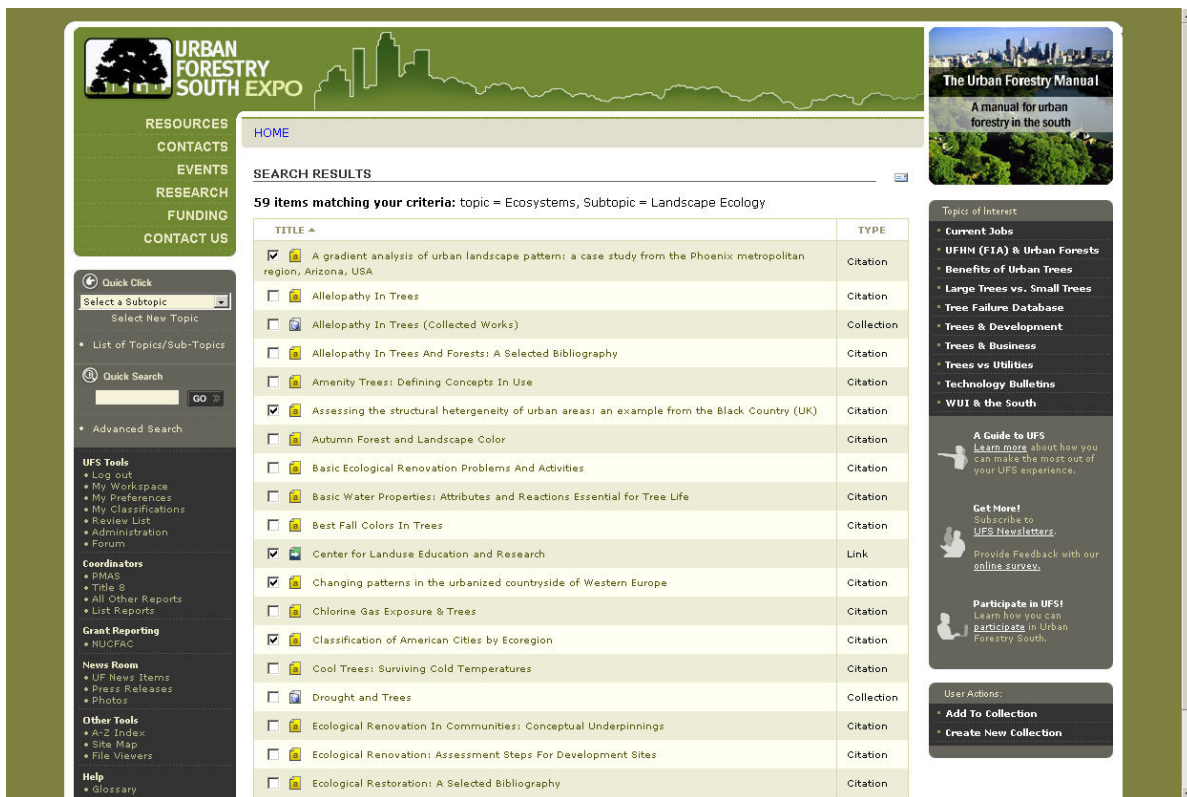


Image 5: Selections from a 'Landscape Ecology' Browse

When a browse or search returns multiple screens of titles, you must add each screen's selections to a collection (or create a new one) before moving to the next screen of titles.

From the selections in Image 5, a new collection will be created. This is the first page of the results from a browse (i.e. **Quick Click**) of the *Ecosystem Management* topic area and the *Landscape Ecology* sub-topic.





Make your selections and 'click' on **Create a New Collection** (Image 6).



Image 6: Create a Collection

The collection edit screen will be displayed.

