

Authoring Environment

The Authoring environment is reserved for Platform Administrators and Community Managers (CMs) who are World Bank staff and consultants.

The C4D Authoring Environment allows C4D CMs to make modifications to their groups' layout utilizing components (widgets) provided by the Web CMS Support team. The design of a C4D site (group) continues to be a collaborative partnership between the CMs and the Web CMS Support and is subject to conform with ECR and the Office of Web Standards guidelines for the external web. The more technical tasks are still relegated to Web CMS Support to ensure that your community can quickly design and make iterative changes in a timely manner, without the need of acquiring technical design and authoring expertise.

Accessing the Author Environment

- 1) Navigate to <http://c4dauthor.worldbank.org> in the CHROME browser so that we can authenticate and register your email account.
- 2) Submit a written request to [WebCMS Support](#) to be granted an Author access along with the links for all the groups you manage.

User Descriptions



Platform Administrator

Can create, edit, groups and subgroups within any Group or Community.



Community Manager

Can edit, the layout of his/her group's About page. Can change the titles of all tabs. Cannot modify group configuration,



Community Moderator

No access to author environment. Can generate contents and moderate (add/edit/delete) the content posted by other members. Able to invite new members.



Community Member

No Access to author environment. Can add/edit/delete his/her own content only.

Authoring Environment: How to access group

FEATURE AVAILABLE TO PLATFORM ADMINISTRATOR AND COMMUNITY MANAGER ONLY

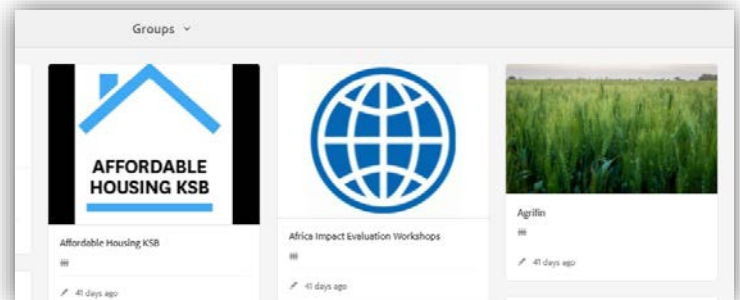
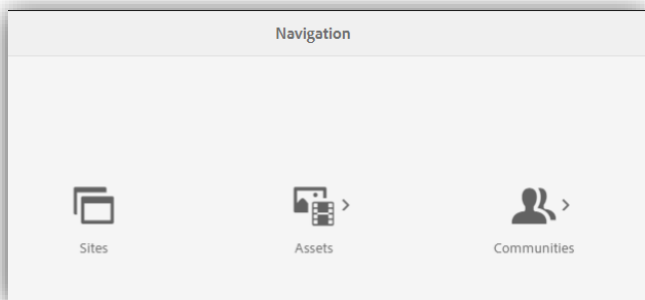
Access the World Bank Collaboration Site in the Authoring Environment

To edit your homepage (About tab), you must use the Authoring environment <http://c4dauthor.worldbank.org> instead of Publishing environment <https://collaboration.worldbank.org>. When you access the authoring environment, if you are on WB network you are automatically logged in via your World Bank UPI and password. You can access the Authoring environment in two ways:

1. Go to <http://c4dauthor.worldbank.org> and follow the subsequent path: /Communities/Sites/Collaboration-For-Development/Collaboration-For-Development/Groups
2. Or you can bookmark below URL and use it as a shortcut to go directly to your Community Groups Listing page (Console).
<https://c4dauthor.worldbank.org/communities/communitygroups.html/content/sites/collaboration-for-development/en/groups>

In the ensuing Group Listing page (Console), you will see all the groups that you have edit access for the Homepage/About tab and you can perform the following edits:

- Make modifications to your Communities For Development (C4D) Group's Home/About tab.
 - Change the name or the title of the group (but you cannot change the group URL)
 - Change description of the group
 - Change the logo and the banner
 - Edit components that are already preloaded by Web CMS Support



- **Sub-groups** are located inside the parent group, structured as a folder. To go to your subgroup click on the group (anywhere except the 4 buttons on top).



