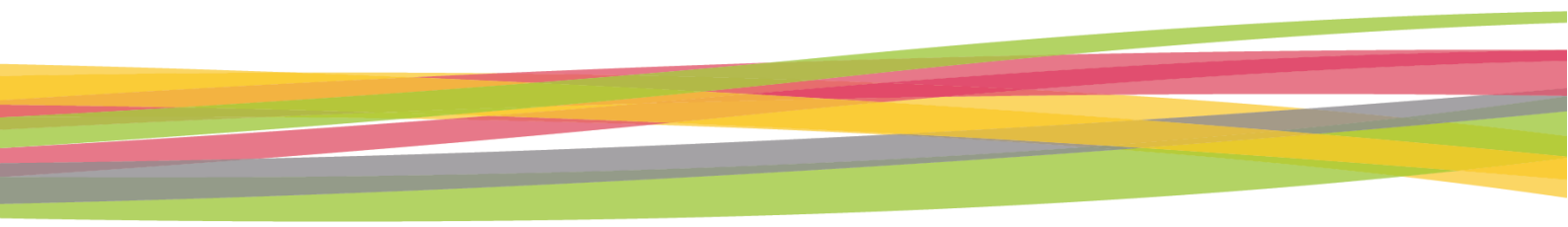
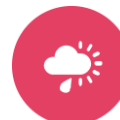


# Project webspace

## User guidance

Version 3, August 2018





## Introduction

In the 2014 – 2020 programming period, the Joint Secretariat will supply North Sea Region Programme projects with a website, a *project webspace*. The project webspace will serve as the project's main website and be directly linked to the Programme's online monitoring system and the Programme's content management system (website).



**Interreg**   
Programme Name  
Project Name  
European Regional Development Fund

Search:  

 **Eco-innovation**  
Stimulating the green economy

**My Project Workspace**

- About
- News
- Events
- Contact
- Output library

Welcome to My Project Workspace, a test Webspace created as inspiration for North Sea Region Programme projects preparing their own project webspace.

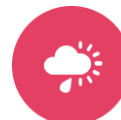
The webspace is created in the Umbraco content management system and is linked to the programme's online monitoring system, which ensures data consistency. It is also linked to the programme website, which will show news stories published on project webspaces to maximise visibility of project results.

Once you have an approved project with our programme, you will receive a notification with user details and password for your project webspace. To get started, read our guidance on how to set up and use your project webspace.

If you have any questions, please get in touch with Communications Advisor Rikke Sørensen at [rikke.soerensen@northsearegion.eu](mailto:rikke.soerensen@northsearegion.eu).

**Interreg**   
North Sea Region  
European Regional Development Fund

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



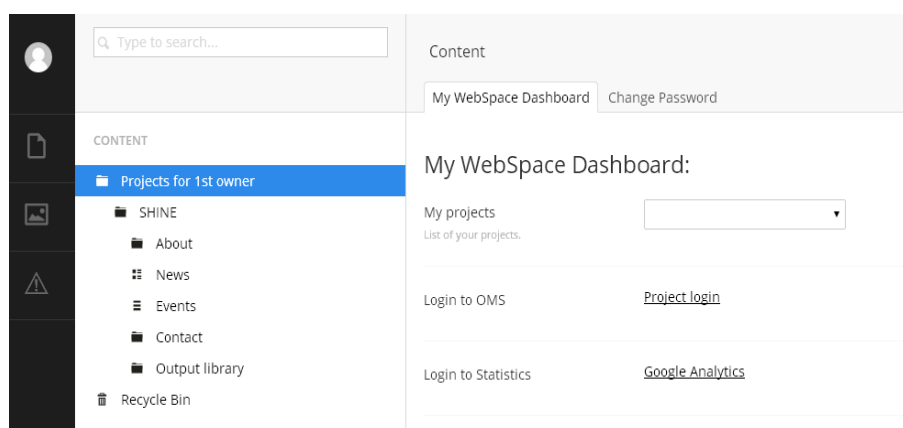
## Getting started

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

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

## Dashboard and basic navigation

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

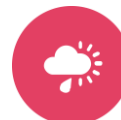


View when logged in: Left menu (black) is the *sections*, in the middle you see the *tree* and on the right your *dashboard*.

