Mini site CMS manual

A guide to managing Interreg NPA mini sites 2024-2027

List of contents

Fundamentals

Dashboard

Acces the Umbraco backoffice

Before entering Umbraco backoffice you will have to login through the login screen. Fill in your email and password.

Dashboard

Once you're logged in you will immediately the dashboard. It is from here you manage your website.

The dashboard has different areas you can access from the navigation at the top. Throughout this guide you will get to know these areas and what you can do with them.

On the lefthand side you see the content tree. It is from here that you edit page structure and block content.

Note: Everything that is greyed out will not be accessible to you from the tree structure

Get a good understanding of the Umbraco Interface before moving further into this guide.

Go to Umbraco Introduction ↗

Get to know Umbraco interface ↗

Login screen
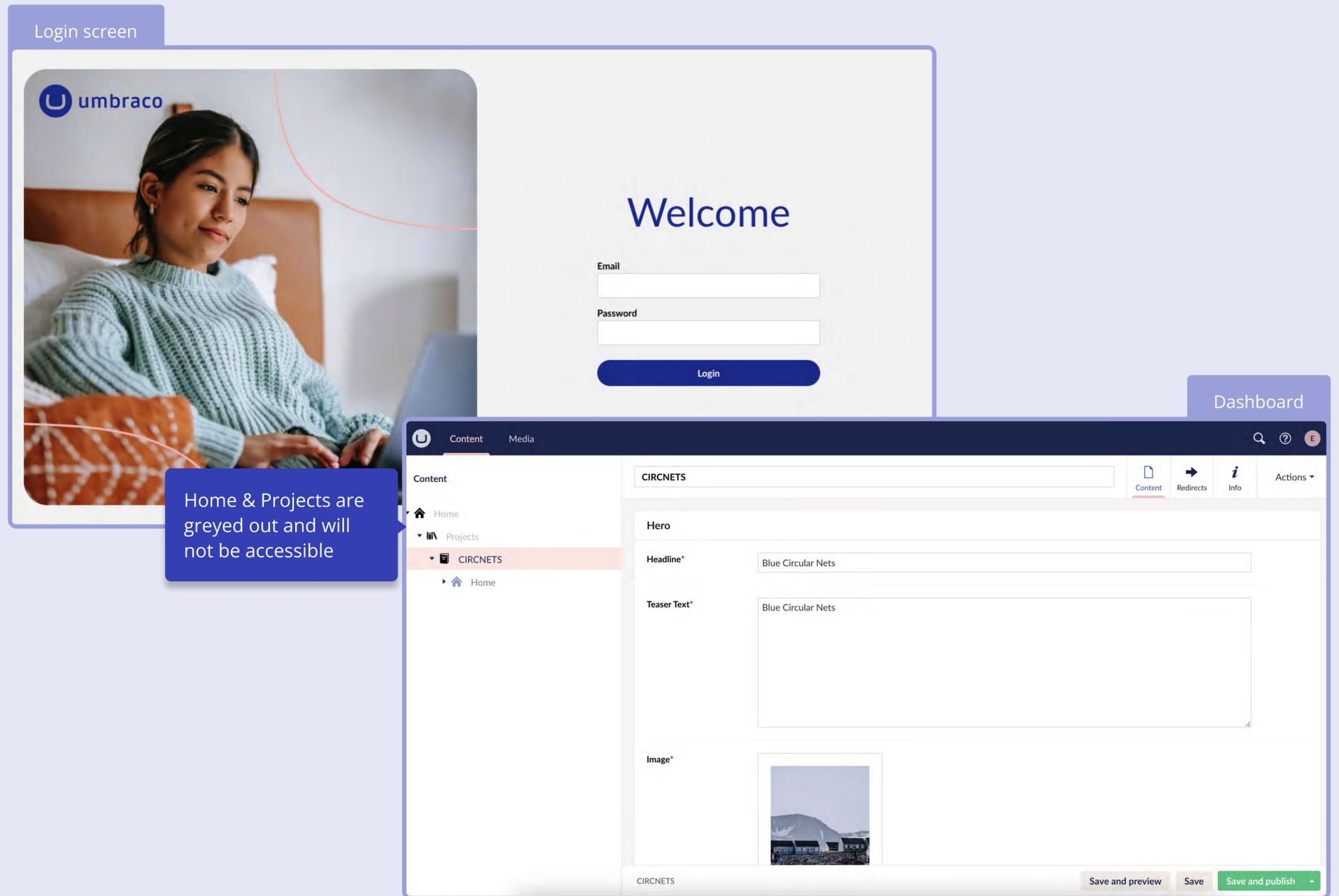
Dashboard

Home & Projects are greyed out and will not be accessible

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Tabs in the navigation

Get to know the tabs in the navigation

In the dark blue bar at the top of the dashboard you will find your sections. You will use these to configure everything on your website. Access the tabs by clicking on the text. When you are working in a specific tab it will be indicated by the orange bar below the text.

