Interreg Alpine Space

Website management manual for projects

as of 11/2019
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Note

This manual is a short guideline to help the user when using pimcore.

As pimcore is an extensive CMS system there will be some features the Alpine Space projects will not need and these will not be described. We tried to hide unused features as far as possible but for some of them this is technically not possible.

Basics

Log in

Please go to http://www.alpine-space.eu/admin/login and log in with your personal user credentials.
Welcome screen

After successful login you will see the welcome screen.

On the left hand side you find your main menu.

The system is structured into Documents, Assets and Objects, which you find next to the main menu.

- Documents shows all main navigation elements from the website and the content.
- Assets shows a freely defined structure (like folders) to store files (e.g. PDF, JPG, ...).
- Objects is used to create content for predefined content groups like e.g. News.

Open one of them by clicking on the name or the "+".
You can shift them to the right side of the working space by clicking on ">>"; click "<<" to switch back.

The main part of the working space shows the selected items from Documents, Assets and Objects in separate tabs. Some items will have a second or third line of tabs below the main tab to navigate through the tools and options.
Navigate

Navigating around pimcore is possible by ...
- single click
- double click
- right click on most items (see image)
- drag and drop

Whenever you see this symbol it means that you can drag and drop assets into this area ...
Documents and navigation structure

Basics about the navigation structure

1. Main navigation
2. Second level navigation
3. Third level navigation
4. Alternative navigation

For all Alpine Space projects, the above menu structure is automatically setup with the corresponding folders, pages, and links in the Documents part of the backend. You can modify this structure if you want.
Create or modify a main navigation item (1)

- Go to **Documents**.
- Right click on "your project name" and choose "Add Link".

- Name the navigation point e.g. News & events.
- The name will be shown in lowercase and without special characters inside of pimcore. A name that is shown struck through means that this navigation entry is not visible on the front end public.
- To fill in the publicly visible name on the website click on the new entry to open it in a new tab.
- Click on the tab "Properties" and fill in the name on the right hand side in the field "Name".
- To make the navigation entry public click on "Save & Publish".
Example:

Below you can see a navigation structure in the front end and back end (pimcore).

- To create additional **main navigation** entries start again as described above.
- To **edit the name of a tab**, you can simply change it in the “properties” tab as shown in the previous page.
- To **edit the navigation name** (e.g. “about” in the “Documents” section), you can right click on it and rename it.

**Please be careful:** Once the website is online, the navigation names should **not be edited**, otherwise links to the pages under this navigation item will be broken.

**Create a second or a third navigation item (2 & 3)**

- To create **second or third level navigation** entries right click on the first or second level entry and not on the “Home” item. Then proceed as above.
- You can also drag and drop items to change the order or to change the navigation level e.g. drag it and drop it on a first level item to become a second level item or drag it out to have the same level.
Create an alternative navigation item (4)

If you want your navigation item to be visible in the header or footer of the alternative navigation

- Click on the "Properties" tab
- Click on the drop down arrow of "Add a predefined Property Set"
- Choose "Add to header/footer"
- Click on the "+" to insert the item

- Choose the preferred value.

- Click on Save or Save & Publish (click “publish” to make the entry public)
Basics about content pages

There are several different types of content pages and types of content.

A content page consists of a predefined layout and widgets.

A widget is a single block of content to show e.g. an image or text + image. On most layout types you can add multiple widgets.

Example:
- Headline widget
- Text widget
- Image widget
- Text + image widget
- List widget

The homepage has its own predefined layout and you can choose from e.g.

- Predefined tools e.g. News
- Text
- Callout (link box) with/without image
- Image

The homepage is made of 6 virtual columns.
The width of the chosen widget on the page (i.e. how many columns it should comprise) can be chosen, up right.

The other pages offer different layouts

- Contact
- Default (predefined single or two column layout)
- Predefined tools/pages e.g. Event calendar, news item, ...
To add content to a particular menu point, right click on the menu point and choose
"Add Page" and then choose the page type. This new page will be shown in the next level of navigation.

