

Interreg
North Sea



Co-funded by
the European Union

PROJECT WEBSITE USER GUIDE



PROJECT GUIDANCE
INTERREG NORTH SEA
2021-2027

Welcome to this guide

This guide is designed to help you manage your Interreg North Sea 2021-2027 project website.

All North Sea projects have an official website which integrates with the Interreg North Sea website. The entire site uses the content management system Drupal.

Once projects are approved, a minimal version of their website goes online. You can always find your project website [here](#).

If you have any questions, please feel free to get in touch with the communications advisors at the Joint Secretariat.

Version	Date	Changes
Version 1	13.02.2023	n/a

Contents

03 CHAPTER 1
Get started

07 CHAPTER 2
Edit content

10 CHAPTER 3
Edit your homepage

13 CHAPTER 4
Work with components

28 CHAPTER 5
Add new content

35 CHAPTER 6
Structure your content

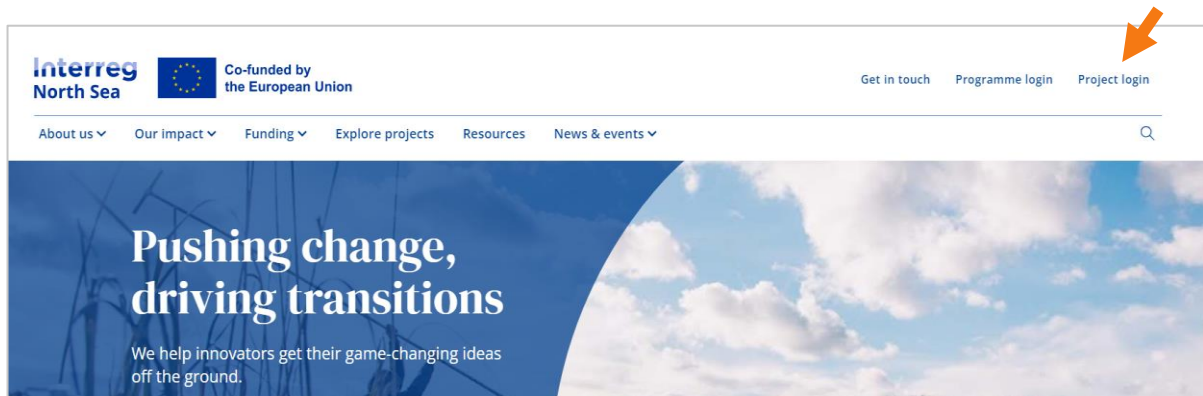
37 CHAPTER 7
Points to be aware of

38 ANNEX 1
Image dimensions

1. Get started

1.1 Log in

- 1 To log in to the system, click project login at the top right of the Interreg North Sea website.



- 2 This takes you to a page with three options. Select "login to project website".

VIB period 2021-2027

Set up your account or log in to apply for funding or manage your project.

[Login to the online monitoring system \(2021-2027\)](#)

Update your project website with news, events and other content. Note: Your user account is set up by the Joint Secretariat.

[Login to project website](#)

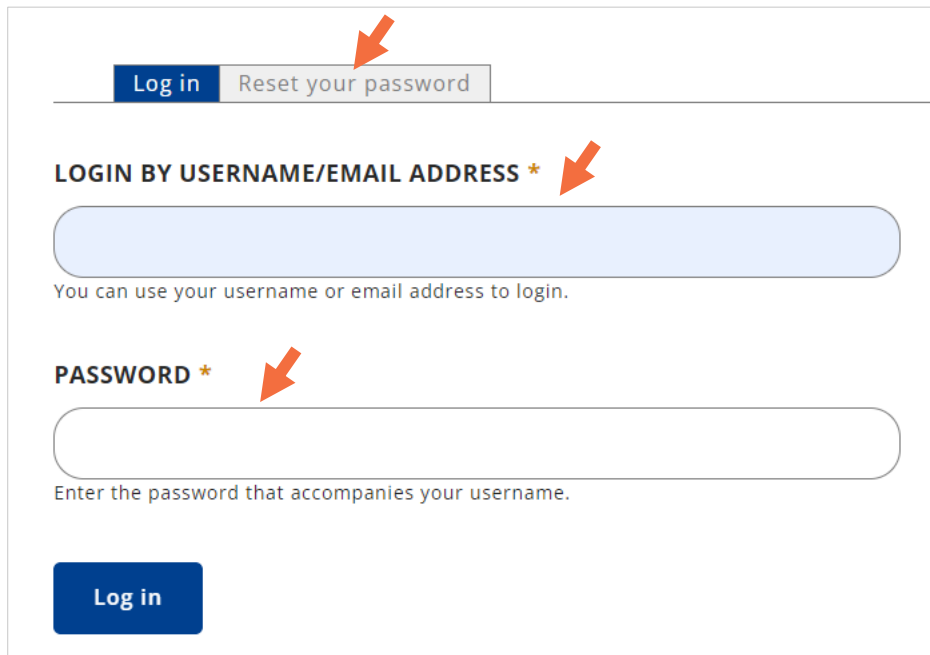
VB period 2014-2020

Log in to the VB online monitoring system to manage your VB project.

[Login to the online monitoring system \(2014-2020\)](#)

3

Log in with the strong password you received from the Joint Secretariat. Or reset your password straight away to use a password of your own choice.



The image shows a login form with several annotations. At the top, there are two buttons: 'Log in' (dark blue) and 'Reset your password' (light grey). An orange arrow points to the 'Reset your password' button. Below these buttons, the text 'LOGIN BY USERNAME/EMAIL ADDRESS *' is displayed, with an orange arrow pointing to the asterisk. Underneath is a light blue rounded rectangular input field. Below the input field, the text 'You can use your username or email address to login.' is shown. Further down, the text 'PASSWORD *' is displayed, with an orange arrow pointing to the asterisk. Below this is a white rounded rectangular input field. Underneath the password field, the text 'Enter the password that accompanies your username.' is shown. At the bottom left of the form is a dark blue 'Log in' button.

Need several users?

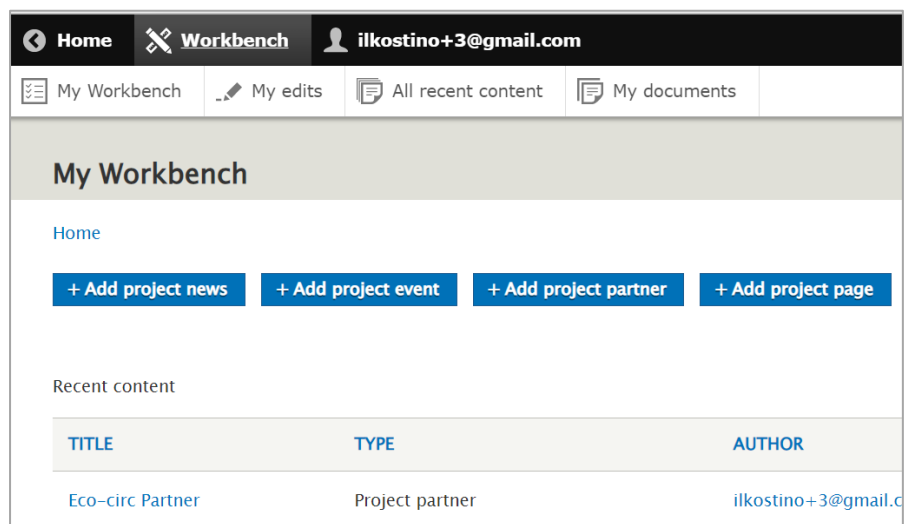
Simply share your login! Your project website has a single login that any number of colleagues can use simultaneously. It is linked to a single email address, and the owner of that email is the only person who can change the password.

1.2 Main user interface

Once you have logged in, you will see the following screen. The top black bar shows some basic options:

- **Home** takes you to the programme website.
- **Workbench** (activated) takes you to My Workbench, which is your main dashboard.
- **Your profile icon** lets you edit your profile, log off, and change your password.

The options in the white bar below the black bar will shift, depending on which part of the black bar is activated.



1 The blue buttons let you add different types of new content to your site.

Adding content is covered in chapter 5 of this guide.

+ Add project news + Add project event + Add project page + Add project pilot + Add document

2 Finally, you will see a list of 7 web pages that have already been set up for you.

TITLE	TYPE
Homepage	Project homepage and general data
About us	Project page
Pilots	Project pilots landing
News	Project news landing
Events	Project events landing
Contact us	Project page
Search our content	Project search landing

Initially, only four of these pages are published: Your project homepage and the pages About, Contact, and Search results. We recommend you start by editing these key pages using the guidance in chapters 2 and 3.

The remaining three pages (news, events, pilots) are so-called landing pages that work in a special way.

Landing pages: News, events, and pilots

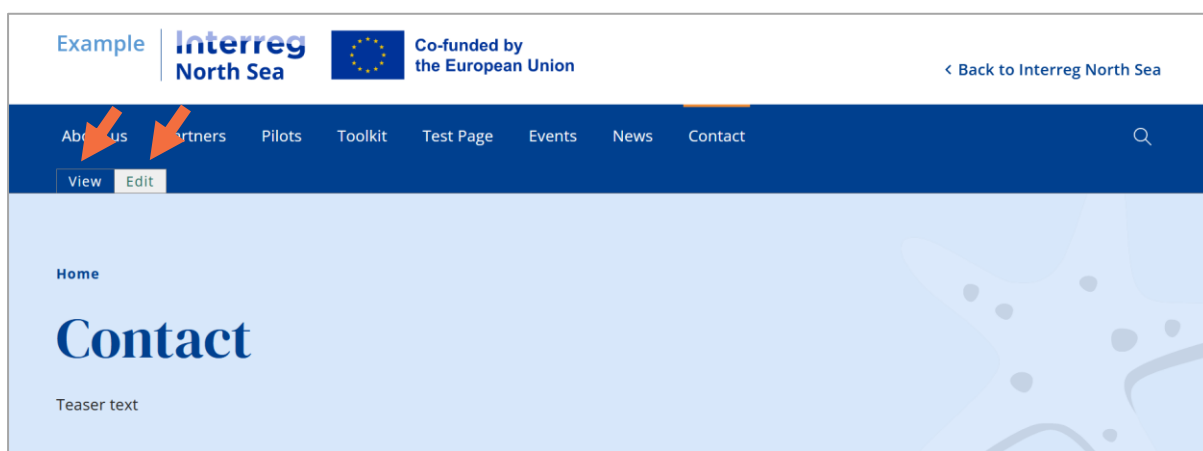
To make landing pages visible you first have to create content for them. You can use the blue buttons in the workbench to do this. This is covered in part 5 of this guide.

