SoilCare: Stakeholder Platform Guidance

How to edit and manage your own stakeholder platform

WP8

WP 8   Guidelines – Editing and managing Stakeholder Platforms

1)   Log-in to SoilCare Website Administrator page

Log-in to the SoilCare Website administrator back-end page using this link – http://soilcare-project.eu/administrator/?webmaster=erikjane

There are 2 log-ins required

2) Enter the User name and Password that you have been given [Both the first name of Study Site Leader]. Your password can be changed after your first login, should you wish to reset it.

3) Then enter the Authentication username: **antagonist**   and password: **antagonist.**
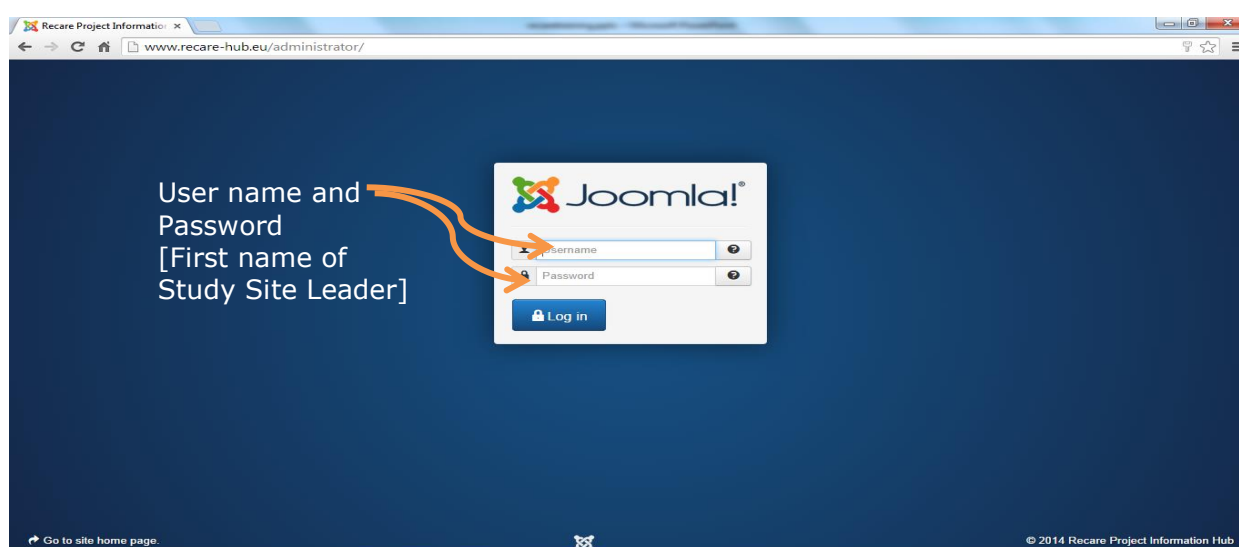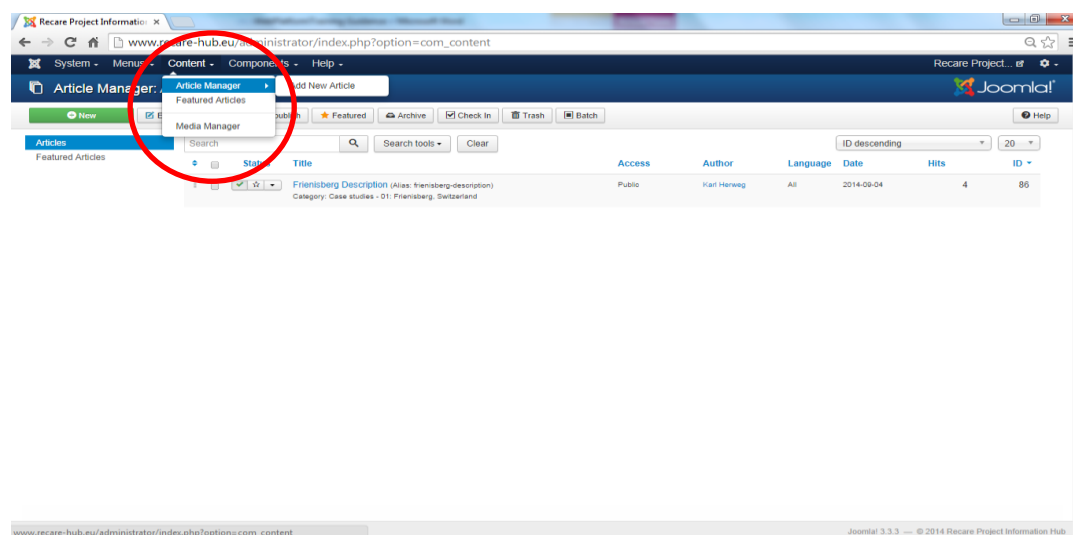