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 corresponding icon in the section menu.

Next, you see the **tree** of your workspace. 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 change your password, and you have one-click access to the online monitoring system. Note: at this point, we are unable to provide direct access to Google Analytics – the link is dysfunctional. We will provide you with regular statistics instead.



## Standard content

When you receive your project webspace, 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 webspace and how to use it.

### Feature image

The top of every page of your webspace is dominated by a feature image. As a standard, a design related to your project's priority is inserted. You can replace the priority image with any image you like and 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**.

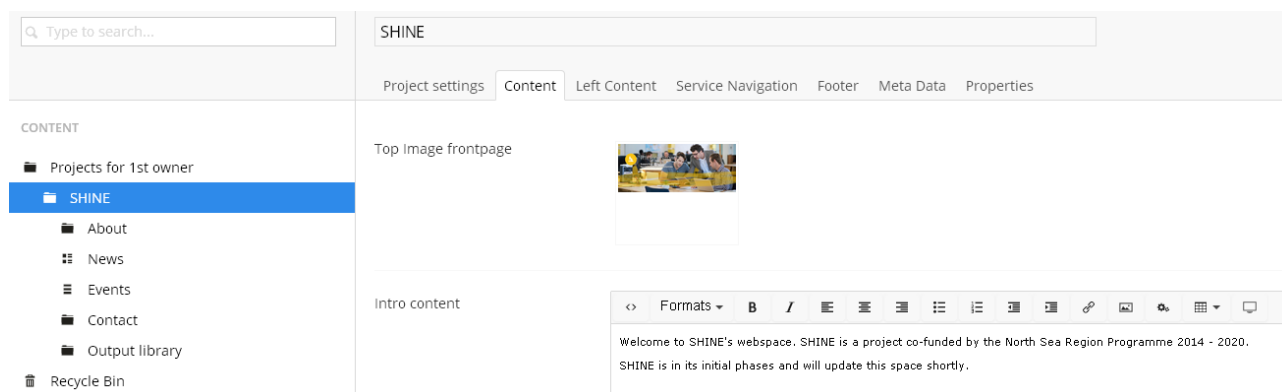
### The About page (*linked to the online monitoring system*)

By default, the summary text from your project application is shown on your 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 of the content management system/ Umbraco.

You can however add content above, by simply adding text and images in the "Content" field.

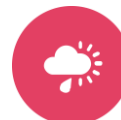
Also, whilst you may not delete the About page, you can unpublish this page and instead create and publish a new About page with customised content. If you choose to do this, please be aware that your About page must still reflect the content of your project summary in your original project application.

Adapt the feature image and About text here:



The screenshot shows the Umbraco CMS interface for a project named 'SHINE'. The top navigation bar includes 'Project settings', 'Content', 'Left Content', 'Service Navigation', 'Footer', 'Meta Data', and 'Properties'. The 'Content' field is active, showing a 'Top Image frontpage' field with a placeholder image and an 'Intro content' field with a rich text editor. The rich text editor contains the text: 'Welcome to SHINE's webspace. 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.'

