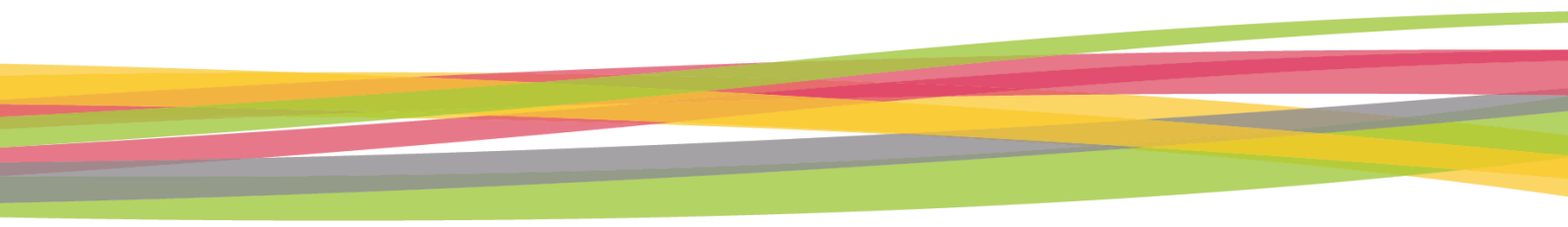




Project webspace

User guidance

Version 1, February 2016





Introduction

In the 2014 – 2020 programming period, North Sea Region Programme projects will be supplied with a website, *a project webspace*, by the Programme. The project webspace will serve as the project's main website and is linked to the Programme's online monitoring system and the Programme's content management system (website). The approach makes it simpler for projects to communicate and easier for the Programme to collect project results.



A project webspace is structured and designed as above, and is highly adaptable. See <http://www.northsearegion.eu/my-project-webspace> for inspiration.

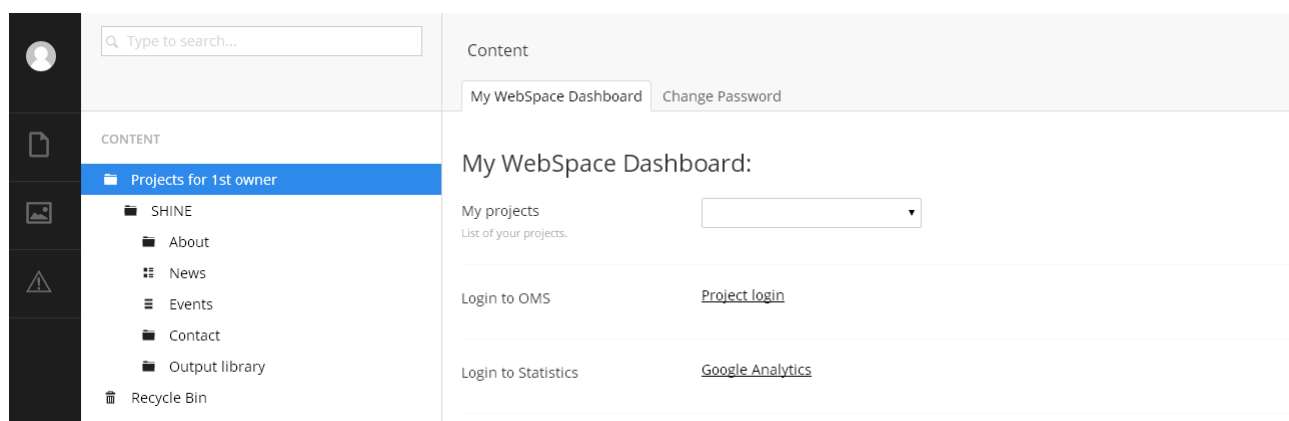


Getting started

Once you have an approved project with our programme, you will receive a notification with user details and password for your project webspace. The notification will be sent to the lead beneficiary through the online monitoring system.

Your webspace is built in the content management system **Umbraco**. When you receive your webspace, it will already be set up with your project logo, standard graphics and project information from the online monitoring system. It is now up to you to "move in" and make the webspace your own.

