

InfoWeb quick guide

16.4.2018

Editing pages

There are two kinds of modules for contents: Editors where you can type the text directly into, or Templated contents module, where you can edit the contents by clicking the cogwheel, see figure 1.

When you edit page, the system creates automatically a new version of the contents and after publishing it, makes an archived version of the previous one. You can return to archived and draft versions from the dropdown menu at the top left corner, see figure 1.

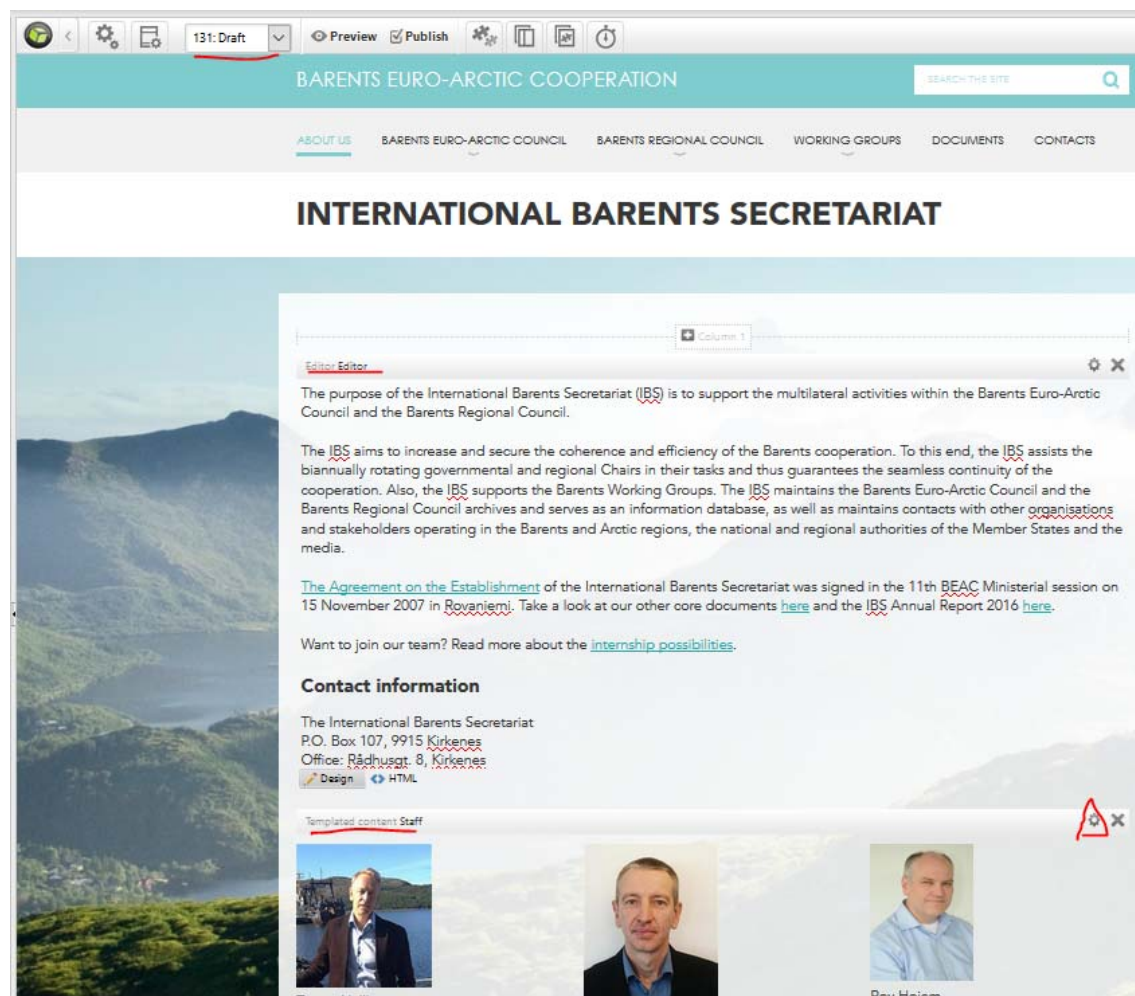


Figure 1. Editor (type in text directly) and Templated contents (edit contents by clicking the cogwheel) modules. When coping and pasting text from Word, please remember to paste it as Plain text, see Figure 5.

Add images

When adding images to pages, news or events, the file must be first uploaded into InfoWeb clicking the Image tool at the toolbar – you can not drag-and-drop the image into the page.