To re-set your password

1)   Click on **Edit Account,** then **My Profile Details tab**. Enter your new Password and Confirm Password and Save.
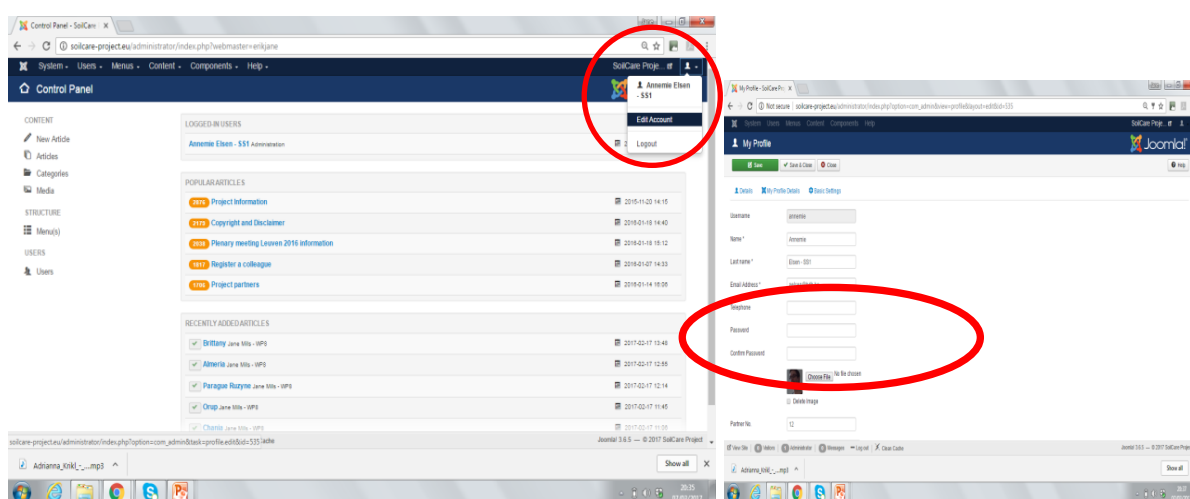
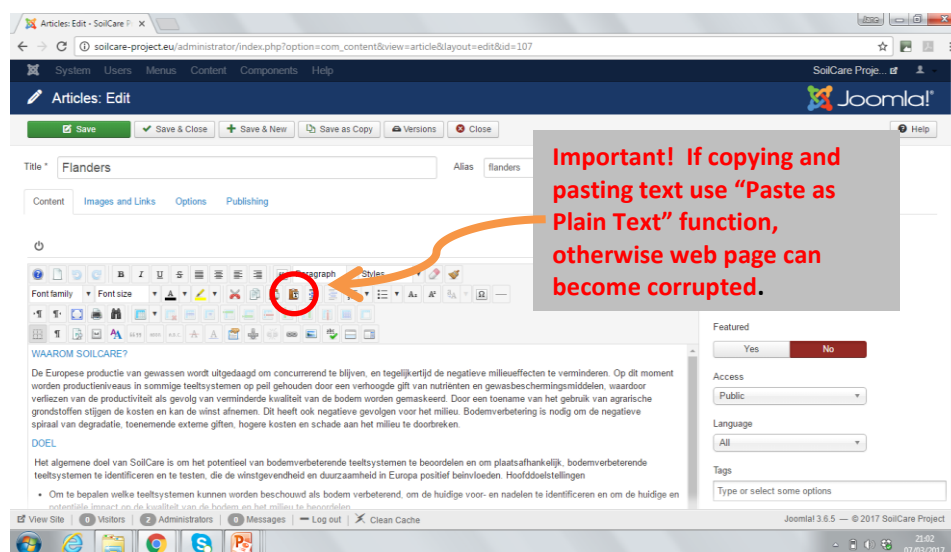**2) Adding/Editing text to <u>existing</u> web page on your Stakeholder Web Platform**

1. Click the **Content → Article Manager** to go to the Article Manager

2. Find the article (web page) that you wish to edit and click on the title.
3. Type text directly into the editor window.

