

WEBSITE EDITOR'S HANDBOOK

Version n. 1

Project website guidelines

04/2019



Sommario

1	Introduction	3
2	Access.....	3
3	Navigation Bar	3
4	Profile Management	4
5	Content management	5
5.1.1	Create.....	6
5.1.2	Search	6
5.1.3	Edit.....	7
5.1.4	Select.....	8
5.1.5	Delete.....	8
5.1.6	Save.....	9
5.2	Home page information	9
5.2.1	Edit “Home page information” content.....	9
5.3	Event	14
5.3.1	Create Event content	14
5.3.2	Edit “Event” content	19
5.3.3	Delete “Event” content.....	19
5.4	News.....	19
5.4.1	Create News content	19
5.4.2	Edit “News” content	21
5.4.3	Delete News content	21
5.5	Only Text	21
5.5.1	Edit Only text content.....	21
5.6	Project Partner	21
5.6.1	Create Project partner content.....	22
5.6.2	Edit Project partners content.....	23
5.6.3	Delete the Project partners content.....	23
5.7	Photo Gallery.....	23
5.7.1	Create Photo Gallery content	23
5.7.2	Edit the Photo gallery content	25
5.7.3	Delete the Photo Gallery content	25
5.8	Video	25
5.8.1	Create Video content.....	25
5.8.2	Edit Video Content.....	27
5.8.3	Delete Video Content.....	27

1 Introduction

The purpose of this Handbook is to support the Website Editor of each funded project (hereafter referred to as the Editor) in the use of the project websites, within the official Interreg IPA CBC Italy-Albania-Montenegro platform. In fact, each project has a website containing all the information related to it. The guide includes instructions on how to access, create, edit and delete contents related to the project.

2 Access

Each site dedicated to the funded projects has a front-end, the part visible to all users, and a back-end, i.e. the part dedicated to the information management. Users who can access the back-end of the site, the *Editor* users, will deal with the management of the contents.

To access the project website, it is necessary to enter the following web address in the URL bar of the browser:

<https://sitename.italy-albania-montenegro.eu/interreg/login>



FIGURE 1 BROWSER URL BAR

Sitename refers to the project acronym, (e.g. "laspeh"), written in lower case letters and with no spaces between letters or words.

In the *Login* section, enter, in the related fields (as in Figure 2):

1. **Username**
2. **Password**

Then, click on the Log in button.

Please, note that these login credentials will be previously sent via email by the Programme Joint Secretariat to the Lead Partner.



FIGURE 2 LOGIN SCREEN

3 Navigation Bar

Once logged in, the Navigation Bar will be displayed at the top of the web page, containing the following features:

- **Profile management**
- **Content management**
- **"Shortcuts"** button, with a dual function:
 - Adding to the favourites the *Content* and *Add Content* links, present in the back-end of the website
 - Reaching more quickly the previously added *Content* and *Add Content* links

FIGURE 3 NAVIGATION BAR

4 Profile Management

By placing the mouse pointer on the navigation bar, and clicking on the tab that shows the Editor name, a sub-menu will be displayed:

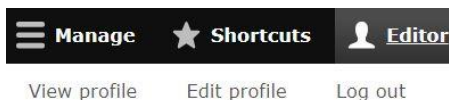
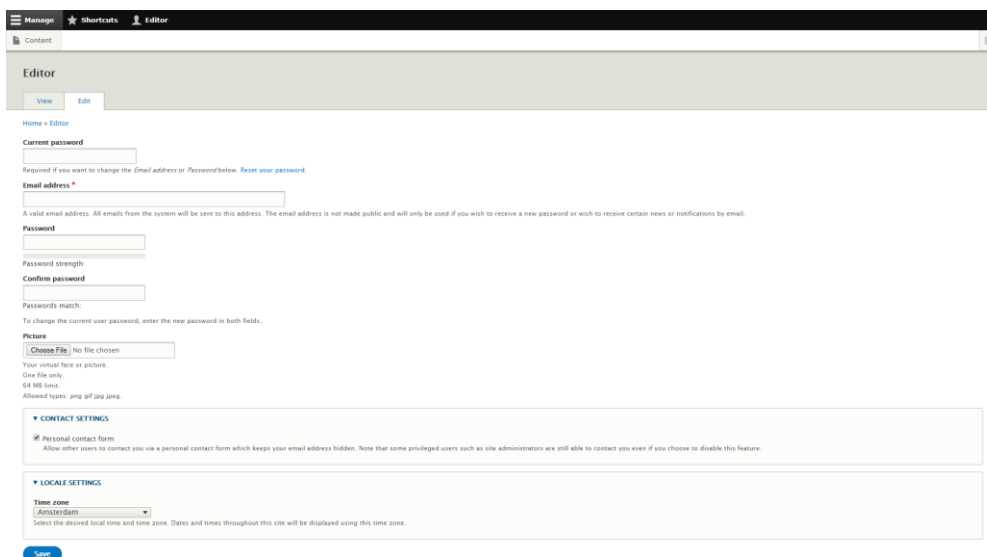


FIGURE 4 EDITOR SUB-MENU

- **View profile.** To display the Editor's username
- **Edit profile.** To modify the data related to the Editor's profile (once done, please remind to click on the Save button):
 - **Current password.** Password stored in the system and through which the Editor logged in.
 - **Email address.** Editor's email address;
 - **Password.** To edit the stored password, by entering a new one
 - **Confirm password.** To confirm the new password, previously entered.
 - **Picture.** To upload a personal image, by clicking on the Select file button
 - **Locale settings.** To change the time zone, by choosing among those available inside the Time Zone "select" (drop down menu).



The screenshot shows the 'Editor' profile management page. It includes a navigation bar at the top with 'Manage', 'Shortcuts', and 'Editor' tabs. Below the navigation bar, there are tabs for 'View' and 'Edit'. The 'Edit' tab is active, showing a form with the following sections:

- Current password:** A text input field with a 'Reset your password' link below it.
- Email address:** A text input field with a note: 'A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.'
- Password:** A text input field.
- Password strength:** A progress bar indicating the strength of the password.
- Confirm password:** A text input field.
- Passwords match:** A message: 'To change the current user password, enter the new password in both fields.'
- Picture:** A 'Choose File' button with a note: 'Your virtual face or picture. One file only. 64 KB limit. Allowed types: .png .gif .jpg .jpeg.'
- CONTACT SETTINGS:** A section with a checkbox for 'Personal contact form' and a note: 'Allow other users to contact you via a personal contact form which keeps your email address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.'
- LOCALE SETTINGS:** A section with a dropdown menu for 'Time zone' (currently set to 'Amsterdam') and a note: 'Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.'