MINI-WEBSITE URL

The project sites URL will be: www.interreg-npa.eu/projects/acronym/home/
We have an easy permanent redirect feature built in the CMS available in case of need.

Configure your website by creating content from this tab

Upload your images and organize them before you place them on the website

Content   Media

Content   Media

Click Redirects to insert the web adress to be redirected to the mini-wesbite URL

Content   Media

Content   Content   Redirects   Info   Actions

CIRCNETS

Home

Projects

CIRCNETS

Home

Hero

Headline*   Blue Circular Nets

Teaser Text*   Blue Circular Nets

Image*

CIRCNETS   Save and preview   Save   Save and publish

Page tree structure

Opening page tree

Your content is organized in a tree structure. This means that each page is placed on a specific level. Navigate through the levels by clicking the arrow in the left hand side of each page level.

Navigate to the right page

When entering umbraco you are imidiately met by the home page. From here you are able to edit the page from the left hand panel.

In order to access the page structure click on the home button to see the different pages that is created on your site.
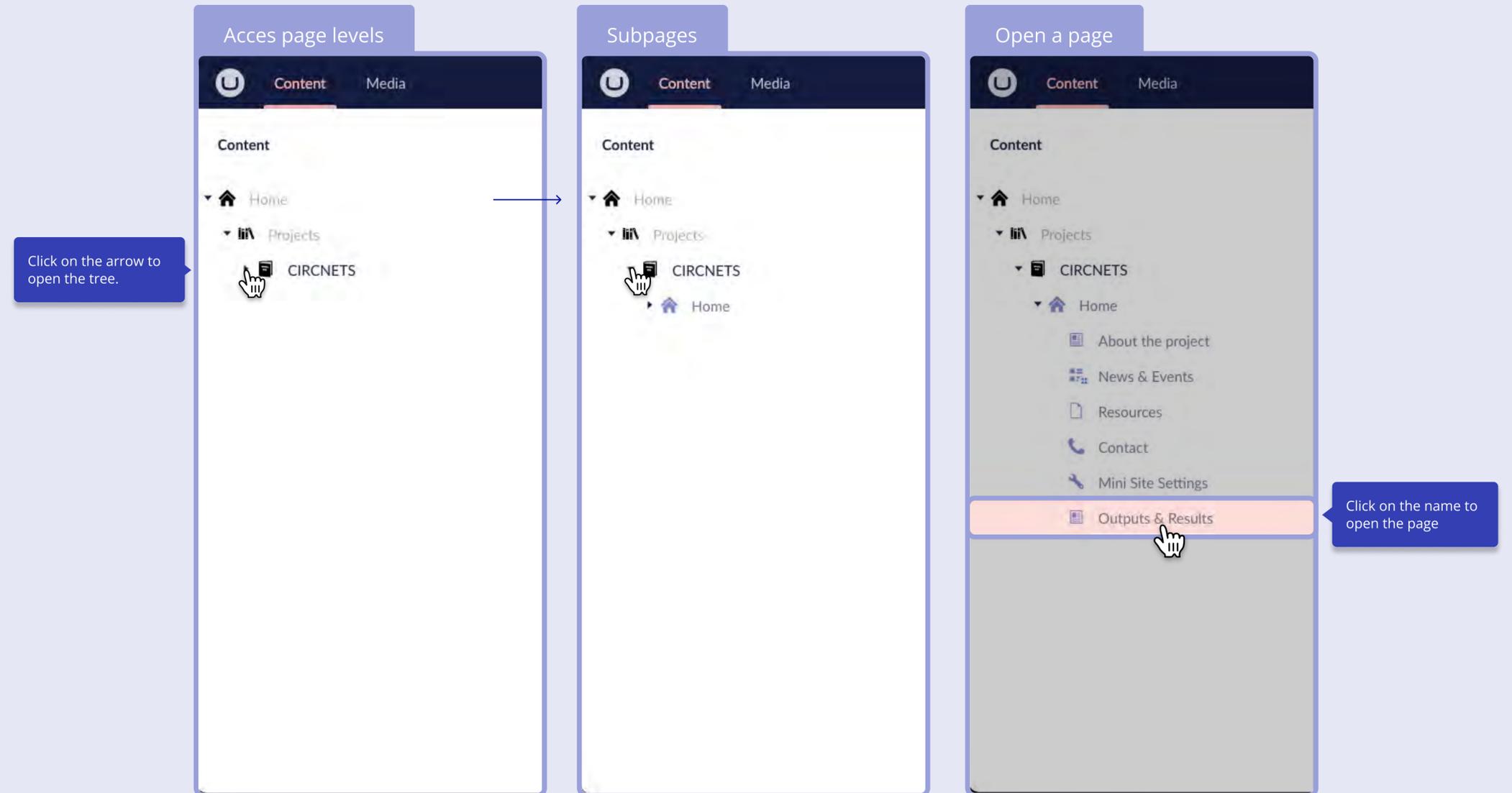
> (i) It is recommended to look through the following guide. Here you will get to know the basics of umbraco structure.
>
> **Learn Umbraco Tree structure** ↗

