

Project Website Guidelines

Tips to better manage the Project Website

25 October 2019 - Version
0.2

SUMMARY



“News” and “Event” content types: which one to choose?

1. [News](#)
2. [Event](#)

How to upload an image:

1. [Uploading an image](#)
2. [Link to resize an image](#)
3. [Choose the image to resize](#)
4. [Set the Width](#)
5. [Set the Height](#)
6. [Center the image](#)
7. [Resize](#)
8. [Save](#)



SUMMARY



Uploading both a video and an image in the same post

1. [Uploading an image](#)
2. [1. Uploading a video](#)
3. [2. Uploading a video](#)





**“News” and “Event” content types:
which one to choose?**

[Home](#) » [Add content](#)

Content Type

News ▼

choose content type:

Date

06/05/2019

enter news date

Title *

News Image

 Nessun file selezionato

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.

Youtube link

Enter Youtube link

News Description ([Edit summary](#))

B *I* U ~~S~~ ^{x²} _{x₂} *T_k*        Format   Source

Text format Full HTML ▼


Text accessibility


enter text for accessibility

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.



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📍 Bari

25 MAY 2018

Training seminar for First Level Controllers

Overview

Eligibility rules, Public procurement, Financial reporting, First level control requirements, FLC activities and management control system

Speakers



Mr. Mauro Novello
IS coordinator



Mr. Antonio Agrosi
IS Financial officer



Mrs. Mara Naviglio
MA officer



Mr. Davide Marcianò
IS Legal Officer



Mr. Fabrizio Errico
Technical assistance to MA

Agenda

09:30 – 13:30 **Session 1**

Introduction National Control in Interreg IPA CBC Italy-Albania-Montenegro Eligibility and Verifications along Budget Lines

13:30 – 14:30 **Break**

14:30 – 16:30 **Session 2**

FLC activities and management control system Public Procurement basic rules and principles FLC procedures in EMS platform

DOCUMENTS



09 November 2018
FLC Seminar Agenda

Download



14 November 2018
Checklist. External FLC clearance verification

Download



14 November 2018
Checklist. Internal FLC clearance verification

Download

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.



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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.



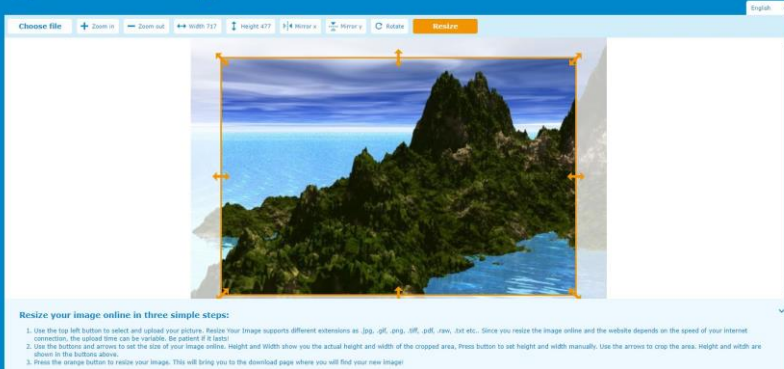
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2. Link to resize an image



Resize Your Image



To resize an image, click on the link below:

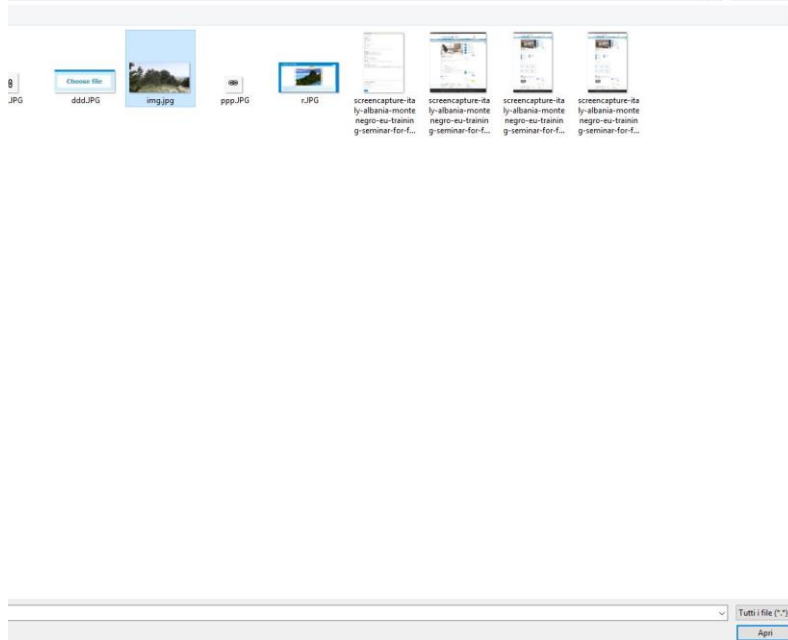
<https://resizeyourimage.com/EN/>



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3. Choose the image to resize



Click on the "Choose file" button
to select the image to resize;

Choose file



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4. Set the Width



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

↔ Width 680

resizeyourimage.com dice
Enter new width (in pixels)