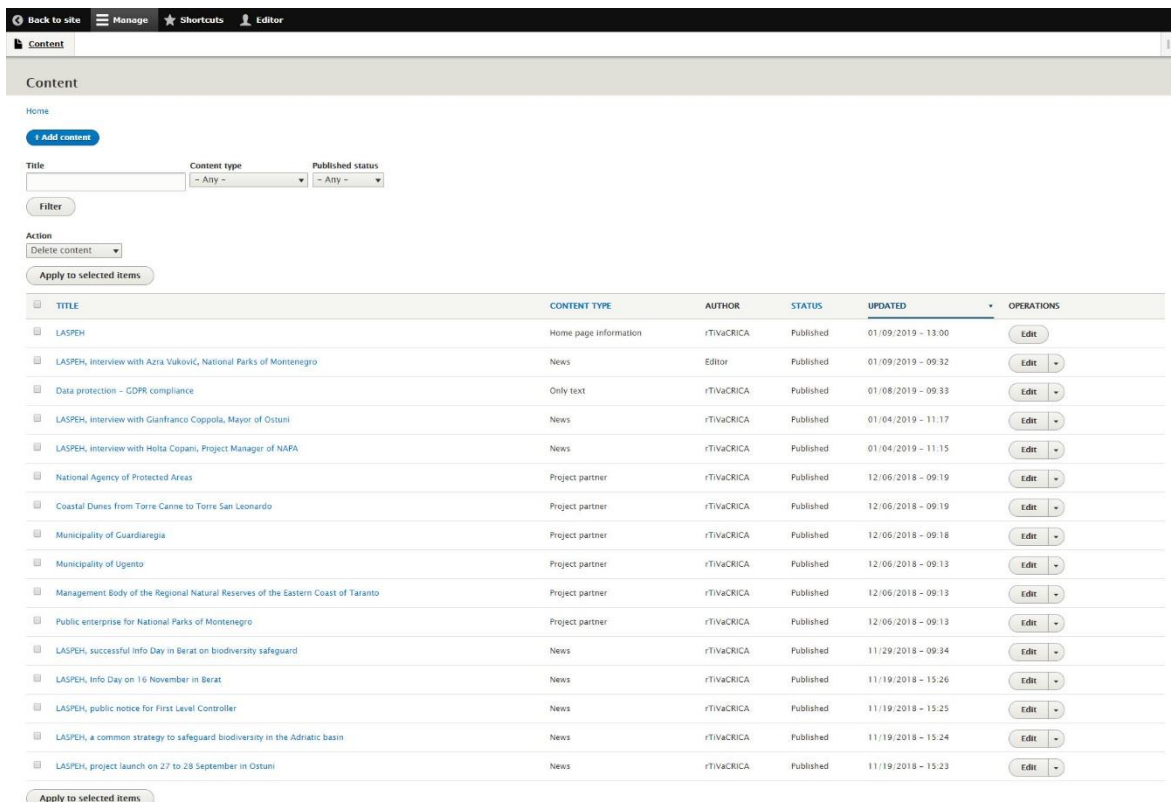
At the bottom of the form is a blue 'Save' button.

FIGURE 5 EDIT PROFILE

- **Log out.** To log out from the website back-end.

5 Content management


The Editor can manage contents with the aim of distributing them properly in the different sections of the portal, through the "Content management" page.



The screenshot shows the 'Content Management' page. At the top, there's a navigation bar with 'Back to site', 'Manage', 'Shortcuts', and 'Editor'. Below this, the 'Content' section is active. On the left, there's a sidebar with 'Home' and 'Add content'. The main area has filters for 'Title', 'Content type', and 'Published status', all set to '- Any -'. Below the filters is an 'Action' dropdown set to 'Delete content' and an 'Apply to selected items' button. The main table lists various content items with columns for 'TITLE', 'CONTENT TYPE', 'AUTHOR', 'STATUS', 'UPDATED', and 'OPERATIONS'. Each row has an 'Edit' button. The table contains 15 rows of data, including items like 'LASPEH', 'Data protection - GDPR compliance', and 'Coastal Dunes from Torre Canne to Torre San Leonardo'.

FIGURE 6 CONTENT MANAGEMENT PAGE

To access the *Content Management*:

1. Click on the Manage tab  on the navigation bar;
2. Click on the Content link.



The screenshot shows the navigation bar with three main sections: 'Manage' (with a hamburger menu icon), 'Shortcuts' (with a star icon), and 'Editor' (with a person icon). Below these, there's a 'Content' link with a document icon.

FIGURE 7 NAVIGATION BAR – TO MANAGE CONTENTS

The allocation of information on the various website pages takes place by adding different types of content:

- **"Home page information"**. Management of basic project information. Allocation:
 - Home page, in the middle
- **"Event"**. Information management related to past or future events, organized for or by the project partnership. Allocation:
 - Home page, right side;
 - News and events;
 - Event detail.

- **“News”**. Project news management. Allocation:
 - Home page, right side;
 - News and Events;
 - Event detail.
- **“Only text”**. Information related to the "Data Protection". Allocation:
 - Data Protection.
- **“Project partner”**. Project partners’ logos management. Allocation:
 - Partners.
- **“Photo Gallery”**. Image management. Allocation:
 - Home page, below;
 - Multimedia.
- **“Video”**. Youtube video file management. Allocation:
 - Home page, below;
 - Multimedia.

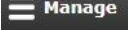
For each type of content, multiple operations can be set:

- *Create*
- *Search*
- *Edit*
- *Select*
- *Delete*
- *Save*

5.1.1 Create

To create a content, it is possible to follow two different paths:

1. Navigation Bar

- a) Click on the Manage tab 
- b) Place the mouse pointer on the Content link
- c) Place the mouse pointer on the Add Content link
- d) Click on the content type to add

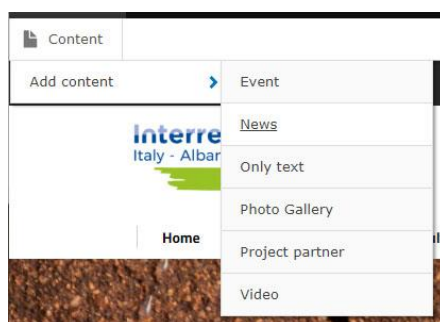




FIGURE 8 TO ADD CONTENTS

2. Contents management page

- a) Click on the Manage tab 
- b) Click on the Content link (Figure 7)
- c) Click on the Add Content button 
- d) Choose the type of content to add

5.1.2 Search

To search for a content, use the filter located on the “*Management*” page, accessible through the path displayed in Figure 7:



FIGURE 9 SEARCH FILTER

It is possible to use one or more research filters:

- **Title.** Entry of one or more words that make up the title of the content to search
- **Content type.** Chance to filter the results on the basis of the type of contents
- **Published status.** Choice between the published and the unpublished contents

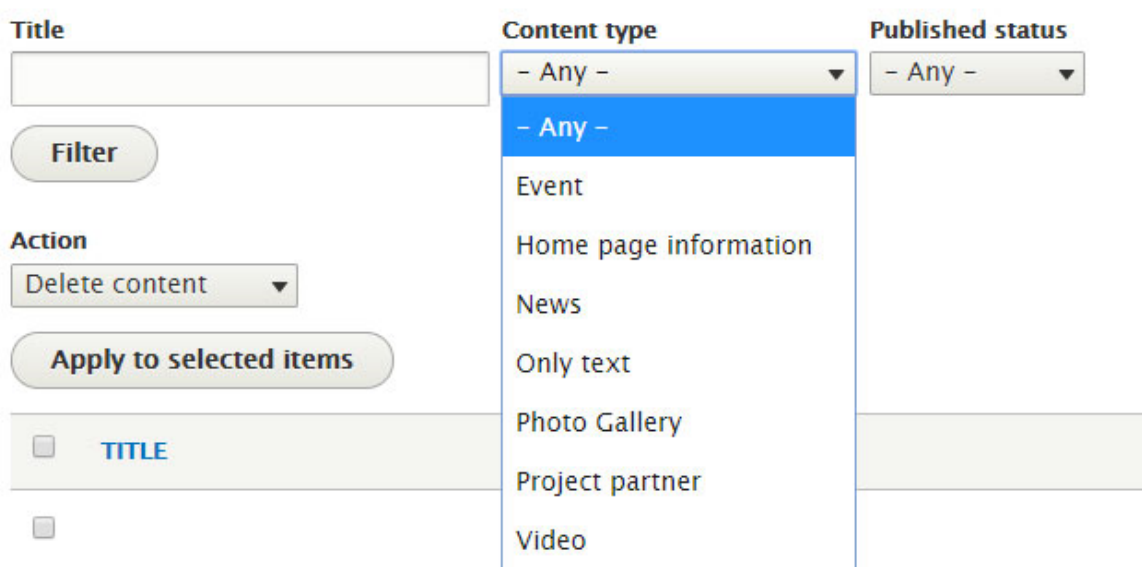


FIGURE 10 CONTENT TYPE FILTER

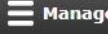
Once clicked on the Filter button (set below the filters bar), the platform will return the results, filtered according to the Editor choices.

