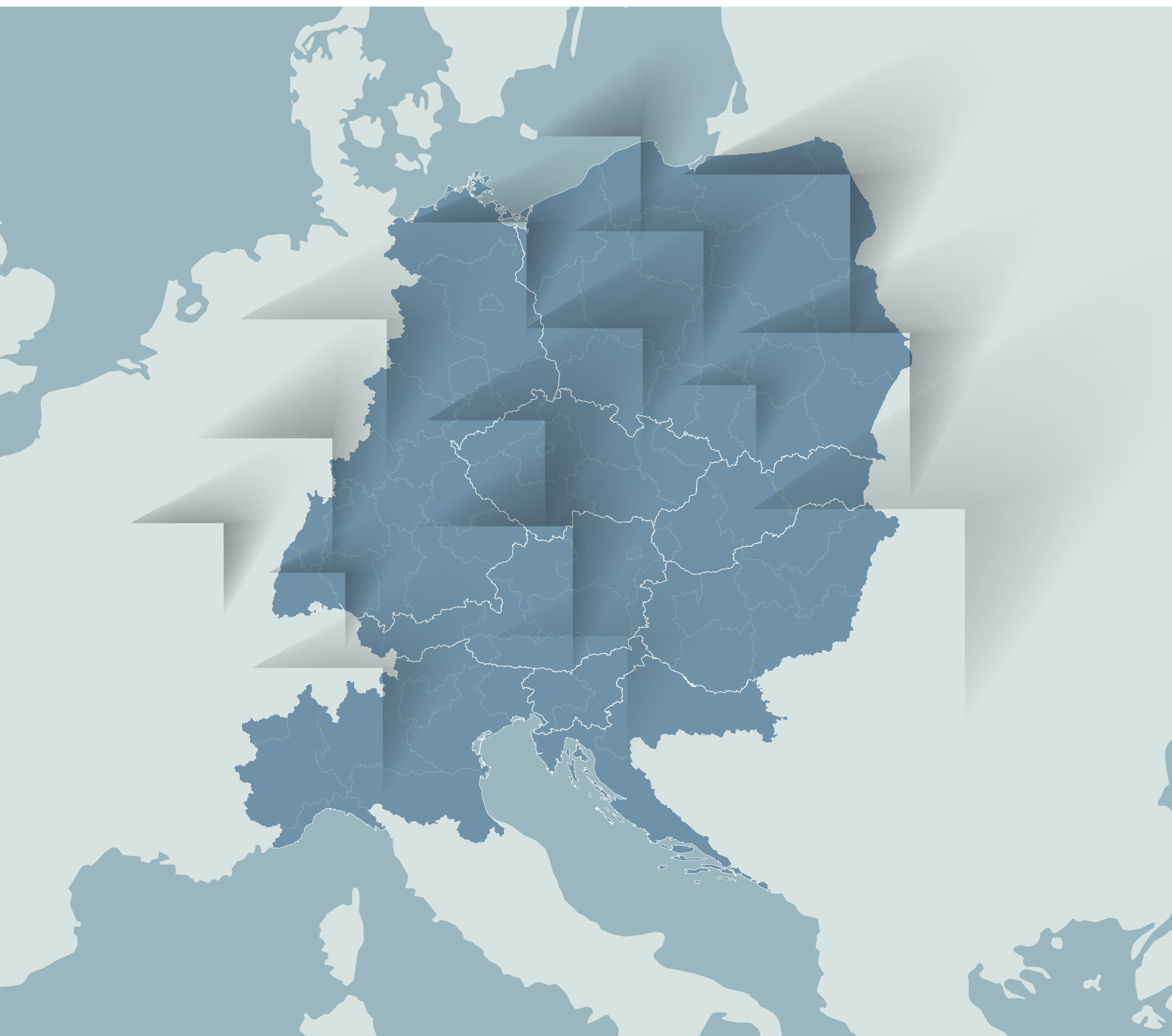


USER MANUAL PROJECT WEBSITES

Version 2
March 2017



Content

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INTRODUCTION

The project websites are integrated into the programme website using Gentic Content Management System (CMS). This manual provides you with steps and instructions how to create and edit your project website.

In case you cannot find answers to your questions in this manual, feel free to contact us at info@interreg-central.eu.

Content of your website

TIP

1. Never use a metaphor, simile, or other figure of speech which you are used to seeing in print.
2. Never use a long word where a short one will do.
3. If it is possible to cut a word out, always cut it out.
4. Never use the passive where you can use the active.
5. Never use a foreign phrase, a scientific word, or a jargon word if you can think of an everyday English equivalent.
6. Break any of these rules sooner than saying anything outright barbarous.

George Orwell, Politics and the English Language (1946)

The initial few seconds determine whether the visitor spends more time on your website or leaves. Good content is a prerequisite for returning visitors, so before you start building your website think about the content and message you want to pass across. The website offers a lot of flexibility and gives way to creativity, so you can make it your own and we hope that you make most of it.

Remember that certain **minimum requirements** when it comes to content need to be observed:

- About the project: objectives, activities and main expected results
- Basic numerical information about the project: start/end date, funding amount, number of partners etc.
- Regular news about project activities
- Description of work packages and outputs
- Document library (at later stage) containing all finalised deliverables
- List of partners and links to their websites
- Contact details

For inspiration have a look at the example page www.interreg-central.eu/projectacronym

NOTE

Please note that even though the project websites are hosted on the programme website, it is the responsibility of the project to develop and regularly update the project website, minimum requirements listed above are a **MUST**.



HOW TO USE THIS MANUAL

This manual serves as a reference guide for working with your project website. The manual is split into three parts.

The first part (part A) introduces you to the user profile and interface.

The second part (part B) introduces you to working with the CMS and its objects which are the cornerstones of your website architecture and describes how to:

- work with folders
- work with pages
- work with files and images
- and how to edit the content

The third part (part C) describes how to start building your project home page from variety of tags that are available. Some of the tags are directly connected to the folder structure, we therefore recommend you to first get familiar with part B, especially section working with folders, and only then start working with the home page tags.

For easy navigation refer to the content table.

TIP For optimal performance of the CMS, we recommend you to use Chrome 50.0 or Mozilla Firefox 45.0 or later versions.

A. ACCESS & USER PROFILE

You can access the CMS of your website through the link you have received at the project implementation training.

A.1. Log in

Enter your login and password into the login mask. If you do not have login yet, please contact the administrator via info@interreg-central.eu.



User Name

Password

LOG IN

A.2. User profile

The user profile is located at the top right corner of your browser window. Your user rights are automatically linked to your login. These are assigned by the system administrator and define the possible working steps that you are allowed to carry out in the system. The display of elements in the navigation and in the menu is also linked to the user rights. User rights can only be changed by the system administrator.

When you click on the user icon, the dialogue window appears where you can see the log out button. Here you can also change your password by clicking on the context menu ⋮

Logged in as projectacronym projectacronym ⋮

LOG OUT

Change Password

New password

Confirm password

CANCEL

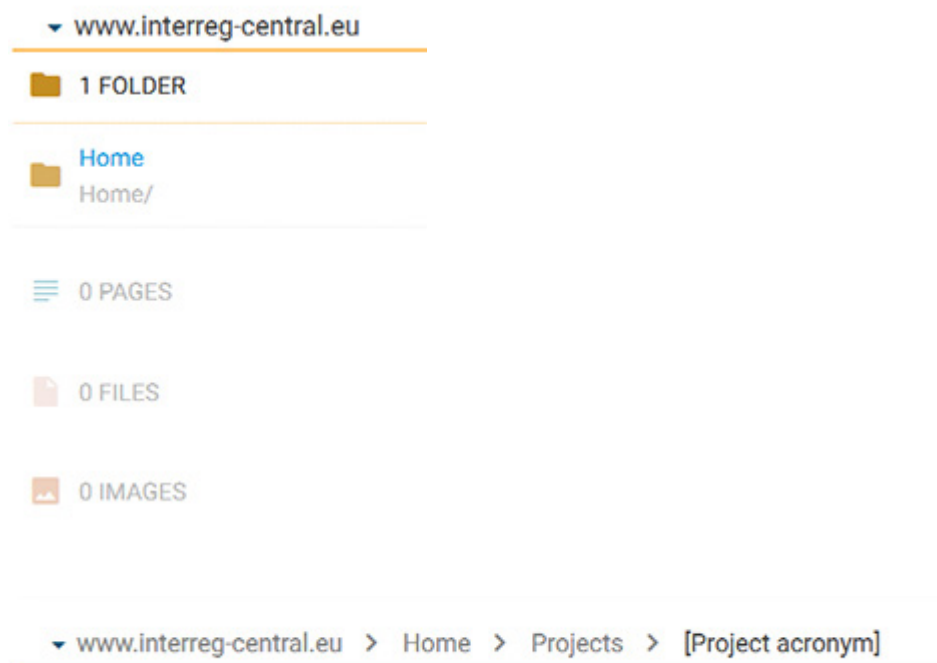
CHANGE PASSWORD

NOTE

Always log out correctly using the logout button. Do not simply close the window. Other persons with access to your workstation could continue to work within a certain time under your login in the CMS.

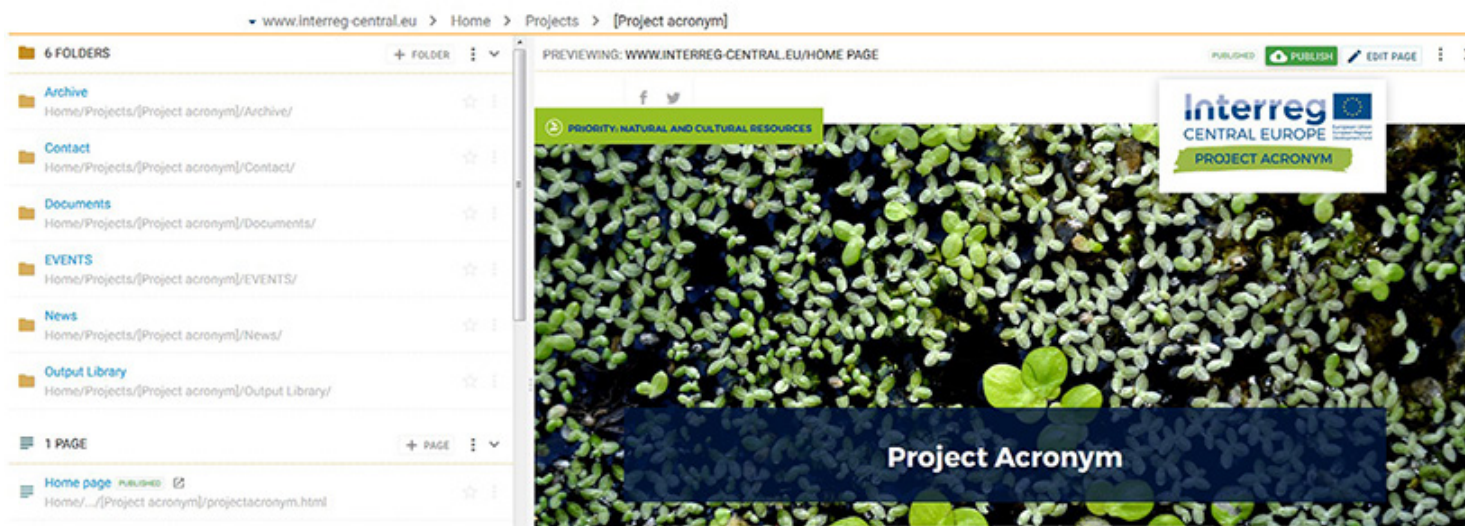
A.3. Interface

As soon as you log in to the system, the content of the current folder will be listed in the content section. To get to your project folder, click through the HOME folder until you reach your project folder.



The user interface of the CMS consists of the following sections:

- Search section
- Navigation section
- Content area



Search section

There are two ways how you can use search.

- By simply typing keywords into the search bar on top of the screen you will search through all of the files in the current folder without having to reload the page
- You can also search through the current folder and all its subfolders by typing keywords into the search bar and hitting return key

You can find information about your current position in the folder structure in the path on top of the page.

Navigation section

In the left column, the navigation section of the CMS is allowing you to access the whole folder structure of your website.