Once you login to your webspace, you see your Umbraco back office, which looks like this:



View when logged in: Left menu (black) is the *sections*, in the middle you see the *tree* and on the right your *dashboard*.

You see your **sections** in the black bar on the far left. Here you can find your user settings, your content and your media sections, and you can report a problem. You can navigate between the different sections by clicking the icons.

Next, you see the **tree** of your webspace. The tree is a hierarchical list of items related to the chosen section. You can expand your tree by clicking the down arrow to the left.

Finally, to the right you see your **dashboard**. On your dashboard you can switch between your project webspaces (if you administer more than one), you can change your password, and you have one-click access to the online monitoring system and webspace statistics in google analytics.



Standard content

When you receive your project workspace, it will consist of a standard structure and content extracted from the online monitoring system. While content from the online monitoring system cannot be altered in Umbraco, the remaining structure and design is highly adaptable. Below is an overview of the standard content of your workspace and how to use it.

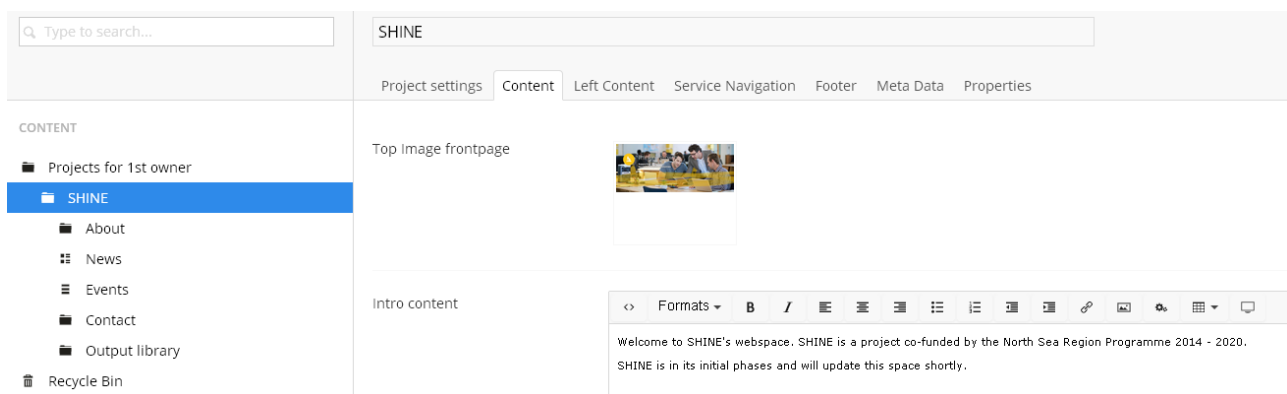
Feature image and About (*linked to online monitoring system*)

The top of every page of your workspace is dominated by a feature image. As a standard, we have added a design related to your project's priority. You can replace the priority image with any image you like, and you can use a different image for each page if you wish. You can also choose not to add a feature image at all, if you like a simpler layout. The ideal format for a feature image is **960 X 340 pixels**.

As a default, the summary text from your project application is shown on the About page. The text is extracted from your application in the online monitoring system and cannot be edited. You cannot view the text in the About section.

You can however add a short teaser text above, by simply adding text in the Content field. We recommend you do that, as the text from the application tends to be quite long.

Adapt the frontpage feature image and About text by clicking your project acronym in the Umbraco tree and selecting **Content**:



The screenshot shows the Umbraco CMS interface for editing the 'SHINE' project. On the left, a navigation tree shows 'SHINE' selected under 'Projects for 1st owner'. The main area displays the 'Content' field, which is a rich text editor. The editor contains the text: 'Welcome to SHINE's workspace. SHINE is a project co-funded by the North Sea Region Programme 2014 - 2020. SHINE is in its initial phases and will update this space shortly.' Above the editor, there is a 'Top Image frontpage' section with a placeholder image of people working at a table.

Click **Save and publish** if you are ready to publish your content, or simply **Save** to preview and publish later.