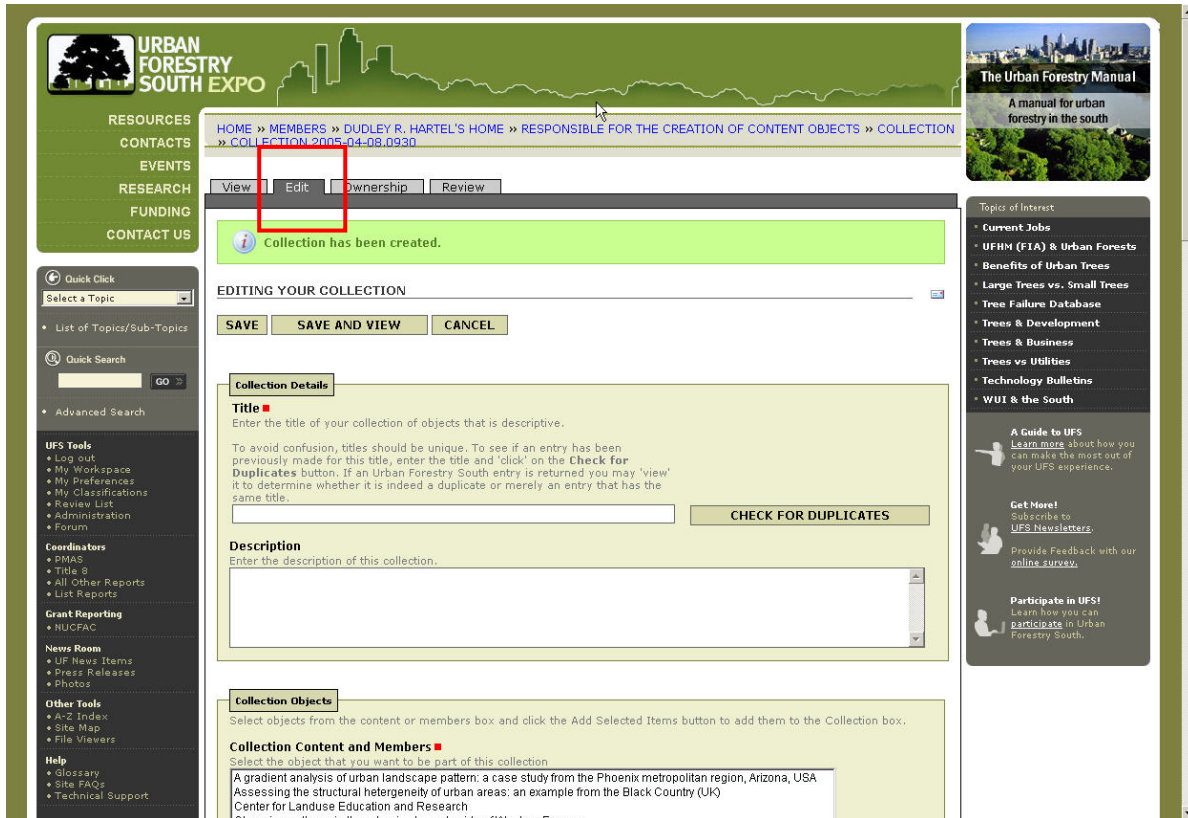


Image 7: Describing the New Collection: Collection Edit Screen

Enter a title and description (optional but highly recommended). Notice that the titles that were 'checked' from the browse screen have been added in the **Collection Content and Members** field (see Image 7).

As desired, complete other collection edit fields for: state/region, sub-topics, and keywords.

It is recommended that you save your editing changes frequently.



Use **Save** or **Save and View** as desired (Note: All required fields ■ must be entered before the first Save). After a **Save and View**, the collection view screen will be displayed (see Image 8).