Once published, landing pages will automatically appear in your main menu.

2. Edit content

We recommend you start by editing your contact or about page, which are typical web pages. Editing these pages will help you get to grips with the basic Drupal user interface.

- 1 After logging in, open a new browser tab. Navigate to your project site and your Contact or About page from the front-end. Then click 'edit' in the tab just below the menu to get to the back-end work space.
- 2 You will now see the back-end user interface of your contact page. You can shift back to the front-end via the 'view' tab.



TIPS FOR STARTERS

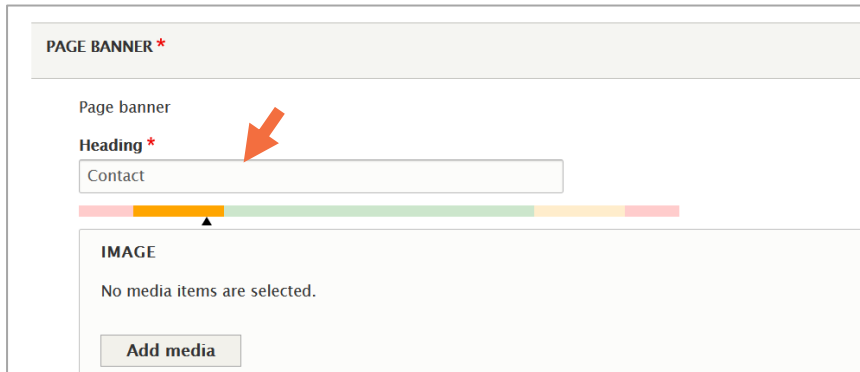
- You can find your published project website under Explore Projects in the Interreg North Sea website.
- When working in your project website, it is often helpful to keep two or more browser tabs open at the same time.

2.1 Edit page banner

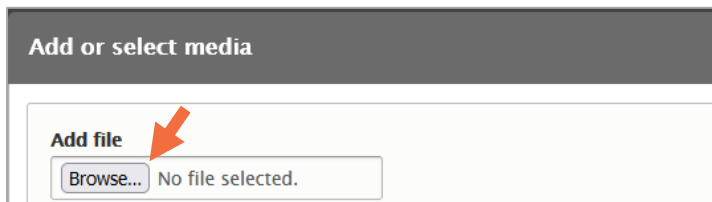
The top banner consists of a title, a banner image, and a tagline.

1 To replace the headline, simply type in your new headline in the field “Heading”.

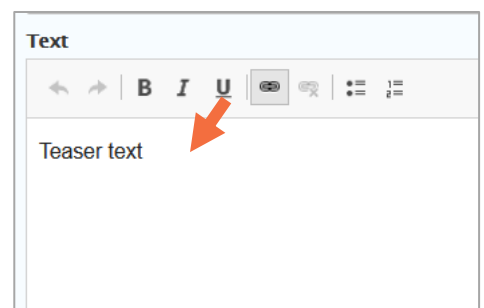
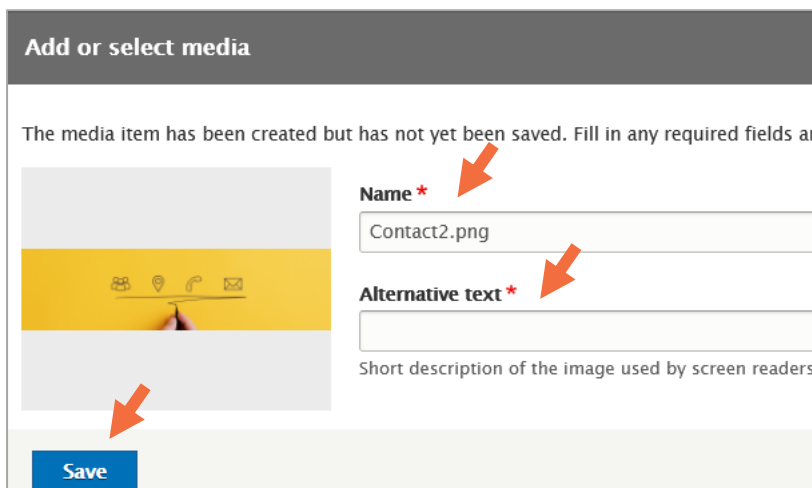
2 To add an image, click “Add media”.



3 Click “Browse” to navigate to the image you want to use. Press “Insert selected” and choose save (or save and edit). See Annex 1 for recommended image size.

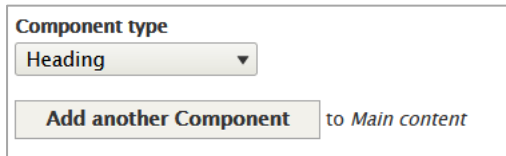


Once you have selected an image, enter alternative text to support the website’s accessibility. Alternative text is a brief image description enabling people with impaired vision to understand what it shows. You should explain what is seen in the image. Add any tagline or teaser text you would like to see in the top banner (optional). To finish the process, click Save.



2.2 Add components

To create your page's main content such as text and images, you need to add components using the dropdown. Please see chapter 4 for guidance on how to do that.

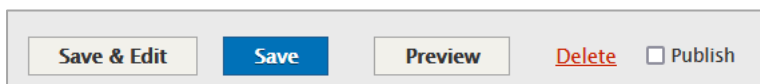


Component type
Heading ▼
Add another Component to Main content

2.3 Save, publish, delete

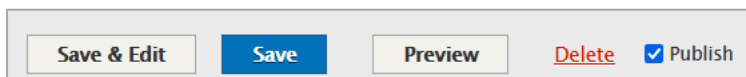
At the bottom of your page, you will find some key options: Save & edit, Save, Preview, Delete, and Publish. They work as follows:

- To save your work, click 'save'. If your page is published, then your changes will show immediately once you have saved it.
- The Save button takes you to the front-end view. If you wish to remain in edit mode, click 'save and edit' to save your work without leaving your workspace.
- You can also use the Preview button to quickly look at your work before saving.
- If you are working in an unpublished page, then your work will remain in draft mode until you publish the page. Once you are content with the page, click 'publish' to make your work visible.
- If you wish to delete your entire page, click Delete.



Save & Edit Save Preview Delete ☐ Publish

- You can unpublish a published page by unticking Publish and then Save. However, you cannot unpublish the landing pages (homepage, news, events, pilots).



Save & Edit Save Preview Delete ☒ Publish

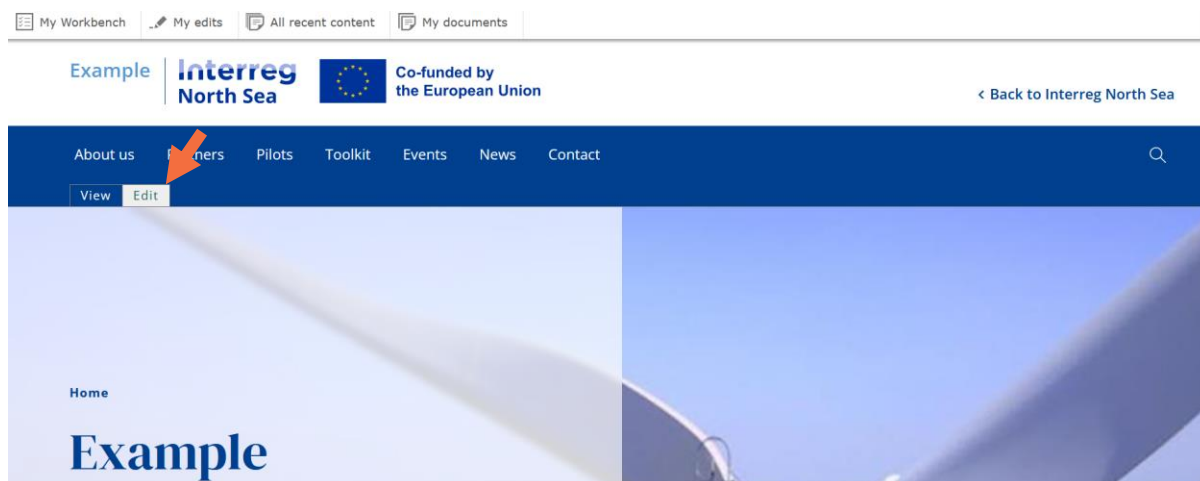
Congratulations! You are now familiar with the main Drupal user interface.

You can edit your About page and most other content in the same way.

3. Edit your homepage

Your homepage works much the same way as other web pages; however, it includes a few special features that you should be aware of.

1 Navigate to your homepage and click 'edit'.



3.1 Edit the top banner

Editing the top banner is similar to any other pages. To edit your homepage banner, follow the guidance in chapter 2.

3.2 Add components

To create an engaging homepage with a rich user experience, you need to select and add some components. Please see chapter 4 for guidance on how to do that.

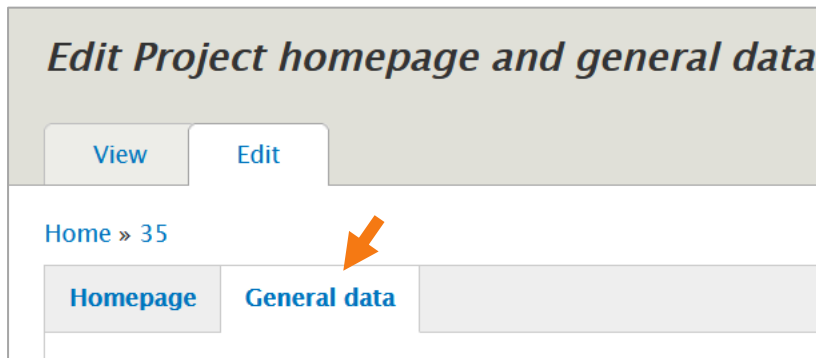
SPECIAL HOMEPAGE COMPONENTS

Four components are reserved for your homepage and are not available for any other parts of your website. These are: List of cards; latest events; latest news; and media slider.