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

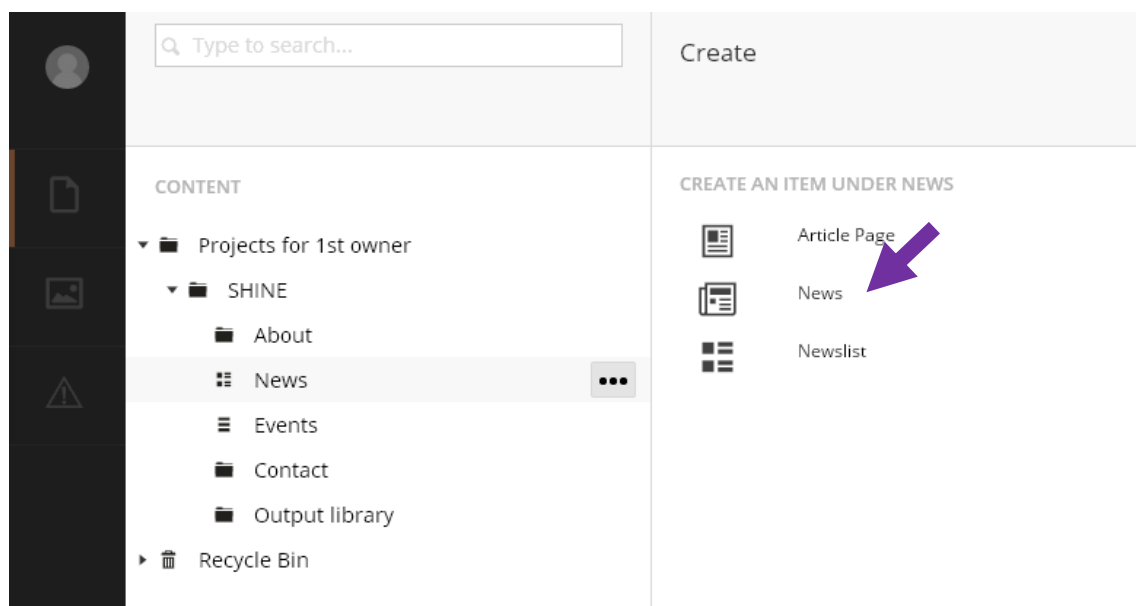


## News (linked to Programme website)

The news section is also part of the standard content of your webspace. It will show 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. We recommend you add a feature image to all your news stories for a consistent look in the news list.

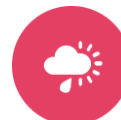
All your news stories will have a priority tag with the name and color of your project's priority within the North Sea Region Programme. The tag is used to easily distinguish projects from different priorities when shown on the programme's homepage - and cannot be removed.

Create a news story here – select **News** (not 'article page!')



Don't forget to name your news story 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.



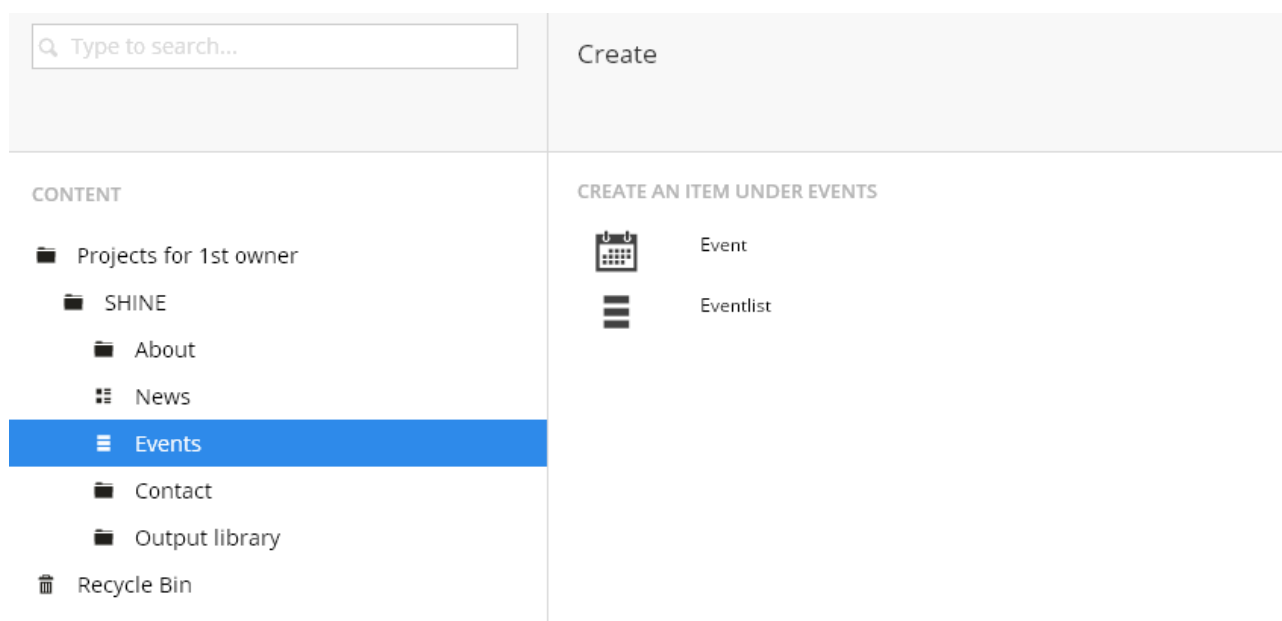
## Events *(linked to Programme website)*

The event section is also part of the standard content of your webspace. It will list your coming events in a list. Once the date of an event has passed, the event will automatically unpublish.