Content section

In the right column, all the objects which you select via the navigation column will be displayed.

B. Working with Gentic CMS

All objects in the CMS are displayed in lists. If you select a folder in the navigation section, a list of all pages, files, images and subfolders contained in this folder will be displayed. In the list view, you can quickly and easily carry out [Actions] on one or more objects in the list.

B.1 Working with folders

Folders are containing content like pages, images etc. Folders serve for clear management of objects and are often used as a basis for the website navigation structure.

Once you log in you will see set of pre-defined folders and underneath your home page. This set of pre-defined folders is there to make the navigation structure easier. We recommend you to keep this structure and create all new content pages inside these folders to keep the top level clear.

TIP



Attention must be paid to logical consistency and clarity when creating and naming folders. A good structure is the best way to avoid confusion.

▼ www.interreg-central.eu > Home > Project websites > [Project acronym]

7 FOLDERS

- Archive**
Home/Project websites/[Project acronym]/Archive/
- Contact**
Home/Project websites/[Project acronym]/Contact/
- Documents**
Home/Project websites/[Project acronym]/Documents/
- Events**
Home/Project websites/[Project acronym]/Events/
- Images**
Home/Project websites/[Project acronym]/Images/
- News**
Home/Project websites/[Project acronym]/News/
- Output Library**
Home/.../[Project acronym]/Output Library/

1 PAGE

- Project Home Page** EDITED  
Home/.../[Project acronym]/Project-Home-Page.html

B.1.1 Folder structure and view

ARCHIVE folder automatically stores past events created using event page template, there is no need of any action from your side when it comes to their archiving.

CONTACT folder contains set of pre-defined subfolders corresponding with the different roles of partner's in the project.

DOCUMENTS folder should serve as a repository of all finalised deliverables of the project.

EVENTS folder should be used as a repository of all event pages.

IMAGES folder should be used as a repository of all your images.


NEWS folder should be used as a repository of all your news pages.

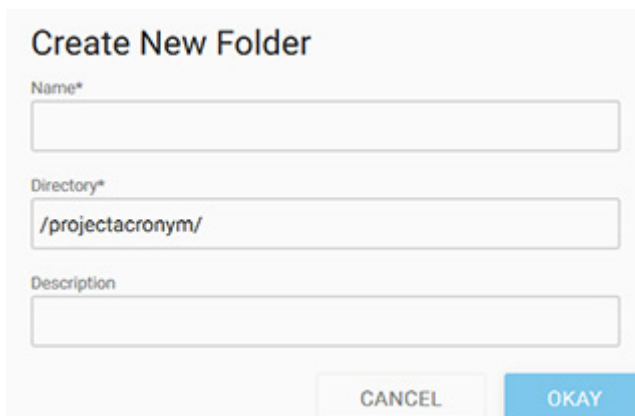
OUTPUT LIBRARY folder feeds directly into the programme's output library. More information on the functionality will follow soon.

Each folder can have an arbitrary number of subfolders. Clicking on the symbol in front of the folder name in the navigation section selects the folder. Clicking on the name of the folder will open the folder and all containing content will be displayed.



B.1.2 Creating folder

In order to create a new folder click on add folder  icon. The dialogue window will open.



The dialog box is titled "Create New Folder". It contains three input fields: "Name*" (empty), "Directory*" (containing "/projectacronym/"), and "Description" (empty). At the bottom right, there are two buttons: "CANCEL" and "OKAY".

Here you can:

- Enter name of new folder
- Define name of directory under which all objects contained in this folder are stored on the web server. This effects the URL of these objects (pages, images etc.). If you do not wish to specify a directory of your own, simply leave this field blank. Then all pages stored in this folder are published in the same directory
- Enter additional information in description field

Clicking on [OK] confirms your input and you return to the list view. The new folder can be selected in the navigation section.

B.1.3 Renaming folder

To rename a folder, click on the context menu  and then on  **Properties**

PROPERTIES
OBJECT PROPERTIES

Name*

Directory*



Description

Here you can edit:

- Name of the folder
- Name of the directory and
- Description of the selected folder



To confirm your changes click  **SAVE CHANGES** button.


B.1.4 Moving folder


In order to move one folder to another click on the context menu  and then on  **Move**
A new window will appear where you can select the target folder.


Choose Target Folder


[www.interreg-central.eu](#) > [Home](#) > [Projects](#) > [\[Project acronym\]](#)


 **6 FOLDERS**



 Archive

 Contact

 Documents

 EVENTS

 News

 Output Library

CANCEL

MOVE HERE

You can navigate through your CMS by using the path on top of the page. To confirm the action click on [MOVE] to target folder.



TIP

To create/edit/delete subfolders follow the same steps as with folders.

NOTE

If you wish to move several folders at the same time, the selected folders can only be moved to the same target folder, not to different folders. When moving folders all links are automatically moved at the same time. This saves you having to link pages, files and images again if the publication directory of the folder should have changed.

B.1.5 Deleting folder

To delete a folder, click on the context menu  and then  **Delete** or mark the checkboxes of all the folders you want to delete and then use the delete button.



NOTE

All objects such as pages, images, files that are in the folder or subfolders including their content will be lost when the folder is deleted. Although the link management of CMS prevents invalid links occurring on the page by deactivating these links, you should nevertheless take care not to inadvertently delete objects linked from other pages.

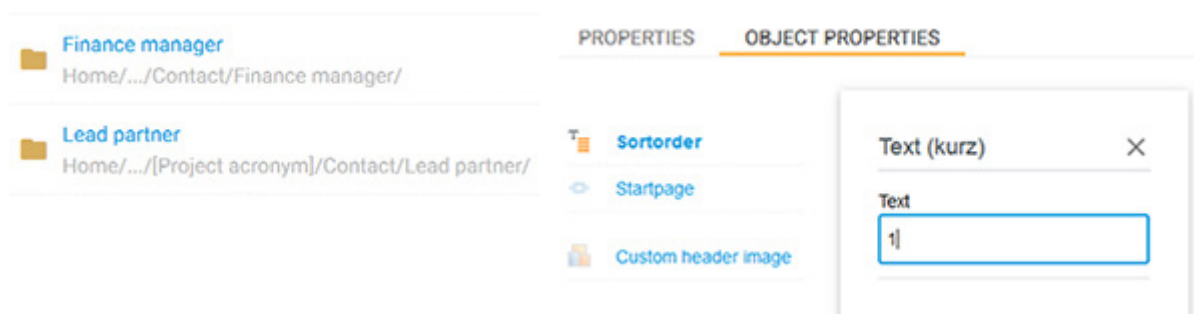
TIP

When giving folders sort order numbers we recommend to count by tens: 10, 20, 30 etc. This way you will avoid re-sorting in case you create extra folder that you want to position between existing folders. You can then easily give a new folder for example sort number 15 and it will then be placed automatically between existing folders.

B.1.6 Order of the folders

The folders in the CMS appear in the alphabetical order, this does not however need to be reflected same way on the frontend. If you wish to organise the folders in a different order on the frontend you need to go to context menu  and then to  **Properties**. In [Object Properties] section you can insert the sort order number of the folder.

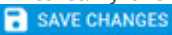
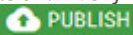
For example, if you want a folder „lead partner“ to appear above folder „communication manager“ on the frontend, you give „lead partner“ folder sort number 10 and „communication manager“ sort number 20.







For more information about object properties refer to chapter B.5.

B.2 Working with pages

TIP Keep information on your home page short and to the point and rather link to pages where more information is displayed. This way, you will ensure that your home page is not overloaded with information and your visitor will be able to get most important information quickly.

Pages help you to provide more content and information and are complementing your home page, which should aim to carry short teaser information. Every page has a status which is important for editing  and publishing .

You can identify the status of the page in the list view.

 **Home page**   
Home/.../[Project acronym]/projectacronym.html

The page is published.

 **Home page**   
Home/.../[Project acronym]/projectacronym.html

The page is stored, but not published. This page version might be different to the published page version. If [EDITED] is in red, the page is locked for editing, which means that somebody is currently working on this page. This page has not been saved and currently cannot be edited by another user.



B.2.1 Page templates

When creating a new page you can choose from following page templates:

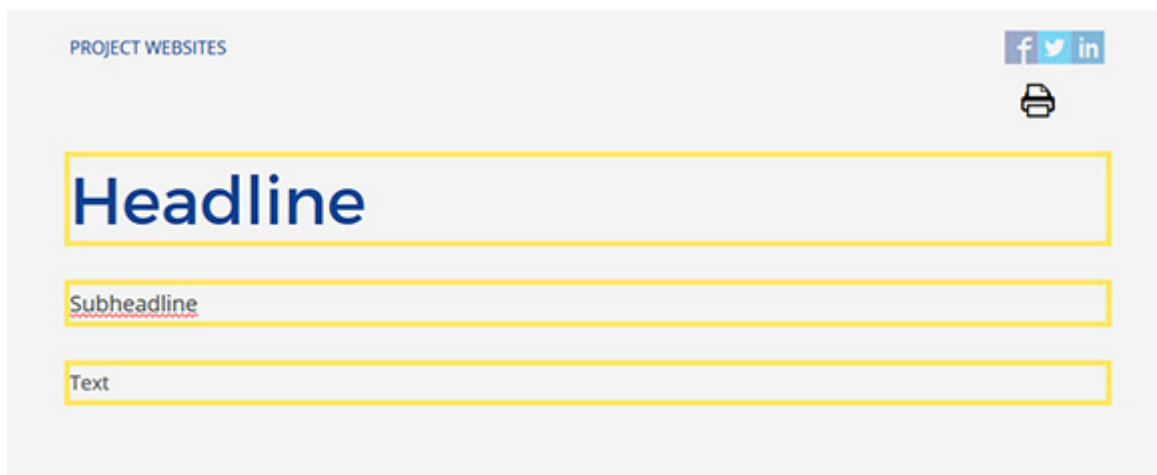
- Content page
- Event page, default template of the folder Events
- Contact page, default template of the folder Contacts

NOTE

On your project website, the choice of templates is already pre-defined and linked to the specific folders.

Content page

Content page is a most common template that you can use for displaying more information about your activities, outputs, news etc. There are three text fields in the content page template, each directly editable.



The screenshot shows a web page template titled "PROJECT WEBSITES". In the top right corner, there are social media icons for Facebook, Twitter, and LinkedIn, and a printer icon below them. The main content area consists of three large, yellow-outlined rectangular text boxes. The first box is labeled "Headline" in a large, bold, blue font. The second box is labeled "Subheadline" in a smaller, blue font. The third box is labeled "Text" in a small, blue font.

Here you can insert:

- Headline into the first text field
- Teaser text or subheadline of your page into the second text field
- Standard text with images into the third text field

For more information on how to edit the content refer to chapter B.3.



Event template

The event template is a default template of the EVENTS folder. It is similar to the content page template but it contains additional event settings which help you to thoroughly describe your event. This information is then reflected in the event calendar and is also basis for the event search function, therefore it is important that these fields are completed with as much information as possible.

The basic structure of the event template is same as that of the content page template.




The screenshot shows a light gray background with three yellow-bordered rectangular boxes stacked vertically. The first box contains the text "Project acronym: Energy Conference" in a large, bold, blue font. The second box contains the text "1-2 February, Berlin, Germany" in a smaller, black font. The third box contains the text "The conference on energy efficiency plans to attract various stakeholders.." in a smaller, black font.

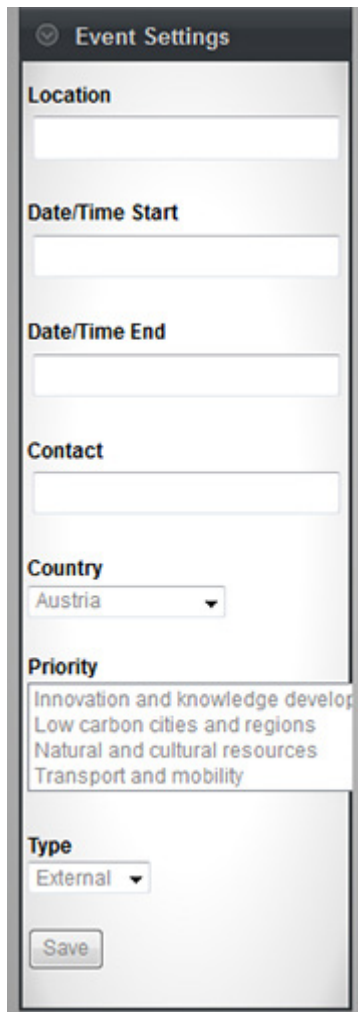
Here you can insert:

- Title of your event into the headline

IMPORTANT: always remember to insert your project acronym in front of the event title. This is important for displaying of your event in the calendar on the programme website.