MINI-WEBSITE URL
The project sites URL will be: www.interreg-npa.eu/projects/acronym/home/
This turned out to be a necessary choice instead of using subdomains like in the past e.g. acronym.interreg-npa.eu . We have an easy permanent redirect feature built in the CMS available in case of need.

Acces page levels

Content

▼ 🏠 Home
   ▼ 📚 Projects
      📖 CIRCNETS

Click on the arrow to open the tree.

Subpages

Content

▼ 🏠 Home
   ▼ 📚 Projects
      📖 CIRCNETS
         ▶ 🏠 Home

Open a page

Content

▼ 🏠 Home
   ▼ 📚 Projects
      ▼ 📖 CIRCNETS
         ▼ 🏠 Home
            📄 About the project
            📊 News & Events
            📄 Resources
            📞 Contact
            🔧 Mini Site Settings
            📄 Outputs & Results

Click on the name to open the page

THIS OPTION IS CURRENTLY DISABLED THE PROGRAMME LOGO WILL DISPLAY BY DEFAULT

Configure settings

Create logo & Footer

Before you start creating all the content for your website create set up the logo and footer. The settings you choose from this area will displayed across your website.

Before you upload your logos make sure to upload two versions to your media folder.

• Your project logo with blue text (300x124px) (Transparent)
• Your project logo with white text (300x124px) (Transparent)

Upload logo

1. Click the "Add" square
2. Choose your default logo by picking it from your media folder
3. Preview it by clicking "Save and preview"

Logos you need

LOGO WITH BLUE TEXT   LOGO WITH WHITE TEXT

ⓘ **Download your project logo here** ↗

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Creating & Editing content

Editor fundamentals

Before you enter your journey of editing the Interreg NPA mini website it is essential that you get to know the features that you have as an editor. Dive into the Umbraco Editors Manual - That way you have the best understanding of the following editor guide.