Important! If copying and pasting text, use "Paste as Plain Text" function, otherwise web page can become corrupted.

4. Click the **Save** toolbar button to save your article.
    - o The **Save & Close** toolbar button will save your changes and return you to the Article Manager screen.
    - o The **Save** button will save your changes but leave you in the Article Edit screen

SoilCare

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3) Adding a new web page to your Stakeholder Web Platform

To add a new web page you first have to create an article.

Either:

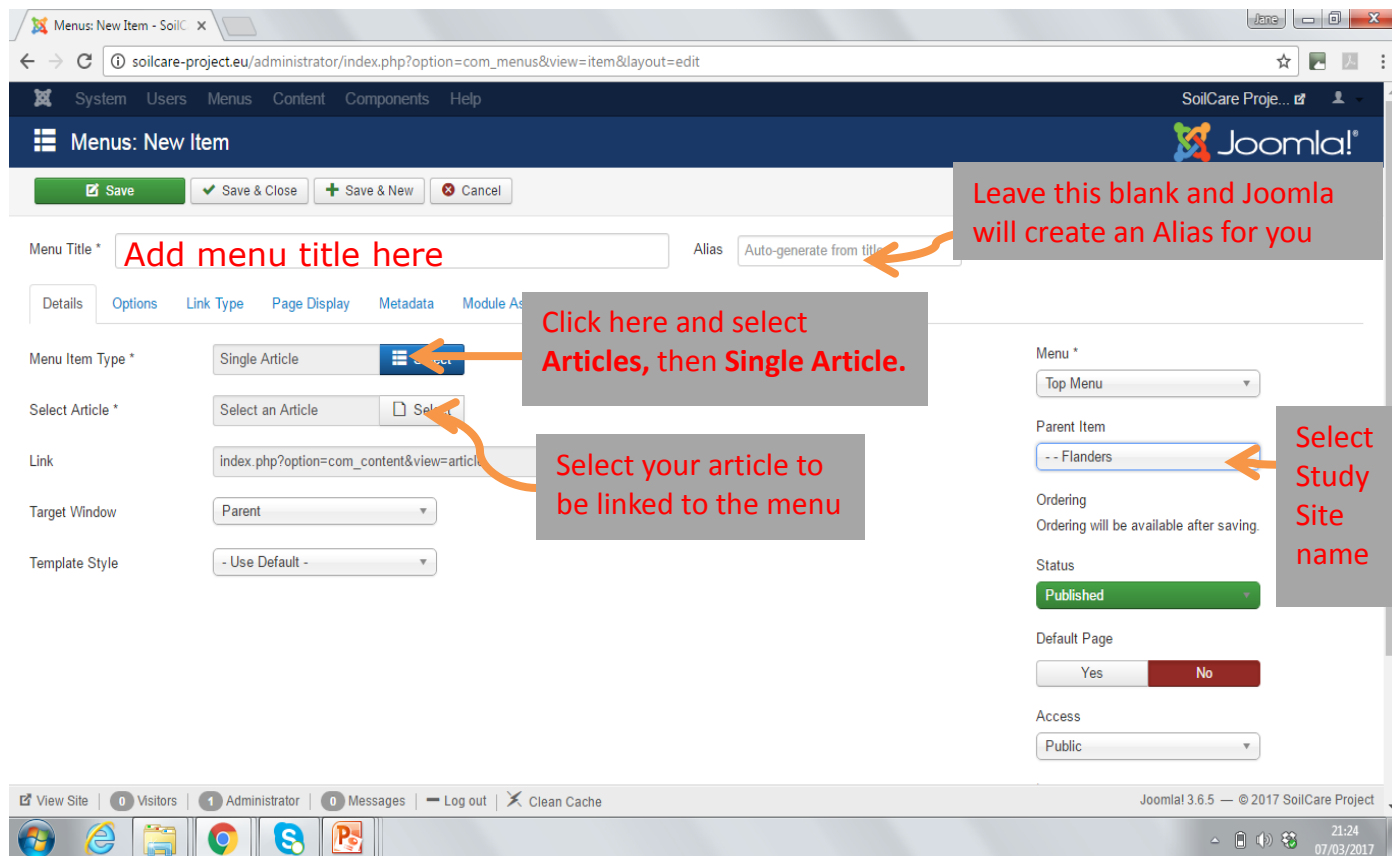1.   Click the **Content → Article Manager → Add New Article** to go to the Article Manager.