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.

### Create an event

Select **Event**:



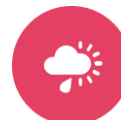
The screenshot shows a CMS interface. At the top left is a search bar with the placeholder text "Type to search...". To its right is a "Create" button. Below the search bar is a sidebar menu under the heading "CONTENT". The menu items are: "Projects for 1st owner", "SHINE", "About", "News", "Events" (highlighted in blue), "Contact", "Output library", and "Recycle Bin". To the right of the sidebar is a panel titled "CREATE AN ITEM UNDER EVENTS". It contains two options: "Event" with a calendar icon and "Eventlist" with a list icon.

Do not forget to name the event 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.

## Contact *(linked to the Online Monitoring System)*

The data on the "Contact" page is extracted from the online monitoring system and cannot be altered in the website CMS (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 tree and add your text in the Content box.

## Output library *(linked to Online Monitoring System)*

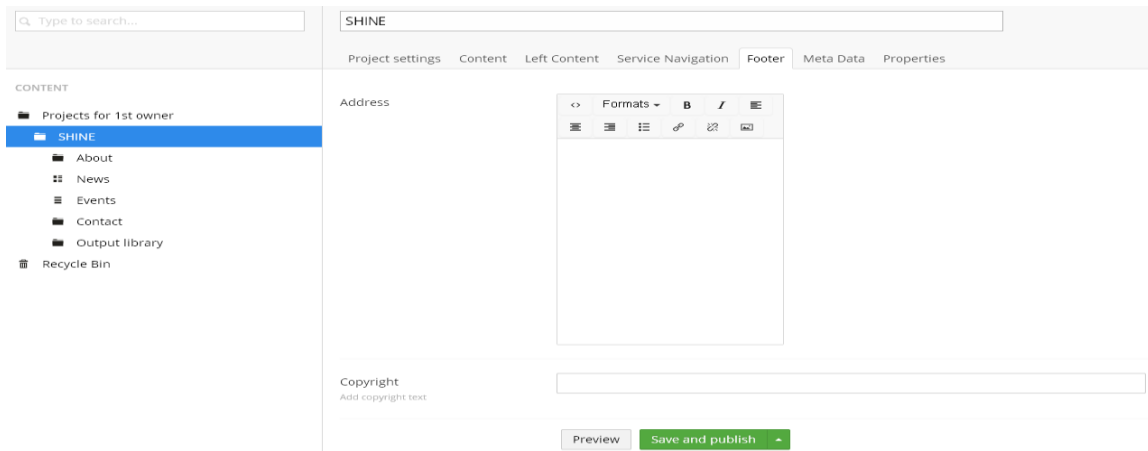
This section is linked to the online monitoring system and shows uploads submitted with reports. If you wish, you can add text above the outputs. Simply click Contact in your tree and add your text in the Content box.

## 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 name in the umbraco tree and selecting **Project settings**.

## Footer

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

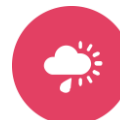


The screenshot shows the Umbraco CMS interface. At the top, there is a search bar with the text 'SHINE'. Below it, a navigation menu includes 'Project settings', 'Content', 'Left Content', 'Service Navigation', 'Footer' (which is selected), 'Meta Data', and 'Properties'. On the left, a 'CONTENT' tree shows a folder structure: 'Projects for 1st owner' > 'SHINE' > 'About', 'News', 'Events', 'Contact', 'Output library', and 'Recycle Bin'. The main editing area is titled 'Address' and contains a rich text editor with a toolbar (bold, italic, link, unlink, list, list-rtl, image) and a large empty text area. Below the editor is a 'Copyright' field with the placeholder text 'Add copyright text'. At the bottom, there are two buttons: 'Preview' and 'Save and publish'.