- Date and place of your event into the subheadline
- Description of your event into the standard text field

In addition, the event settings side bar, shown automatically in the right corner of the template , needs to be also completed with information about your event. This ensures that your event is properly listed in the event calendar.



Event Settings

Location

Date/Time Start

Date/Time End

Contact

Country
Austria ▼

Priority
Innovation and knowledge develop
Low carbon cities and regions
Natural and cultural resources
Transport and mobility

Type
External ▼

Save

> Insert location of the event

> Insert start and end date of the event

> Insert contact email address or website address

> Select country in which event is taking place

> Choose relevant topic of the event.
For multiple choice press Shift and arrows

> Select PROJECT for any internal project meeting/
event involving only project/associated partners
without external audience

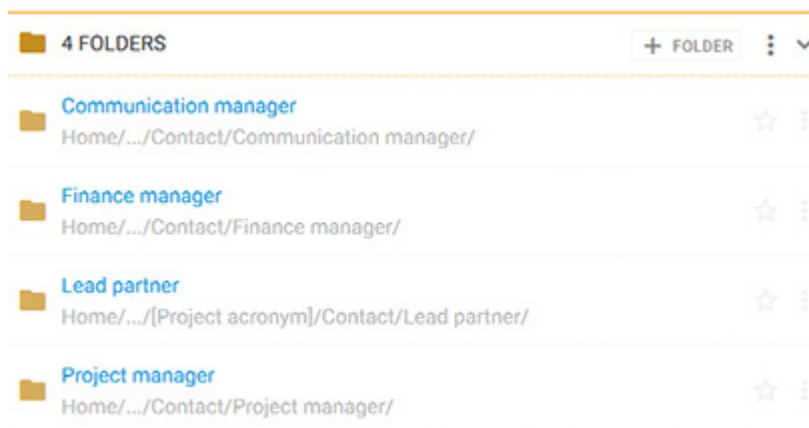
> Select EXTERNAL for any event with external audience

NOTE

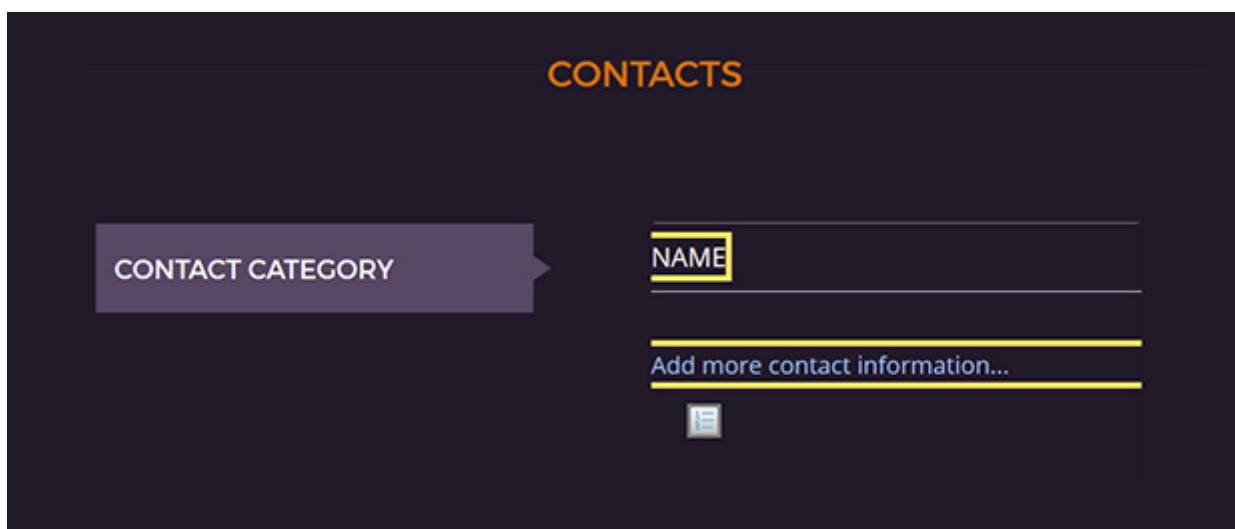
Once you have created the event page and published it, the event will automatically show on your website in the EVENT OVERVIEW tag. Make sure that you have inserted this tag into your home page. For more information refer to chapter C.1.12.

Contact template

The contact template is a default template of the folder CONTACTS. The folder CONTACTS already comes with following pre-defined subfolders: lead partner, project manager, finance manager and communication manager.



When you want to enter contact details of for example communication manager, simply go to the subfolder communication manager and create a new page there. The contact template will be automatically used and following screen will appear.



The screenshot shows a dark-themed contact form titled 'CONTACTS' in orange. On the left, there is a purple button labeled 'CONTACT CATEGORY'. On the right, there is a form with a 'NAME' field (highlighted with a yellow border), followed by two empty text input fields. Below these fields is a link that says 'Add more contact information...' (highlighted with a yellow border). At the bottom right, there is a small icon of a document with a plus sign.

Here you can enter:

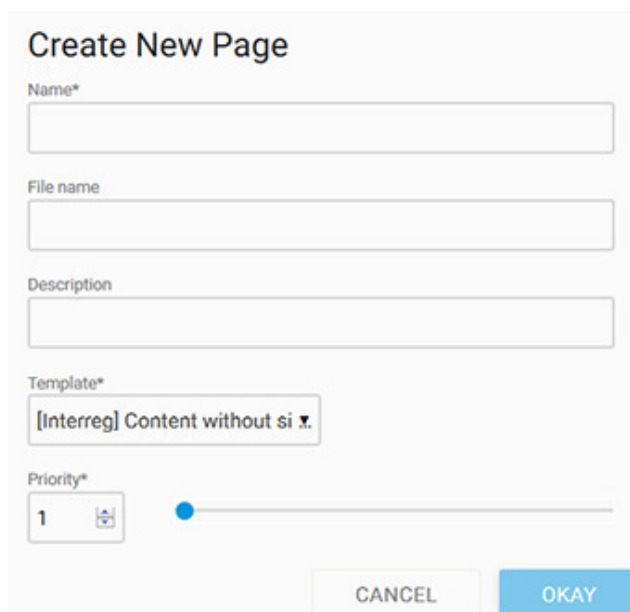
- Name of the person
- Contact details of that person

NOTE

Once you have created the contact page and published it, the contact information will automatically show on your website in the CONTACTS tag. Make sure that you have inserted this tag into your home page. For more information refer to chapter C.1.11.

B.2.2 Creating page

To create a new page, first select the folder in which you want to create this page and click **+ PAGE**. A dialogue window will open.



The dialog box titled "Create New Page" contains the following fields and controls:

- Name***: A text input field.
- File name**: A text input field.
- Description**: A text input field.
- Template***: A dropdown menu showing "[Interreg] Content without si ▼".
- Priority***: A numeric input field showing "1" and a slider control.
- CANCEL**: A button.
- OKAY**: A button.

Here you can enter:

- Name of your page. The page name is often used as page header
- The filename will be created automatically based on the page name as soon as you click [OK]. If you assign the filename yourself, you must ensure that the correct file extension is used and that no special characters, accents or blanks are used. You can omit the extension (e.g. .html); the system then adds this extension automatically.
- Description of the page using keywords or full sentences

B.2.3 Renaming page

Select the desired page and click on  **Properties** in the context menu 

PROPERTIES
OBJECT PROPERTIES



Name*

File name

Description

Template*

Priority*

Here you can edit:



- Name of the page
- File name
- Description of the selected page

Confirm your changes by clicking the  **SAVE CHANGES** button.

TIP

If you want to move several pages at the same time by activating the checkboxes, you can only select one target folder for all the pages. When pages are moved, all links are automatically updated by the system.



B.2.4 Moving page







To move the page, select checkboxes of all the pages you want to move and click  **Move** in the context menu .

The dialogue window will open and you can confirm the target folder by clicking on it. You can easily navigate through the folder structure by using the path on top of the page. To confirm the action click on [MOVE HERE] to target folder.

Choose Target Folder



- www.interreg-central.eu > Home > Projects > [Project acronym]

 6 FOLDERS 




-  Archive
-  Contact
-  Documents
-  EVENTS
-  News
-  Output Library

CANCEL
MOVE HERE

B.2.5 Copying pages

If you do not want to start a new page from scratch you have also option of copying the existing page. To do so, open the context menu  and click  **Copy**

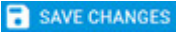

B.2.6 Deleting page

To delete the page, click on the context menu  and then  **Delete**
Or mark the checkboxes of all the pages you want to delete and use delete  icon.


NOTE

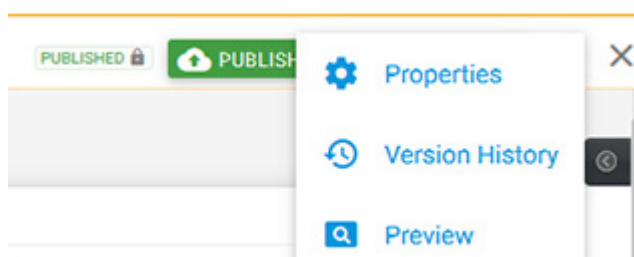
As soon as you confirm [DELETE] action it cannot be reversed. Please also note that if you delete a page, the respective links to this page on all other pages linked to this page will be automatically deactivated via the automatic link management routine.

B.2.7 Saving page

By using  button you save all changes that you just made to the page, but the page is not published/online yet. This means that the last published version of the page is still visible to the visitors of your website. This is especially useful if you want another user to proofread/edit/review the page before it is placed online by using  button.

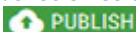
B.2.8 Live preview

Live preview allows you to see how the page will look like once published. To open the preview click on the context menu  of edited page and then [PREVIEW].



B.2.9 Publishing page

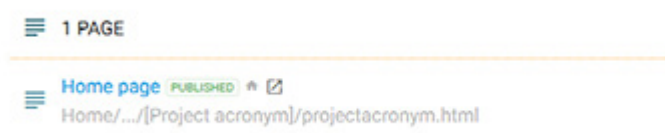
By publishing page you will place the page online and it will be accessible to all visitors of your website. All pages linked to the newly published page will also be updated.


With each publication run (e.g. every 10 minutes), CMS transfers all pages published since the last publication to the web server. In order to publish a particular page click  in the edit mode of the page.

You can also publish the page by finding the page in the folder and clicking on publish in the context menu .

B.2.10 Advanced working with pages

As a default, the start page of your website is your home page. You can see small home icon next to the page title.

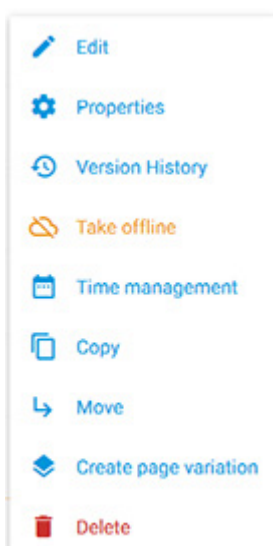


You can also select a start page for any other folder by clicking on the context menu  and clicking [Set as folder start page].

NOTE

Do not change the start page (home page) of your website as to this page is linked the short url of your website.


You can also easily take the page offline by clicking on the context menu and [TAKE OFF-LINE] command. If a page is taken offline from the server it is no longer accessible and only exists in the CMS. As these pages can be published again at any time, this is often a better solution than deleting the page. Related pages and links will also be changed and automatically deactivated.



B.3 Editing content

Gentics CMS is using aloha editor, which is an HTML5 based „what you see is what you get“ editor. This means that you work directly on the page and not in a form-based dialogue window. Therefore you see the text during editing almost exactly as it will look once published.