Important Key Terms

- **Authoring Environment** - is the backend environment of Adobe C4D Communities, in which groups are created and maintained. The URL starts with c4dauthor.worldbank.org. Authoring environment is used to add/edit/delete content of a group's homepage (About tab) only and change the titles of the existing tabs.
- **Publishing Environment** – is the live version of the page where your audience is able to access the page. Members of the group can add content to the rest of the tabs such as Documents, Blogs, Calendar, etc.
- **About Tab/Homepage** - The main landing page for your group.
- **Component** - A type of design widget or building block for your homepage that holds the content and showcases it in a specific way. Please see the [Commonly Used Component Guide](#) for available components that you can include in your homepage design.
- **Add or change the positioning of a component** - Contact the Web CMS Support to add or move components around your page.
- **C4D Group** - Requested through [DPMS](#), initial design with components done by Web CMS Support in consultation with Community Manager.
- **C4D Subgroup** - C4D Groups often have Subgroups, example for a Working Group, or a steering Group, or a sub-thematic group, or for a training cohort. Teams request subgroups to be created by the Web CMS Support. Subgroups can have a different privacy setting than their parent group.
- **Cancel the “inheritance” icon** - These are inherited properties of a design component, cancelling these will not affect your group design, it just allows the CM to make needed edits.
- **CM's can change the names of their tabs** – The tool is located in the top left corner. You can change the properties of your page, such as changing the name of your tabs, by clicking on the Page Information icon and Open Properties. Change name of the Tabs – CMs can change two types of Titles, usually, these should match. You can change the...
 - *Navigation Title* – Name of the navigation tab that takes you to that page
 - *Page Title* – Page heading or it can be blank.
- **Re-order Tabs and Remove Tabs** – Example: some groups may not need to display an “Idea” or a “Q&A” Tab, these can be removed by sending a request to Web CMS Support.
- **Community Group Listing Page (Console)** - Group Listing page in the author environment where group managers can see and access the groups they manage so that they can make modifications to their About pages.
- **DPMS (New C4D Group Request)** - Replacing many options that previously existed in eServices, is the platform used to request new web sites, C4D groups, aliases, etc.
- **Edit dialog box** - See Wrench Icon below.
- **Wrench icon** - In the About page, it allows you to edit the content of a component.
- **Edit icon** - See Pencil Icon below.
- **Pencil icon** - In the Groups Listing page (Console), it opens the group in author mode so that edits can be made to the About page.

Important Key Terms (Continued)

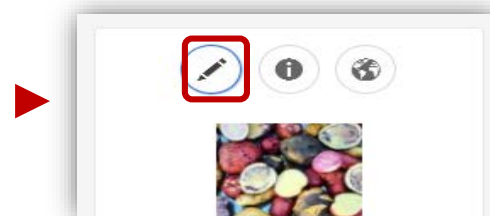
- **To Publish** - Means to go Live, in other words to take effect to your Homepage edits you must publish it to make it go live. Publishing only has to do with the Homepage/About tab. Any content change such as adding additional content to a documents, blogs, events tab or for the rest of the tab does not require publishing.
- **Preview tab** - Allows you to look at the final design after your edits without publishing.
- **Remove a component** - There is no need to have a component deleted for the About page. If the content of the component is left empty, the component has no effect on anything and will not show in Publish. If you still want to delete, inquire to Web CMS Support.
- **Digital Asset Management (DAM)** – Centralized media file storage for the C4D community. (See separate documentation on how to upload and retrieve an image). DAM supports various image file types that can be featured on a homepage.
- [Web CMS Support](#) - Your one-stop shop for help with all of your technical issues and needs, Web CMS Support is the ITS team that partners with C4D Community Managers to design and iterate C4D Groups and Subgroups. C4D groups can focus more on member engagement, Web CMS Support can focus on the more technical design tasks.