3.3 Add main menu and footer content

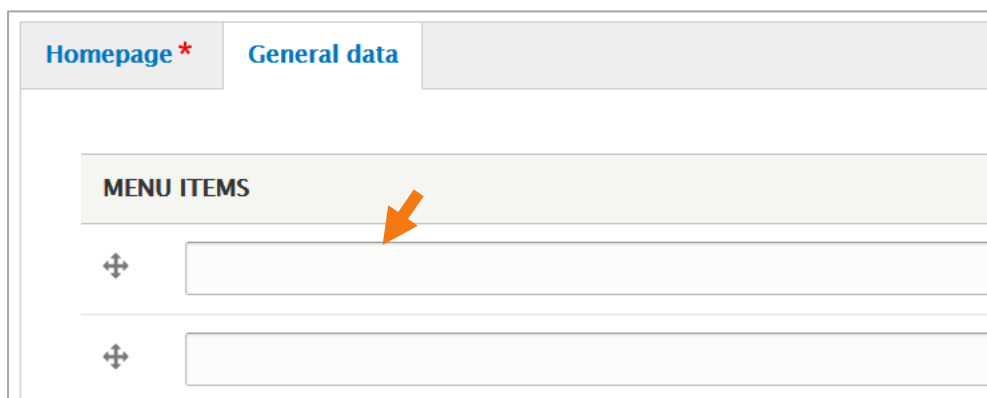
The tab “General Data” allows you to:

- Add extra menu items of your own choice in the main menu.
- Add a link to your newsletter subscription page.
- Add social media icons to be displayed in your website’s footer area.



The first option in the list lets you add links to the main menu. You will only need this once you have created the corresponding content. When you have done so, follow the simple steps below to add new menu items.

- 1 Enter pages that you would like to appear in the main menu. Start typing the name of the page (the system autocompletes).
- 2 Drag the icons to determine the order of appearance in the main menu.



Creating your main menu

You can have maximum 10 items in the main menu. Five spots are used for the pre-created pages: About, Contact, News, Events, and Pilots. The remaining five spots can be used for links of your own choice; however, we recommend keeping to a maximum of 7 links in the main menu if possible.

The remaining options in the General Data tab concern links and icons for your footer area.

- 3 To display a link to your newsletter subscription form and/or social media icons or links in your website footer, fill in the relevant fields. Note: If you choose a social media icon, then the icon will show instead of the link text.**



▼ **SOCIAL OUTREACH**

Newsletter

Enter the web address (URL) of your newsletter subscription landing page.
When you enter a URL, a subscribe link will appear in the footer area.



 Social link

SOCIAL LINK

LINK

URL *

This must be an external URL such as *https://facebook.com/*.

Link text

Icon

▼

Which social media does your project use?

- The system lets you generate icons for the following social media: Facebook, Twitter, LinkedIn, Instagram, and YouTube.
- You can add links to additional social media, although you cannot display any icons.

4 Work with components

Your homepage and most other web pages include a main content area where you can add text, media, and more. The system offers 15 different components for this purpose.

The components help you craft a dynamic, informative, and good-looking page. They add variety and flexibility to your website. Make sure to explore them all to be aware of what is available.

LIST OF COMPONENTS

#	Component	Purpose
1	Heading	Add headings to break up your text.
2	Rich text	Add body text. Add images, quotes, tables within the body text area.
3	Text and image	Place an image next to a text area.
4	Media	Add one or several images or videos.
5	Embed code	Embed iframe codes or scripts.
6	Button	Highlight a link.
7	CTA banner	Highlight a call to action.
8	Accordion	Create text that visitors can expand/collapse.
9	List of documents	Display several documents together.
Available for most web pages except the homepage		
10	Section heading	Create a heading linking to a specific part of a page.
11	Table*	Display numbers and facts in table format.
Only available on the homepage		
12	List of cards	Display coloured cards with icons and links.
13	Latest project events	Showcase your most recent events.
14	Latest project news	Showcase your most recent events.
15	Slider (media)	Create a slider for more dynamic visual content.

*in development.

Below, you will find a description of each component and how to use it.

4.1 Add new component

- 1 To add a new component, scroll to the bottom of your page and select the component you need in the dropdown menu. Click “Add component”



Component type
Heading ▼

Add another Component to Main content

4.2 Drag & drop components

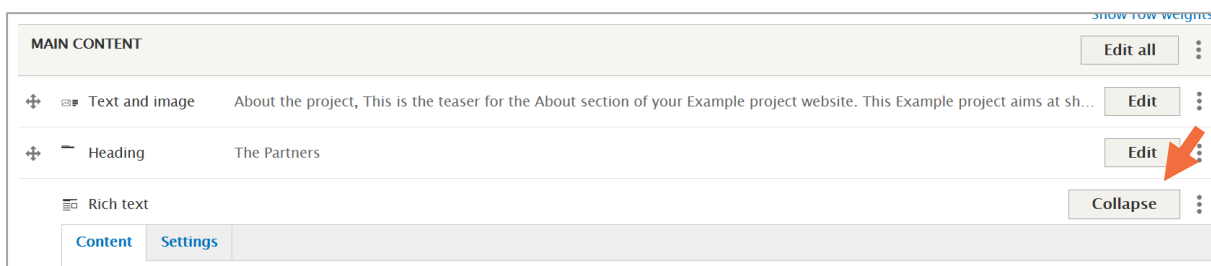
In most pages you will end up with a list of different components.

- 1 To change the order of components, drag and drop them up or down in the list.



MAIN CONTENT		
✚	Text and image	About the project, This is the teaser for the
✚	Heading	The Partners
✚	Rich text	This section is a teaser for the partners of

- 2 You can only drag and drop collapsed components. If a component is expanded (opened for editing), click ‘collapse’ in order to drag it.



MAIN CONTENT			show row weights
✚	Text and image	About the project, This is the teaser for the About section of your Example project website. This Example project aims at sh...	Edit all
✚	Heading	The Partners	Edit
✚	Rich text		Collapse

Content Settings

4.3 Use settings to control the layout

Most components offer you a certain level of control via settings. The exact type of control depends on the component. For example, you can choose between two sizes of headline; select the bottom margin of Rich text; choose between two widths of a video; etcetera.

To make the most of these options, we recommend you explore the settings for each component as you go along. Below are examples of settings for two different components, Heading and CTA Banner.

Heading

Content Settings

Level

Alignment

Spacing

Heading level

☐ N/A ☒ 2 ☐ 3

Semantic meaning of heading. Corresponds to *h2*, *h3*, etc.
Leave empty for no semantic meaning.

CTA banner

Content Settings

SETTINGS TABS

☐ Limited width
Choose this in order to apply a max-width of 650px to this paragraph.

☐ Has negative top
Enable this option if you want the *CTA banner* to "blend" with the above element/component.

Margin bottom

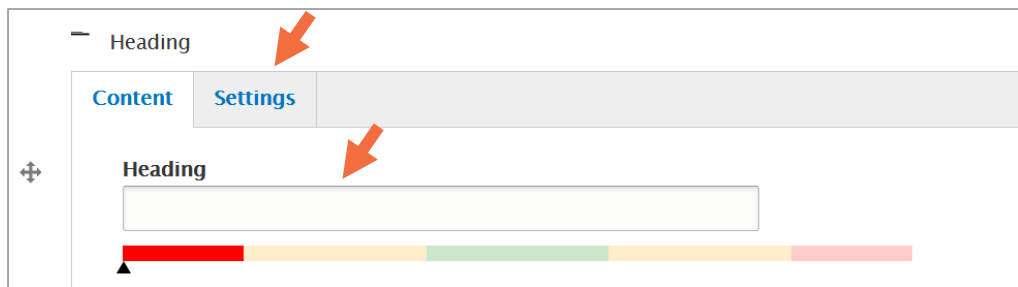
☐ N/A ☐ Extra small ☐ Small ☒ Medium ☐ Large ☐ Extra large

4.4 Explore the components

Below is a brief description of each component.

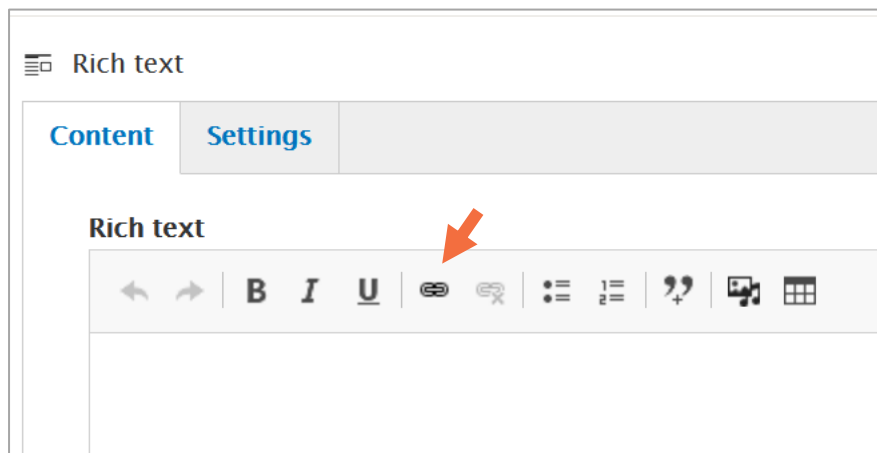
1 Heading

The heading component is self-explanatory: Simply add your heading and save. Use the settings to choose between two different font sizes, align the heading horizontally (left, centre, right) and to control the bottom margin.