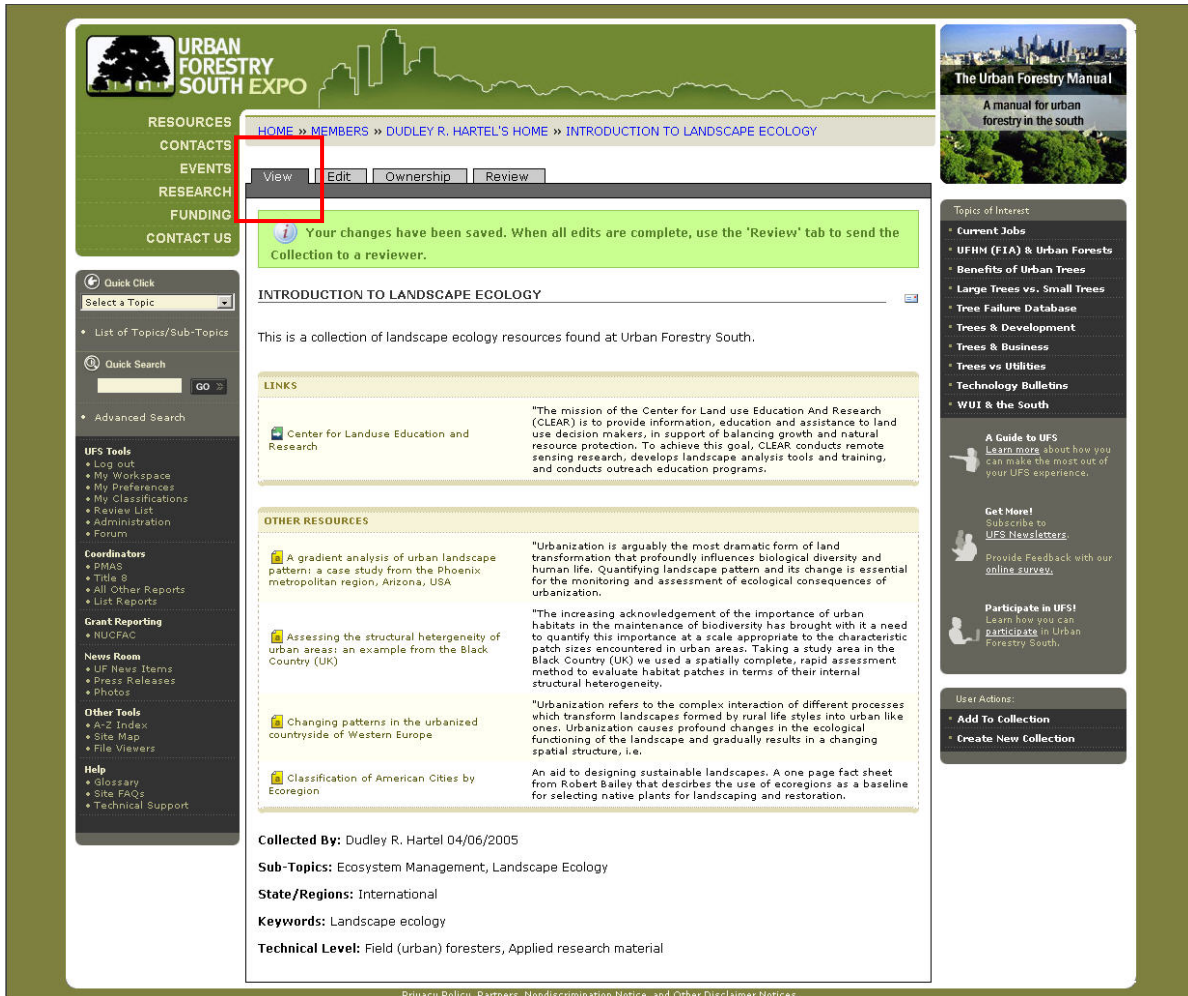


Image 8: Collection View Screen

The date the collection was created and the owner (user) is automatically added in the collection detail section at the bottom of the screen.



Once created, the new collection will appear in your workspace in the **Works in Progress** section.

The screenshot shows the 'MY WORKSPACE' area of the UFS website. At the top, there are navigation tabs: 'View', 'Edit', 'Ownership', and 'Review'. Below this is a section for 'MY WORKSPACE' with a description: 'Your workspace is an area for you to create, edit, and manage content before you submit it for review.' A dropdown menu is set to 'Collections only'. Below this is the 'WORK IN PROGRESS' section, which contains a table of collections currently being worked on. A red box highlights this section, and a callout points to a dropdown menu with the text: 'This drop-down menu controls what types of content appear in your workspace.'

