



Practical Exercise Using HERMES

In this exercise, participants must use the HERMES Manual 1.0 (which has been made available on all computers) as a reference. The instructions below contain references to the pages in this Manual where help for that particular task can be found. Note that the first three tasks have very detailed instructions, to assist you in completing them successfully. For the rest, you will need to read the reference materials available to find out how to complete them. NOTE: This exercise must be done using Internet Explorer.

Part One

1) Access the national website as administrator.


- a. Enter the appropriate URL. (Each group will be assigned a national website, as well as an administrator account and password by the course facilitators.) Enter the assigned username and password. Click on “Sign in.” Do not click on “Remember Me.”


Reference: HERMES Manual, page 7.

- b. Update the information in “My Profile.”
 - i. Fill in the Contact Details fields with your contact information.
 - ii. Save the changes by clicking on “Update my Profile.”

Reference: HERMES Manual, page 9.

2) Change the Welcome message on the Home Page to something more appropriate and relevant to your country. E.g.

Step 1: Change to Design Mode by clicking on the icon  located at the top of the screen (pg. 10). Once you are in Design Mode, the Design Bar appears at the top of the screen. Additionally, the editable section of the page will be highlighted.


Step 2: To edit the information in this module, click on the  icon. Upon clicking on this icon, a new window appears, called the Content Module Menu. Click on the “Edit” option. Insert the following text:

Welcome to the <insert country name> Biosafety Website
<insert country name> signed the Convention on Biological Diversity on <insert date> and ratified it on <insert date>.

3) Add a text module to the home page. (pgs. 24- 26)

Step 1: On the design bar, select “CONTENT” as the type of module and set the position at “Row 1”.

Step 2: Click on the “Add Module” button on the right portion of the design bar.

Step 3: To insert text into this module, click on the  icon. Upon clicking on this icon, a new window appears, called the Content Module Menu. Click on the “Edit” option.

Step 4: Insert the text below into the content module, making sure to use various formatting options including bold and italics. Click on Quick Reference at any time to see a quick guide to the wiki-type syntax.

Biosafety Issues for <insert country name>:

With the quick pace of scientific and technological change in biotechnology over the last two decades, and the many applications in the *pharmaceutical and agro-food industries*, there is an urgent need in <insert country name>, as a country with high biodiversity, to develop a national policy with respect to the use and trade of **Genetically Modified Organisms (GMOs)** for her own benefit and as part of her obligations under the Cartagena Protocol on Biosafety.

- 4) Add a hyperlink to the UNEP website at the bottom of the home page. (pgs. 32-33) The URL address is www.unep.org.
- 5) Add a new page called “Mission Statement” using a variety of formatting styles (bold, italic, underline, lists, etc.) and hyperlinks e.g. to other government websites. It should appear immediately below the Home Page link on the left navigation bar. (pgs. 20 – 23) Add the following text:

Mission Statement

To **ensure the health** of the citizens of <Country> and to **safeguard its biodiversity**, by promoting *sound decision making and careful management* as it relates to the importation and use of **genetically modified organisms (GMOs)** for any purpose within the country, ensuring that there is harmony between *national development* and *respect for nature*, while guaranteeing the protection of the civil rights of all citizens.

The objectives of this website are:

- To inform the public about national policies, decisions and laws relating to biosafety.
- To educate the general public about biotechnology and trade in **GMOs**.
- To provide a forum for discussion on biotechnology and biosafety.
- To facilitate trade with other countries by providing ready access to information. regarding national mechanisms government the transboundary movement of **GMOs**.

- 6) Update the following properties of the new page appropriately: Title, Navigation Title, Menu Title, Position, Description, and Subject. Save the changes.
- 7) Change the banner (“banner-en.jpg”) substituting a more customized one. (pgs. 45 – 47) You can find a new banner that can be used in this exercise in the graphic file “Caribbean-banner-en.jpg” under the “Hermes Exercises” folder on the desktop.

Part Two

- 8) Add a photo gallery to the “Mission Statement” page. Fill in the following metadata fields: File to upload, Title, Full Description, Source or Credits, Photo data. Save the changes. Select a photo to upload. First click on the BROWSE button to find all graphic files. (pgs. 38 – 41).
- 9) Add a discussion forum.
- 10) Upload the file “c:\unep\publications\Cartagena Protocol.pdf” to the HERMES website. Create a hyperlink to this file within the “Mission Statement” page. (Please note that the instructions for this cannot be found in the HERMES Manual.)