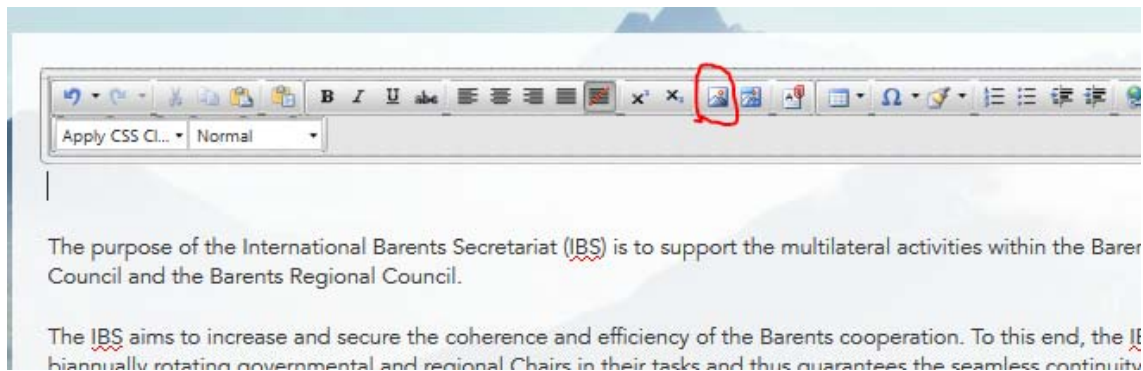


Figure 2. Add image tool.

Upload the image under the “beac.st” folder, when the image is uploaded, insert it into the page by clicking the “V” symbol.

It’s recommended to use landscape images with preferred image width of 600 px.

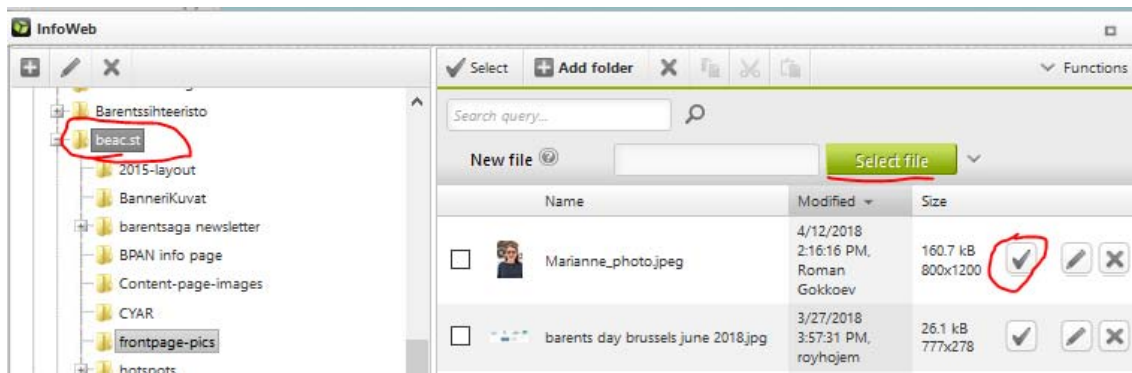


Figure 3. Upload image under the beac.st folder (not into My files).

Adding to News and Updates

You can add news so that the same story can be shown in one or several pages, for example both in the homepage and in page where there are news related to chairmanship (as an example).

When adding new stories only to the News and Updates, you can do it directly by clicking the “pen” icon that appears when mouse is moved to the top of the module header, or by clicking on the top left corner the “Modules” link and selecting News.

When the story needs to be shown also elsewhere than in the homepage, use the Modules/News to add it, see figure 4..

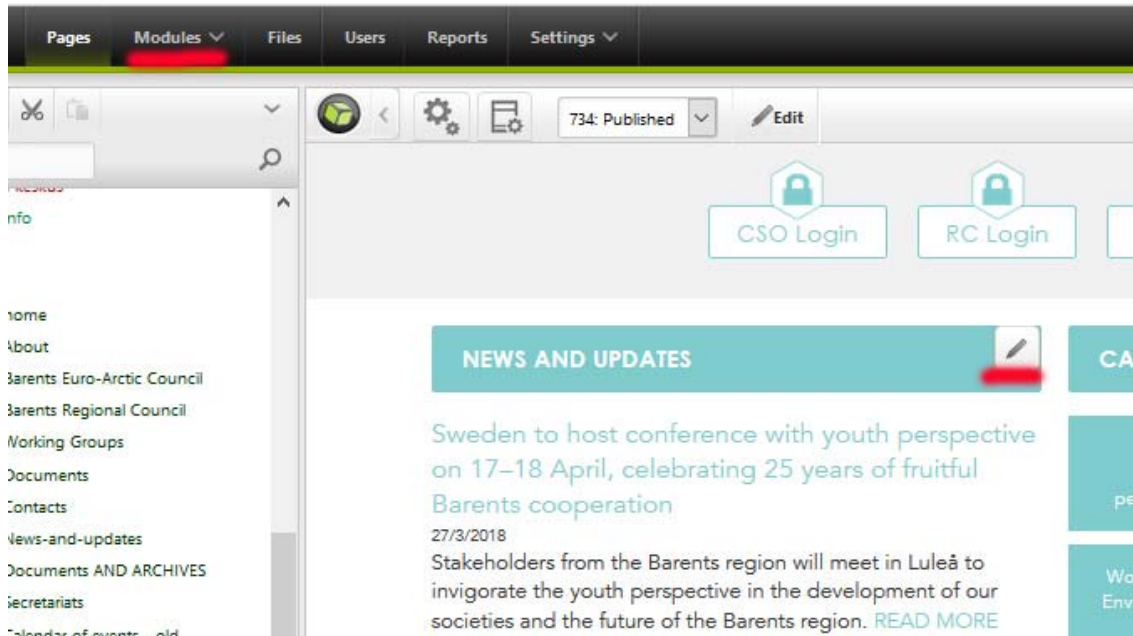


Figure 4. Adding news: use the News and updates editing when the story is shown only in the front page, Modules if the story is shown also elsewhere, such as news on Chairmanship.