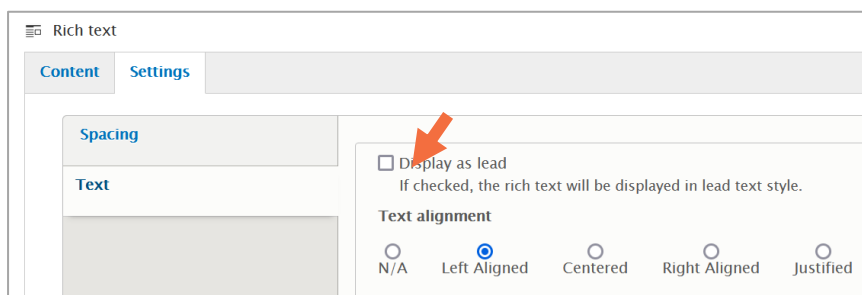


2 Rich text

This component is designed for body text. In the short list of icons, you have a few options to format your text. You can also add hyperlinks, bullet points, numbered lists, quotes, images, and tables.



In the settings, you can control the spacing relative to other components. You can also choose to display as lead text. Lead text is bold and larger than the body text and can be used to highlight text or to create a teaser.



3 Text & image

This component includes text next to an image. It includes a heading, a text area, an image, and an optional link. Use the settings to control if the image shows to the left or right of the text. For tips on adding images, please see chapter 4.

ContentSettings

Heading

Text

MEDIA *

No media items are selected.

Add media

LINK

URL

Start typing the title of a piece of content to select it. <front> to link to the front page. Enter <nolink> to d

Link text

Example of Text & Image:



Who we are

We are the Joint Secretariat of the Interreg North Sea Programme. Our team is dedicated to supporting our stakeholders, ensuring good project performance, and providing visibility for our projects.

Our work is guided by our Monitoring Committee. Our National Contact Points provide invaluable support in servicing our project community.

Have an inquiry? We are delighted to help!

[Meet the team](#)

4 Media

To add an image or a video, click “Add media”.

Media

ContentSettings

MEDIA

No media items are selected.

Add media

In the window that opens, you have three options. You can add 1) an image; 2) a video from YouTube or Vimeo; or 3) a video from your local computer.

ADD AN IMAGE

Select the tab 'image' and use the Browse option to upload an image. Click "insert selected".

Add or select media

Image

Video

Local video

Add files

Browse... No files selected.

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

Name

Sort by

Newest first ▼

Apply filters

Insert selected

Bonus tips

- "Name" and "Sort by" may help you find a previously uploaded image.
- "Table view" provides an easy overview of the thumbnails.

Next, you need to add Alternative text to support the website's accessibility. Describe the image briefly, so that people with impaired vision will understand what it shows. You can also add a caption (optional). To finish the process, click Save.

Add or select media

The media item has been created but has not yet been saved. Fill in any required fields and save to add it to the media library.

Name *

Groningen.jpg

Alternative text

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

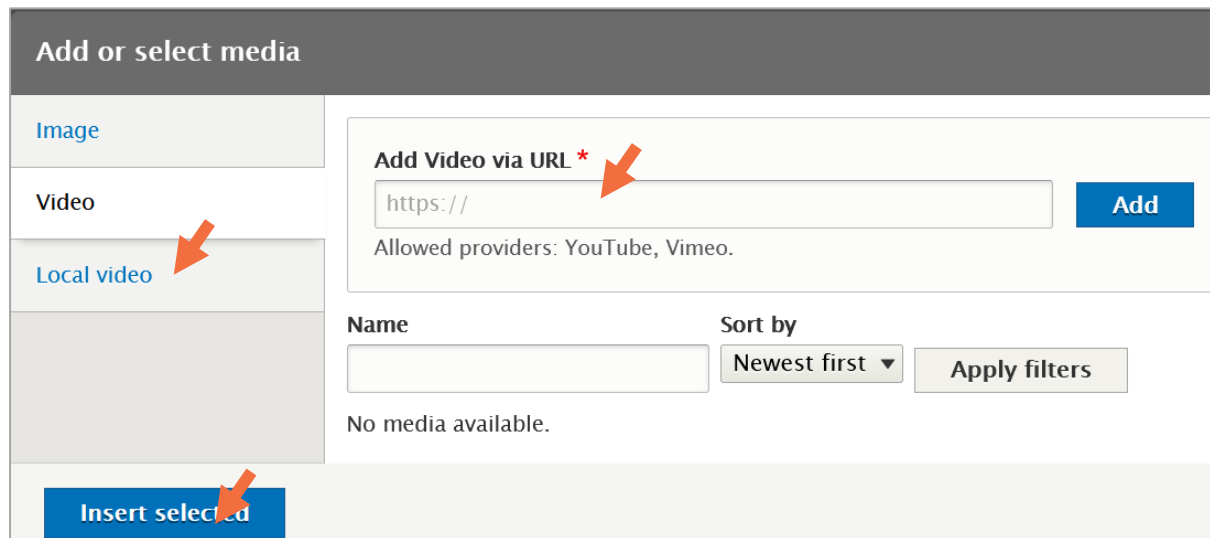
Caption

Save

1 item selected

ADD A VIDEO FROM YOUTUBE OR VIMEO

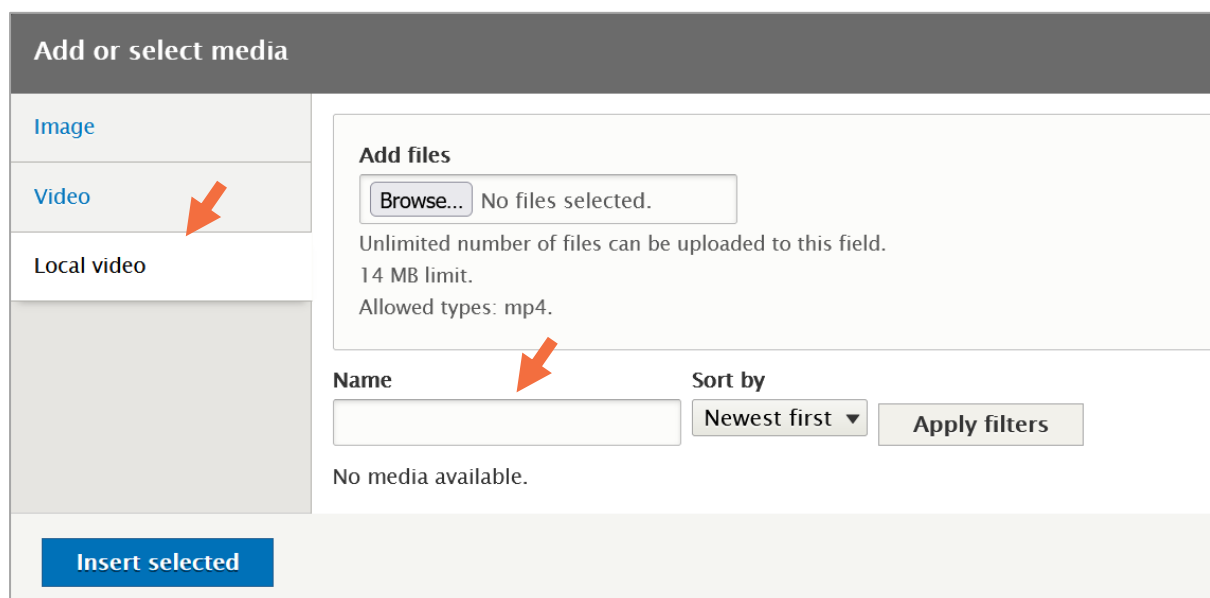
To embed a video from YouTube or Vimeo, choose the tab 'Video', enter the video URL and click "Add", then "Insert selected".



The screenshot shows the 'Add or select media' interface. On the left, there are three tabs: 'Image', 'Video', and 'Local video'. The 'Video' tab is selected, indicated by an orange arrow. The main area is titled 'Add Video via URL *' and contains a text input field with the placeholder 'https://'. An orange arrow points to this field. To the right of the input field is a blue 'Add' button. Below the input field, it says 'Allowed providers: YouTube, Vimeo.' Below this, there are two sections: 'Name' with an empty text input field, and 'Sort by' with a dropdown menu set to 'Newest first' and an 'Apply filters' button. Below these sections, it says 'No media available.' At the bottom of the interface is a blue button labeled 'Insert selected', with an orange arrow pointing to it.

ADD A LOCAL VIDEO

In the third tab of the Media component, you can also upload a video directly from your computer. However, please note the file limit of 14 MB. To prevent site speed problems, you can only upload very small videos to your website.

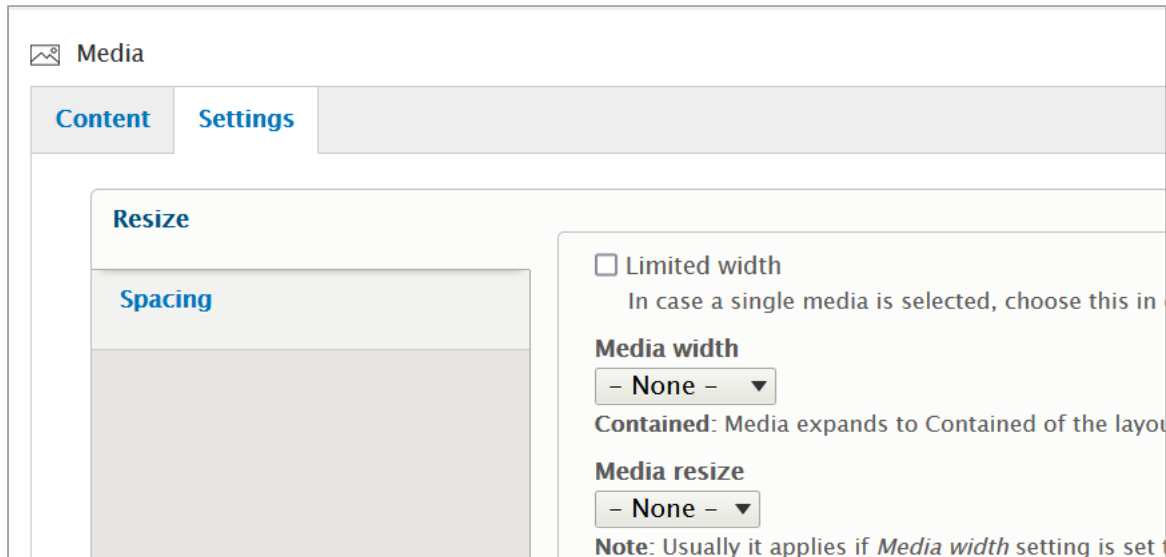


The screenshot shows the 'Add or select media' interface. On the left, there are three tabs: 'Image', 'Video', and 'Local video'. The 'Local video' tab is selected, indicated by an orange arrow. The main area is titled 'Add files' and contains a 'Browse...' button and the text 'No files selected.' Below this, it says 'Unlimited number of files can be uploaded to this field.', '14 MB limit.', and 'Allowed types: mp4.' Below this, there are two sections: 'Name' with an empty text input field, and 'Sort by' with a dropdown menu set to 'Newest first' and an 'Apply filters' button. Below these sections, it says 'No media available.' At the bottom of the interface is a blue button labeled 'Insert selected', with an orange arrow pointing to it.

