April 08, 2005

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

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

return to information without re-executing a complex search and to easily share what you have found with other UFS users.

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; <u>collections **do not** hold copies of other content</u>. 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).

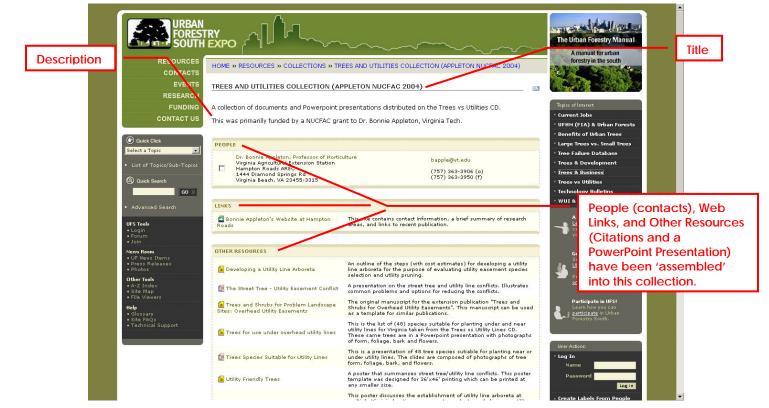


Image 1: An Urban Forestry South Collection Example

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).

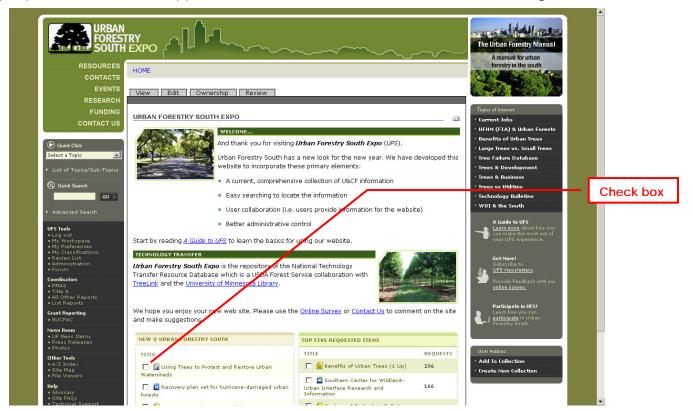


Image 3: Homepage with Check Boxes and User Actions (Collections)

WWW.URBANFORESTRYSOUTH.ORG Version 1.0 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).

RESOURCES	HOME	~~~~	A manual for urban forestry in the south
EVENTS	SEARCH RESULTS	E1	ACON - MANO
RESEARCH	59 items matching your criteria: topic = Ecosystems, Subtopic = Landscape Ecology		
FUNDING		ТҮРЕ	Topics of Interest • Current Jobs
CONTACT US	🔽 💼 A gradient analysis of urban landscape pattern: a case study from the Phoenix metropolitan region, Arizona, USA	Citation	• UFHM (FIA) & Urban Forests • Benefits of Urban Trees
Quick Click Select a Subtopic	🔲 🧰 Allelopathy In Trees	Citation	• Large Trees vs. Small Trees
Select New Topic	Allelopathy In Trees (Collected Works)	Collection	 Tree Failure Database Trees & Development
	🔲 💼 Allelopathy In Trees And Forests: A Selected Bibliography	Citation	* Trees & Business
🕲 Quick Search	🔲 🥫 Amenity Trees: Defining Concepts In Use	Citation	* Trees vs Utilities * Technology Bulletins
GO »	Assessing the structural hetergeneity of urban areas: an example from the Black Country (UK)	Citation	• WUI & the South
	🔲 💼 Autumn Forest and Landscape Color	Citation	A Guide to UFS
UFS Tools + Log out	🔲 💼 Basic Ecological Renovation Problems And Activities	Citation	can make the most out of your UFS experience.
My Workspace My Preferences	🔲 🧧 Basic Water Properties: Attributes and Reactions Essential for Tree Life	Citation	
My Classifications Review List Administration	🔲 🧰 Best Fall Colors In Trees	Citation	Get More! Subscribe to Ja UFS Newsletters.
	🔽 📮 Center for Landuse Education and Research	Link	Provide Feedback with our
Coordinators • PMAS • Title 8	🔽 🧯 Changing patterns in the urbanized countryside of Western Europe	Citation	<u>online survey.</u>
All Other Reports List Reports	🔽 🧧 Chlorine Gas Exposure & Trees	Citation	Participate in UFS!
Grant Reporting	🔽 📔 Classification of American Cities by Ecoregion	Citation	Forestry South.
News Room	🔲 🙍 Cool Trees: Surviving Cold Temperatures	Citation	
UF News Items Press Releases Photos	Drought and Trees	Collection	User Actions:
Other Tools • A-Z Index	🔲 💼 Ecological Renovation In Communities: Conceptual Underpinnings	Citation	 Add To Collection Create New Collection
A-2 Index Site Map File Viewers	Ecological Renovation: Assessment Steps For Development Sites	Citation	create New conection