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	PROJECT TITLE	Home page information	ADMIN	Published	01/09/2019 – 13:00	<button>Edit</button>

FIGURE 11 RESEARCH RESULTS (EXAMPLE)

5.1.3 Edit

To edit the contents, reach the contents management page, by following the steps below:


- Click on the Manage tab 
- Click on the Content link (Figure 7)

Search for the content to be modified and, once found it, click on the Edit button



5.1.4 Select

Selection of *one or more* contents:

1. Reach the Management page
 - a) Click on Manage tab 
 - b) Click on Content link (Figure 7)
2. Launch the search
3. Select the checkbox next to the content title, inside the table

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input checked="" type="checkbox"/>	Content Title	Home page information	Admin	Published	01/09/2019 - 13:00	<button>Edit</button>
<input type="checkbox"/>	Content Title	News	Editor	Published	01/09/2019 - 09:32	<button>Edit</button>
<input type="checkbox"/>	Data protection - GDPR compliance	Only text	Admin	Published	01/08/2019 - 09:33	<button>Edit</button>

FIGURE 12 SELECT A SINGLE CONTENT

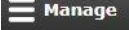
To select all the contents, click on the checkbox set in the table header.

<input checked="" type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input checked="" type="checkbox"/>	Content Title	Home page information	Admin	Published	01/09/2019 - 13:00	<button>Edit</button>
<input type="checkbox"/>	Content Title	News	Editor	Published	01/09/2019 - 09:32	<button>Edit</button>
<input type="checkbox"/>	Data protection - GDPR compliance	Only text	Admin	Published	01/08/2019 - 09:33	<button>Edit</button>

FIGURE 13 SELECT ALL THE CONTENTS

5.1.5 Delete

To delete a content, go to the *Contents Management* page:

- a) Click on the Manage tab  ;
- b) Click on the Content link (Figure 7);

Contents can be deleted in three ways:

1. By using the Action select:
 - a) Select one or more contents by clicking on the related checkbox (Figure 12 - Figure 13);
 - b) From the Action select, set under the filter, choose Delete content;
 - c) Click on the Apply to selected items button.

Action

Apply to selected items

FIGURE 14 ACTION SELECT

2. By using the Operation button;

a) Search for the content to be deleted

b) Click on the drop button to the right of the Edit button

c) Click on Delete

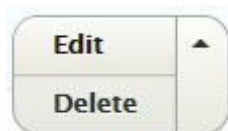
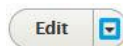


FIGURE 15 DELETION OF A CONTENT BY USING THE OPERATION BUTTON

3. By using the Delete link in the content page.

a) Search for the content to be deleted

b) Click on the Edit button

c) Scroll to the end of the content editing page and click on the Delete link



In each of these cases, it is necessary to confirm the action, on the next screen, by clicking on the Delete button.



FIGURE 16 CONFIRMATION OF THE CONTENTS ELIMINATION

5.1.6 Save

To save, on the *Content Management* page (Figure 7):

a) Search for the content

b) Select the content by checking the related box (Figure 12- Figure 13)

c) From the Action select, choose "Save Content"

d) Click on the Apply to selected items button.

5.2 Home page information

The "**Home page Information**" content type enables users to visualise the main information related to the project.

Given the importance and allocation of this information on the Home page, it is possible to access only in editing mode. Other actions, such as "create" and "delete", are not allowed.

5.2.1 Edit "Home page information" content

To edit the "Home page information" content type:

a) Search for the contents by using the appropriate Filter feature (Figure 9)

b) Click on the Filter button

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
PROJECT TITLE	Home page information	ADMIN	Published	01/09/2019 - 13:00	Edit

FIGURE 17 RESEARCH RESULT THROUGH THE USE OF FILTER


- Click on the [Edit](#) button, related to the sought content
- Place the mouse pointer on the field related to the single content to be modified and change the current text
- Click on the [Save](#) button

It is possible to split the "Edit" page, related to this content, into 4 sections:

- Title.** Section dedicated to the project header. It consists of the following fields:
 - Axis Icon.** Icon of the Priority Axis the project refers to.
 - Alternative text.** Explanatory text of the icon, not visible, but required to meet the website accessibility criteria.
 - Title.** Icon title, required for indexing and accessibility, and visible in the website front-end only as the mouse pointer moves over the image.
 - Project number.** Project Identification Number.
 - Axis and specific objective.** Priority axis e specific objective the project refers to.
 - Project acronym.**
 - Project Title.** Full project title.

TITLE *

Axis Icon




Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

The title is used as a tool tip when the user hovers the mouse over the image.



pa3-environment-and-energy.jpg (4.16 KB)

Remove

enter axis icon image

Project number

Axis and specific objective

enter axis and specific objective

Project acronym *

Project Title

enter Project acronym meaning

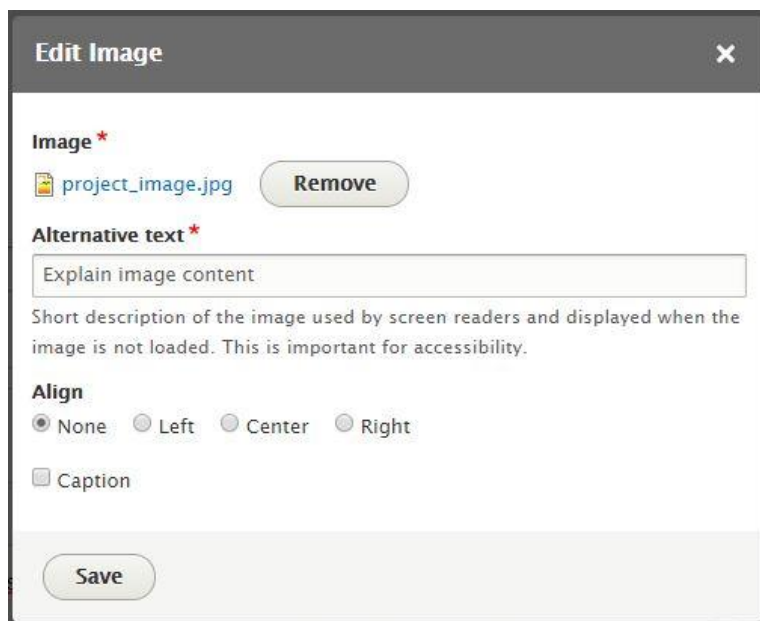
FIGURE 18 TITLE SECTION EDITING

- Project Summary.** Brief project description.
 - Project summary.** Project summary and image.
To edit the image:
 - Click on the image with the left mouse button
 - Click on the image icon on the toolbar of the text area




FIGURE 19 IMAGE ICON ON THE TOOLBAR

- c) Click on the Remove button
- d) Click on the Select file button and choose the image to upload, size 800px (width) x 400px (height)
- e) Get a brief image description in the **Alternative text** field
- f) Click on the Save button



Edit Image [X]

Image *

 [project_image.jpg](#) Remove

Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Align

☒ None
 ☐ Left
 ☐ Center
 ☐ Right

☐ Caption



Save

FIGURE 20 IMAGE EDITING

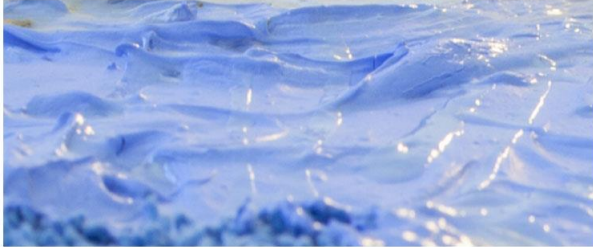
- **Project budget.** Budget allocated for the project.
- **Programme co-financing.** Programme funding percentage of the whole project budget.
- **Duration.** Project duration.