MEDIA COMPONENT - SETTINGS

In the settings tab, you can adjust spacing and limit the width of single media. The most helpful option is "Limited width" which generally works best for embedded Youtube videos.

Note: The width and resizing options do not work when you include several media in the same space.



The screenshot shows the 'Media' component settings. It has two tabs: 'Content' and 'Settings'. The 'Settings' tab is active. Under the 'Settings' tab, there are two sub-sections: 'Resize' and 'Spacing'. The 'Spacing' section is currently selected and shows a large gray rectangular area for adjusting spacing. The 'Resize' section contains the following options:


- ☐ Limited width
In case a single media is selected, choose this in
- Media width**
- None -
- Contained:** Media expands to Contained of the layout
- Media resize**
- None -
- Note:** Usually it applies if *Media width* setting is set

FIND IMAGES IN THE SYSTEM

If you need to find a previously uploaded image, you can search for its file name. You can also browse through the thumbnails in grid or table view.



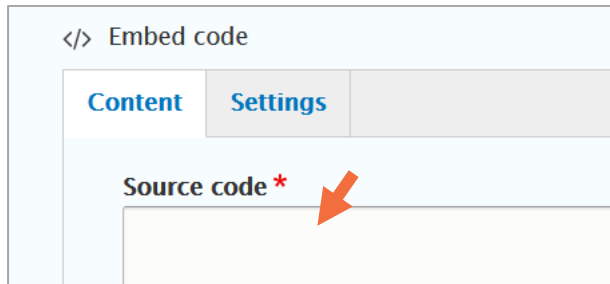
The screenshot shows the 'Find Images in the System' interface. It includes a search bar labeled 'Name', a 'Sort by' dropdown menu set to 'Newest first', and an 'Apply filters' button. There are two view toggles: 'Grid' (selected) and 'Table'. Below these is a table with the following columns: THUMBNAIL, NAME, AUTHOR, and UPDATED. The table contains one row with a thumbnail image, the name 'North-Sea-view.jpg', the author 'TEST', and the update date '10/22/2022 - 09:00'. At the bottom, there is a blue 'Insert selected' button and a status indicator '0 of 1 item selected'. Three red arrows point to the search bar, the view toggles, and the 'Insert selected' button.

THUMBNAIL	NAME	AUTHOR	UPDATED
	North-Sea-view.jpg	TEST	10/22/2022 - 09:00

5 Embed code

This component lets you embed iframe codes or scripts, for instance to create newsletter registration forms or embed Canva designs.

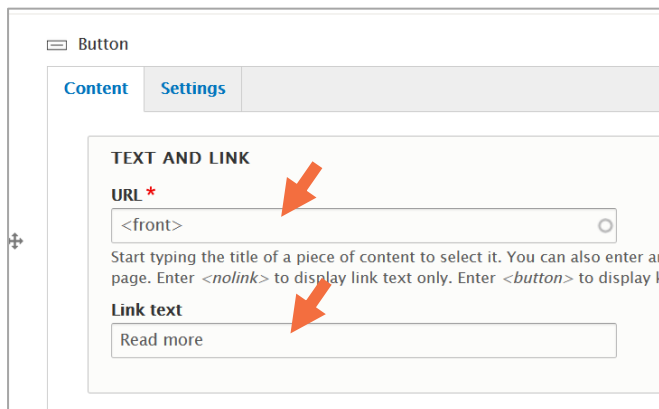
Note: By default, this displays at a width of 650 pixels which suits most purposes; however, you can control the width in the settings.



The screenshot shows the 'Embed code' component interface. It has a light blue header with a code icon and the text 'Embed code'. Below the header are two tabs: 'Content' (active) and 'Settings'. Under the 'Content' tab, there is a section labeled 'Source code *' with a red asterisk. An orange arrow points to the text input field below this label.

6 Button

Use the component Button to create a blue button for highlighted links. Enter the URL for the link and add the link text you want.



The screenshot shows the 'Button' component interface. It has a light gray header with a button icon and the text 'Button'. Below the header are two tabs: 'Content' (active) and 'Settings'. Under the 'Content' tab, there is a section labeled 'TEXT AND LINK'. Inside this section, there is a 'URL *' field with a red asterisk and a dropdown menu showing '<front>'. Below the URL field is a text input field for 'Link text' with the text 'Read more'. Two orange arrows point to the 'URL *' field and the 'Link text' field respectively.

Example of a button



7 CTA banner

Create an orange Call-to-Action banner by adding a heading, some teaser text, and a link. The text is not mandatory.

In the settings you can choose between two widths of the banner.

CTA banner

Content * Settings

Heading *

Text

LINK *

URL *

Start typing the title of a piece of content to link to the front page. Enter `<nolink>` to display link without text.

Link text

Example of a CTA banner with heading, teaser text, and link



8 Accordion

Accordions let the visitor expand/collapse text and is a great option for heavy-text pages and any longer lists. Each accordion item has a heading and a Rich text area, plus an optional link. After selecting the component, enter the content for the first item as shown below.

Accordion item

Heading *

Add the heading of the accordion item

Text

LINK

URL

Add a call to action link

Start typing the title of a piece of content to link to the front page. Enter `<nolink>` to display link without text.

Link text

Add the call to action text. By default, it is the same as the URL.

You can now add more accordion items in the same way to create a list.

Add Accordion item to Accordion item

Example of an accordion

+ Set up an account

+ Fill in the application form

– Submit your application

Ready to submit? Use our step-by-step guide and graphic overview to help you submit your application.

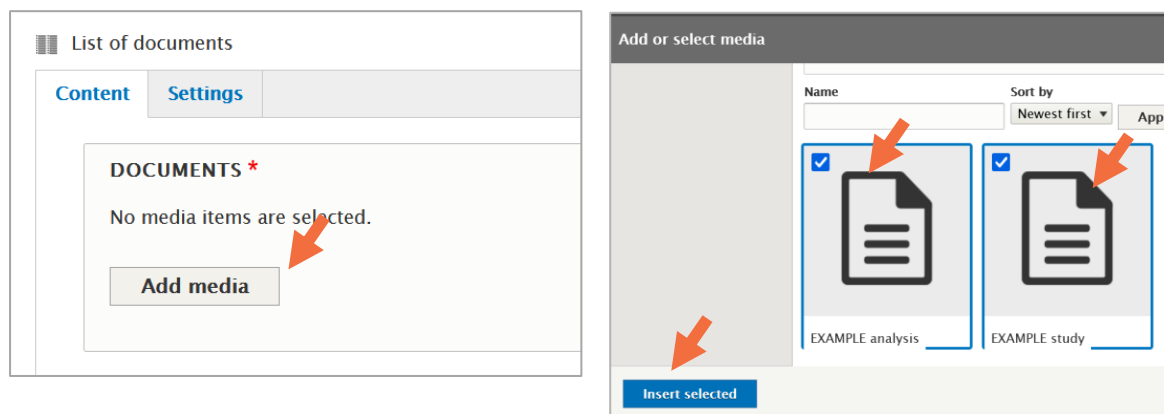
[Submit a full application](#) (step-by-step guide)

[Graphic overview of the final steps to submit](#)

9 List of documents

You can use this component to display any number of documents side by side.

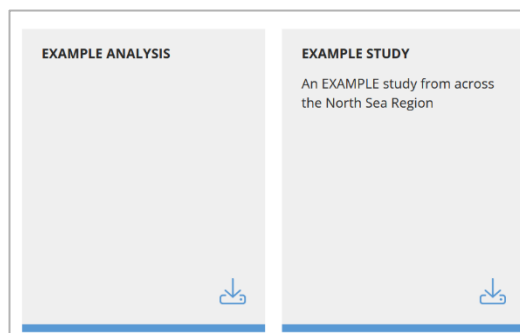
- Click “Add media” to upload the files you want to be part of your list. Follow the instructions in chapter 5.6 to create each document (basically, you simply need to add a title plus an optional teaser text and an optional image).
- Click “Insert selected”



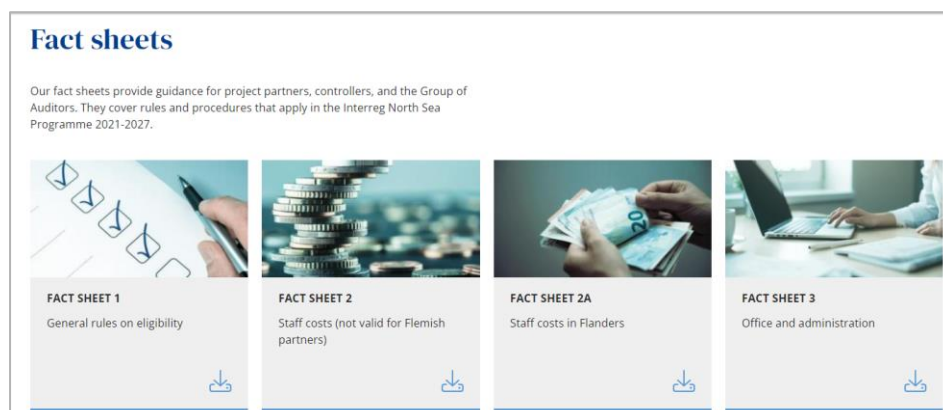
Examples of lists of documents

If your documents do not include any images, they will look as shown below.