2.   In Article Manager enter a title in the Title field. This is used when the article title is displayed.

3.   Enter an alias in the Alias field. The alias is used to refer to the title and is important for the search engine features. If you do not enter anything, Joomla! will generate it for you.

4.   In the *Category* box on the right select your study site name e.g.'Study site 01 Flanders, Belgium' using the drop down menus.

5.   Now enter your content using the editor in the New Article screen.

6.   Click the **Save** toolbar button to save your article.

   o   The **Save & Close** toolbar button will save your changes and return you to the Article Manager screen.

   o   The **Save** button will save your changes but leave you in the Article Edit screen.

7.   You should see a blue message: Successfully saved changes to article: *article_title*

   o   If you have not completed the Article Title or Category fields, you will see an error message indicating this.

4) Creating new Menu Item

To create a new Menu Item you first must have created the article (web page) that you wish to appear in the menu (see previous page):

1. Select **Menus** and your Study Site name from the drop-down menu and then **Add New Menu Item.**

2. Enter a title in the **Menu Title** field. This is used when the menu is displayed.

3. Click the **Menu Item Type** Select button [≣ Select] and then click **Articles,** then **Single Article.**

4. Click the **Select Article** Select button and click on your article to be linked to the menu item.

5. On the right-hand side in the **Parent Item** box ensure your Study Site name is selected from the drop-down box

6. Click the **Save** toolbar button to save your article.
   - The **Save & Close** toolbar button will save your changes and return you to the Menu Manager screen.
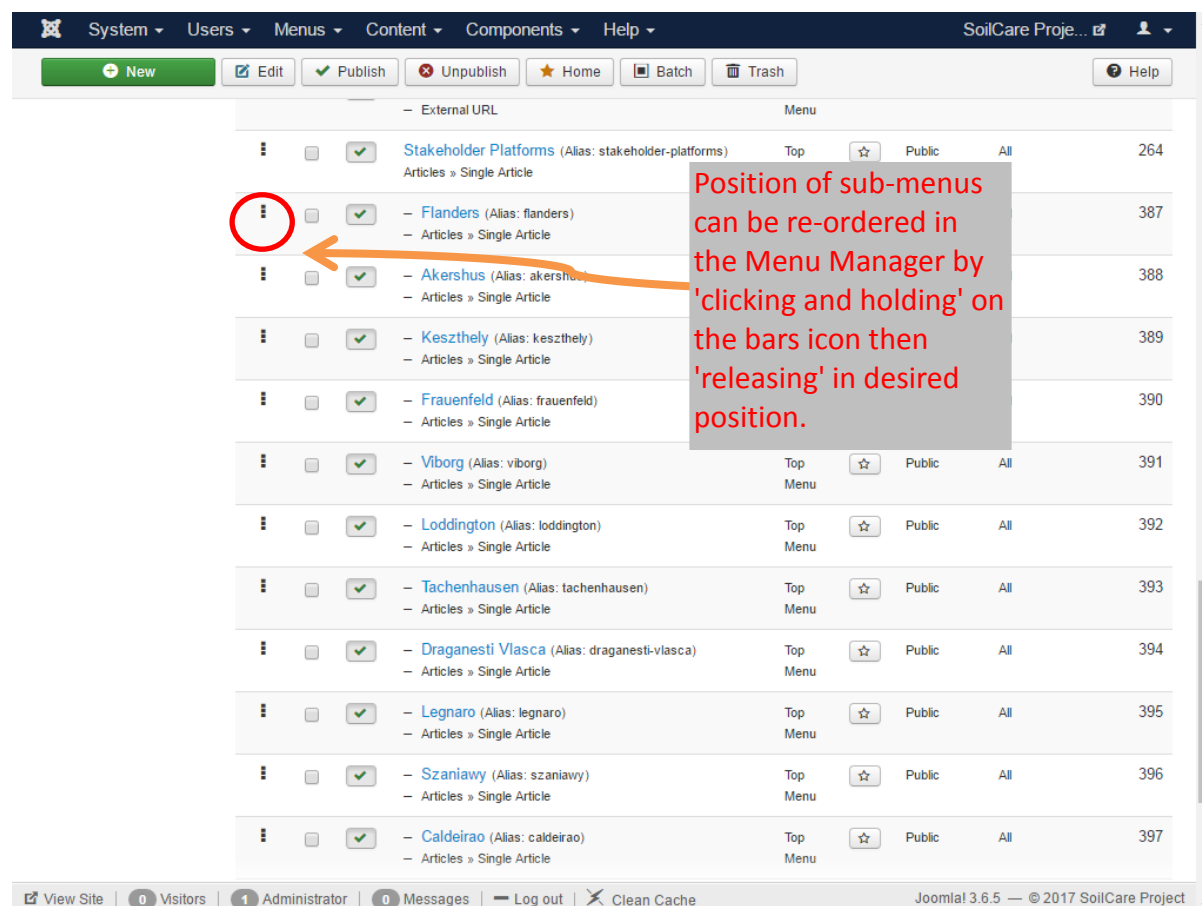   - The **Save** button will save your changes but leave you in the Manu Manager screen