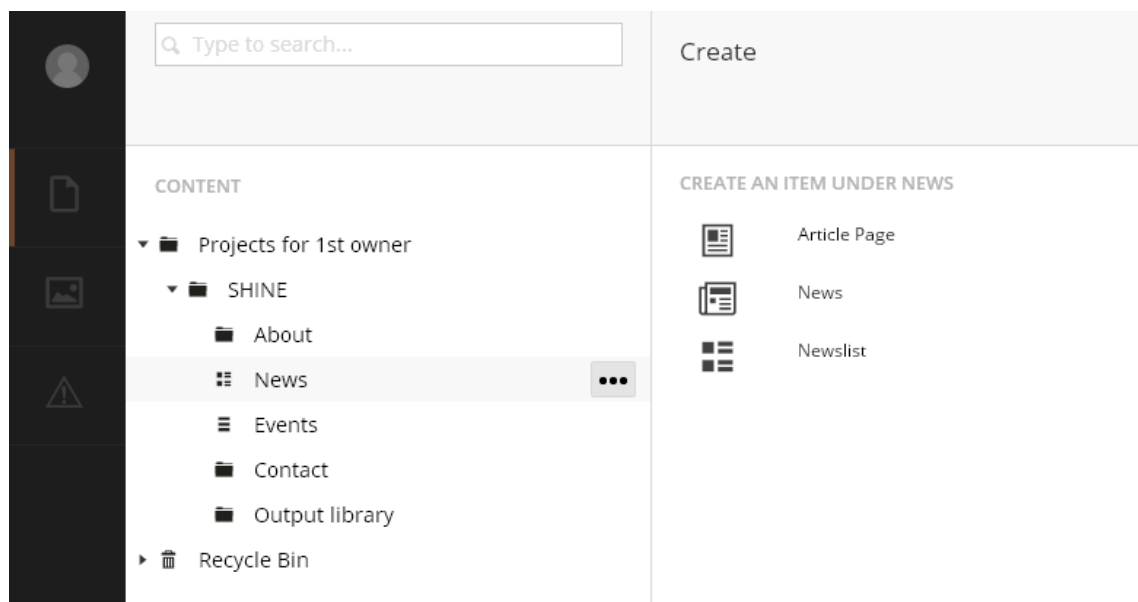


News *(linked to Programme website)*

The news section shows your project news in a list with the most recent on top. A news story can contain a feature image, and if it does, the image will be shown in the news list as well as in the actual news item. We recommend you add a feature image to all your news stories for a consistent look in the news list. Don't forget: The ideal format for a feature image is **960 X 340 pixels**.

Any news story you post will be published in your webspace news section as well as on the frontpage of the Programme website. Your news are automatically assigned a priority tag with the name and color of your project's priority within the North Sea Region Programme. The tag is used to easily distinguish projects from different priorities when shown on the programme's frontpage and cannot be removed.

Create a news story by clicking **News** in your Umbraco tree and selecting **News**:

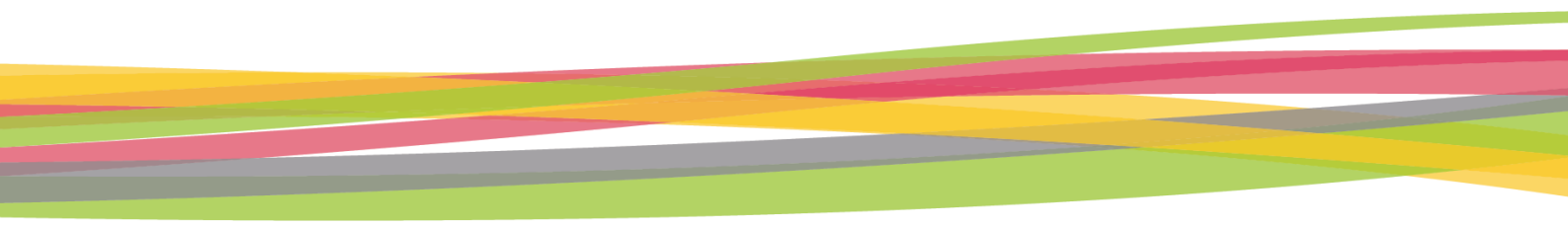


Don't forget to name your news story both in the top (where it says **Enter a name...**) and in the header box. The two fields should say the same.