## Adding text, forms, images and videos to your web pages

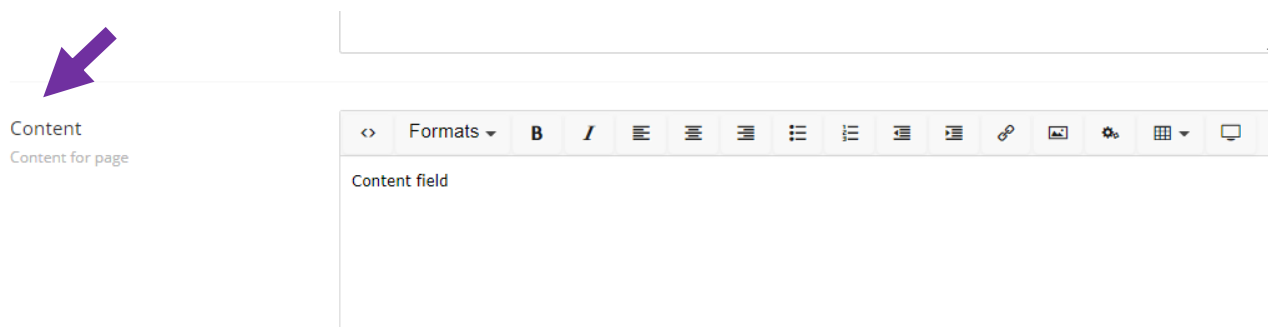
Every page allows you to include various types of content. The example below uses an 'article page' as an example, however this guidance also applies to other content types such as news and events.

Once you have inserted your content, click **Save and publish** if you are ready to publish your content, or simply **Save** to preview and publish later.





## Adding text

To include visible text in the page, use the field 'content' (see the screenshot below). Use the toolbar at the top to format your text and insert links, images and tables.



## Adding media

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

	<p>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.</p>
	<p>To embed a video, click the embed button, paste the URL of the video you wish to add and click <b>Retrieve</b></p>

## Adding links and documents



Just like with media, 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. Add a link to the **Link to document** field or select the **Link to file button** in the button of the page.

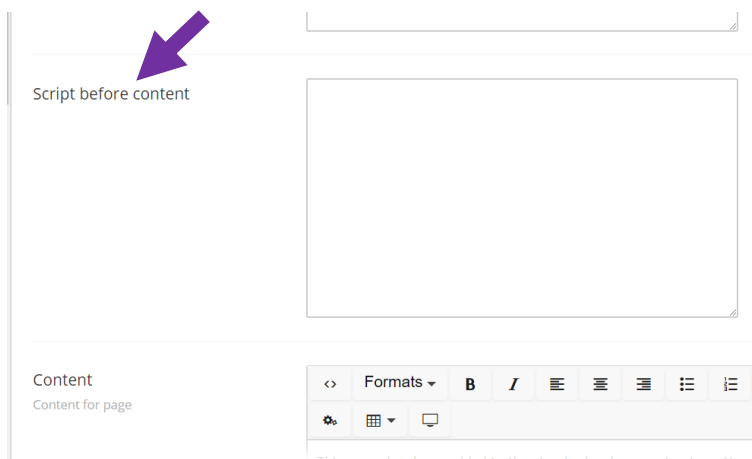
Once you have added the link or document you wish to add, use the **Target** dropdown to select whether the link or document should open in the existing window or a new one. Finally click the green **Select** button.





## Adding forms

Your article pages include two fields where you can embed forms, e.g. for newsletter subscription. These fields are entitled 'script before content' and 'script after content', respectively, and are placed accordingly in the back-end system. The only difference between the two fields is whether your form is placed above or below any other types of content on your page, such as text and images.



To embed a form in either of these fields, simply copy and paste the script from the relevant service provider (e.g. Mailchimp or iContact for newsletters). The form will then appear on your page and any entries will be listed in your service provider's database.