Description of each page type

The main page type you would use/edit is the Default type. The other types are listed below for sake of
completeness. However, predefined pages (as event and news related pages) are managed in the Objects
section. Details can be found in the “Events” and “News” paragraphs below.

**Default** (single/two column)
Choose this layout to show mixed content - e.g. a mix of several headlines, text blocks, images,
downloadable files and so on.
If you choose "two columns" the right column can show also predefined content like e.g. an image slider or
the newsletter archive.

**Event calendar and Event details**
These layouts are used respectively to show the calendar of project events or the display of one specific
event. It is already set up in the basic project structure and does not need to be reproduced.
Guidance on how to add an event entry to your website can be found in the “Events” paragraph of the
Object chapter below.

**News overview**
These layouts are used respectively to show the news overview or the display of one specific news article. It
is already set up in the basic project structure and does not need to be reproduced.
Guidance on how to add a news item to your website can be found in the “News” paragraph of the Object
chapter below.

**Empty Page**
Don't use this layout! Unfortunately it is not possible to hide it.
Widgets

Most page types offer several content block modules called widgets to present and style your content.

Example:

Create a content page

The following example shows how to create a content page by choosing the "Default (single column)" layout.

- Right click "Add Page" on the menu which should display the content.

- Choose "Default (single column)" from the list.
- Fill in a name in the "Key" field. The "Navigation" field will be filled in automatically.

- If this new page was not opened automatically, open it manually.

- To load the banner image click on **Assets** and search for your image but don't click on it.

- Drag your image to the right into the image area. The red and white target symbol you see in the screenshot below illustrates the area a file could be dropped into.

- If you want to add a link on the banner image fill out "Banner URL".

- If you want to add text in front of the banner image fill out "Tagline".

- To save your work done so far click "Save".
Now we add some text and an image slider.

- Click the green "+" under the "tagline" field and choose "Text".
- Fill in the "Headline" and the field for running text below it.
- Click the green "+" and choose "Image slider".
- Fill in the requested fields and drag multiple images into the "Images" area as you did before with the banner image (see above).
- Again – if you want to save, click "Save" now.
- You can delete the widget or change the order by using the appropriate buttons.

- If you want to publish the page click "Save & Publish" on top.

Newsletter

pimcore allows you to create and edit a Newsletter, with a predefined layout, by following the instructions below. Then you can send it to yourself and use your own newsletter sending tool to disseminate it to your newsletter recipients.

- To create a Newsletter right click on the "Newsletter" folder or subfolder (e.g. year 2016) and choose "Add Email" > "Project Newsletter". Enter the name of the newsletter (YYYYMM) and click "OK".

- A predefined layout will be shown.
- Fill in all fields and add or remove widgets (Text or Text + Image) in the “Edit” tab.

- When your newsletter is ready, in order to fill in its name, which will be shown in the e-mail subject field, click on the tab “Settings”.

- Fill in “Subject”. This text will be the e-mail subject of the Newsletter.

- Don’t forget to click "Save" or "Save & Publish" during your work. "Save & Publish" will publish this newsletter in the newsletter archive (if you created one, see more information below).

- To send the newsletter, enter your e-mail address in the settings tab and click on “Send”.

- After the Newsletter was successfully sent to you, you can send it to your recipients with your own sending tool.

- If you would like to import the newsletter into an external sending tool, you can use the “Save as html” button.

Create a newsletter archive page

If you are creating your newsletter with the Pimcore template (html), you have the possibility to create an automated archive. You do this, by adding a two-column page, and then adding the element “newsletter archive” in the second column.
Those who do not create their newsletter on Pimcore can create a normal download page, to make their newsletter (e.g. in PDF) available.

**Assets**

Use **Assets** to store all the documents (PDF, ...) and images (JPG, ...) you want to use on the website. Please avoid uploading videos (prefer linking to or embedding of the video on an external platform, e.g. Youtube). Please avoid uploading files exceeding 10 MB.