To Create New Group and New Sub-Group

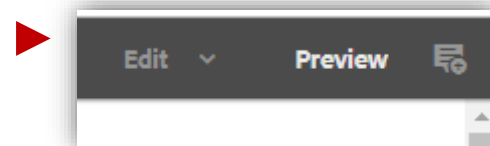
- For creating a new group, you must submit a C4D Group request via [DPMS](#)
- For creating subgroups, please contact the [Web CMS Support](#).
- Only Community Managers can make decisions for modifications to the design of a group. You can provide a sketch of your desired design to [the Web CMS Support](#) for implementation. For samples of most used components, please see this [link](#).

Editing: the Homepage/About tab

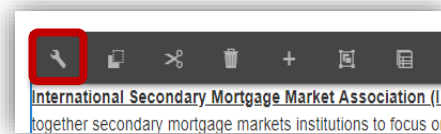
1. On the **Group Listing (Console)** page, hover your mouse pointer over the desired group tile, and then click the pencil icon. The About page (homepage) of the group will open in a new window.



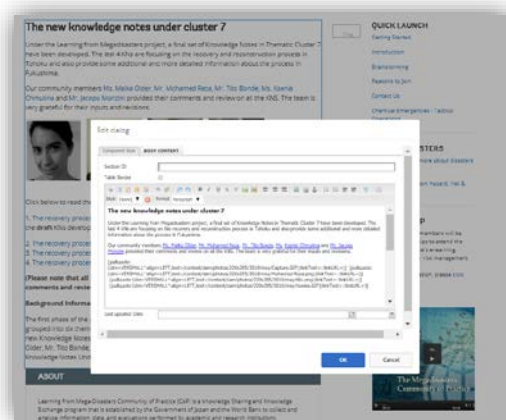
2. In the right topmost header (black), click on **Edit**. The components on the page becomes editable. You can click on the **Preview** to see your homepage edits as Live/Publish version. Switch between the Edit and Preview modes anytime.



3. Click inside the component (widget) that you wish to edit (or double click to go directly to edit mode). A toolbar appears above the component, then click the **Wrench (Configure)** icon.



4. Now in this section you can update your content. Let's examine a component called Body Content/Text as it is the most popular and versatile component in the system. To close and save click the **Done** check mark.



- Body Content is designed to display text such as your group's introduction and description.

- The most used additional features are ability to insert images, hyperlinks and tables.

- To insert an image press the Camera icon and retrieve the image from the DAM folder.





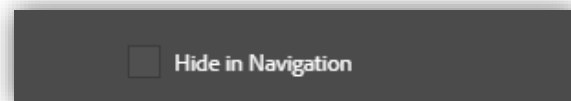
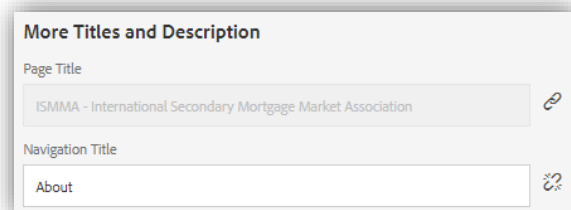
- To hyperlink, highlight the word(s) press the Globe icon and copy and paste the full URL.




- To insert a table press the Table icon and give parameters of your table then press OK.



- To add more components to your page please send a request to [Web CMS Support](#).
 - To move or reposition a component within the page, you can drag and drop it to any area once you see a blue arrow.
 - To remove a component: Just remove the content inside of the component, then it will not show in Publish version even though you still see it in Author version.
5. To Change the **Tab Names**, go to the top left of the screen in  Page Information -> Open Properties. Rename the **Navigation Title** field. If it is disabled, cancel the inheritance and edit.
 6. To hide any redundant or unused tabs, first click and go that tab you want to hide then on the left topmost header, click on  Page Information -> Open Properties -> check the **"Hide in Navigation"** checkbox. Cancel the inheritance if needed.



Publishing and Saving Page

Every changes you make in the Author environment automatically gets saved, in case you close and reopen the window later you can pick up where you left off. However, the live (Publish) version of the page will not take effect until you select the **Publish Page** in Page Information tool  in the author environment.

Note: As a Group Manager, you can deactivate your group by selecting Unpublish Page, however, if you need to have the group deleted, please contact the [Web CMS Support](#).

Additional Note: The Web CMS Support can revert back the author environment to the last time it was published, if needed.