PROJECT SUMMARY


Project Summary

B I S  Normal  Source

amet, blandit ligula. Suspendisse ac mattis sapien. Cras semper nulla in risus maximus lobortis. Donec at dignissim leo. Nunc sollicitudin nibh vel neque porttitor, sit amet blandit massa fringilla. Aenean volutpat sapien id accumsan porta. Cras ornare, odio at maximus tincidunt, magna massa facilisis nisi, at semper nunc augue et ex. Aliquam hendrerit, tortor a consectetur vulputate, erat metus dictum nulla, vitae commodo diam ante id leo. Duis at lacinia lorem, eget suscipit dui. Praesent bibendum ut ex ut placerat. Donec nisl ipsum, consectetur ut vehicula nec, tincidunt nec sem. Vestibulum eu enim sapien. Pellentesque convallis, neque lobortis finibus dignissim, mauris turpis faucibus leo, et ultrices augue risus nec sapien.



body p

Text format **Full HTML** 

Project budget

123,123,456 EUR

Programme co-financing

IPA co-financing 85%

Duration

2018 / 2020



enter project duration

FIGURE 21 PROJECT SUMMARY EDITING

3. Main Outputs. List of the project outputs.

MAIN OUTPUTS

Main outputs

B I  Format  Source

- Fusce sed felis placerat, scelerisque mauris et, commodo justo
- Nam ullamcorper lorem elit, ut iaculis metus consequat eget
- Vitae purus pretium, efficitur erat et, tincidunt leo
- Lorem ipsum dolor sit amet, consectetur adipiscing elit.


Text format **Basic HTML** 

FIGURE 22 MAIN OUTPUTS EDITING

4. Project Partnership. Presentation of the Project Partnership:

PROJECT PARTNERSHIP

Lead Partner

[Show row weights](#)

PROJECT PARTNER

✚

✚

✚

✚

✚

✚

Add another item

[Show row weights](#)

ASSOCIATED PARTNER

✚

enter associated partner

Add another item

FIGURE 23 PROJECT PARTNERSHIP SECTION EDITING

- **Lead Partner.** Relevant information related to the Partner responsible for the project

Lead Partner

FIGURE 24 LEAD PARTNER INFORMATION EDITING

- **Project Partner.** Relevant information related to the OTHER Project Partners, which can be added by clicking on the Add another item button

PROJECT PARTNER

✚

✚

✚

✚

✚

✚

Add another item

FIGURE 25 PROJECT PARTNER EDITING

- **Associated Partner.** Relevant information related to the Associated Partners, which can be added by clicking on the Add another item button

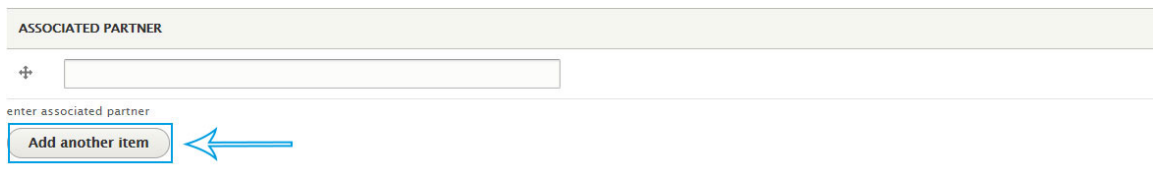


FIGURE 26 ASSOCIATED PARTNER EDITING

5.3 Event

The "**Event**" content type is dedicated to the events creation, editing and elimination.

Once completed the fields on the "*Creation*" page, the contents will be visible in different points of the portal.

5.3.1 Create Event content

To create an "Event" content type:

- Click on the Manage tab
- Place the mouse pointer on the Content entry
- Place the mouse pointer on the Add Content entry
- Click on Event

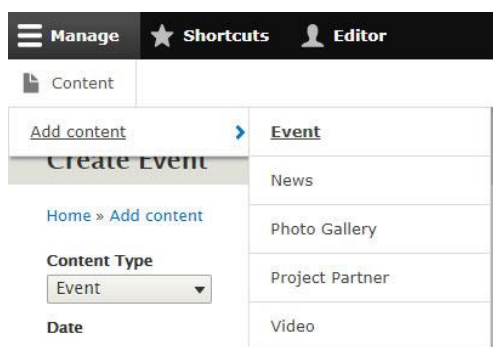


FIGURE 27 CREATION OF THE "EVENT" CONTENT TYPE

In the window dedicated to the contents creation, it is necessary to fill in the following fields:

- **Content Type.** The intervention of the Editor is not required for this field, which is automatically completed by the system with the Event entry.
- **Date.** Event date.
- **Event Location.**
- **Title.** Event Title
- **Event Description**
 - **Edit Summary:** by clicking on the "Edit summary" link, in brackets next to "Event Description", a text box is opened.

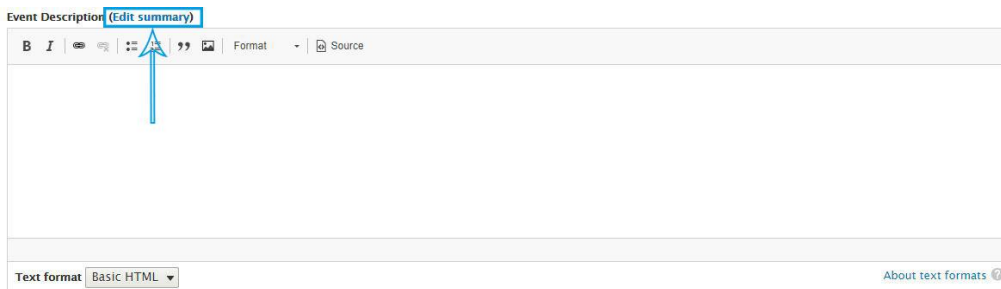


FIGURE 28 CLICK ON THE EDIT SUMMARY LINK

Inside this text box, the Editor can add a brief summary of the event (max 130 characters, including spaces), which will be displayed on the “News and Events” page.

Summary ([Hide summary](#))



Leave blank to use trimmed value of full text as the summary.

FIGURE 29 TEXT BOX FOR THE EVENT BRIEF SUMMARY

- **Event Description.** Text box to add the description of the event.

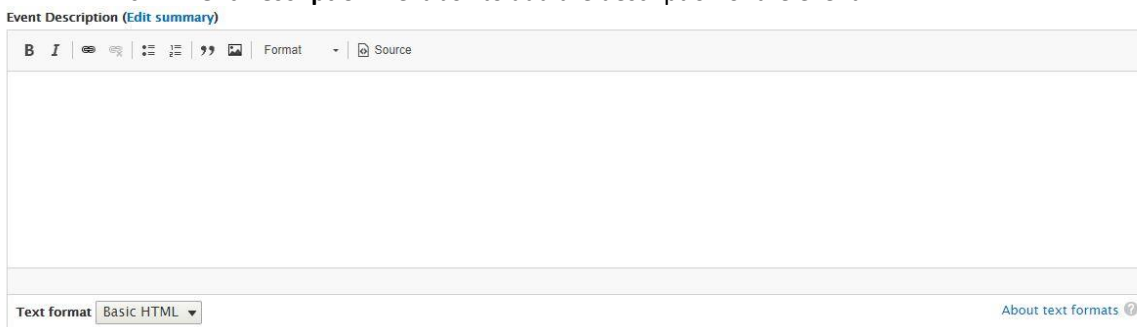


FIGURE 30 TEXT AREA FOR THE DESCRIPTION

- **Text Accessibility.** Field to be filled in with the explanation of any abbreviations or acronyms eventually used in the description, in order to meet the accessibility requirements.

Text accessibility



FIGURE 31 TEXT ACCESSIBILITY

- **Event image** The Editor can choose the appropriate image - size 800px (width) x 400px (height) - to identify the event, by clicking on the Select file button.

Event image



One file only.

4 MB limit.

Allowed types: png gif jpg jpeg.

FIGURE 32 SELECTION OF AN IMAGE

Then, it is necessary to fill in the following fields:

- Alternative text.** An explanatory text of the image content. This text will not be visible on the website, but it is compulsory to meet the accessibility requirements and enable screen readers (browsers used by visually impaired users) to identify the image.
- Title.** Icon title, required for indexing and visible, in the front-end of the website, only as the mouse pointer moves over the icon.



The screenshot shows a form with two input fields. The first field is labeled 'Alternative text' with a red asterisk. Below it is a text box. The second field is labeled 'Title' and also has a text box below it. A small image of a landscape is visible to the left of the fields. Below the 'Title' field, there is a small text box with the text 'The title is used as a tool tip when the user hovers the mouse over the image.' At the bottom, there is a button labeled 'Remove' and a text label 'image.jpg (164.95 KB)'.