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.

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

 LIST Reports 	L a Uniorine Gas Exposure & Trees	Citation 📄 Learn how you can
Grant Reporting NUCFAC 	Classification of American Cities by Ecoregion	Citation Citation
News Room • UF News Items	🔲 🙆 Cool Trees: Surviving Cold Temperatures	Citation
 Press Releases Photos 	🔲 🔞 Drought and Trees	Collection User Actions:
Other Tools • A-Z Index	🔲 💼 Ecological Renovation In Communities: Conceptual Underpinnings	Add To Collection Create <u>New Collection</u>
 Site Map File Viewers 	🔲 💼 Ecological Renovation: Assessment Steps For Development Sites	Citation
Help	🗖 🙃 Feological Restoration: A Selected Ribliography	Citation

Image 6: Create a Collection

The collection edit screen will be displayed.

2		
		The Urban Forestry Manual A manual for urban
RESOURCES	HOME WEMBERS WOULEY R. HARTEL'S HOME WRESPONSIBLE FOR THE CREATION OF CONTENT OBJECTS WOULECTION	forestry in the south
CONTACTS	» COLLECTION 2005-04-08.0930	CALL AND AND AND A
EVENTS		
RESEARCH	View Edit Dwnership Review	
FUNDING		Topics of Interest
CONTACT US		• Current Jobs
	 Collection has been created. 	• UFHM (FIA) & Urban Forests
Guick Click		 Benefits of Urban Trees Large Trees vs. Small Trees
Select a Topic	EDITING YOUR COLLECTION	• Tree Failure Database
List of Topics/Sub-Topics	SAVE SAVE AND VIEW CANCEL	* Trees & Development
 List of Topics/ add-Topics 		• Trees & Business
Q Quick Search		* Trees vs Utilities
GO »	Collection Details	* Technology Bulletins
Advanced Search	Title	• WUI & the South
	Enter the title of your collection of objects that is descriptive.	A Guide to UFS
UFS Tools + Log out	To avoid confusion, titles should be unique. To see if an entry has been	Learn more about how you can make the most out of
 My Workspace 	previously made for this title, enter the title and 'click' on the Check for Duplicates button. If an Urban Forestry South entry is returned you may 'view'	your UFS experience.
 My Preferences My Classifications 	it to determine whether it is indeed a duplicate or merely an entry that has the same title.	
 Review List Administration 	CHECK FOR DUPLICATES	Get More! Subscribe to
• Forum		UFS Newsletters.
Coordinators • PMAS	Description Enter the description of this collection.	Provide Feedback with our online survey.
Title 8 All Other Reports		
List Reports		Participate in UFS!
Grant Reporting		Learn how you can <u>participate</u> in Urban
News Room	T	Forestry South.
• UF News Items • Press Releases		
Press Releases Photos		
Other Tools • A-Z Index	Collection Objects	
• Site Map	Select objects from the content or members box and click the Add Selected Items button to add them to the Collection box.	
• File Viewers	Collection Content and Members	
Help ♦ Glossary	Select the object that you want to be part of this collection A gradient analysis of urban landscape pattern: a case study from the Phoenix metropolitan region, Arizona, USA	
 Site FAQs Technical Support 	Assessing the structural hetergeneity of urban areas; an example from the Black Country (UK)	
	Center for Landuse Education and Research Changing natterns in the unbenitted countrycide of Western Europe	

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).