Sub-menus can be re-ordered in the Menu Manager by 'clicking and holding' on the bars icon ⠿ then 'releasing' in desired position.

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5) Uploading images to your web page on your Stakeholder Web Platform

1. Click the **Content → Media** to go to the Media Manager.
2. In the folder under 'Stakeholder Platforms' click on your Study Site.
3. Select **Upload** and **Choose files**.   Navigate to your image file then select it and click on open.   Then click on **Start Upload**
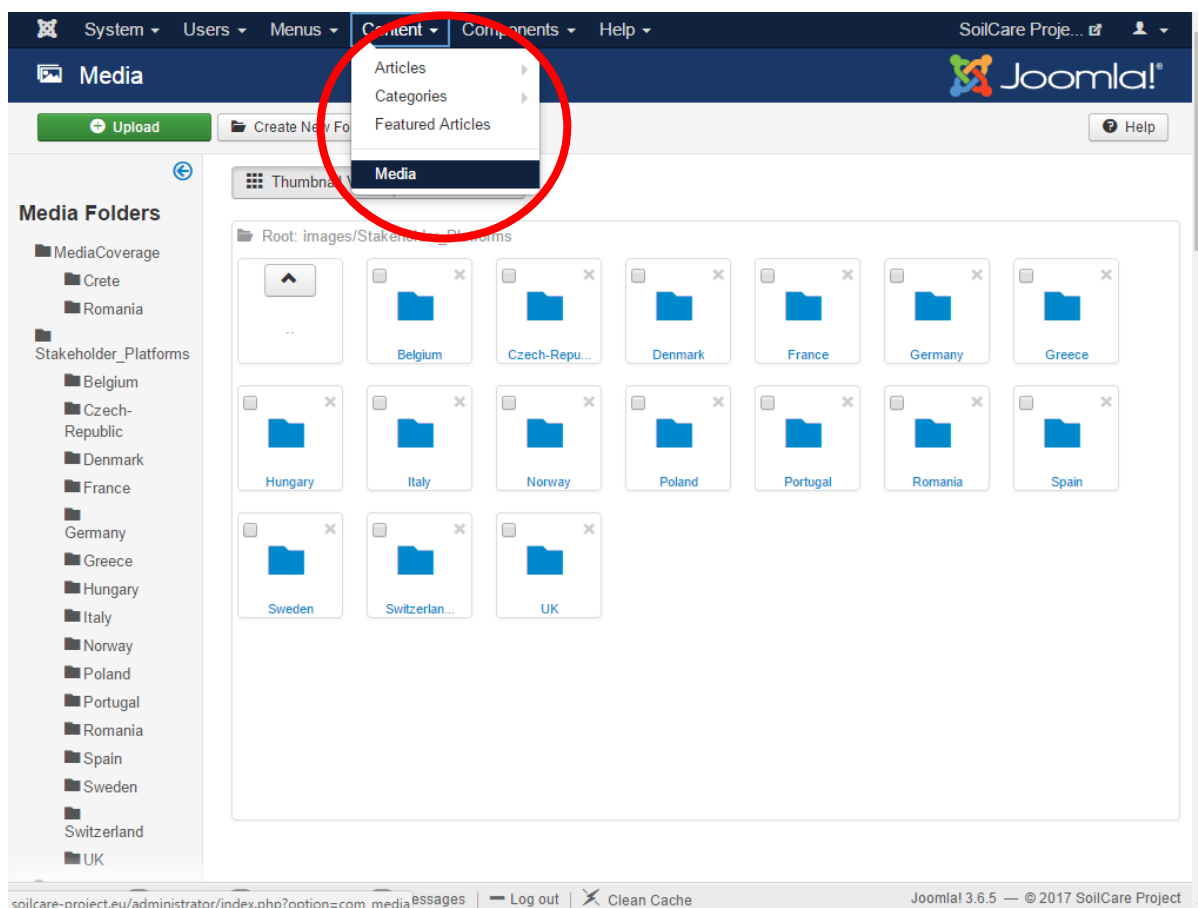
Note: The file name must only contain alphanumeric characters and no spaces.