Click **Save and publish** if you are ready to publish your content, or simply **Save** to preview and publish later.

Events *(linked to Programme website)*

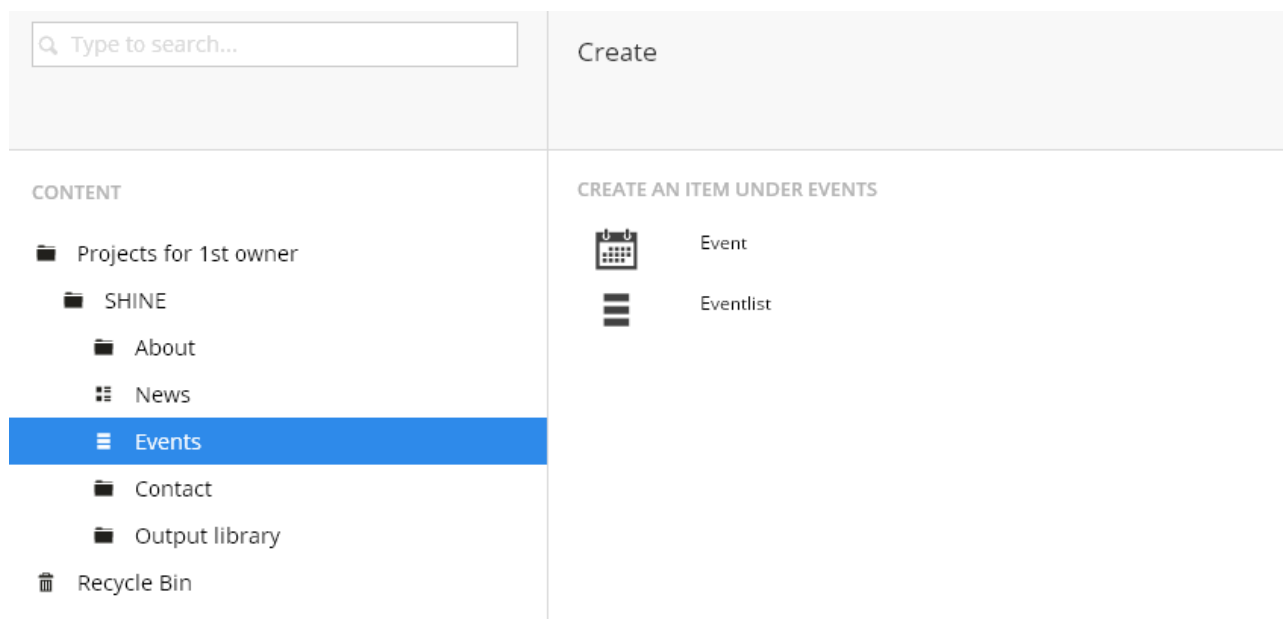
The event section shows your coming events in a list. Once the date of an event has passed, the event will automatically unublish.





An event can contain a feature image, and if it does, the image will be shown in the event list. We recommend you add a feature image to all your events for a consistent look in the event list. Don't forget: The ideal format for a feature image is **960 X 340 pixels**.

Create an event by clicking **Events** in your Umbraco tree and selecting **Event**:



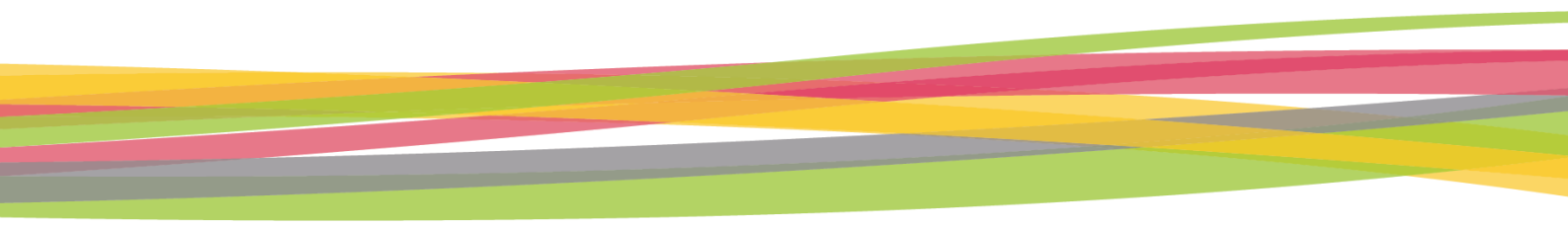
Don't forget to name the event both in the top (where it says **Enter a name...**) and in the header box. The two fields should say the same.

