Project Website Guidelines

Tips to better manage the Project Website

20 May 2019 - Version 0.1

SUMMARY

"News" and "Event" content types: which one to choose?

How to upload an image:

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"News" and "Event" content types: which one to choose?

NEWS

NEWS is the content type the Web Editors **will have to use** for most of the content.

If it is necessary to upload a file, click on the following button: 📎

To add a link, click on the following button: 🔗

For further information, please refer to the Website Editor's handbook, available on the Programme Portal.

EVENT

The **EVENT** content type is used only for the publication of **future events** and if the Editor is provided with the information below:

- Name, surname and role of the speaker (s)
- Timetable and title of their speech

If this information is not available, please use the **News** content type.

2. How to upload an image

1. Uploading an image

News Image

Choose File | No file chosen

Upload image size 800px (width) x 400px (height)

One file only.

4 MB limit.

Allowed types: png gif jpg jpeg.

Images must be exactly **800x400** pixels.

An image, to be uploaded during the creation of a content, has to comply with the following dimensions:
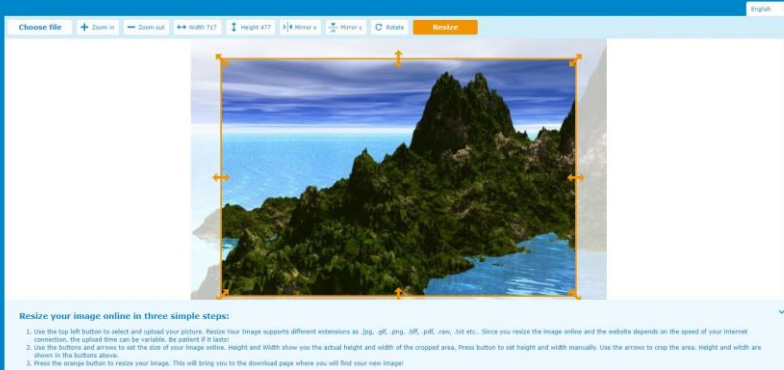
- **800px width**

- **400px height**

If the image were of different sizes, the portal will not allow the content to be saved.

2. Link to resize an image

To resize an image, click on the link below:

https://resizeyourimage.com/EN/

3. Choose the image to resize
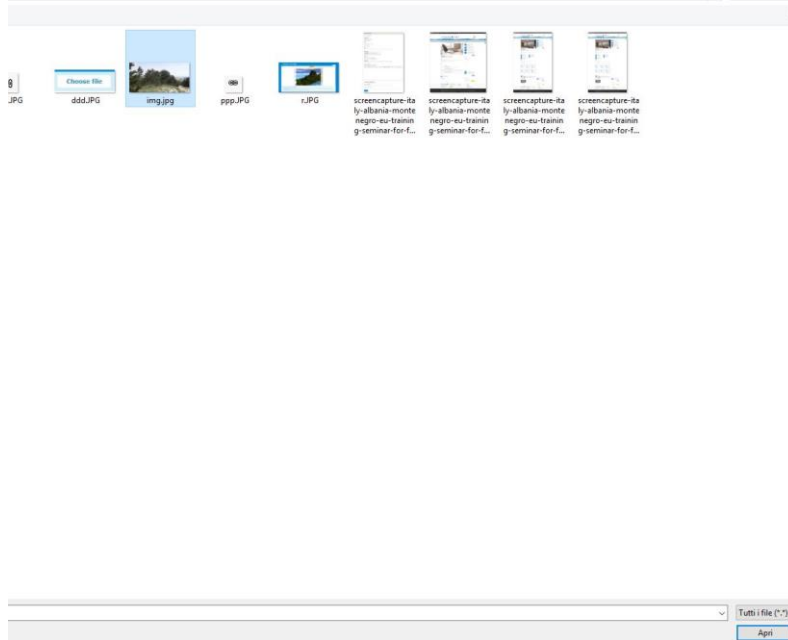
Click on the **Choose file** button, to select the image to resize;

- Click on the ⟷ Width 680 button
- Enter **«800»** in the dialog box

resizeyourimage.com dice

Enter new width (in pixels)

800|

- Click on the OK button

5. Set the Height

- Click on the [Height 541] button
- Enter **«400»** in the dialog box

- Click on the [OK] button

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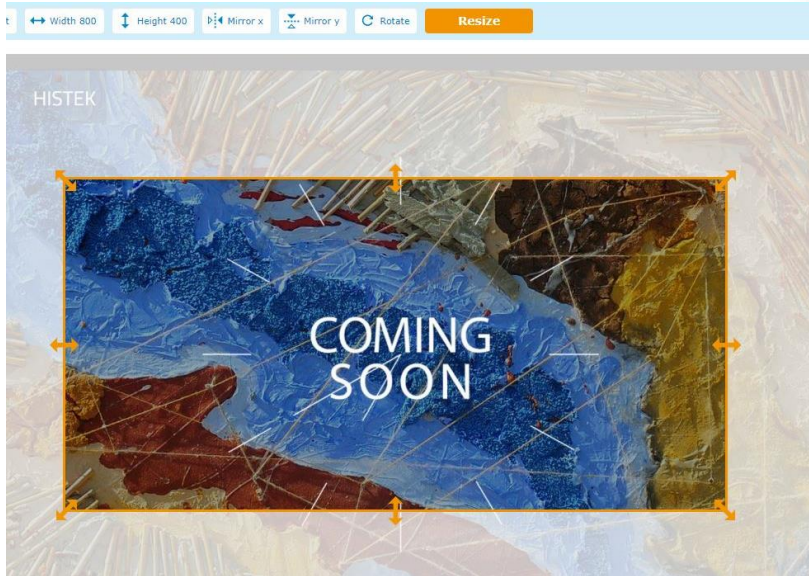Italy - Albania - Montenegro
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6. Center the image

If the image is not centered:

- place the mouse in the orange box
- holding down the left mouse button, move the orange box to the desired position
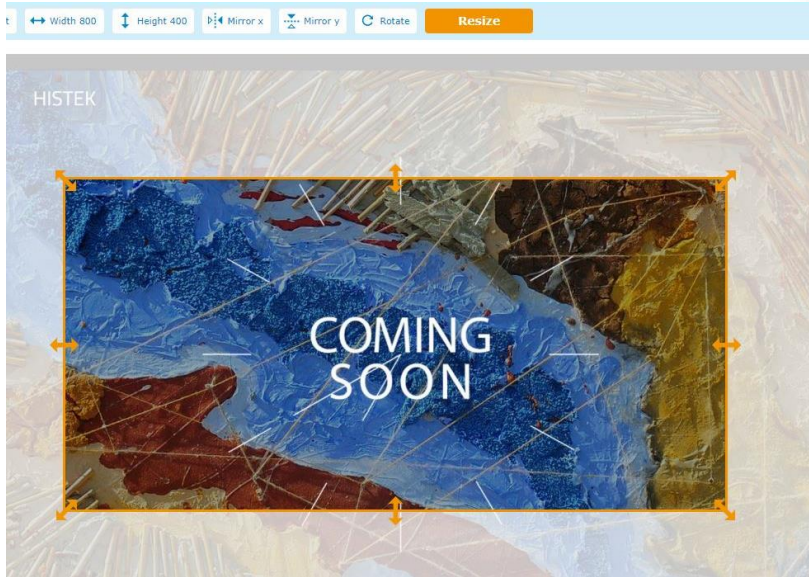
7. Resize

Click on the **Resize** button, to resize the image.

8. Save

Click on the **Save** button, to save the image.