B.3.1 Editing page

After clicking on  **EDIT PAGE** button, the page opens in the editing mode and yellow rectangles highlight editable areas.




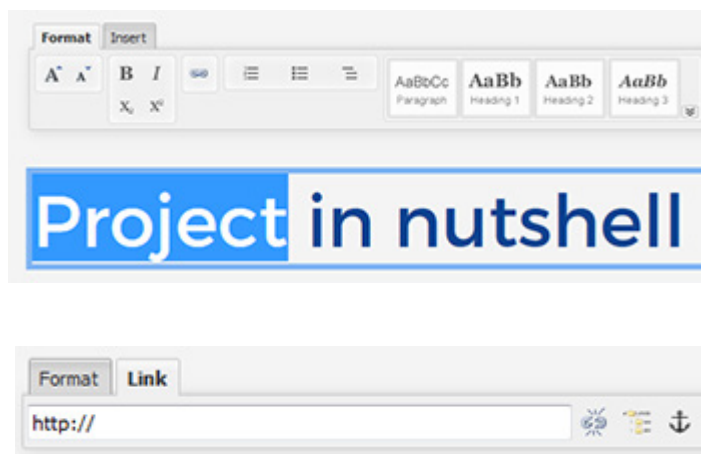
When you click into one of yellow areas, the floating formatting toolbar will appear and the rectangle will turn blue. You can move the formatting toolbar to other areas on your screen by dragging the toolbar with the mouse. You can fix it into this new position by clicking on the pin at the top right corner of the toolbar.



Now you can enter all your content or copy it straight out of a text editor (e.g. Microsoft Word). The editor will recognize formatting (i.e. bold or italic, headlines, lists, tables etc.) But you can format or reformat your content with the formatting menu as well. Just mark the text and choose one of the formatting options like [Paragraph] for normal text or [Heading 2] to [Heading 6] for headlines.

B.3.2 Creating link

If you want to create a link, select words which have to be linked and click on the link icon  in the formatting toolbar.




TIP

If you know the page name or part of it, you can enter the name into the link bar and Gentic Content.Node will automatically suggest a list of one or several pages.

Here you can:

- Enter an external URL (like <http://google.com>)
- Choose a page from the Gentic Content.Node or
- Delete the link function

If you want to choose a page from Gentic Content.Node, the repository browser will be displayed. Now you can browse through the folders and choose the page you want to link to. To confirm your selection you have to click on the selected page.

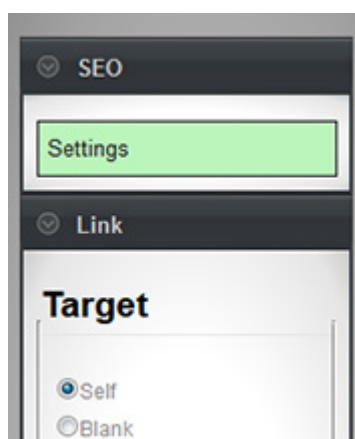
The links by default open in a new window, this can be changed in the side bar settings by placing your cursor inside or at the end of the link and opening the sidebar on the right .

New menu will appear.

Choose target:

Blank the link will open in a new window/tab

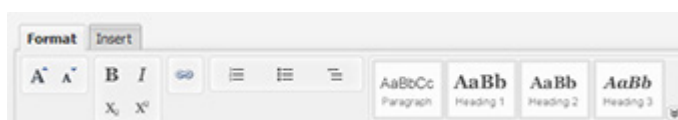
Self the link will open in same window/tab



B.3.3 Creating lists

There are two ways of creating lists:

- Enter all list elements, mark the entered text and click on [Ordered list], [Unordered list] or [Definition list]-icon.
- Change the formatting before inserting the text by clicking on one of above mentioned list icons and enter your list elements.

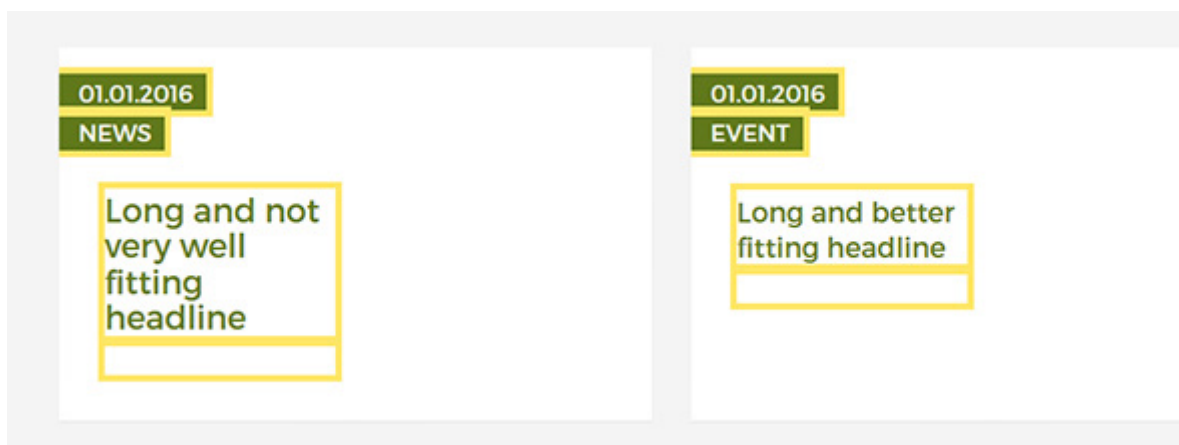


Inserting list:

- A
- B
- C

B.3.4 Changing font size

The formatting bar gives you also option to decrease or increase size of the text. This is especially useful when you are using text boxes tag as it allows you to adapt the size of the text to better fit the text box.



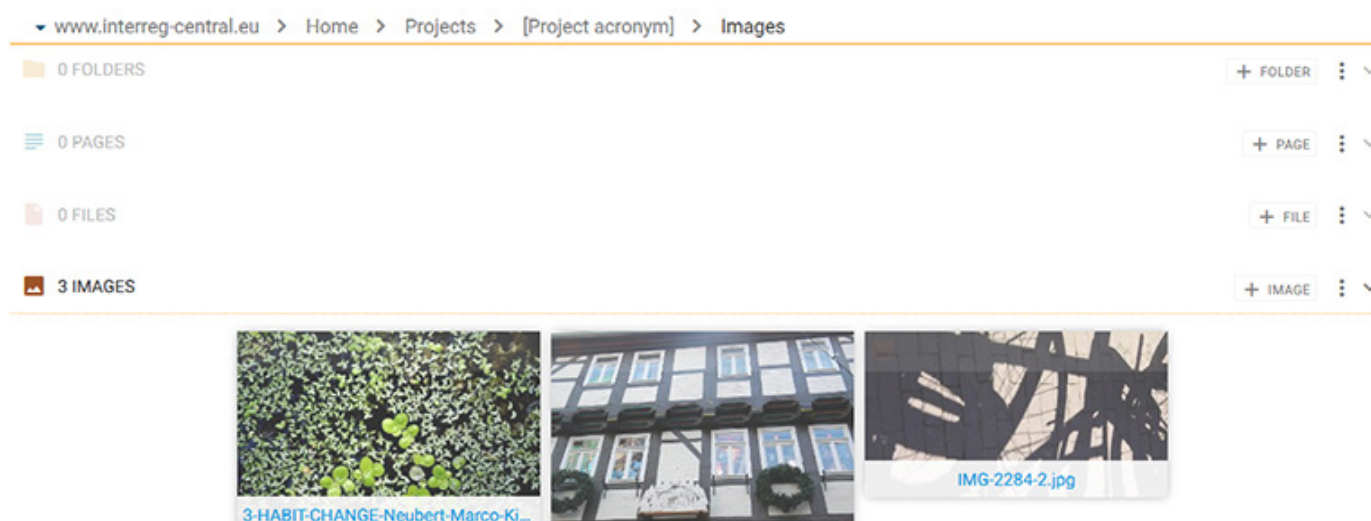
B.4 Working with files and images

Every file with the extension .jpg, .gif, .png and .bmp is recognized by CMS as an image. Other image formats such as .tiff, .psd or .eps. are not displayed by any web browser and therefore recognized by CMS as file.



B.4.1 Uploading image

In order to use an image in the CMS you have to upload one. Open the IMAGE folder in the navigation and click **+ IMAGE**

Now a dialogue window opens and you can choose one or several images from your hard drive for uploading. Once uploaded these new images will appear in the folder. If you click on one image your chosen image will be open in the content area.



B.4.2 Image properties

You can change the image name or description of the properties via context menu  of the image. In order to edit all properties, you have to open the image and click on  **Properties**. In the dialogue window you can enter a new name for the selected image or edit its description.

PREVIEW **PROPERTIES** OBJECT PROPERTIES

Name*

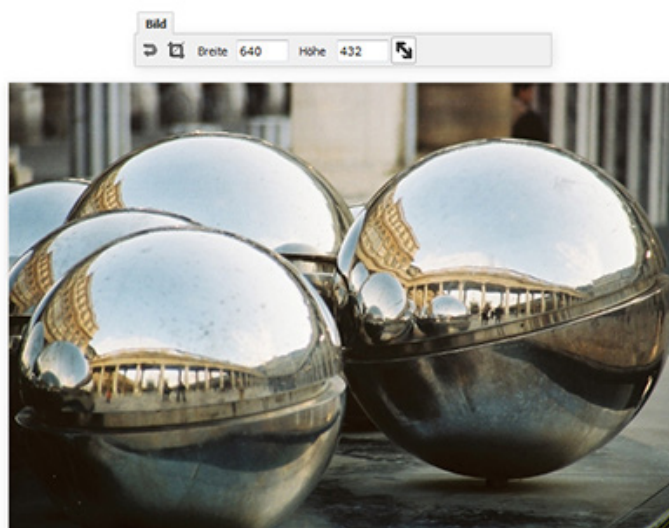
Picture.JPG

Description

B.4.3 Manipulating image

With the image manipulator you can edit images e.g. resize or crop it. To open the image manipulator you follow same logic as with editing of the page, click on the image and then edit the image. You can resize the image using drag and drop, enter a number of pixels or crop out one part of the image. You can even reset your manipulations or create a copy of the opened image.



In order to resize an image enter your desired width and/or height or drag and drop the icon on the bottom right corner of your image. If you do not activate the aspect ratio or change the picture size via drag and drop, your image may be blurred.



To crop the image, open the image with image manipulator, click on the cropping icon, and select the area to be cropped. You can move and change size of the area. By clicking the green icon you confirm your configuration.





B.4.4 Moving image

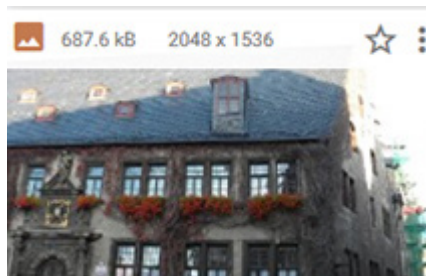
In order to move one image to another folder, use the context menu  of the image and select  **Move** to open the target folder menu.

B.4.5 Deleting image

TIP

If you delete the image, it will be completely lost and it will not be displayed on any page anymore.

In order to delete one image use the context menu  of the image and select  **Delete** button.



B.4.6 Uploading file

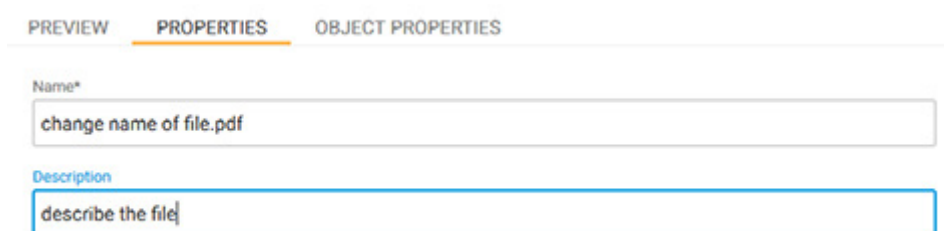
All files not recognized as images are in the CMS handled as files. For example, files with the extension .docx, .xlsx, .pdf, or .zip, but also image files that cannot be displayed by a browser, such as .tiff or .eps. Files are normally displayed in a separate list view.