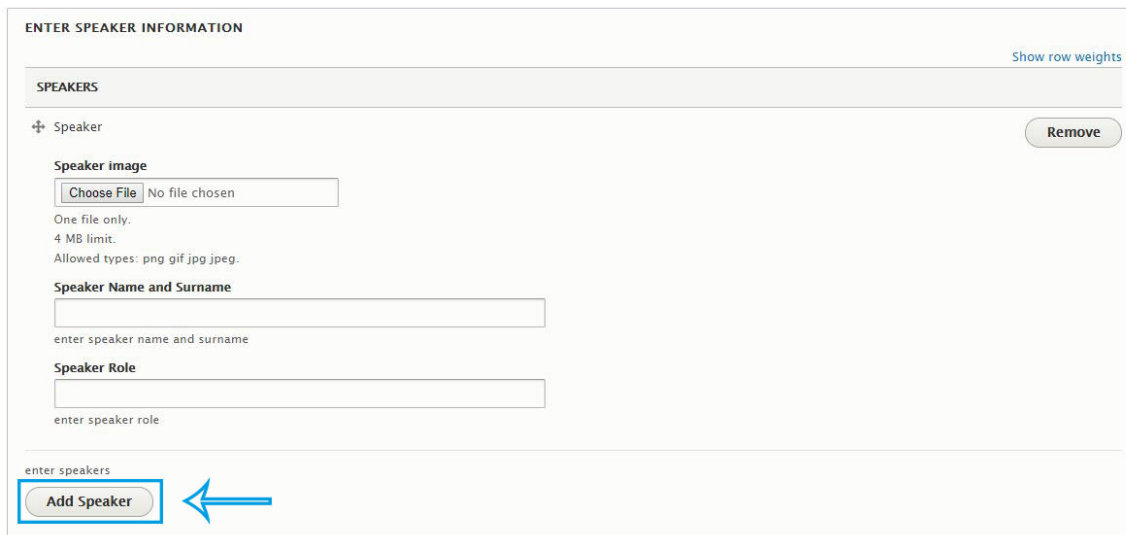
FIGURE 33 ALTERNATIVE TEXT AND TITLE FIELDS

5.3.1.1 Speaker information.

Section dedicated to the event speakers. To add their information, it is necessary to fill in the following fields:

- **Speaker Image.** To upload an appropriate image identifying the speaker, it is necessary to follow the steps below:
 - Click on the Select File button (Figure 32)
 - Fill in the **Alternative Text** e **Title** fields (Figure 33)
- **Speaker Name and Surname.**
- **Speaker Role.**

Click on the Add Speaker button, to add other speakers



The screenshot shows a form titled 'ENTER SPEAKER INFORMATION'. It has a 'SPEAKERS' section with a 'Speaker' row. The row contains a 'Speaker image' field with a 'Choose File' button and a 'No file chosen' text. Below this is a 'Speaker Name and Surname' field with a placeholder 'enter speaker name and surname'. Below that is a 'Speaker Role' field with a placeholder 'enter speaker role'. At the bottom of the form, there is a button labeled 'Add Speaker' with a blue arrow pointing to it. A 'Remove' button is also visible in the top right corner of the 'SPEAKERS' section.

FIGURE 34 ADD SPEAKER

5.3.1.2 Agenda Information.

Information related to the agenda of the event. To create an agenda, it is necessary to fill in the following fields:

- **Intervention Time.**
- **Intervention Title.**
- **Intervention Description.**

Click on the Add Intervention button, to enter other interventions in agenda.

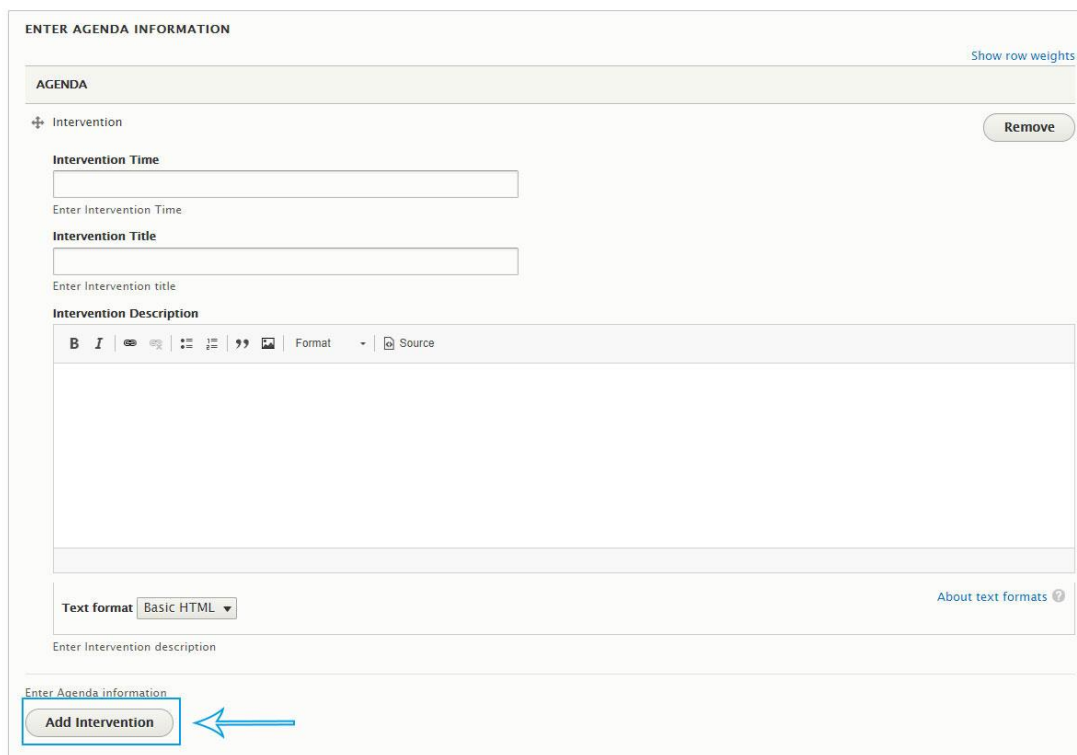


FIGURE 35 SET THE EVENT AGENDA

5.3.1.3 Related Documents information

Section of the “Event” dedicated to the upload of documents closely related to the event (e.g. presentations in .pdf format). To upload a document, it is necessary to fill in the following fields:

- **Document Icon.** Document identification icon.
 - a) Download the icon by clicking with the left mouse button on the picture, shown in the Figure 36, and choosing “save image as”.