TITLE	TYPE	MODIFIED
Introduction to Landscape Ecology	Collection	2005-04-08

Below the 'WORK IN PROGRESS' table are buttons for 'RENAME', 'CUT', 'COPY', and 'DELETE'. Below that is the 'PUBLISHED AND PENDING COLLECTIONS' section, which contains a table of published collections.

TITLE	TYPE	STATUS
Using Trees to Protect and Restore Urban Watersheds	Collection	published
Landscape Aesthetics: A Handbook for Scenery Management (SMS)	Collection	published
Wildland-Urban Interface in Region 8	Collection	published
iTree: Integrated Software	Collection	published
Trees and Utilities Collection (Appleton NUCFAC 2004)	Collection	published
Trees, Business and Parking	Collection	published
UFHM (FIA, FHM), UFORE and Urban Forests	Collection	published
Trees, Developers, and Development	Collection	published
Trees & Chlorine	Collection	published

Image 9: Collection in Workspace

Once created, you may edit the collection by 'clicking' on its title from your workspace and then 'clicking' on the edit tab.



From the collection edit screen, you may delete or add other UFS content to your collection (see Image 10). Highlight titles in the **Collection Content and Members** field and then 'click' on **Remove Items** to delete; select titles from the Content field and then 'click' on the **Add Selected Items** button to add new material.



Highlight title(s) here that you want to remove from your collection.

Highlight title(s) or names here that you want to add to your collection. Titles are listed alphabetically; names are listed alphabetically by last name.

Use this drop-down menu to restrict the types of UFS content that is listed in the Content field.

Image 10: Collection Edit

Use a similar selection process to find the names of contacts that you would like to add from the **Members** field.

Use **Ctrl Click** to select multiple titles from these three fields.





Another convenient technique that can be used to add UFS content to an existing collection is to use the **Add to Collection** button in the **User Actions** panel.



Image 11: Adding to an Existing Collection

This option will be available anytime there are titles or names listed on a results screen from a search or browse; this includes the A-Z Index, homepage, and many other screens (Image 11).