In order to upload a new file, click on **+ FILE** in the navigation section and a dialogue window prompting you to select files from the hard drive will open.

After confirming upload via clicking on [OK] you will return to the previous view.

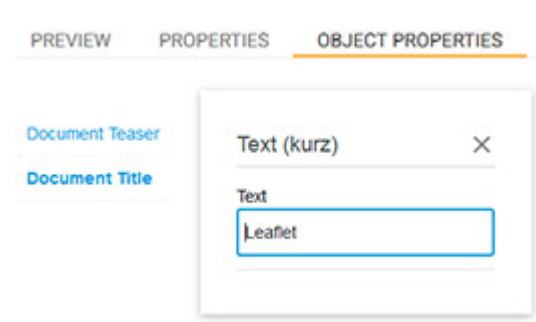
B.4.7 Editing file

You can change the file name or description in the file properties dialogue window. This essentially follows the same logic as with the images. Here you can enter a new name for the selected file or edit its description.



The screenshot shows the 'PROPERTIES' tab selected. It contains two text input fields: 'Name*' with the value 'change name of file.pdf' and 'Description' with the value 'describe the file'.

By clicking on object properties you have further options to customise your file. Here you can enter the file name how you want it to appear on the website and also write a short teaser text about the document. This will appear underneath the document title.





The screenshot shows the 'OBJECT PROPERTIES' tab selected. It contains two text input fields: 'Document Teaser' and 'Document Title'. A modal window titled 'Text (kurz)' is open, showing a 'Text' input field with the value 'Leaflet'.

NOTE

Always remember to give your file name as each uploaded file will be displayed on the frontend without the name only with the file extension (.pdf not leaflet.pdf).

B.4.8 Moving file

To move file to another folder use the context menu  of the file and select  **Move** to open the target folder menu.

B.4.9 Deleting file


TIP

If you delete the file, it will be completely lost and it will not be displayed on any page anymore.

To delete the file use the context menu  of the file and select  **Delete** button.

B.5 Object properties

Object properties help to attribute additional information to the page/image/file/folder. They are heavily dependent on the structuring and implementation of your website and can therefore be kept very simple or made very complex.

To enter the object properties click the context menu  on the right side of page/image/file/folder and select [Object Properties].

Folders

Folder object properties serve, as the name indicates, to define further information for folders. One example of folder object properties is the creation of a multilingual navigation in which each folder represents a navigation point. In order to translate these folders, object properties can be defined which represent the navigation names in the various languages (e.g. English name, German name).

Pages

Just as with folders, object properties can also be added to pages. The page object properties can vary widely. They can range from additional information for the formatting of the date through to information concerning the navigation.

Images

Image object properties are additional information that you can link to an image file. Apart from the properties predefined in the system (name, description), the administrator can also add new properties (e.g. an image caption, alternative text etc.) to an image. The information contained in the image object properties is saved with the image and is then available automatically every time this image is used. In the case of information such as copyright, it is therefore useful if this information is assigned directly to each image, especially if the image is used on different pages.

Files

Files have certain predefined properties like file name and description. Especially important is the file name, as this is the name under which this file will appear on the website. In the list of file object properties you will find further defined elements that you can fill in, not only text, but also links, images can be assigned to a file. The advantage of the file object properties is that the information about the file is saved and this is how the file will always appear on your website, with this specific name, short description etc.


Sort order

If you create folders, files and pages you will notice that they are always listed in alphabetical order. This order however can be changed using sort order function in object properties. This will allow you to list folders, files or pages in desired order on the home page. For example, if you want a folder „lead partner“ to appear above folder „communication manager“ on the frontend, you give „lead partner“ folder sort number 10 and „communication manager“ sort number 20.

TIP When giving folders sort order numbers we recommend to count by tens: 10, 20, 30 etc. This way you will avoid re-sorting in case you create extra folder that you want to position between existing folders. You can then easily give a new folder for example sort number 15 and it will then be placed automatically between existing folders.

B.6 Search engine optimisation (SEO)

SEO helps you to grow visibility in organic (non-paid) search engine results. There are many aspects to SEO, from the keywords on your page to the way other sites link to you on the web.

You can make your website more visible to search engines by completing SEO section of your website. In order to do so, click on the side bar button  in the right corner when you are in edit mode of your home page.



In the settings dialogue window you can complete more information about your project which will help search engine to find your website when someone uses keywords that correspond with your description.

Title: tells search engines and visitors what your page is about in the most concise and accurate way possible. We recommend to use either project acronym or project title.

Meta description: a short paragraph of text placed in the HTML of a webpage that describes its content. The meta description will then appear under your page's URL in the search results.

Open graph: allows you to control what content shows up when a page is shared on Facebook or Twitter.

Google Search Result Preview

Project Acronym

<http://www.interreg-central.eu/Content.Node/projectacronym/Project-Home-Pag>

Find out more about my project

Title (64 characters max recommended)

Project Acronym

meta description (155 characters max recommended)

Find out more about my project

Open Graph Title (will be used on twitter and facebook)

Locale (i.e. en_US)

Central Europe

Open Graph Description (Description when shared on twitter and facebook)

Open Graph Image (image shared on facebook)

recommended: 1200x630px

for big image at least: 600x315px

image must be atleast 200x200px to be used at all

C. Working with home page

The project home page consists of header and numbers of tags which you can freely add, move or delete.



When you click on the edit button on the top left  you can edit the header:

- Change the header picture. Ensure that you are using good quality picture.
- Insert social media links

TIP

The startfolder as well as project logo have already been set, so there is not need to change them.

[Interreg Central] Header Navigation Project Pages

Startfolder

Home

Header Nav Startfolder

Logo-image (560x138px)

Project-acronym-CMYK.png

Selected folder: www.interreg-central.eu/Home/Project websites/[Project acronym]

New image

Image manipulation

Projectname

Project Acronym

Headerpicture (2246x1123 px)

3-HABIT-CHANGE-Neubert-Mai

Selected folder: www.interreg-central.eu/Home/Project websites/[Project acronym]/images

New image


Image manipulation


Facebook

C.1 Using tags


Below the header you will see number of tags. These tags help you to display content on your home page in various ways.




When you click on one of them, the tag will appear on the top of the page. You can then edit it, move it or delete it but using the  menu directly above the tag.

By clicking the arrows  you can move the tag to the desired position on the page (further up or down the page).

TIP Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

By clicking on the third button  dialogue window opens where you can further customize or edit the tag.

The last icon  deletes the whole tag with all of its content.

C.1.1 Text tag



By adding the text tags, one or two column text fields appear on the page. You can now easily edit them just like any content page. You can edit and format the text in the columns, insert links to the external and internal pages directly in the tag.

You can further customise the tag by using the third button 

- Create an anchor point which is shown on the top of your home page by completing the last text box [Anchor Name]

[Interreg Central] 2 Column Grey Text Section

Left column content

<p><node gbrlochapelink15></p>

Right column content

<p>It puts public transport at its centre to reduce greenhouse gas emissions through cleaner and
Nonac nede iusto fincilla vel aliquet nec. Valsitote egest arisi in anim iusto rhoncus id imperdiet a

Text

Anchorname

about project

CANCEL

OKAY

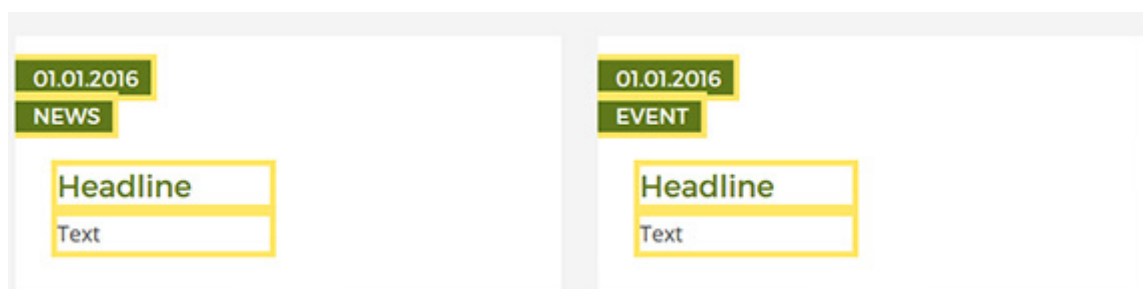
This is how the anchor points looks like on the frontend.



C.1.2 Text boxes tag



By adding these tags two or four text boxes will appear on the page. You can now easily edit them just like any content page.



2 Text Boxes can be used to display news or events. The boxes are fully editable so you don't have to limit yourself to pre-defined headline of news and events and create the headline you need.

TIP For the best results choose picture in the portrait format, this helps to ensure good balance between text and image.

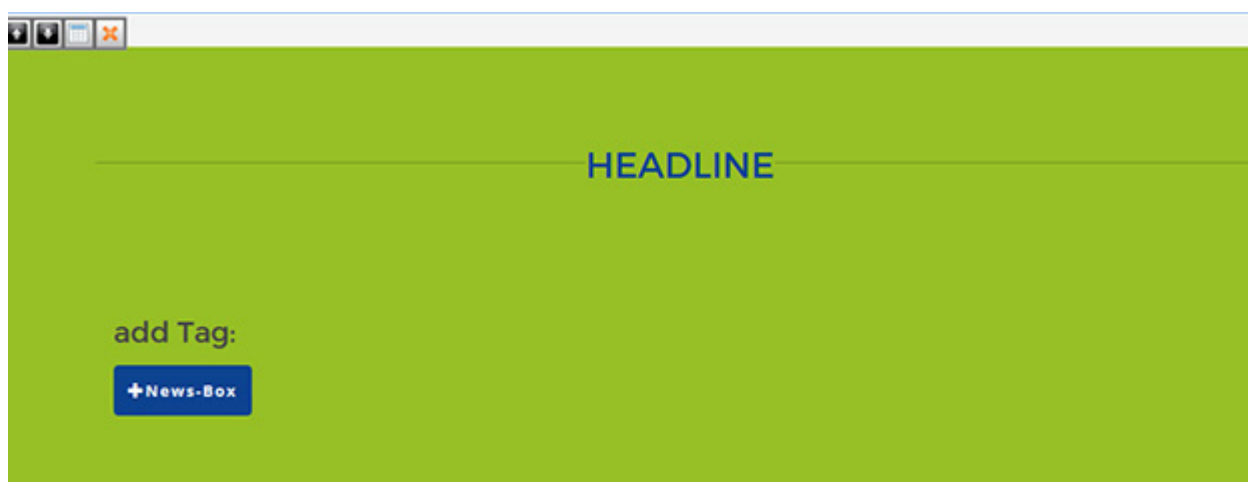
You can further customise the tag by using the third button



- Insert a link to the left or right column (link 1 is the left column, link 2 is the right column). You can either choose to enter an external link or an internal link using the CMS content repository browser
- Insert a date/type/headline
- Upload a picture either from the CMS content repository browser or from your local hard drive. You can also edit the picture directly by clicking on the image manipulator button.
- Enter an alternative text for the picture
- Upload a video either from the CMS content repository browser or directly from your local hard drive
- Create an anchor point which is shown on the top of the home page.

Click on [Okay] to save your changes or on [Cancel] to discard them.

By adding the tag 4 Text Boxes the below tag will show on the top of the page. By clicking on the blue button [+News-Box] you can add up to 4 text boxes to this tag. You can easily edit them just like any content page.



TIP

Note that the tag tries to optimise the images for the 4 boxes settings as much as possible but it can happen that images with different aspect ratio will not appear perfectly aligned on the front-end. For the best results you can resize the images in any image editing software prior the upload.

You can further customise the tag by using the third button



- Insert a date/type/headline
- Upload a picture either from the CMS repository browser or from you local hard drive.
You can also edit the picture directly by clicking on the image manipulator button
- Enter an alternative text for the picture
- Upload a file either from the CMS content repository browser or from you local hard drive
- Add a link. You can either choose to enter an external link or an internal link
- Create an anchor point which is shown on the top of the home page.