Click **Save and publish** if you are ready to publish your content, or simply **Save** to preview and publish later.

Contact (linked to online monitoring system)

The data on the Contact page is extracted from the online monitoring system and cannot be altered in the content management system. If you wish to update your contact information, please do so by updating the information in the online monitoring system.

You can however add a text before the actual contact details. Simply click **Contact** in your Umbraco tree and add your text in the Content box.





Output library (linked to online monitoring system)

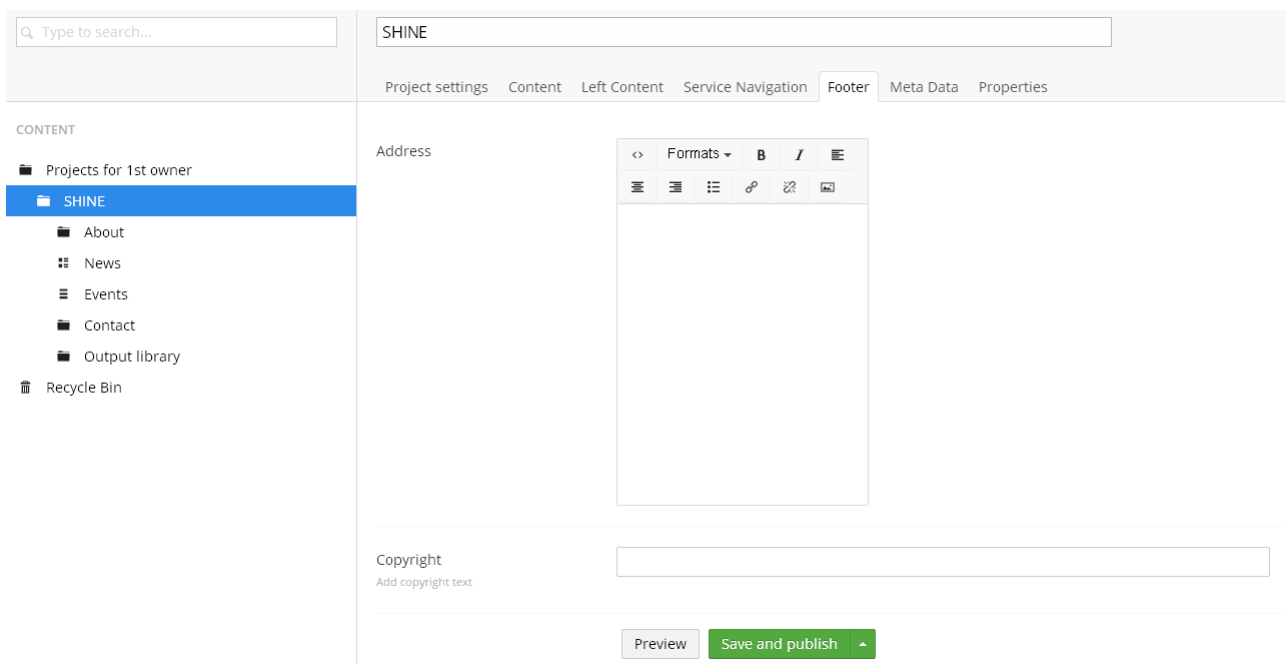
This section is linked to the online monitoring system and shows outputs submitted with reports. If you wish, you can add text above the outputs. Simply click **Output library** in your Umbraco tree and add your text in the Content box.

Social media icons

As a standard, the social media icons on your webspace are links to programme channels. If you set up social media channels to communicate your project, you should change the links to direct users to your own channels. Change the links by clicking your project acronym in the Umbraco tree and selecting **Project settings**. Then add your social media links.