800

- Click on the "OK" button

OK



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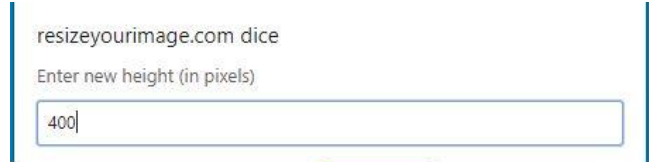
5. Set the Height



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



- Click on the "OK" button



6. Center the image



If the image is not centered:

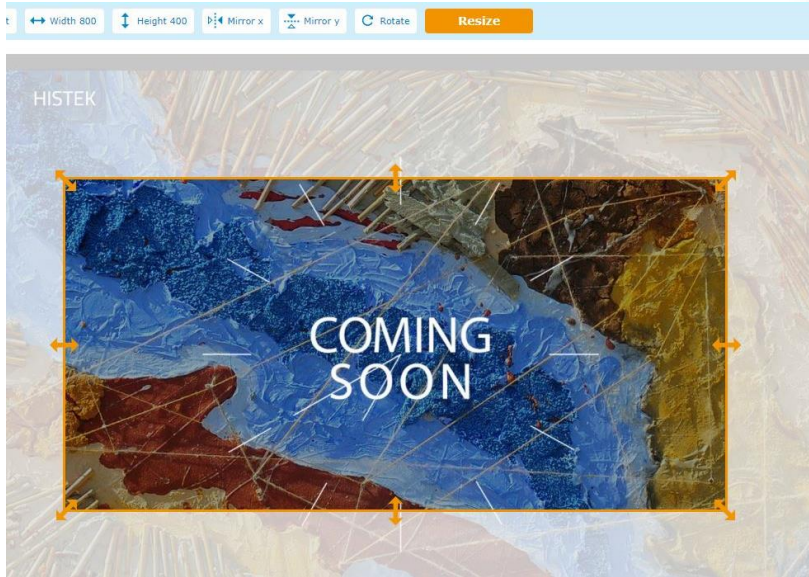
- place the mouse in the orange box
- holding down the left mouse button, move the orange box to the desired position



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7. Resize



Click on the "Resize" button

Resize

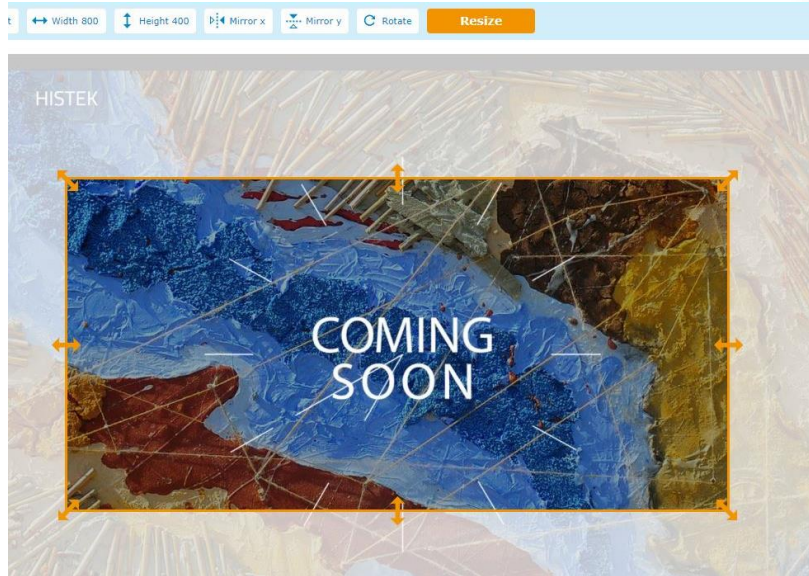
to resize the image.