The document on the left only has a headline.
The document on the right has a headline and a teaser text.



The examples below use a headline, a teaser text, and an image.



10 Section heading

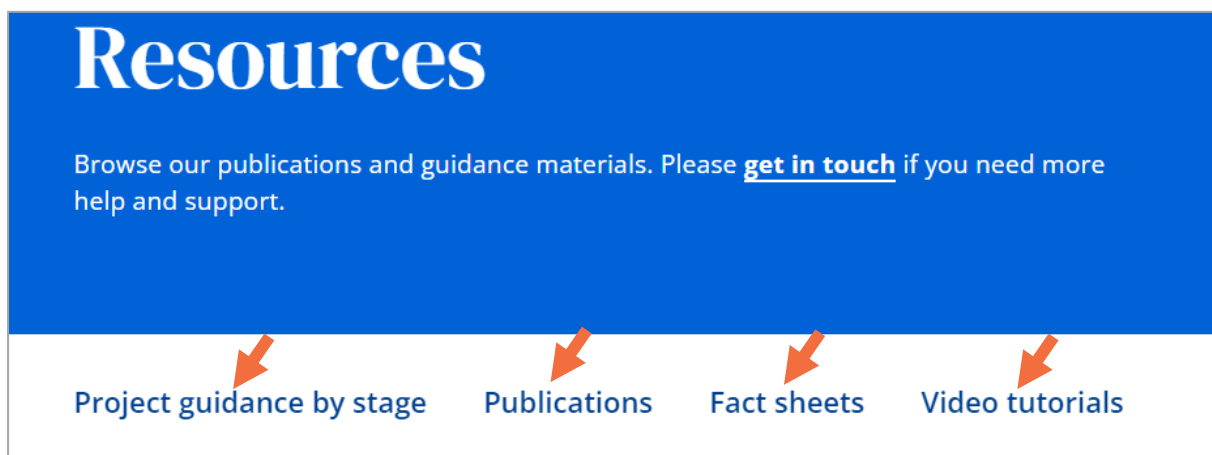
Section headings duplicate as sticky links (sub-menu) at the top of the page. In content-rich pages, you can use this set-up to structure your content and enable smooth navigation.



The screenshot shows a configuration panel titled 'Section heading'. It has two tabs: 'Content' (selected) and 'Settings'. Under the 'Content' tab, there is a label 'Heading *' followed by a text input field.

Example of section headings

Each link below takes you to a specific part of a longer page, structured into sections. The links stick to the top of the page.



The example shows a blue header section with the word 'Resources' in large white text. Below it, a paragraph reads: 'Browse our publications and guidance materials. Please [get in touch](#) if you need more help and support.' At the bottom of the blue section, there is a white bar containing four links: 'Project guidance by stage', 'Publications', 'Fact sheets', and 'Video tutorials'. Four orange arrows point from the bottom of the blue section to each of these links.

11 Table

This component is under development and will be included in the next version of this guide.

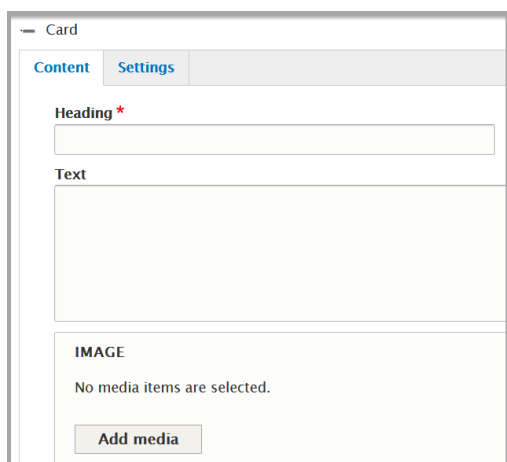
Components exclusively used on your homepage

The following components are designed for your homepage only. They help you create a dynamic and rich experience on this important page. Like other components, you can toggle them on or off and put them in any order you like.

Conversely, a few features are available for other pages but not the homepage (see page 25).

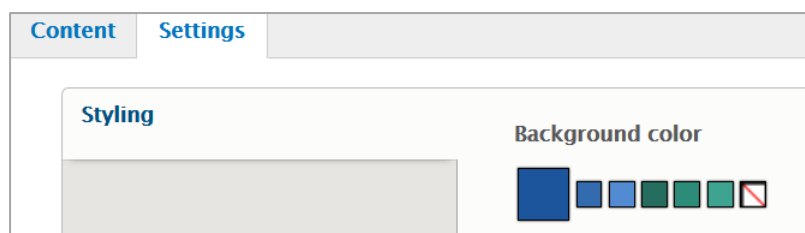
12 List of cards

This component can provide an extra visual navigation option on your homepage. They include a background colour, a title, teaser text, and a link.



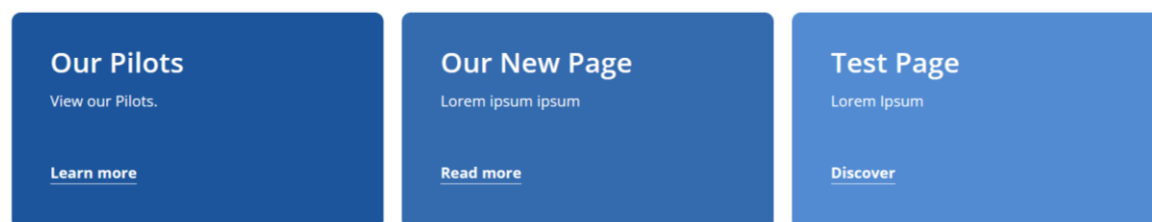
The screenshot shows the 'Card' configuration window with two tabs: 'Content' and 'Settings'. The 'Content' tab is active, displaying a 'Heading' field with a red asterisk, a 'Text' area, and an 'IMAGE' section with the message 'No media items are selected.' and an 'Add media' button.

In the settings, you can style the background by choosing different shades of blue and green or make the cards transparent.



The screenshot shows the 'Settings' tab of the 'Card' configuration window. It features a 'Styling' section with a 'Background color' selector. The selector includes a large grey preview box and a row of color swatches: dark blue, medium blue, light blue, green, teal, and a transparent option (white square with a red border).

Example of a list of cards



13 Latest events


This component lets you show a single row of events. To make this show on your homepage, simply choose the component “Latest events”, add a heading, and save. Of course, you first need to create some events for this to work!

Example of Latest events

The “View all” link on the right takes your website visitor to the events landing page.

Our events

[View all](#)




PROJECT EVENT

01 Mar 2023

Example Project - Event 2

Lorem yes ipsum. Lorem yes ipsum....

[Read more](#)




PROJECT EVENT

01 Feb 2023 - 03 Feb 2023 Past event

Example Project - Event 1

Lorem ipsum. Lorem ipsum. Lorem ipsum....

[Read more](#)



PROJECT EVENT

01 Dec 2022 Past event

Example Project - Event 3

Lorem Ipsum...

[Read more](#)

14 Latest news


This component is similar to component 13 (Latest events).

To showcase your latest news on your homepage, simply choose the component “Latest news”, add a heading, and click save.

Example of Latest news

Our news

[View all](#)




PROJECT

14/01/2023

Project news 2

Yes this is a leading text....

[Read more](#)




PROJECT

14/12/2022

Project news 1

This is a project news item....

[Read more](#)



PROJECT

14/12/2022

Project news 3

Lorem is yes an ipsum and lorem ipsum....

[Read more](#)

15 Media slider

The media slider displays images or videos in a slideshow. You can include both videos and images in custom sizes. The slider works best if you include the same type of media cropped to the same size.

Slider (media)

Content

Settings

Heading

MEDIA

No media items are selected.

Add media

Example of media slider

The slider below uses a slider heading, but no image caption. You can choose to add a heading for the entire slideshow (shows above the image) and/or a caption for each image/video (shows below the image).



5. Add new content

You can add five different types of content to your website from your main dashboard: News, event, page, pilot, and document.

The news, events, and pilot pages are linked to so-called “Landing pages” which automatically display the content in a certain way.

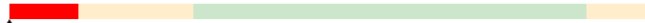
[+ Add project news](#)[+ Add project event](#)[+ Add project page](#)[+ Add project pilot](#)[+ Add document](#)

5.1 Add news

- 1 To create a news article, enter the heading and an image in the top banner.

Page banner

Heading *



IMAGE

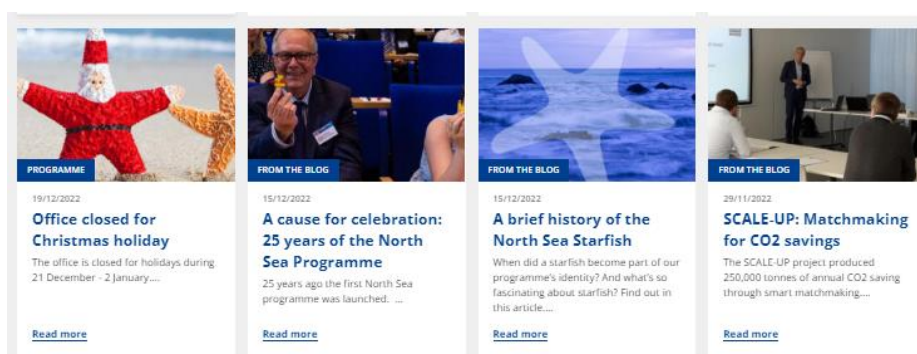
No media items are selected.

[Add media](#)

Note: The publication of a news article will automatically create a teaser card on your news landing page (accessible from the main menu). The teaser cards look like this on your main news page. You can display your latest news on your homepage, too.

Please note: The teaser card will include only the middle part of the news top banner. You should take this into account when selecting and formatting the top image for your news.