Form for adding news

You can add text, images and links into a news story. It is recommended to use landscape photos when possible, the ideal width for that is 600 px, the photo must be added into Infoweb system, if you drag-and-drop it into the form, it will not be shown in the public website.

News can be tagged into categories such as 'beac-2018', 'theme-chairmanship', 'theme-environment', see figure 5.

Adding to Calendar of Events

The Calendar module works with the same logic as the News module, except that here you have two fields for dates, the Publishing and Dates fields. Here you must put the same event dates into both fields.

For each Working Group there's own Calendar of Events, and when you want the event to be shown both in the main calendar of events, and in the WG page, add the information from the Event Module by clicking Modules at the top left corner, see figure 4.

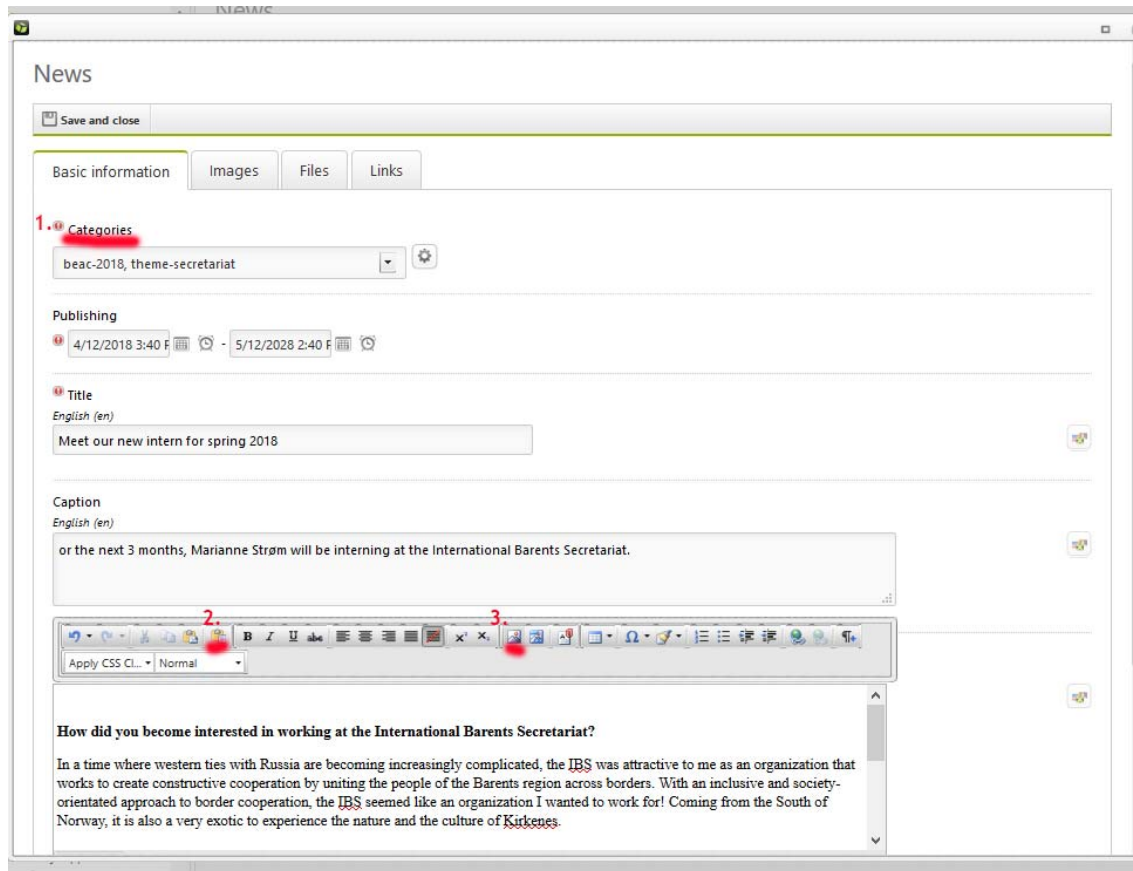


Figure 5. Adding news. 1. Attach the story to categories (this defines where the story is shown in the website), 2. Paste the text as plain text, 3. Add image by uploading it into InfoWeb (no direct drag-and-drop). The same logic works for adding Events.