![Create a folder](image)

**Create a folder**

Create a structure by adding folders as you need them.

- Click on "Assets".

- Create a folder by right clicking on the e.g. the "Project acronym" item and select "Add Folder".

- Enter the name of the folder and click OK.
Upload assets

To upload a PDF or JPG or any other file type you can choose from two options:

**Option 1:** Right click on the folder you want to upload your file to and choose from the available options.

**Option 2:** Drag and drop a file from your desktop onto the folder in pimcore.

For images you should set additional information, “metadata”, to make your content both barrier-free and search engine optimised:

- Once an image is uploaded click on it to open the image in a tab and click on the "Metadata" tab.

- Click on the field "Value" of "title" and "alt" to fill in the text for both items. This is needed for web accessibility reasons.

**Title** should provide additional information and follow the rules of the regular title: it should be relevant, short, catchy, and concise. The title can be seen if e.g. the “mouse over” function is enabled.

**Alt** text is meant to be an alternative information source for those people who have chosen to disable images in their browsers and those user agents that are simply unable to visually distinguish the images. The “alt”
text can be read out loud by special software that e.g. visually impaired persons would use. Therefore, the “alt” text should simply describe what is shown on an image.

- You can also fill in the information for “copyright”.

If necessary you can adjust the image by using a Flash based image editor by clicking on the button "Edit Image". Please note that the banner on the main website is 958 (w) x 338 (h). To resize your image click "Edit Image" > "Adjustment" > "Crop".
Objects

Objects will be used to display the same kind of information in different places e.g. News, Events, etc.). Objects contain predefined properties like text, numbers, checkboxes, images, etc.

The following content has to be created or edited within the Objects section:
- Project information
- Events
- News
- Publications

Project information

The first fields to fill in in the Objects section concern the project information:
- Click on your project acronym preceded from the Object icon
- Click on the Tab “General Settings”
- Drag and drop your project logo previously saved in the Assets
The following fields will be filled in directly from the eMS. You can update some of the information (for example the project summary), in this section.

Project outputs library

In the “Objects” section you can also manage your outputs to feature them in the project outputs library.

- Click on your project acronym preceded from the “Object” icon
- Click on the Tab “Outputs”
- Click on the “+” and choose the type of output: “ResultsDocument” (any file you can upload in the “Asset” section) or “resultsLink” (for example to an online platform, etc.)
“resultsDocument”

- Drag and drop your project output previously saved in the Assets

- Fill in the fields: “Title”, “Short Description”, “Description”, choose a Date of publication, the main “Targetgroup” and the “outputCategory” of your output

- Click on “Save & Publish”
“resultsLink”

- Click on the green circle with the pen
- Enter a name for the link, the link itself in “Path” and set the “Target” to “_blank” and click on “Save”

- Fill in the fields: “Title”, “Short Description”, “Description”, choose a Date of publication, the main “Targetgroup” and the “outputCategory” of your output
- Click on “Save & Publish”

Events

To add a new event, right click on the folder “events” and choose “Add object” => “ProjectEvent”.

- Name your event. Tip: in order to easily find the event, you can name it with reversed date: YYYYMMDD

- Fill in the event description fields.

- You can add images and download files which will appear in the event detail.

- If you want to publish the event description in more than one location e.g. on the programme website and on one national website = > click on “publish on programme/national website”. An e-mail will be sent to the JS and/or ACP. Once they agree with the content, they will allow the publication on their websites.

**News**

To add a news item right click on a folder and choose "ProjectNews"

- Fill in the name (e.g. YYYYMMDD) and the requested information.

- Click "Save" or "Save & Publish" (click “publish” to make the entry public)

- If you want to publish the news item on one national website = > click on “publish on national website”. An e-mail will be sent to the ACP. Once they agree with the content, they will allow the publication on their website.