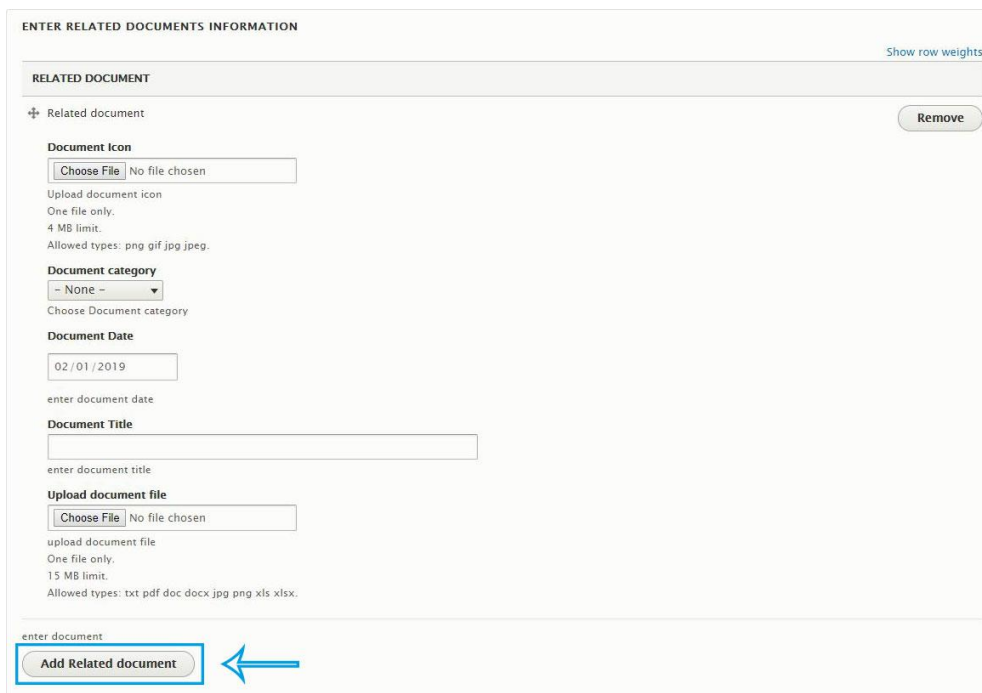


FIGURE 36 DOCUMENT IDENTIFICATION ICON

- b) Click on the Select file button (Figure 32), to choose the image just saved, and fill in the **Alternative Text** e **Title** fields (Figure 33).
- **Document Category.** Select the category the document refers to. In this specific case, it is recommended to choose the “Event” category.
 - **Date.** When the document has been produced.

- **Document Title.**
- **Upload Document File.** To add the document, by clicking on the Select file button

To upload other documents, click on the Add Related Document button.



ENTER RELATED DOCUMENTS INFORMATION

RELATED DOCUMENT

+ Related document Remove

Document Icon

Choose File No file chosen

Upload document icon

One file only.

4 MB limit.

Allowed types: png gif jpg jpeg.

Document category

- None -

Choose Document category

Document Date

02/01/2019

enter document date

Document Title

enter document title

Upload document file

Choose File No file chosen

upload document file

One file only.

15 MB limit.

Allowed types: txt pdf doc docx jpg png xls xlsx.

enter document

Add Related document

FIGURE 37 UPLOAD AN EVENT-RELATED DOCUMENT

- **Related news.** To link news, it is necessary:
 - a) Start writing, in the **News** field, the title of the news to be related
 - b) In the list underlying the **News** field, click on the news to be related

To add other news, this action should be repeated.



ENTER RELATED NEWS

News

Pr

project launch on 27 to 28 September in Ostuni

interview with Holta Copani, Project Manager of NAPA

FIGURE 38 RELATED NEWS

- **Related Gallery Photo preview.** To link the preview of the gallery:
 - a) Start writing, in the **Related Photo Gallery** field, the title of the gallery to be related
 - b) In the list underlying the **Related Photo Gallery** field, click on the gallery to be related.


To add other galleries, this action should be repeated.



FIGURE 39 RELATED PHOTO GALLERY

5.3.2 Edit “Event” content

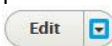
To edit the “Event” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the Edit button 
- To edit each content of the page, place the mouse pointer in the related field and modify the current text, then click on the Save button.

5.3.3 Delete “Event” content

To delete the “Event” content type, click on the Manage tab and then on the Content link (Figure 7).

In the Content Management page:

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the drop button to the right of the Edit button 
- Choose *Delete* (Figure 15)
- On the next screen, confirm the action, by clicking on the Delete button (Figure 16)

5.4 News

Through the “News” content type, the Editor can add news related to the project.

5.4.1 Create News content

To create the News content type:

- Place the mouse pointer on the Navigation Bar
- Click on the Manage tab
- Place the mouse pointer on the Content link
- Place the mouse pointer on the Add Content link
- select News among the content types

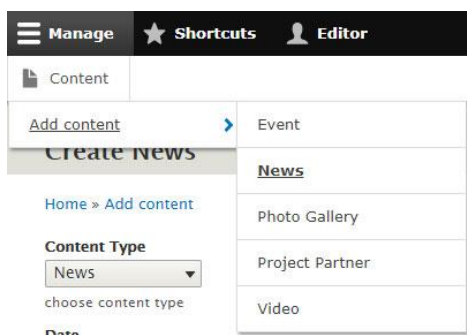
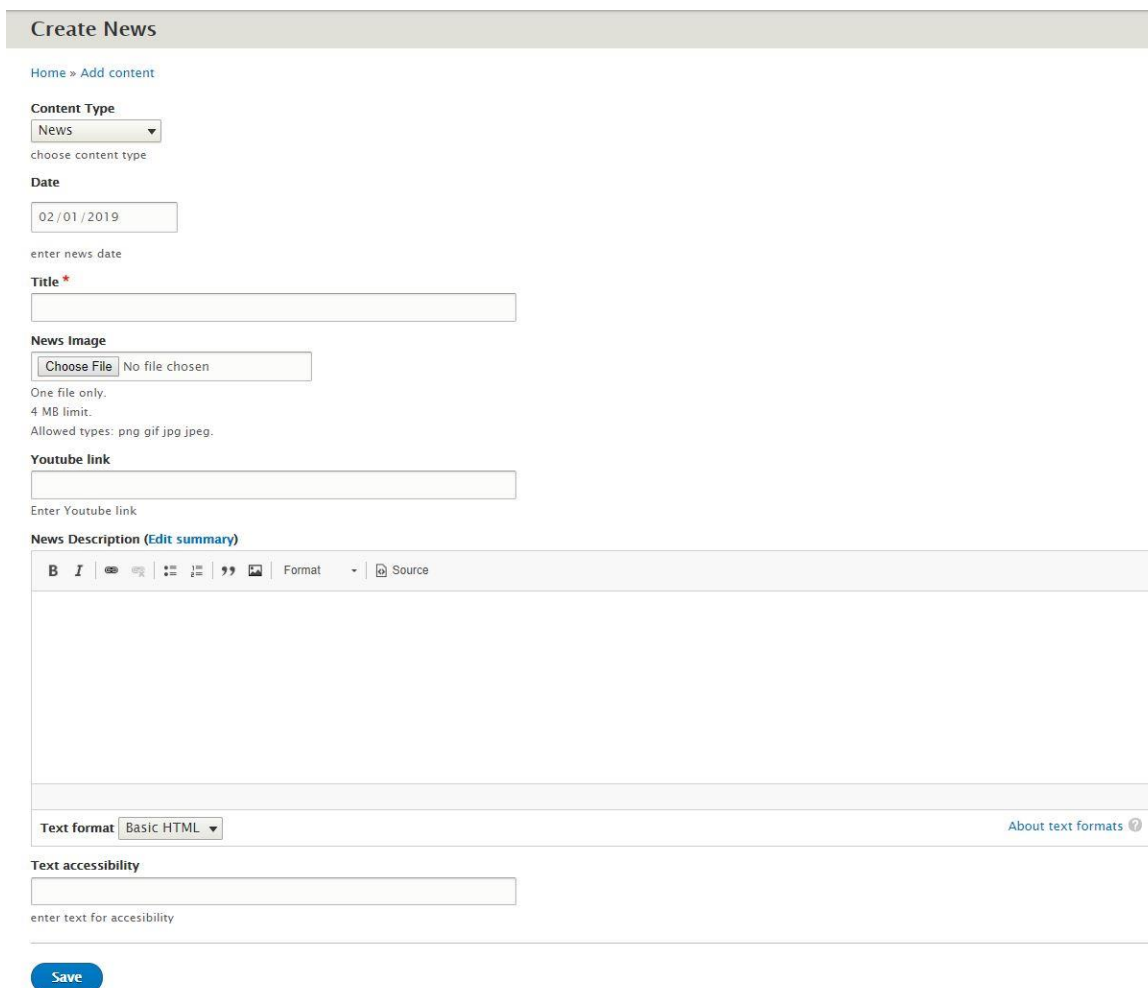


FIGURE 40 SHORTCUT TO CREATE NEWS

On the *News Creation* page, the Editor has to fill in the related fields and click on the Save button.