Click on [Okay] to save your changes or on [Cancel] to discard them.

The final tags can look like this.

28.08.2016
NEWS

Project Kick-off


The whole partnership met in Torino to discuss the timeline of activities and to get to know each other. We are excited about starting to jointly work on our project.



13.09.2016
EVENTS

First pilot action launched

In September, project partners met in Vienna to launch and discuss implementation of novelty energy measures in public buildings.



THEMATIC WORK PACKAGES

OVERVIEW OF WORK PACKAGES

Project will carry out activities that will lead to the project main result Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.



WORK PACKAGE 1

LOW-CARBON MOBILITY PLANNING

Greater resources and better strategies are needed to ensure integrated Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo.



WORK PACKAGE 2

PUBLIC TRANSPORT ORGANISATION

Work package focuses on the energy management for improvement of energy efficiency for public transport Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Lorem ipsum dolor sit amet, consectetur adipiscing elit.



WORK PACKAGE 3

PUBLIC TRANSPORT INFRASTRUCTURE

Work package focuses on the development of low-carbon public transport technologies, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Lorem ipsum dolor sit amet, consectetur adipiscing elit.



C.1.3 Numbers animated

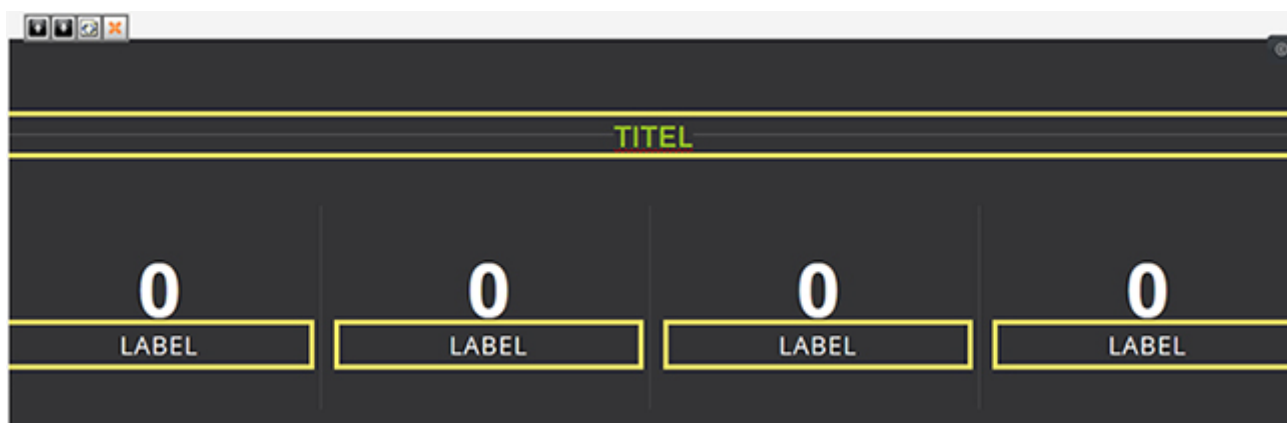
TIP

Note that even if you insert numbers and save them, they will still appear in the backend as 0. This is because of the counting up animation function. The counting only appears on the frontend.

+ 4 Numbers (animated)

+ 2 Numbers (animated)

By adding these tags boxes with two or four numbers will appear on the page. As indicated in the name of the tag, the numbers are animated and they count up.



You can edit the labels as well as title directly in the tag.

To insert the numbers use the third button  from the edit menu.

- Enter a specific number the tag counts up to
- Select icons (up to 4 each) you want to show with your numbers
- Add a link. You can either choose to enter an external link or an internal link using the CMS content repository browser
- Create an anchor point which is shown on the top of the home page

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

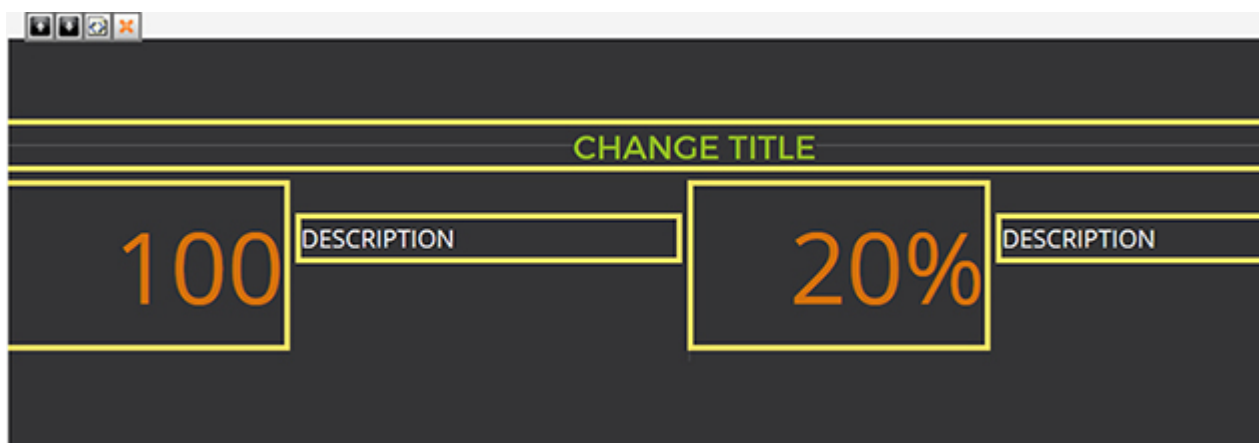
You can see the numbers only on the frontend. In the CMS you will always see 0. The final tag can look like this (frontend view).



C.1.4 Numbers static

+ 2 Numbers (static)

By adding this tag a box with editable fields will appear on the page.



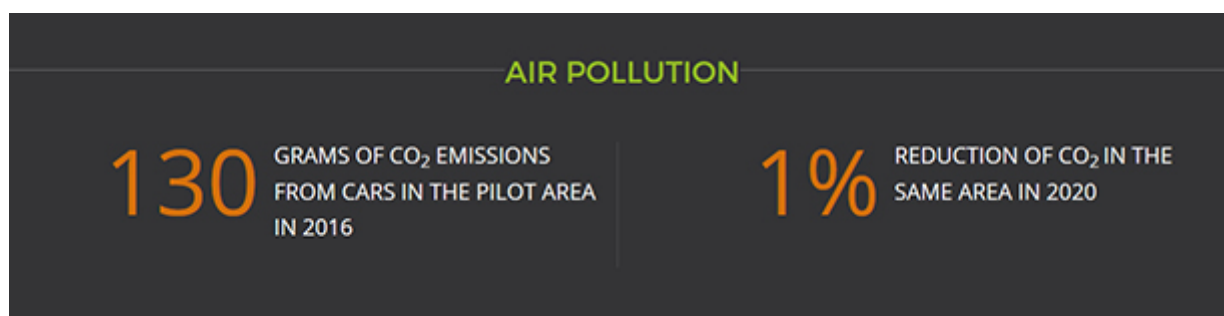
You can edit title, numbers and description directly in the tag.

You can further customise the tag by using the third button 

- Add a link. You can either choose to enter an external link or an internal link using the CMS content repository browser
- Create an anchor point which is shown on the top of the project page.

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

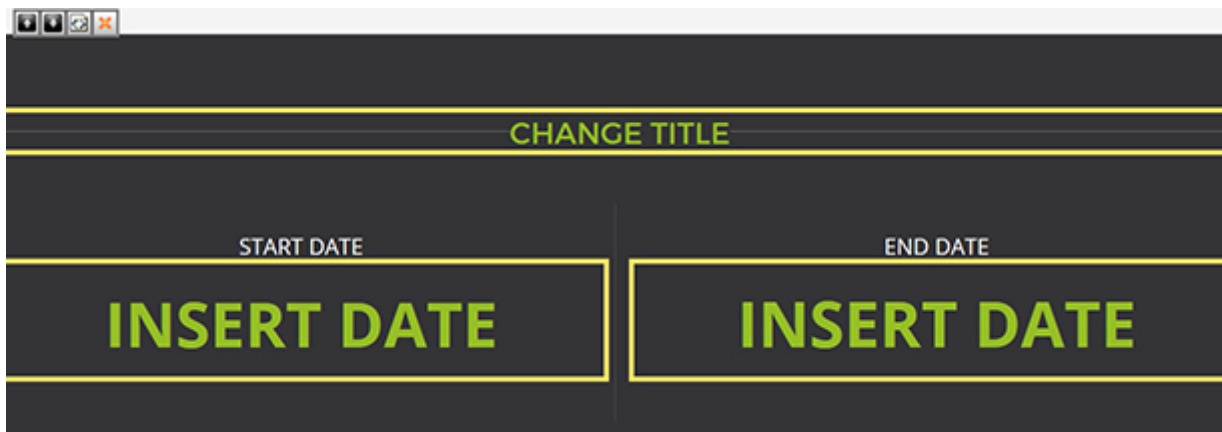
The final tag can look like this.



C.1.5 Project duration

+ Project Duration

By adding this tag a dark box with three text fields will appear on the page.



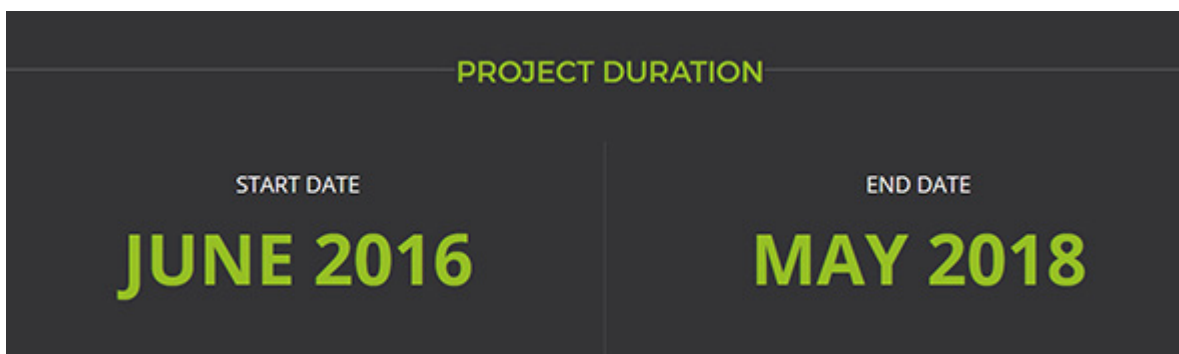
You can edit title, insert start and end date directly in the tag.

You can further customise the tag by using the third button 

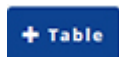
- Add a link. You can either choose to enter an external link or an internal link using the CMS content repository browser
- Create an anchor point which is shown on the top of the project page.

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

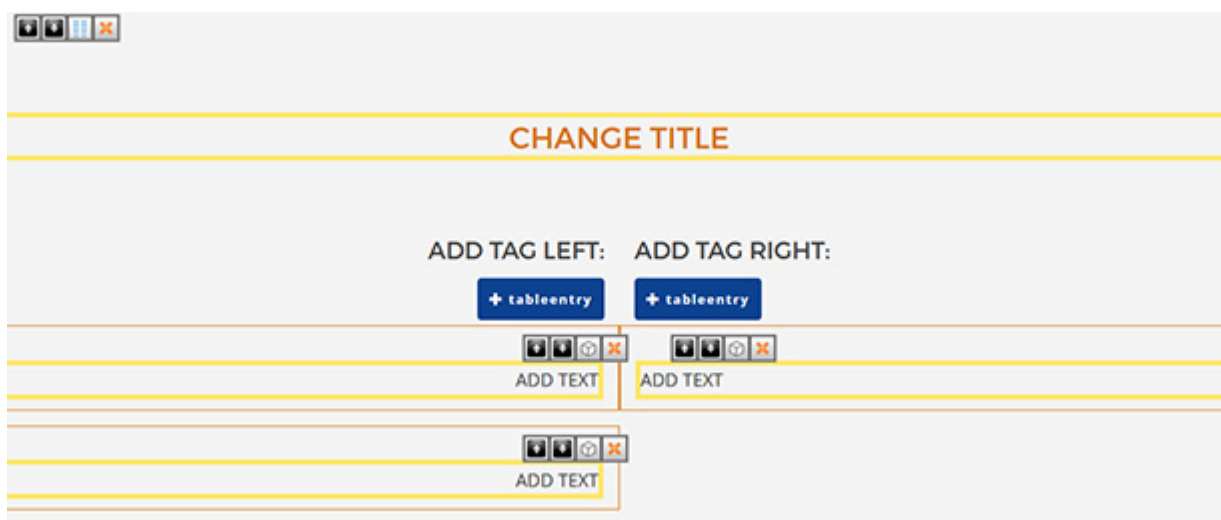
The final tag can look like this.