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8. Save



Click on the "Save" button

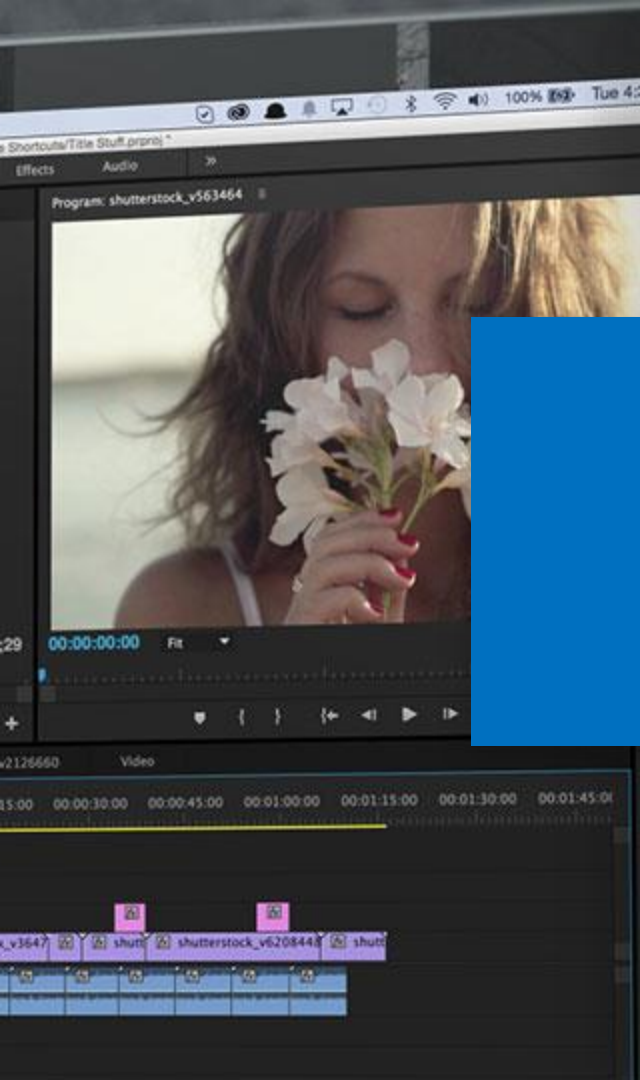
Save

to save the image.



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Uploading both a video and an image in the same post

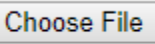


Uploading an image



When writing a post in the "News and Events" section, user can choose to upload **exclusively EITHER** an image **OR** a video, using the appropriate fields "News image" or "Youtube link".

However, if it is necessary to **simultaneously upload both** an image **and** a video, proceed as follows:

1. **Select and upload the image**, by clicking on the "Select file" button 

Then, follow the procedure described in “[1. Uploading an image](#)”



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News Description

B *I* ~~S~~ x^2 x_2 | I_x   |   | “ ”   

The kick off meeting of the project FLAT, Flood and landslides held on 3 and 4 July in Danilovgrad (ME).

The project aims to strengthen the capacities of the Rescue management in case of floods and landslides.

Lead Partner is the Municipality of Danilovgrad (ME). Project Niksic (ME), the Mountine rescue service of Montenegro (M

Watch the video

1. Uploading a video



2. Enter the description in the "News Description" field:

News Description

3. On completion of the description, add the sentence:

"Watch the video".

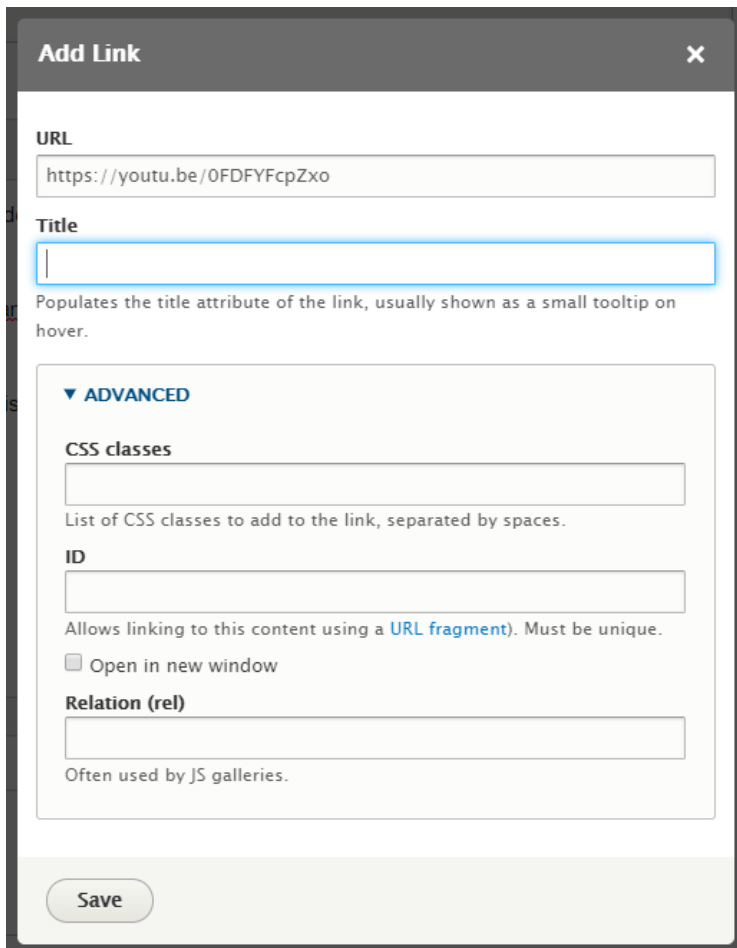
4. Select, holding the left mouse button, the "Watch the video" sentence.

5. Click on the **hyperlink** button: 



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Add Link ✕

URL

Title

Populates the title attribute of the link, usually shown as a small tooltip on hover.

▼ **ADVANCED**

CSS classes

List of CSS classes to add to the link, separated by spaces.

ID

Allows linking to this content using a [URL fragment](#)). Must be unique.

☐ Open in new window

Relation (rel)

Often used by JS galleries.

2. Uploading a video



6. Once opened the "Add Link" window, type the **link to youtube video** in the **URL field**

e.g. <https://youtu.be/0FDFYFcpZxo>

7. Enter the title of the video in the "**Title**" field

8. Click on "**advanced**" ▼ **ADVANCED**

9. Click on the "**Open in a new window**" box

☐ Open in new window

10. Click on "**Save**" button



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