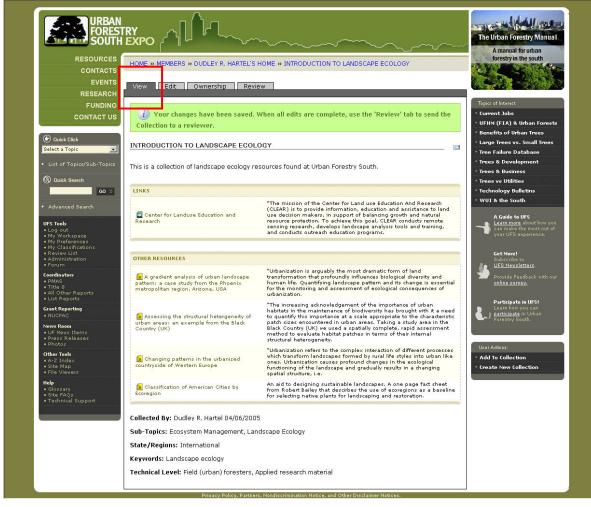


Image 8: Collection View Screen

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 Urban Forestry Man A manual for urban	ual and a second se
RESOURCES CONTACTS EVENTS RESEARCH FUNDING CONTACT US	HOME » MEMBERS » DUDLEY R. HARTEL'S View Edit Ownership Revi MY WORKSPACE Your workspace is an area for you to crea	W	rou submit i	I for review.	Topics of Interest Current Jobs - UFHM (F1A) & Urban Fre - Benefits of Urban Tree	This drop-down menu controls what types of content appear your workspace
Select a Topic	Collections only		Select Co	ntent To Add 🔹	<ul> <li>Large Trees vs. Small Tre</li> <li>Tree Failure Database</li> </ul>	es
<ul> <li>List of Topics/Sub-Topics</li> </ul>				ADD NEW ITEM	• Trees & Development • Trees & Business	
Advanced Search     UFS Tools     Log out     My Workspace     My Preferences     My Preferences	The following are Collections that you are TITLE A TITLE A TITLE A TITLE A	Түре	MOD 2005-0	IFIED 04-08	Fechnology Bulletins     WUI & the South     A Guide to UFS     Learn more about how     can make the most ou     your UFS experience.	you t of
Review List     Administration     Forum      Forum      Development      PhAS     All Other Reports     List Reports	PUBLISHED AND PENDING COLLECTIO The following are Collections that you creater TITLE -		pending put	olications.	Get More! Subscribe to UPS Newslatters. Provide Feedback with online survey. Participate in UFS!	our
Grant Reporting	📓 Using Trees to Protect and Restore Urban	Watersheds C	ollection	published	Learn how you can participate in Urban	
News Room	Landscape Aesthetics: A Handbook for Sc	enery Management (SMS) C	ollection	published	Forestry South.	
<ul> <li>UF News Items</li> <li>Press Releases</li> <li>Photos</li> </ul>	📓 Wildland-Urban Interface in Region 8		ollection	published		
• Photos Other Tools	🔯 iTree: Integrated Software		ollection	published		
• A-Z Index • Site Map	Trees and Utilities Collection (Appleton NL		ollection	published published		
• File Viewers	UFHM (FIA, FHM), UFORE and Urban Fores		ollection	published		
Glossary     Site FAOs	Trees, Developers, and Development		ollection	published		
Technical Support	a many extension and extend primeric					

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.

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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.



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.

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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.