C.1.6 Table



By adding this tag two text input fields will appear on the page. To add additional rows click on blue buttons [+ tableentry].



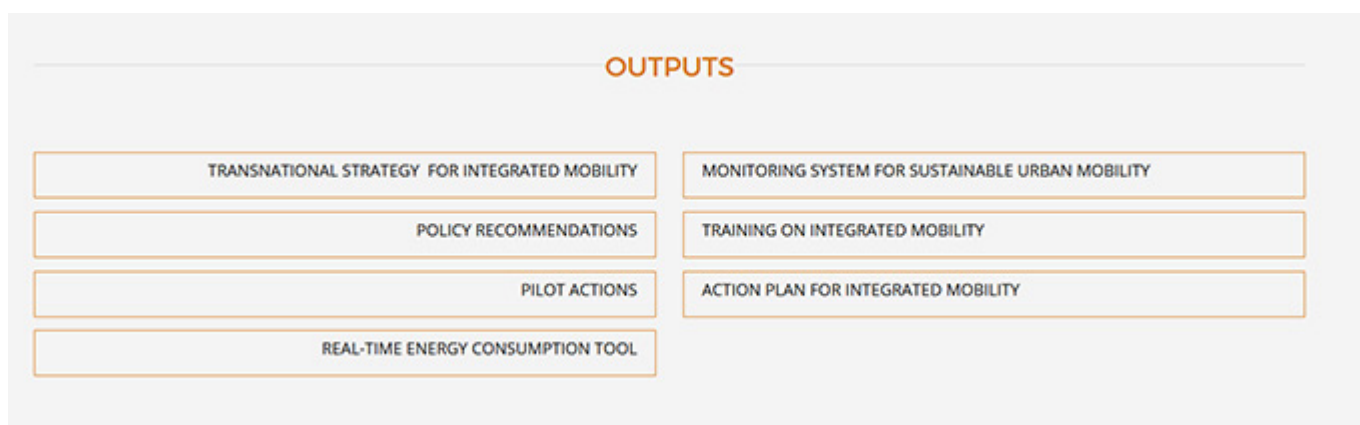
You can enter a title of the table, text and links of individual rows directly in the tag.

You can further customise the tag by using the third button .

- Create an anchor point which is shown on the top of the home page.

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

The final tag can look like this.



OUTPUTS	
TRANSNATIONAL STRATEGY FOR INTEGRATED MOBILITY	MONITORING SYSTEM FOR SUSTAINABLE URBAN MOBILITY
POLICY RECOMMENDATIONS	TRAINING ON INTEGRATED MOBILITY
PILOT ACTIONS	ACTION PLAN FOR INTEGRATED MOBILITY
REAL-TIME ENERGY CONSUMPTION TOOL	

C.1.7 Gallery

 Gallery

By adding this tag a following message appears in place of the tag:



Gallery is visible in preview and on the frontend

TIP

Note that the gallery tag tries to optimise the images for the gallery settings as much as possible but it can happen that images with different aspect ratio will not appear perfectly aligned on the frontend. For the best results you can resize them in any image editing software prior the upload.

You can edit the tag by using the third button  from the edit menu.

- Upload a video either from the CMS content repository browser or your local hard drive
- Upload an image either from the CMS content repository browser or from your local hard drive. You can also edit the picture directly by clicking on the image manipulator button.
- Create an anchor point which is shown on the top of the home page.

Note that you can only either add video or picture at one time.

Click on [Okay] to save your changes or on [Cancel] to discard them.

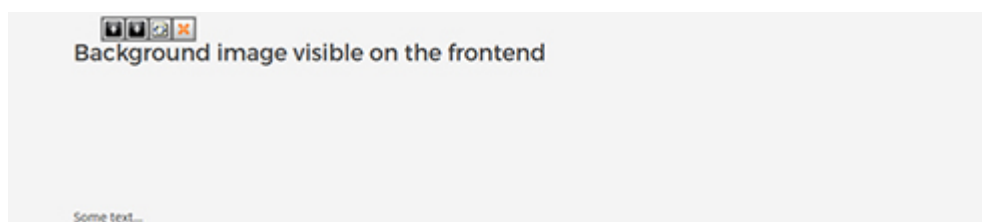
The final tag can look like this.



C.1.8 Parallaxing background images

+ Parallaxing Background Images

Parallax is an effect where the background content or image in this case, is moved at a different speed than the foreground content while scrolling. By adding this tag the following message appears in place of the tag:

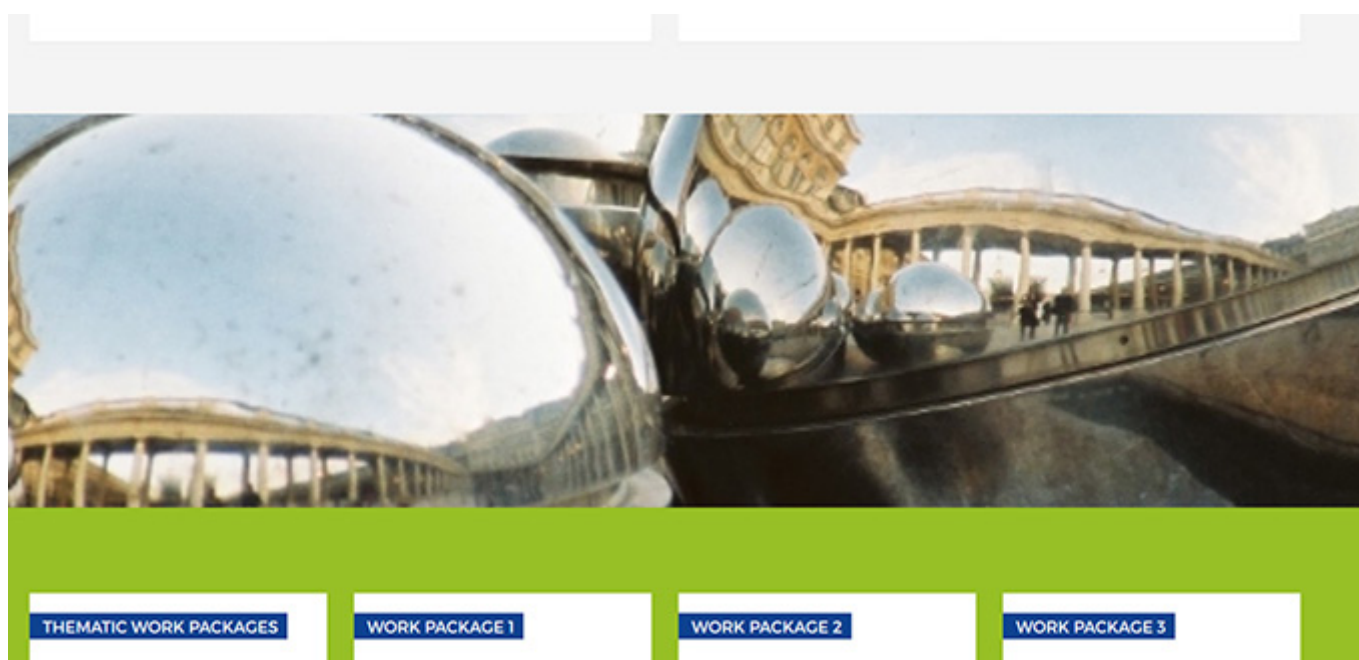


You can insert the image by using the third button.

- Upload a picture either from the CMS content repository browser or your local hard drive. You can also edit the picture directly by clicking on the image manipulator button.
- Define the height of part of the image that is shown on the frontend with a parallax effect while scrolling. This value should be lower than the height of the image. We recommend 50.

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

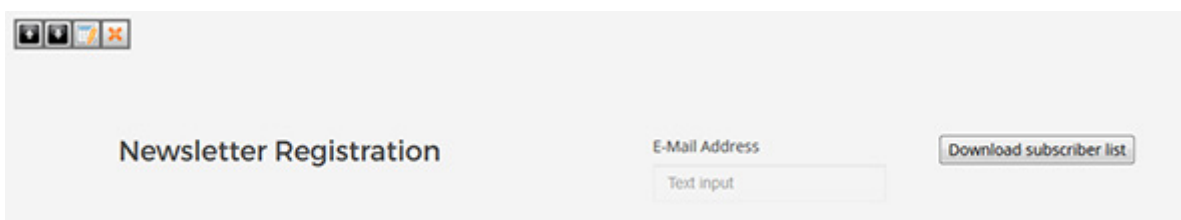
The final tag can look like this.



C.1.9 Newsletter registration

+ Newsletter Registration

To insert a newsletter subscription to your page all you need to do is add tag „Newsletter Registration“. By adding this tag a white box with one text box appears. You can insert a text inviting visitors to subscribe to your newsletter directly in the tag.



Newsletter Registration

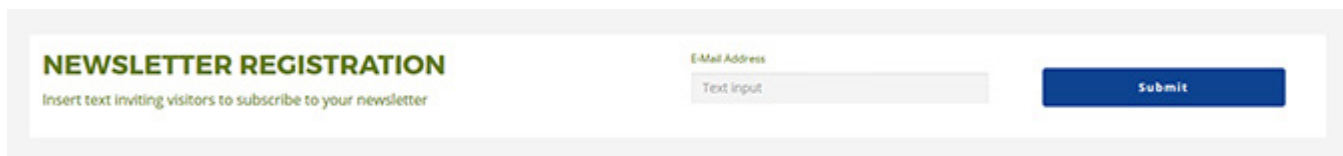
E-Mail Address

Text input

Download subscriber list

You can download the list of your subscribers directly from the CMS by clicking on [Download subscriber list] button as shown on the image above. If you are on the frontend the [Download subscriber list] is not visible to the visitor of your website, instead [Submit] button shows.

The final tag can look like this.



NEWSLETTER REGISTRATION

Insert text inviting visitors to subscribe to your newsletter

E-Mail Address

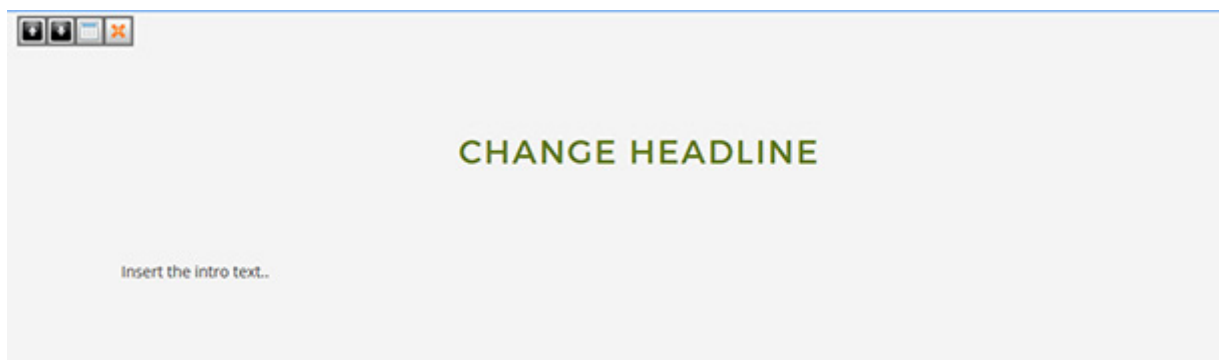
Text input

Submit

C.1.10 Documents and publications

+ Documents and Publications

By adding this tag a white box with one text box appears on the page. You can change the title and insert text directly in the tag.



TIP As the „Documents and Publications“ widget works as a slider, you can add as many folders as you need to this tag, the visitor can easily slide through them. The first four folders will be automatically displayed on the front-end.