Footer

If you wish to add a footer to your webspace, you can do so here by clicking your project acronym in the Umbraco tree and selecting **Footer**.



The screenshot shows the Umbraco CMS interface for editing the 'SHINE' project's footer. At the top, there is a search bar and a breadcrumb trail: 'Project settings > Content > Left Content > Service Navigation > Footer > Meta Data > Properties'. The left sidebar shows a tree view under 'CONTENT' with 'SHINE' selected, containing sub-items like 'About', 'News', 'Events', 'Contact', 'Output library', and 'Recycle Bin'. The main editing area has a 'Address' field with a rich text editor toolbar (including 'Formats', 'B', 'I', and list icons) and a large empty text area. Below this is a 'Copyright' field with the placeholder text 'Add copyright text'. At the bottom, there are 'Preview' and 'Save and publish' buttons.



Adding and adapting content

Besides the standard webspace content, you should add your own content. This section describes how to add menu items, images and videos, links and documents. It also explains how to delete and sort your content.

Adding extra menu items

To add a menu, click your project acronym in your Umbraco tree, right click on the three dots, which appear, and select **Create** and then **Article page**. You can then name your new page and add your content.

Don't forget to name the page both in the top (says **Enter a name...**) and in the header box. The two fields should say the same.

Click **Save and publish** if you are ready to publish your content, or simply **Save** to preview and publish later.

Adding images and videos

You can add images or video to the Content section of any page.



To add an image, select the **Media picker** in the toolbar of a Content box. You then have the option to add an image from your library or upload a new by clicking the up arrow in the top right corner.



To embed a video, click the **Embed** button in the toolbar of a Content box, paste the URL of the video you wish to add and click **Retrieve**.

Adding links and documents



Just like with images and video, you can add links and documents to the Content section of any page. Enter and mark a text, which you wish to add a link or document to, and then click the **Insert/ edit Link** button in the toolbar of a Content box. Paste a link to the **Link to document** field or select the **Link to file button** in the bottom of

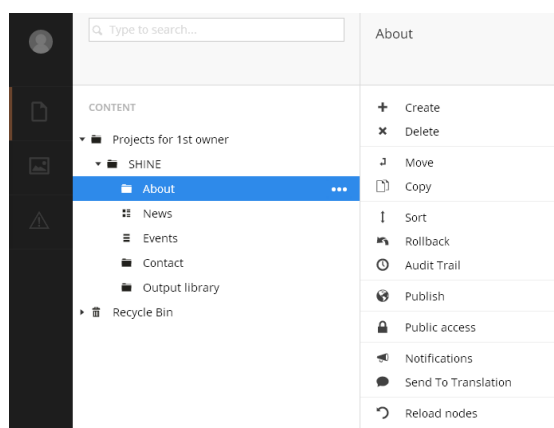


the page and select or upload the document you wish to add.

Once you have added the link or document you wish to add, use the **Target** dropdown to select whether the link or document should open in the existing window or a new one. Finally click the green **Select** button.

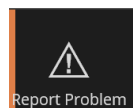
Deleting and sorting content

If you wish to delete content or sort the order in which the content is displayed, you can do so as well. Simply right-click on the three dots on the menu you wish to change and you will see the following options:



Click **Delete** to delete the given item, or **Sort**, if you wish to change the order of items.

Get help



If you wish to report a problem in Umbraco, click the **Report problem** button in the section (black left column). By clicking, you can write an email to the Programme Communications Advisor and get support. If possible, add a screenshot of the problem you encountered to your email.



Creating a unique URL

As a default, the link to your project workspace is www.northsearegion.eu/projectacronym. If you would like your own unique URL, eg. www.projectacronym.eu, you are welcome to purchase the domain and order a URL redirect to your project workspace.

Questions and queries

Project workspaces are new in our 2014 - 2020 Programme and have just recently been developed. If you experience any problems, if you find information is missing in this guidance, or if you have suggestions for improvement, please let us know by getting in touch with Communications Advisor Rikke Sørensen at rikke.soerensen@northsearegion.eu.