Example of a list of news



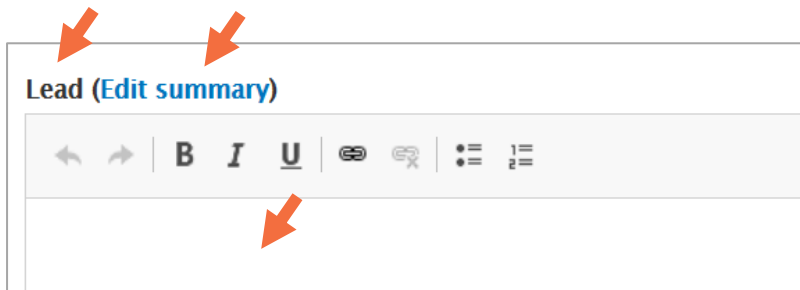
2 Set the publishing date.



Date *

26 / 01 / 2023

3 Fill in the Lead (teaser). Choose 'edit summary' to put in short text that will show up on the small news card in the news landing page. If you leave the summary empty, the system will use the lead text by default. Sometimes this may be too long.



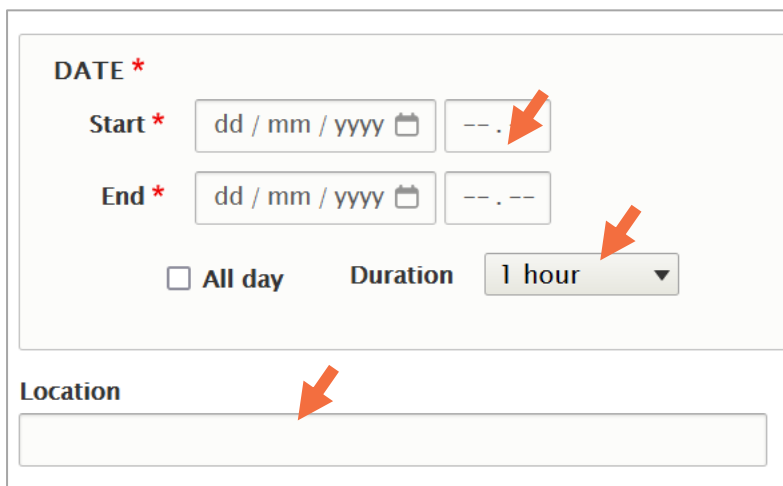
Lead ([Edit summary](#))

← → | **B** *I* U | 🔗 🔗 | ☰ ☷


You can now start adding components such as headings, body text, images, videos, etc. to your story, using the guidance in chapter 4.


5.2 Add an event

Events use almost the same set-up as the news (see 5.1 above), except for the fields below (dates, duration, location) that are tailored towards events:



DATE *

Start * dd / mm / yyyy  --.

End * dd / mm / yyyy  --. --

☐ All day Duration 1 hour ▼

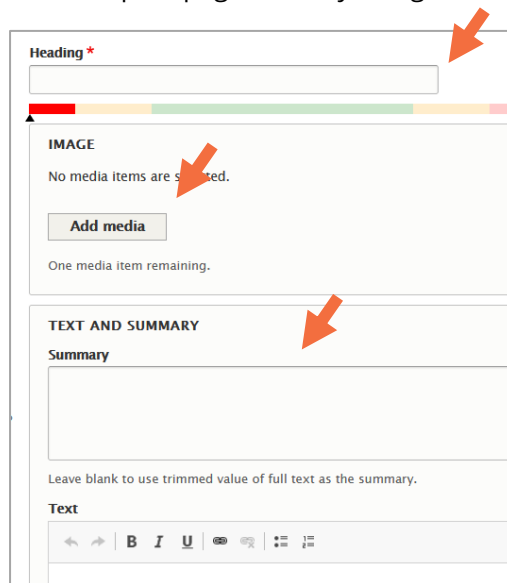
Location

5.3 Add a pilot

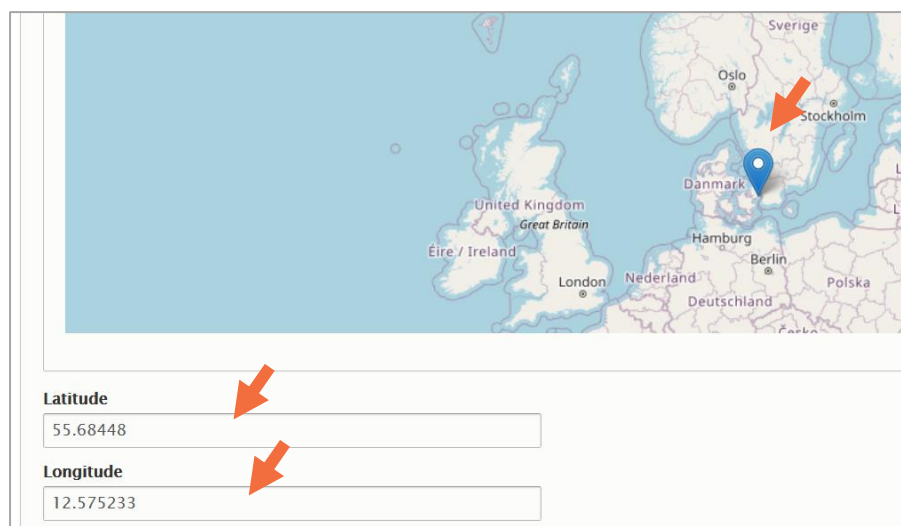
If you are working with pilots, then you have a great option for showcasing your pilots via an interactive map. First, you need to create a page for each pilot. The page is linked to your main Pilot landing page combining all the pilots in a single map with links to each pilot page.



To add a pilot page, start by filling in the fields at the top of the page.



Next, enter the location of the pilot. Use the interactive map to set the pin. Alternatively, you can enter the exact geolocation in the fields below the map.



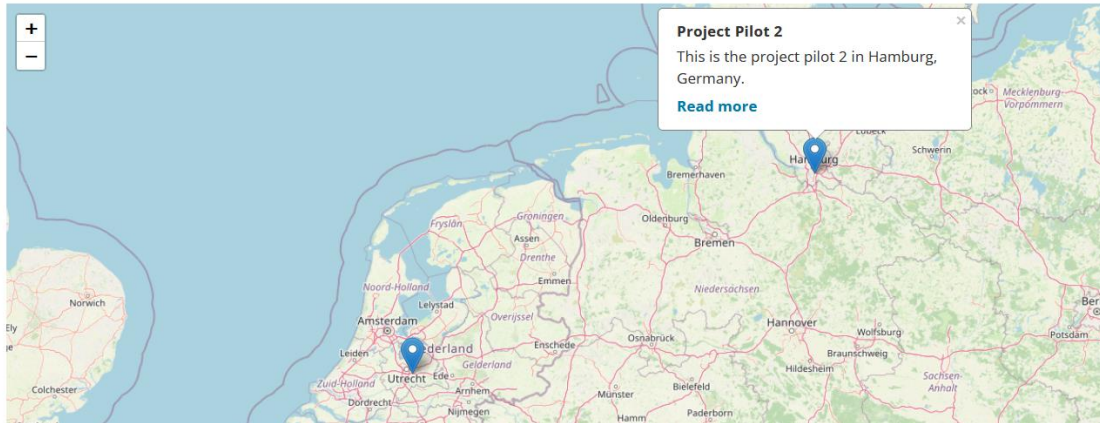
Your Pilot Landing Page

Your Pilot Landing Page will display a pin for each pilot; when visitors click the pin, they will see the title and summary. Clicking "Read more" takes them to the specific pilot page.

Note: You can customise your landing page by adding a top banner image and a teaser text.

Pilots

Explore the pilots performed under this project.



Below the map, the Pilot Landing Page displays cards including the title and summary that you created for each pilot. This is one more way for your visitors to navigate to your pilots.



5.4 Add a new page

+ Add project news

+ Add project event

+ Add project page

+ Add project pilot

+ Add document

You can add a new page by pressing the blue button “Add project page” in My Workbench.

1

Fill in the top banner by adding a heading and an optional image and teaser text (see chapter 2.2 for details)

Add Project: Group node (Project page)

Home » Create

PAGE BANNER *

Page banner

Heading *

IMAGE

No media items are selected.

Add media

One media item remaining.

Text

← → B I U [link icon] [unlink icon] [bulleted list icon] [numbered list icon]

2

Structure your page by adding components, depending on the purpose of the page.

3

Press Save to save your work.

3

Decide where your page should go and set it up accordingly (see chapter 6.3)

5.5 Add a document

The “Add document” option is designed to let you upload files to your website. To do this, click the button and browse to upload the file from your laptop. Enter a name. This is enough if you just need a simple text link to the file. In case you want the file to display in a list of documents (chapter 4.4 point 9), you can add an image and a short teaser text.

The screenshot shows the 'Add Document' form. It has a title bar 'Add Document' and a breadcrumb 'Home » Add'. The form contains four main sections: 'File' with a 'Browse...' button and text 'No file selected.'; 'Name' with a text input field; 'Teaser image' with a 'Browse...' button and text 'No file selected.'; and 'Description' with a text area. Red arrows point to each of these four sections.

Create a link to a document

- 1 To create a link to a document in any Rich text area, mark the text that will become the link. Then click on the link icon.

The screenshot shows a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, and numbered list. The text area contains the sentence 'This is an example of a project website.' with 'Learn more' highlighted in blue. A red arrow points to the link icon in the toolbar, and another red arrow points to the highlighted text.

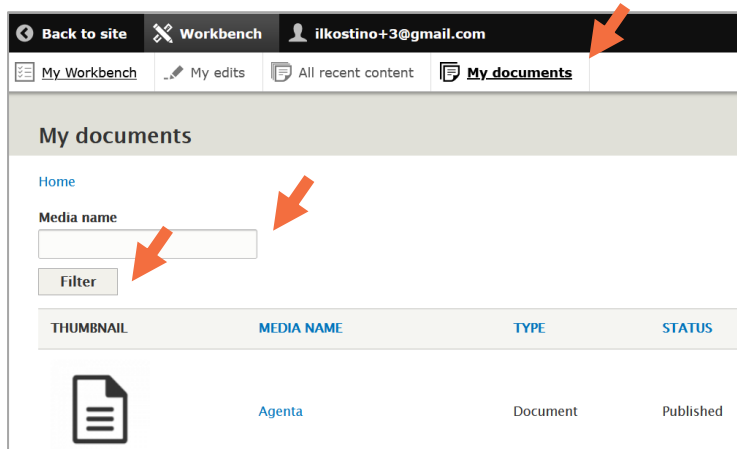
- 2 Start typing the name of the document. The system will autocomplete.