News Room • UF News Items	🔲 🧴 Landscape Aesthetics (AH 701-o) - Case Study (Appendix I)	Citation	
<ul> <li>Press Releases</li> <li>Photos</li> </ul>	🔲 🧧 Landscape Aesthetics (AH 701-p) - Glossary	Citation	User Actions:
Other Tools • A-Z Index	🔲 🤷 Landscape Aesthetics (AH 701-q) - Bibliography	Citation	* Add To Collection
• Site Map • File Viewers	🔽 📓 Landscape Aesthetics: A Handbook for Scenery Management (SMS)	Collection	• Createew Collection
Help • Glossary	🔲 💼 The Scenery Management System: The Evolution of Landscape Aesthetic Management in the	Citation	

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).

RESOURCES CONTACTS		forestry in the south
	HOME	A MARKEN TAKING
EVENTS		
RESEARCH	View Edit Ownership Review	
FUNDING		Topics of Interest
CONTACT US	👔 Select A Collection To Add To.	* Current Jobs
(ananananananananan		UFHM (FIA) & Urban Forests
@ Quick Click	ADD CONTENT TO COLLECTION	<ul> <li>Benefits of Urban Trees</li> <li>Large Trees vs. Small Trees</li> </ul>
Select a Topic 🔹		* Tree Failure Database
<ul> <li>List of Topics/Sub-Topics</li> </ul>	Choose Collection	• Trees & Development
	Introduction to Landscape Ecology	* Trees & Business
Q Quick Search	R	* Trees vs Utilities
GO »		<ul> <li>Technology Bulletins</li> <li>WUI &amp; the South</li> </ul>
<ul> <li>Advanced Search</li> </ul>	SELECT COLLECTION	· wor « uie souur
UFS Tools		A Guide to UFS
• Log out		Learn more about how you can make the most out of your UFS experience.
<ul> <li>My Workspace</li> <li>My Preferences</li> </ul>		your or a experience.
<ul> <li>My Classifications</li> <li>Review List</li> </ul>		Get More!
Administration     Forum		Subscribe to
Coordinators		Provide Feedback with our
• PMAS • Title 8		online survey.
<ul> <li>All Other Reports</li> <li>List Reports</li> </ul>		
Grant Reporting		Participate in UFS! Learn how you can
NUCFAC		Forestry South.
News Room • UF News Items		
<ul> <li>Press Releases</li> <li>Photos</li> </ul>		
Other Tools		
• A-Z Index • Site Map		
<ul> <li>File Viewers</li> </ul>		

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.

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

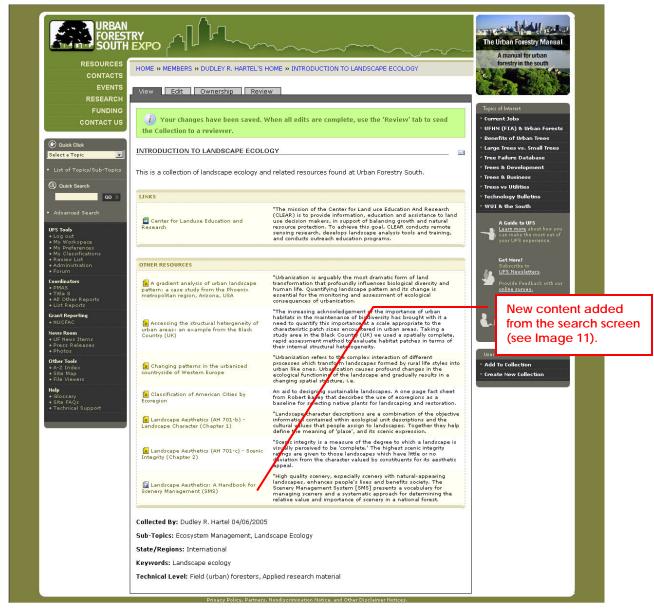


Image 13: Collection View with Content Added

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.

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Collections at URBAN FORESTRY SOUTH EXPO

<u>Credits</u>

This manual prepared by:

SOUTH EXPO

Dudley R. Hartel, Center Coordinator Southern Center for Urban Forestry Research & Information USDA Forest Service 320 Green St Athens, GA 30602 <u>dhartel@fs.fed.us</u>

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