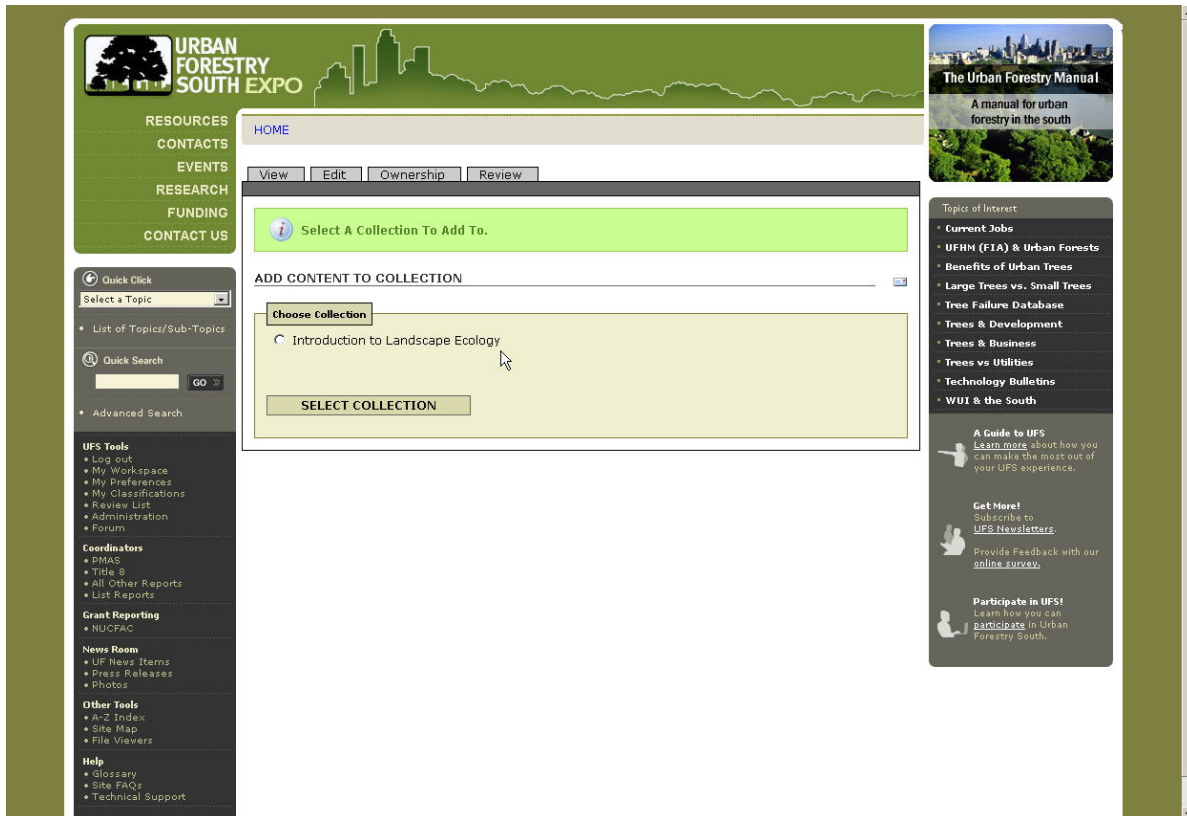


Image 12: Selecting an Existing Collection

When adding to an existing collection, UFS will display a collection selection dialog (Image 12). If you have multiple collections in your workspace they will be displayed. Select the collection desired and then 'click' on **Select Collection** button.





The collection will be opened to the **View** screen with the titles that you selected from the original browse or search screen added.

The screenshot shows the 'View' screen for a collection titled 'INTRODUCTION TO LANDSCAPE ECOLOGY'. The page layout includes a top navigation bar with 'HOME', 'MEMBERS', and 'DUDLEY R. HARTEL'S HOME'. Below this is a sub-navigation bar with 'View', 'Edit', 'Ownership', and 'Review' tabs. A green notification box states: 'Your changes have been saved. When all edits are complete, use the 'Review' tab to send the Collection to a reviewer.' The main content area is titled 'INTRODUCTION TO LANDSCAPE ECOLOGY' and contains a description: 'This is a collection of landscape ecology and related resources found at Urban Forestry South.' Below the description are sections for 'LINKS' and 'OTHER RESOURCES'. The 'OTHER RESOURCES' section lists several items with brief descriptions and snippets of text. A red callout box on the right side of the page points to the 'OTHER RESOURCES' section and contains the text: 'New content added from the search screen (see Image 11)'. The right sidebar contains a 'The Urban Forestry Manual' section, a 'Topics of Interest' section with links like 'Current Jobs', 'UFHM (FIA) & Urban Forests', and 'Benefits of Urban Trees', and a 'Get More!' section with a 'Subscribe to UFS Newsletter' link. At the bottom of the page, there is a 'Privacy Policy, Partners, Nondiscrimination Notice, and Other Disclaimer Notices' link.

Image 13: Collection View with Content Added

You may continue to edit (**Edit** tab) from here or make additional browses or searches to locate additional content to add to the collection.



## Sharing Your Collection

Content you create initially resides in your workspace; content in your workspace is visible only to you, the owner.

Collections may be created for one of two objectives. Collections can provide a convenient way to organize information that you find at UFS for your future use. Alternatively, you may want to share the UFS information you have assembled (the collection) with other users (registered or not).

As long as your collection remains in your workspace it is only accessible by you.

To make the collection available to others (the 'public'), it must be submitted to a reviewer for 'publication'. Once published you can no longer add additional content to it without first retracting the collection from the public view.

You can submit your collection for review, by 'clicking' on the title from our workspace and then 'clicking' on the **Review** tab.



Image 14: Review Screen

At the bottom of the review screen, you should 'click' on **Send This Content to a Reviewer**. You will receive an e-mail to confirm your submission and another e-mail when it is 'published' by the reviewer.



Credits

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Version 1.0, April 8, 2005