The 'Create News' form includes the following fields and elements:

- Content Type:** A dropdown menu set to 'News'.
- Date:** A text input field containing '02/01/2019'.
- Title:** A text input field with a red asterisk indicating it is required.
- News Image:** A 'Choose File' button with the text 'No file chosen'.
- Youtube link:** A text input field.
- News Description:** A rich text editor with a toolbar containing bold, italic, link, unlink, list, indent, quote, image, and source icons. The text area is empty.
- Text format:** A dropdown menu set to 'Basic HTML'.
- Text accessibility:** A text input field.
- Save button:** A blue button at the bottom left.

FIGURE 41 NEWS CREATION PAGE


To complete the news content type, it is necessary to fill in the following fields:

- **Content Type.** This field is set by default on "News" and it is recommended not to modify it.
- **Date.**
- **Title.**
- **News image o Youtube link.** These two fields cannot coexist: it is possible either add an identifying image of the news, or a video.
 1. **To upload an image:**
 - a) Click on the Select file button (Figure 32)

- b) Choose an image: size 800px (width) x 400px (height)
 - c) Fill in the **Alternative Text** and **Title** fields(Figure 33)
- 2. **To entry the link to a video:**
 - a) Add the link of the Youtube video chosen
- **News Description**
 - **Summary:** by clicking on the Edit summary link, in brackets next to “News Description Summary” (like for the Event, Figure 28), a text box is opened, where to add a brief summary of the news (max 130 characters, including spaces), which will be displayed on the “News and Events” page (Figure 29).
 - **News Description:** textual description (like for the “Event”, Figure 30)
- **Text Accessibility.** Field to be filled in, to meet the accessibility requirements, with the explanation of any abbreviations or acronyms eventually used in the description. (Figure 31).

5.4.2 Edit “News” content


To edit the “News” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- a) Search for the contents through the appropriate filter (Figure 9)
- b) Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- c) Click on the Edit button 
- d) To edit each content of the page, place the mouse pointer in the related field and modify the current text, then click on the Save button

5.4.3 Delete News content

To delete the “News” content type, click on the Manage tab and then on the Content link (Figure 7).

In the *Content Management* page:


- a) Search for the contents through the appropriate filter (Figure 9)
- b) Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- c) Click on the drop button to the right of the Edit button 
- d) Choose *Delete* (Figure 15)
- e) On the next screen, confirm the action, by clicking on the Delete button (Figure 16)

5.5 Only Text

The “**Only Text**” content type is used to edit information related to the “Data Protection”. Data Protection is a mandatory text to be added to comply with legal obligations, set out in regulation no. 2016/679, called GDPR (EU General Data Protection Regulation). The data, belonging to the Editor and the Project's legal representative, are included in the website upon indication of the Programme Joint Secretariat and can be autonomously modified.

5.5.1 Edit Only text content

To edit the “Only Text” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- a) Search for the contents through the appropriate filter (Figure 9)
- b) Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- c) Click on the Edit button 
- d) To edit each content of the page, place the mouse pointer in the related field and modify the current text, then click on the Save button

5.6 Project Partner

The "Project Partner" content type is used to upload Project Partners' logos.

5.6.1 Create Project partner content

To add a "Project partner" content type:

- Place the mouse pointer on the Navigation Bar
- Click on the Manage tab
- Place the mouse pointer on the Content link
- Place the mouse pointer on the Add Content link
- Choose Project Partner among the content types

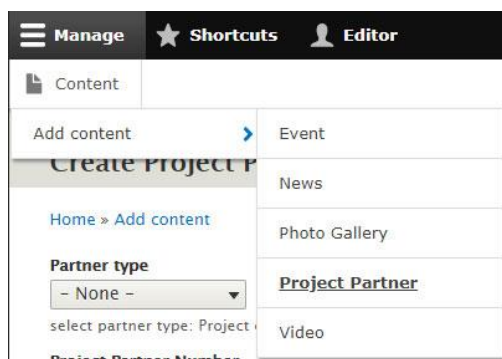


FIGURE 42 CREATION OF THE PROJECT PARTNER CONTENT TYPE

On the *Content Creation* page, the Editor has to fill in the related fields and click on the Save button.

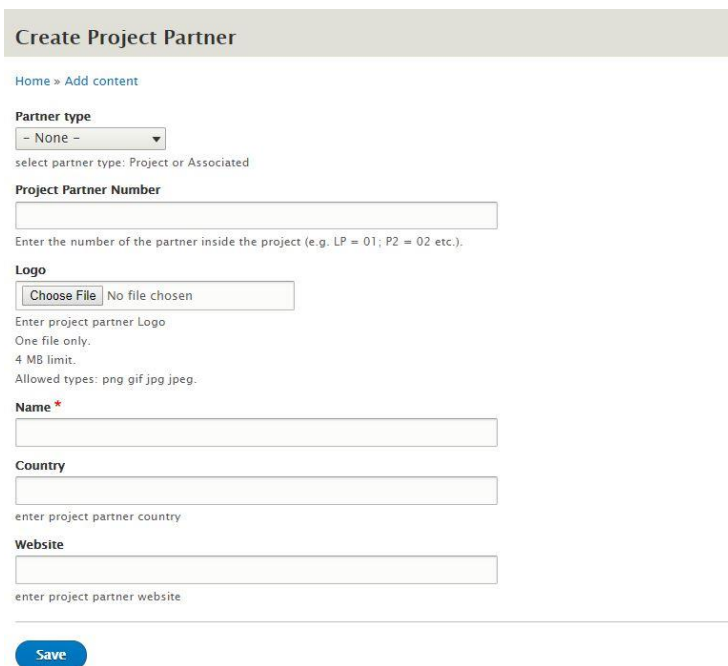

 A screenshot of the 'Create Project Partner' form. The form is titled 'Create Project Partner' and has a breadcrumb 'Home » Add content'. It contains several fields: a 'Partner type' dropdown menu (currently set to '- None -') with a note 'select partner type: Project or Associated'; a 'Project Partner Number' text input field with a note 'Enter the number of the partner inside the project (e.g. LP = 01; P2 = 02 etc.)'; a 'Logo' section with a 'Choose File' button and a note 'No file chosen'; a 'Name' text input field with an asterisk indicating it is required; a 'Country' text input field with a note 'enter project partner country'; and a 'Website' text input field with a note 'enter project partner website'. At the bottom of the form is a blue 'Save' button.

FIGURE 43 CREATION OF THE PROJECT PARTNER CONTENT TYPE

To create a "Project Partner" content type, it is necessary to fill in the following fields:


- Partner Type.** Choose from:
 - Associated Partner
 - Project Partner

In the *Project Partner* page there are 2 sections: the first dedicated to the Project Partners' logos and the other to the Associated Partners' ones.

- **Project Partner Number.** Partner identification number inside the project, useful to display logos in ascending order
- **Logo.** By using any graphic software, modify the logo, according to the instructions below:
 - a) create an image of 800px (width) x 400px (height);
 - b) put it on a white background;
 - c) reduce the logo so that it becomes 105px (width) x 150px (height);
 - d) center the logo in the image with white background created in step b.
 By clicking on the Select File button (Figure 32), choose the Partner official logo and then fill in the **Alternative Text** e **Title** fields (Figure 33)
- **Name.** Partner's name.
- **Country.** Partner's Nationality (Italy, Albania, Montenegro).
- **Website.** Add the partner's institutional website link, by entering:
 - <http://> or <https://> before www.domainname.extension.
 - In case no link is added, the Editor has to complete this field with the special character: #

5.6.2 Edit Project partners content


To edit the "Project Partners" content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- a) Search for the contents through the appropriate filter (Figure 9)
- b) Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- c) Click on the Edit button 
- d) To edit each content of the page, place the mouse pointer in the related field and modify the current text, image or link
- e) Click on the Save button

5.6.3 Delete the Project partners content

To delete the "Project Partners" type content, click on the Manage tab and then on the Content link (Figure 7).

In the *Content Management* page:

- a) Search for the contents through the appropriate filter (Figure 9)
- b) Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- c) Click on the drop button to the right of the Edit button 
- d) Choose *Delete* (Figure 15)
- e) On the next screen, confirm the action, by clicking on the Delete button (Figure 16)

5.7 Photo Gallery

Through the "**Photo Gallery**" section, the Editor can enrich the *Multimedia* page with photo contents.