Note: Images should be uploaded in jpeg/bmp format. There is a size limit of 10MB.   They should be of an appropriate size to fit on the web page.   Other images on the website are around 300mm x 200mm.   Images can be resized using photo editing software such as PhotoShop, PaintShop etc.

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6) Adding images to your Webpage (Article)

1. Open the Article for editing (see Page 3)
2. Place your cursor at the start of paragraph or in space, select the Image button

 The Insert Image screen will open over the top of the Edit Article screen. Find your image in the File Brower by navigating to your Stakeholder Platform folder and select the image.

3. Set the image properties as required:

    o **Alignment**: Enables positioning of image e.g. left, right, centre
    o **Border.** If you want a border around your image, you can check the box here. When it is checked, you may select the width, style and colour for the border.

4. Click the *Insert* button to insert the image. The Insert Image screen will close and the image will be displayed in the editor.

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7)   Adding links to text and images

To add a link to text or images, in the editing mode select the text, and click the Link button

- o   If linking to a web page, paste the web link in the **URL box**.
- o   If linking to an item in the Media Manager click on the Browse button and navigate to the item and select it.
- o   If linking to another page on the SoilCare Website, navigate to the article under **Links** and select it.

Note: If linking to a new web site this should be opened in a new browser. In the Link dialogue box at the bottom under Target, select '**Open in new window'** from the dropdown menu.

8) Adding a Table to Article

1.   Open the Article for editing (see Page 3)
2.   Locate the position in the Article editor where you want to insert a table with the cursor.
3.   Click the *Inserts a new table* editor toolbar button. The *Insert/Modify table* screen opens.
4.   Select the number of rows and columns and other parameters according to your requirements.
5.   Click the *Insert* button.

To fix column widths

1.   If you want the columns to be a fixed width, click in the top cell in the left-hand column and then click the *Table cell properties* button in the Article Editor toolbar.   In the *Width* box enter the % figure of total width that you wish for the column e.g. 10%, 25% etc.
2.   Then move onto the cell in the next column and enter % of total width for this column etc.
3.   Then click on the **Update** button.

9) Embedding a video clip

1. First copy the Embed code from the YouTube or Vimeo clip.
2. In **Article Manager: Edit Article** place cursor in Article where video is to go and press Enter on keyboard 3 or 4 times to create a space for video.
3. Click on **Code** to bring up the HTML screen
4. Paste code in space and **Save**.
5. Click on **Editor** to view video clip on page.

Further Guidance

There are some good Joomla Help documents and forums which should be able to answer most questions. Just ask the question in your search engine and you should be taken to one of these sites.   Remember the version of Joomla we are using is Joomla 3.6

- Further details about editing Articles (web pages) in Joomla can be found here:

    https://docs.joomla.org/Help36:Content_Article_Manager_Edit

- Video explaining how to create a webpage

    http://www.siteground.com/tutorials/joomla-video/frontpage-content.htm

- Details on how to create webpages that displays grouped multiple content (featured articles) can be found here:

    http://www.siteground.com/tutorials/joomla/joomla-featured-articles.htm

  - Useful video for adding Headings, Images and Links

    https://www.youtube.com/watch?v=fI0_S-T1gK8

If all else fails, then please contact me and I will try and help! ☺

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