You can choose to display different types of documents using this tag. For example you can use it for displaying finalised project deliverables. You can organise them easily according to work packages by creating folders in the [Documents] folder in your CMS tree. To learn more about the folder structure and how to organise the folders in a certain order refer to chapter B.1. Or you can use this tag as a press corner and display your publications, leaflets or newsletters here. Just think of this tag as a file repository. All you have to do then is to upload all files directly into the created folders. To learn more about how to upload files and organise them refer to section B.4.3.

NOTE

Please ensure that only finalised and most relevant content deliverables are uploaded. To avoid long lists of documents, group the related documents into the zip. files to ensure that the visitor quickly navigates through the library. Also remember to insert a title of the document in the object properties of each uploaded file otherwise your file will be displayed without the name. Refer to section B.4.7 and B.5 for more information about object properties.

To link respective folders to the tag use the third button 

In the dialogue window that appears on your screen you have choice to choose files individually or by folder.

Step 1 of 2

Overview

Which objects do you want to list?

☒ Folder

How do you want to select them?

☒ Folder

☐ Individually

Next

Step 2 of 2


Datasource


Order by: Date (created)

Order: ☐ ascending ☒ descending

Number of repetitions: 0

Include subfolders: ☒

Selection:  Add elements

☐  www.interreg-central.eu/Home/Project websites/(Project acronym)/Documents

☒ Display content

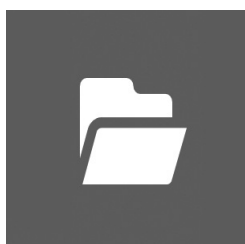
Back Done

After clicking on next you have following options:

- Order by alphabet, date created or date edited
- Choose between ascending and descending order
- Number of repetitions
- Include subfolder. If checked then it will show every file in every subfolder of selected folder
- Add elements additional elements (more folder or files) to you overview

Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

The default picture that will show above your documents on the frontend can also be changed in the object properties [Custom Header Picture]. For the best results, use images of the same size, or identical images.



The final tags can look like this.

DOCUMENTS



WORK PACKAGE 1: LOW-CARBON MOBILITY PLANNING

- Transnational peer review and feedback report (pdf 0.3 MB)
- Report on stakeholder meetings (docx 1.0 MB)



WORK PACKAGE 2: PUBLIC TRANSPORT ORGANISATION

- Action plans for integrated low-carbon PT services (docx 1.0 MB)



WORK PACKAGE 3: PUBLIC TRANSPORT INFRASTRUCTURE

- Guidelines for integrated low-carbon mobility planning (docx 1.0 MB)



WORK PACKAGE 4: LOW-CARBON FREIGHT PLANNING

- Evaluation report of monitoring tool (docx 0.1 MB)

PRESS CORNER



LEAFLETS

- Leaflet June 2016 (pdf 0.3 MB)
- Leaflet (docx 1.0 MB)



NEWSLETTERS

- Newsletter (docx 1.0 MB)



PRESS RELEASES

- Press (docx 1.0 MB)



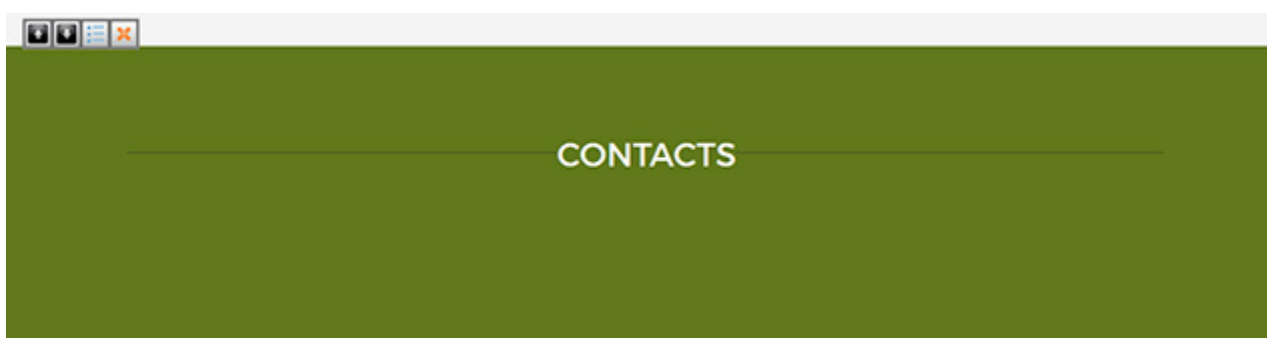
PUBLICATIONS

- Publication (docx 0.1 MB)

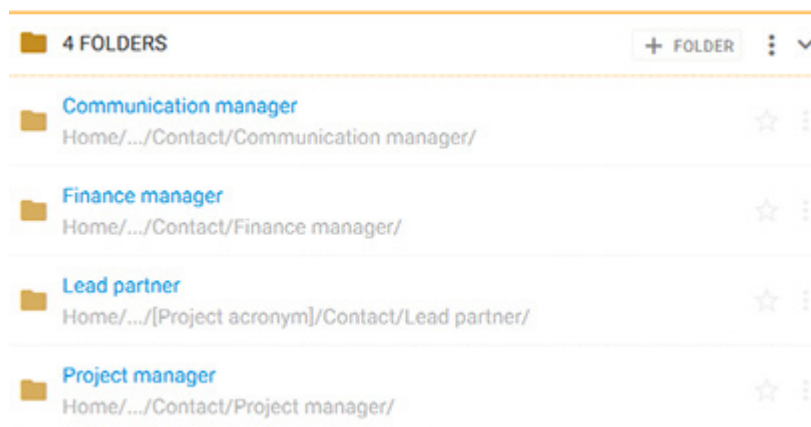
C.1.11 Contacts




By adding this tag a box with headline CONTACTS appears. This tag shows all pages that have the [Contacts] template type. To read more about this template type refer to chapter B.2.1.



The Contact tag works in the same way as Document and Publications tag. You create the content by creating contact pages in subfolders of the CONTACTS folder. Your CMS already comes with the basic contact structure consisting of following subfolders: lead partner, project manager, finance manager and communication manager. To learn more about the folder structure and how to organise the folders and subfolders in a certain order refer to section B.1.




In order to link these folders to the tag, you need to use the third button  from the edit menu and select as the starfolder folder CONTACTS.


C.1.12 Event overview

+ Event Overview

By adding this tag a following message appears in place of the tag:

 **Listing of Events in frontend here**

This tag shows all pages that have the [Event] template type. If you want to read more about templates refer to chapter B.2.1.

In order to link this tag to your event folder you need to use the third button  from the edit menu and select as the start folder the EVENTS folder.

Final tag can look like this.

EVENTS

PROJECTS EXTERNAL

05

Project acronym: Conference

5-6 April 2017, Vienna

Apr

Project acronym: Conference

5-6 April 2017, Vienna

The conference will take place on 5-6 April 2017 in Vienna, Austria. At the forum, participants will find partners and develop ideas for the third call for project proposals of the programme, learn about latest developments and meet and mingle during the numerous networking opportunities and workshops.

More information at www.projectacronym.eu

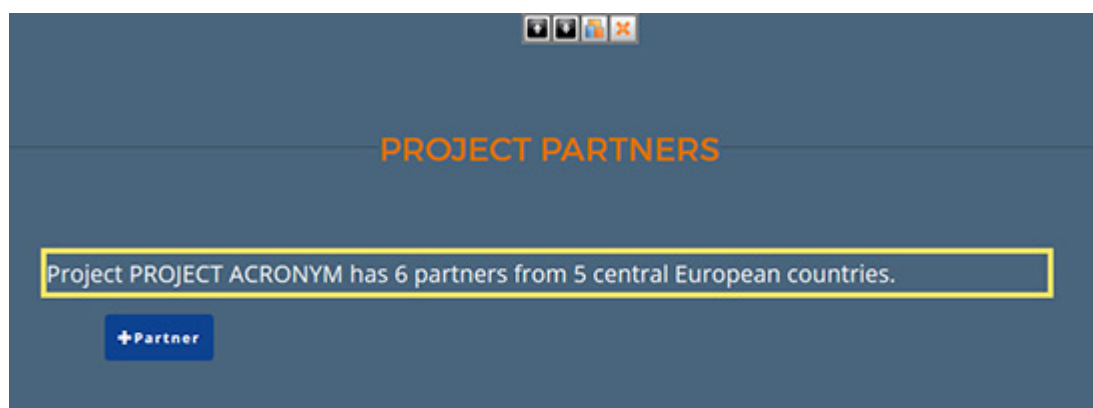
NOTE

Please note that your event will be automatically archived day after its end date. If you wish to display documentation from your event use other tag type (i.e. 2 text boxes, text box, flexible content element etc.).

C.1.13 Partner map

+ Partner Map

By adding this tag a blue box with headline PROJECT PARTNERS appears.

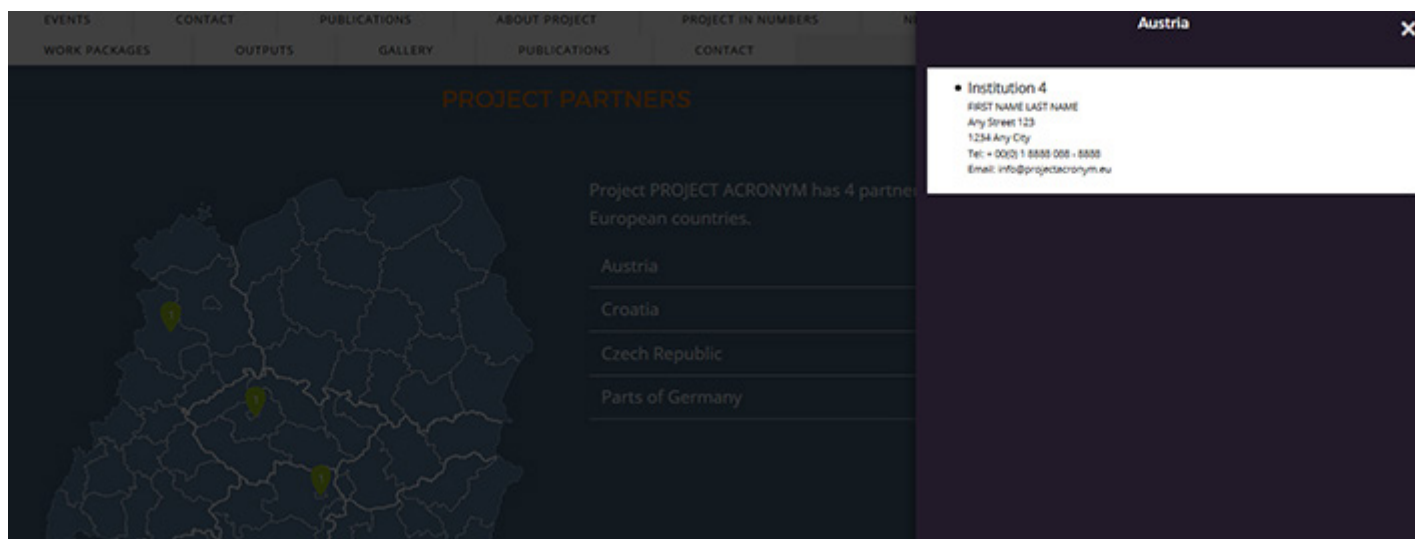


You can edit the introductory text directly in the tag.

By clicking on [+ Partner] button you can add information about each partner, such as name of the partner institution, address, web address, telephone number and contact person. By selecting the partner region, a pin appears on the frontend map in the relevant location. Remember to click on [Okay] to save your changes or on [Cancel] to discard them.

On the frontend, full contact details of the partners will be visible in the lightbox once visitor clicks on the country list next to the map.





TIP

To display contact details of partners in the lightbox in separate rows use
 to create break in the information you enter. Just like below.

FIRST NAME LAST NAME
Any Street 123
1234 Any City
Tel: + 00(0) 1 8888 088
Email: info@projectac.eu

Frontend result will then look like this:

FIRST NAME

LAST NAME

Any Street 123

1234 Any City

Tel: + 00(0) 1 8888 088

Email: info@projectacronym.eu