5.7.1 Create Photo Gallery content

To add the "Photo Gallery" content type:

- a) Place the mouse pointer on the Navigation Bar
- b) Click on the Manage tab
- c) Place the mouse pointer on the Content link
- d) Place the mouse pointer on the Add Content link
- e) Choose Photo Gallery among the content types

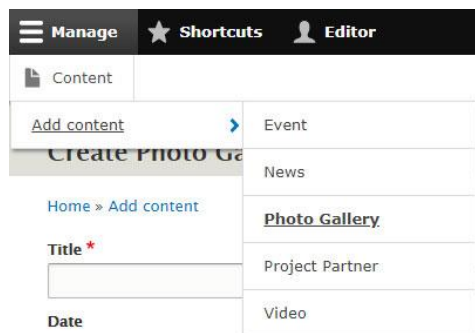


FIGURE 44 ADDITION OF PHOTO GALLERY CONTENT

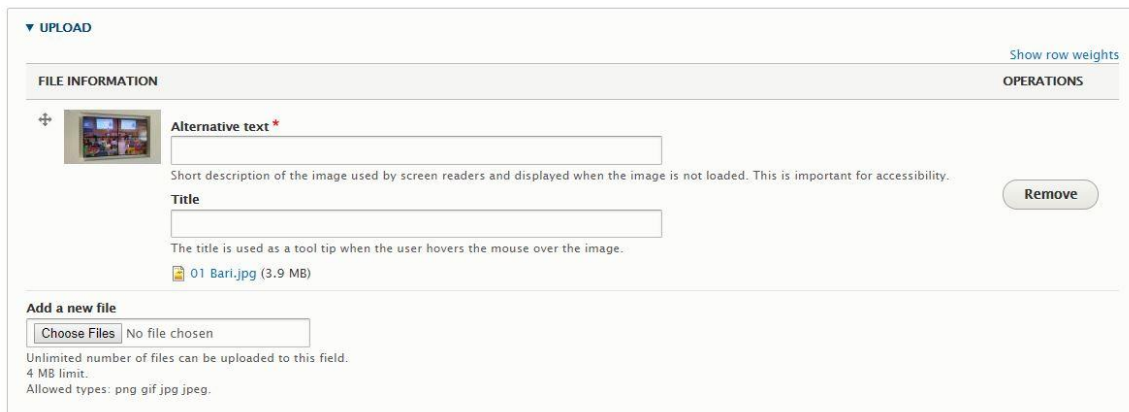
On the *Creation* page, the Editor has to fill in the related fields and click on the Save button.

FIGURE 45 PHOTO GALLERY CREATION PAGE



To complete the content creation, it is necessary to fill in the following fields:

- **Title.** Gallery title
- **Date.**
- **Upload Image preview.** To make the gallery visible, it is necessary to add a preview image that identifies the content of the gallery:
 - a) Click on the Select file button (Figure 32)
 - b) Choose the image: maximum image size 800px (width) x 400px (height)
 - c) Fill in the **Alternative Text** e **Title** fields (Figure 33)
- **Upload Photo.** To create a Gallery, please add *at least three* photos. To add the photos making up the gallery, it is necessary to follow the next steps:
 - a) Click on the Select file button (Figure 32)
 - b) Choose the image: size 1538px (width) x 865px (height)
 - c) Fill in the **Alternative Text** e **Title** fields (Figure 33)

The Editor has to repeat the process for each photo to be added.



▼ UPLOAD Show row weights

FILE INFORMATION	OPERATIONS
<div>  <div> <p>Alternative text *</p> <input type="text"/> <p>Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.</p> <p>Title</p> <input type="text"/> <p>The title is used as a tool tip when the user hovers the mouse over the image.</p> <p> 01 Bari.jpg (3.9 MB)</p> </div> </div>	<div>Remove</div>

Add a new file


No file chosen

Unlimited number of files can be uploaded to this field.
4 MB limit.
Allowed types: png gif jpg jpeg.

FIGURE 46 ADDITION OF AN IMAGE TO THE GALLERY

5.7.2 Edit the Photo gallery content


To edit the “Photo Gallery” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the Edit button 
- To edit each content of the page, place the mouse pointer in the related field and modify the current text, image or link
- Click on the Save button

5.7.3 Delete the Photo Gallery content

To delete the “Photo Gallery” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

In the *Content Management* page:

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the drop button to the right of the Edit button 
- Choose *Delete* (Figure 15)
- On the next screen, confirm the action, by clicking on the Delete button (Figure 16)

5.8 Video

The “**Video**” content type enables the display of youtube videos, related to the project and in compliance with the current European regulations on privacy and appropriateness of content.

5.8.1 Create Video content

To add the “Video” content type, it is necessary to follow the steps below:

- Place the mouse pointer on the Navigation Bar
- Click on the Manage tab
- Place the mouse pointer on the Content link

- d) Place the mouse pointer on the Add Content link
- e) Choose Video among the content types

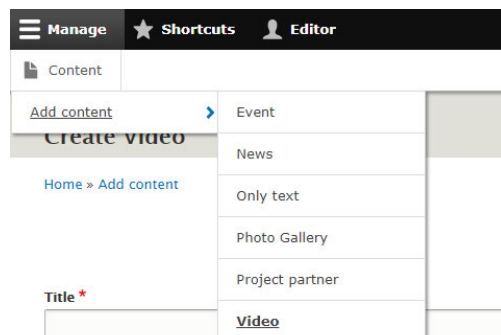


FIGURE 47 ADD A VIDEO CONTENT

On the Creation page, the Editor has to fill in the fields and click on the Save button.



 A screenshot of the 'Create Video' form. At the top, there is a header 'Create Video'. Below it, there is a breadcrumb 'Home » Add content'. The form contains three main fields: 'Date' with a date picker showing '11/01/2019', 'Title' with a red asterisk and an empty text box, and 'Youtube link' with an empty text box. Below the 'Youtube link' field, there is a small text 'enter Youtube link:'. At the bottom of the form, there is a blue 'Save' button.

FIGURE 48 FIELDS RELTED TO THE VIDEO CONTENT TO BE COMPLETED

To complete the content creation, it is necessary to fill in the following fields:

- **Date.**
- **Title.** Video Title
- **YouTube link.** Add a YouTube video link. Where to find this link:
 - a) Go on the YouTube website and choose the video to add
 - b) In the bar below the video, click on the Share link



FIGURE 49 BAR BELOW THE YOUTUBE VIDEO

- c) Click on the Copy button, next to the link




FIGURE 50 COPY THE LINK TO THE VIDEO

- d) Add the link in the field called **YouTube link**.

5.8.2 Edit Video Content

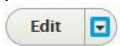
To edit the “Video” content type, it is necessary to click on the Manage tab and then on the Content link (Figure 7).

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the Edit button 
- To edit each content of the page, place the mouse pointer in the related field and modify the current text and/or link
- Click on the Save button

5.8.3 Delete Video Content

To delete the “Video” content type, the Editor has to click on the Manage tab and then on the Content link (Figure 7).

In the *Content Management* page:

- Search for the contents through the appropriate filter (Figure 9)
- Click on the Filter button: the system will return the requested content inside the table (Figure 11)
- Click on the drop button to the right of the Edit button 
- Choose *Delete* (Figure 15)
- On the next screen, confirm the action, by clicking on the Delete button (Figure 16)



Puglia Region - Interreg IPA CBC Italy-Albania-Montenegro
Corso Sonnino, 177 – 70121 Bari (IT)
+39 080 5406545
js@italy-albania-montenegro.eu
www.italy-albania-montenegro.eu



This publication has been co-funded by the European Union through the Instrument for Pre-Accession Assistance (IPA II) and the countries of the Programme. The contents of this publication are the sole responsibility of the Interreg IPA CBC Italy-Albania-Montenegro Programme Authorities and can under no circumstances be regarded as reflecting the position of the European Union.