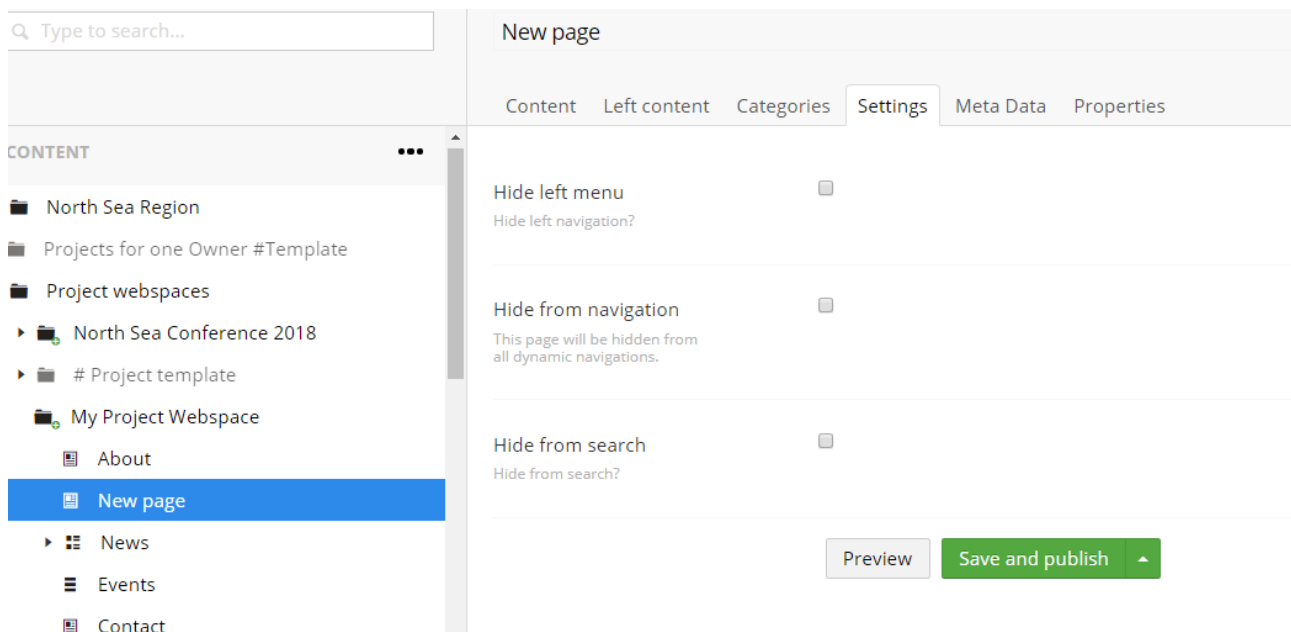


## Adding web pages and left-hand navigation menu items

Adding news or events are described in the previous section. This section explains how to add additional content beyond the standard structure already provided.

Hovering over any menu item reveals **three dots**. If you click on those, you have the option to add a new page or sub-page anywhere in your Umbraco tree. Select **Create** and then **Article page**. You can now name your new page and add your content, which will automatically appear in the left-hand navigation menu.

Note: If you need a 'hidden' page that does not show up in the menu, you can disable the menu under



Q Type to search...

CONTENT

- North Sea Region
- Projects for one Owner #Template
- Project webspaces
  - North Sea Conference 2018
  - # Project template
  - My Project Webospace
    - About
    - New page**
    - News
    - Events
    - Contact

New page

Content Left content Categories **Settings** Meta Data Properties

Hide left menu   
Hide left navigation?

Hide from navigation   
This page will be hidden from all dynamic navigations.

Hide from search   
Hide from search?

Preview Save and publish



## Adding content boxes

One way to adapt and personalise the content of your webspace is to use boxes that appear in the left-hand column.

Suggestions for use of boxes include:

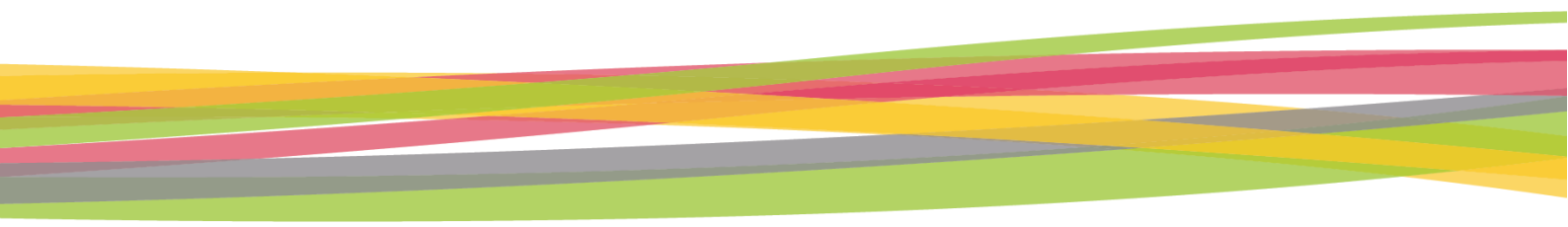
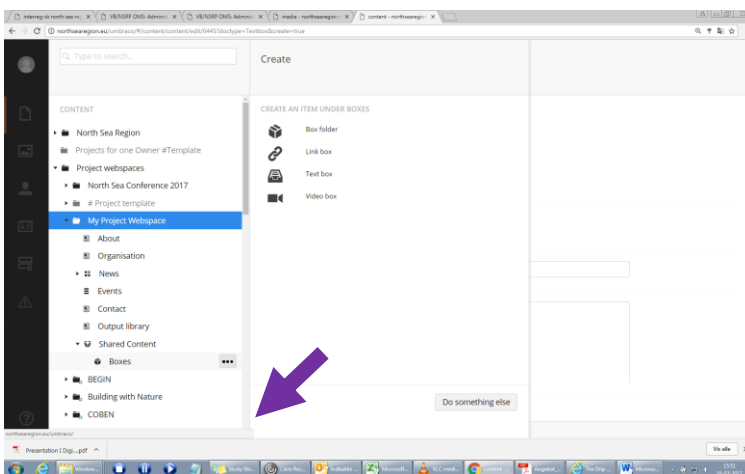


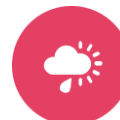
- Contact: Add a content box with name and contact information (and perhaps photo) of the person to get in touch with regarding questions for a specific page.
- Video/ media
- Tutorials
- Links to relevant websites or to your internal knowledge platform

*The newsletter sign-up box on the Programme homepage is an example of an Umbraco content box*

Boxes can be added to a page and then "inherited to sub-pages" to make them visible there too.

**Step 1:** First you need to create your box. You do this by left-clicking on the three dots next to 'Shared content' - 'Boxes'



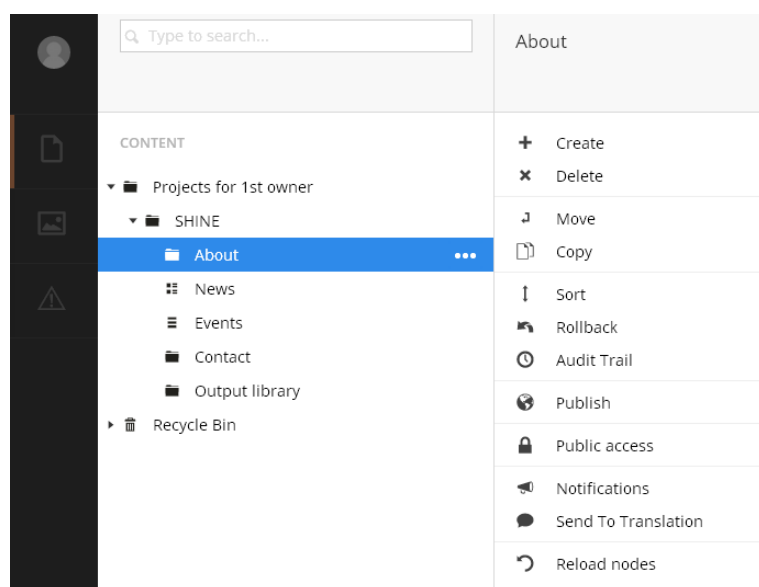


**Step 2:** Choose the kind of box you would like to create and create the box.

**Step 3:** Once the box is created, go to the page where you wish to add the box. Choose the tab 'Left content' and pick the box you wish to add to that page.

## Organising content

By right-clicking the three dots next to any menu item, different options appear, providing you with the ability to organise your content, e.g. by moving or sorting the items.



## Creating a unique URL

As a default, the link to your project workspace is [www.northsearegion.eu/projectacronym](http://www.northsearegion.eu/projectacronym). In case you would like to use your own unique URL, eg. [www.projectacronym.eu](http://www.projectacronym.eu), you are welcome to purchase the domain and order a URL redirect to your project workspace.

## Questions and queries

Please contact us if you experience any problems, cannot find the answer you are looking for in this guidance or have suggestions for improvement. Please contact Communications Advisor Sofie Forfang at [sofie.forfang@northsearegion.eu](mailto:sofie.forfang@northsearegion.eu).