The screenshot shows the 'Add Link' dialog box. It has a title bar 'Add Link' with a close button. The 'URL' field contains 'EXAMPLE' and has a dropdown menu open showing 'Media - Document' and 'EXAMPLE analysis by ilkostino+3@gmail.com | Thu, 02/09/2023 - 23:49'. A red arrow points to the dropdown menu.


To add a link from a button or banner, just start typing the name in the relevant field.

Find your files

To find a previously uploaded file, choose “My documents” in the white bar at the top. Enter the name of the file you are looking for and press filter.



The screenshot shows the 'My documents' section of a web application. At the top, there is a navigation bar with 'Back to site', 'Workbench', and a user profile 'ilkostino+3@gmail.com'. Below this is a white bar with tabs: 'My Workbench', 'My edits', 'All recent content', and 'My documents'. The 'My documents' tab is selected. Below the tabs, there is a 'Home' link and a 'Media name' input field. A 'Filter' button is located below the input field. A table below the filter shows a list of documents. The table has columns: THUMBNAIL, MEDIA NAME, TYPE, and STATUS. One document is listed with the name 'Agenta', type 'Document', and status 'Published'. Red arrows point to the 'My documents' tab, the 'Media name' input field, and the 'Filter' button.

THUMBNAIL	MEDIA NAME	TYPE	STATUS
	Agenta	Document	Published

6. Structure your content

You can structure your content by adding custom links to your main menu and by clustering pages and setting up subpages.

6.1 Your main menu explained

You can have up to 10 links in your main menu. The following five pages are strictly linked to your main menu and will show there when published: 1. About; 2. Contact; 3. Events; 4. News; and 5. Pilots.

The items 1-4 are mandatory content, so these four links will always be part of your main menu (news and events will show as soon as you create related content).

It is optional to publish item 5 (pilots); however, if you work with pilots, we recommend you make use of the pilots page.

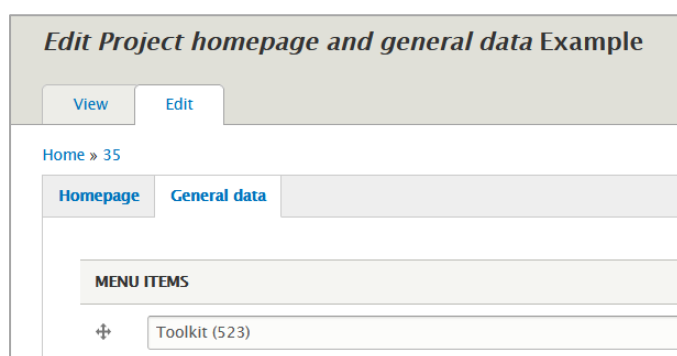
Tip: Limit your main menu

For easy navigation, add no more than seven links in the main menu.

6.2 Add links to your main menu

In addition to links that display automatically in your menu (see above), you can add custom links to content which you have created yourself. This is set up in the homepage.

- 1 To add a custom link to your main menu, go to the homepage “General data” tab.
- 2 Start typing the name of the page (the system autocompletes). To display in the menu, the page must be published.



The custom links will appear in the middle of your main menu (see the example below).

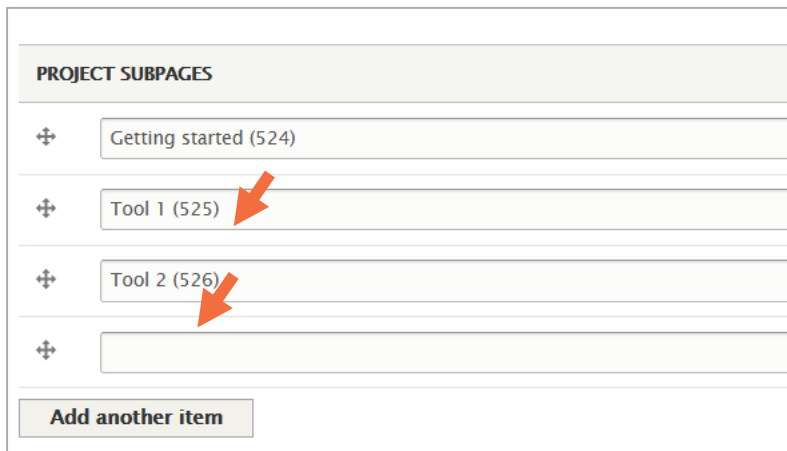
Example of navigation menu with 6 links, including a custom link (Toolkit)



6.3 Add subpages

You can cluster pages into sections to ease navigation and make your content visible. You do this by adding subpages to a page (the top page in your new section).

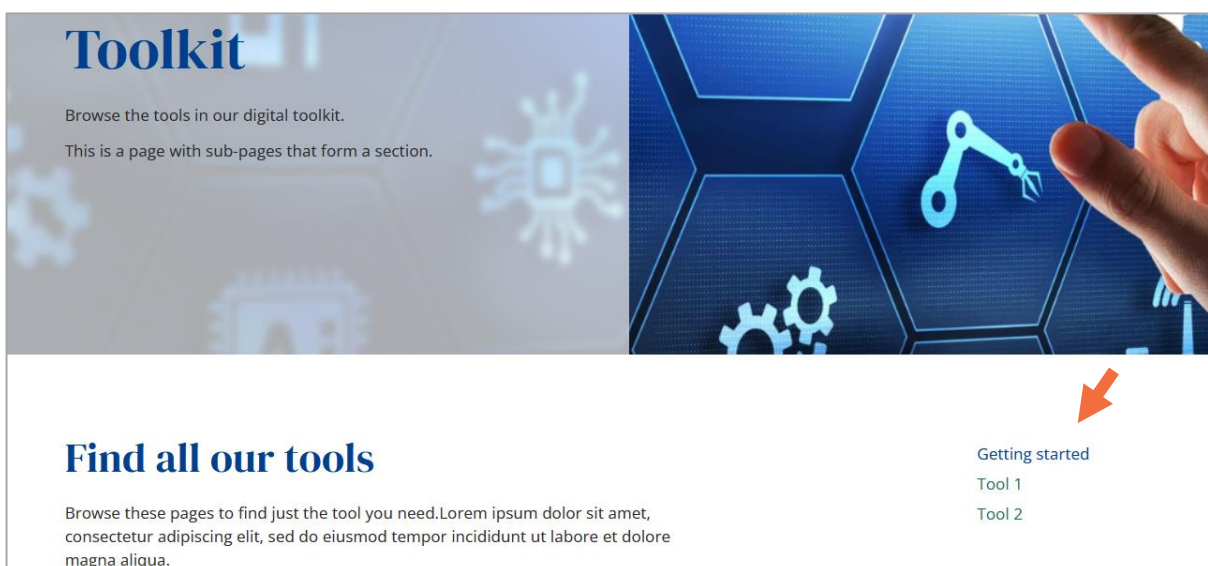
- 1 To add a subpage to an existing page, you first need to create the subpage. Follow the steps outlined in chapter 5.4 and make sure to publish.
- 2 Go to the top page, click “edit” and scroll down to the bottom part. Start typing the name of the subpage that you have created (the system autocompletes). Click “Add item” and then save the page.



PROJECT SUBPAGES	
+	Getting started (524)
+	Tool 1 (525)
+	Tool 2 (526)
+	
<button>Add another item</button>	

Example of a main page with subpages

Links to the subpages are displayed on the right.



Toolkit

Browse the tools in our digital toolkit.
This is a page with sub-pages that form a section.

Find all our tools

Browse these pages to find just the tool you need. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- Getting started
- Tool 1
- Tool 2

7. Points to be aware of

Here are a few issues you should be aware of to prevent confusion.

Technical terms and stray code

Despite best efforts to create a clean user interface, some potentially confusing elements are hardwired into the Drupal core and cannot be removed. These issues only exist in the back-end.

Below is a short list of terms and issues that you are likely to come across from time to time.

Term / issue	Description
Node	A developer term that means “content type” such as a web page.
Paragraph	In Drupal, this word is sometimes used to mean “Component”.
Media, file, document	There is no clear distinction between these terms in the Drupal system. This can be confounding but you can normally understand the meaning from the context.
 pb%	This and similar junk code may unfortunately sometimes appear at the back end. It is not visible at the front end. Please disregard this. Thank you for your patience!
Hard-to-understand text	In some cases, explanatory text is not easy to understand.

Non-available features

The following features and functionalities are not available as part of your website:

- Event registration.
- Social media feed.
- Folder system for sorting images and documents.
- Access to html.

These restrictions are due to technical and/or resources constraints. For event registration, we recommend you use external services.

You are always welcome to ask our communication advisors for support if you find yourself struggling with any issues managing your website.

ANNEX 1. IMAGE DIMENSIONS

Below is a cheat sheet to ease your work with images. The system also guides you when you upload images.

PURPOSE	DIMENSIONS (PIXELS)
Large banner image	1920 x 510
Text and image	662 x 900
Card icon	100 x 100
Document image	316 x 173
Image in rich text editor	Full width: Max 650 x null* Wrapped within text: Max 390 x null*
Images in the media slider	The image dimensions are flexible. The following dimensions work well: 1. Small: 662 x 400 2. Large: 900 x 550 3. Anything in between 1 and 2.

**Null means the height is flexible. The ratio of the original image will be kept.*

Get in touch

If you have any questions about project website management, feel free to contact one of our communication advisors. We are happy to help!

Find contact details for our staff at our website:

[Interregnorthsea.eu](https://interregnorthsea.eu)