Note: Not every feature in Umbraco docs is available for the Project Mini Websites
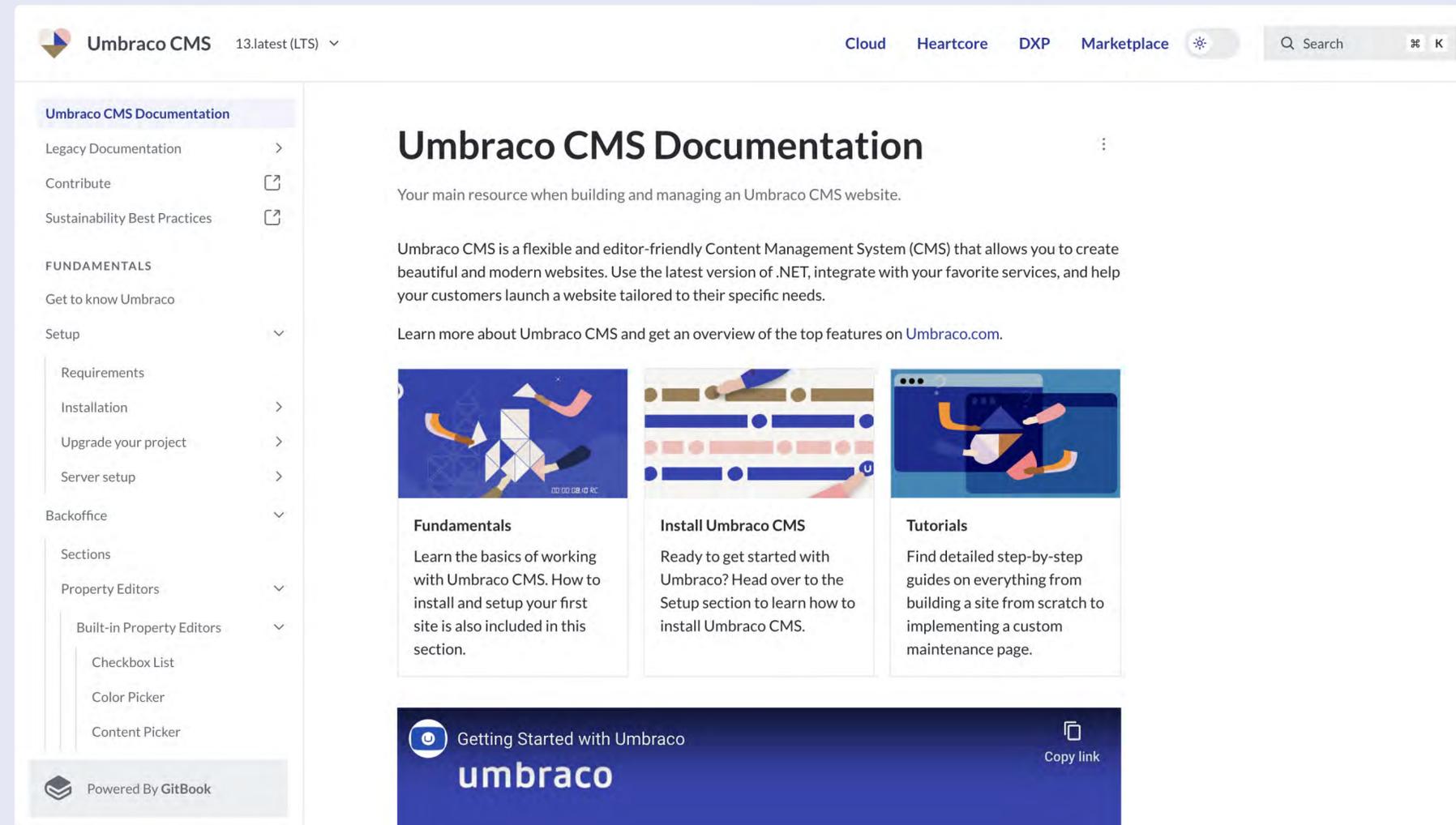
Umbraco Editors manual

Get your introduction to the editor's Manual ↗

Learn how to create, save and publish content ↗

Learn how to work with the Rich Text Editor ↗

Learn how to edit existing content ↗

Learn how to work with Media Folders ↗

Learn how to work with Media Types ↗

Tips & Tricks ↗

How to save and preview
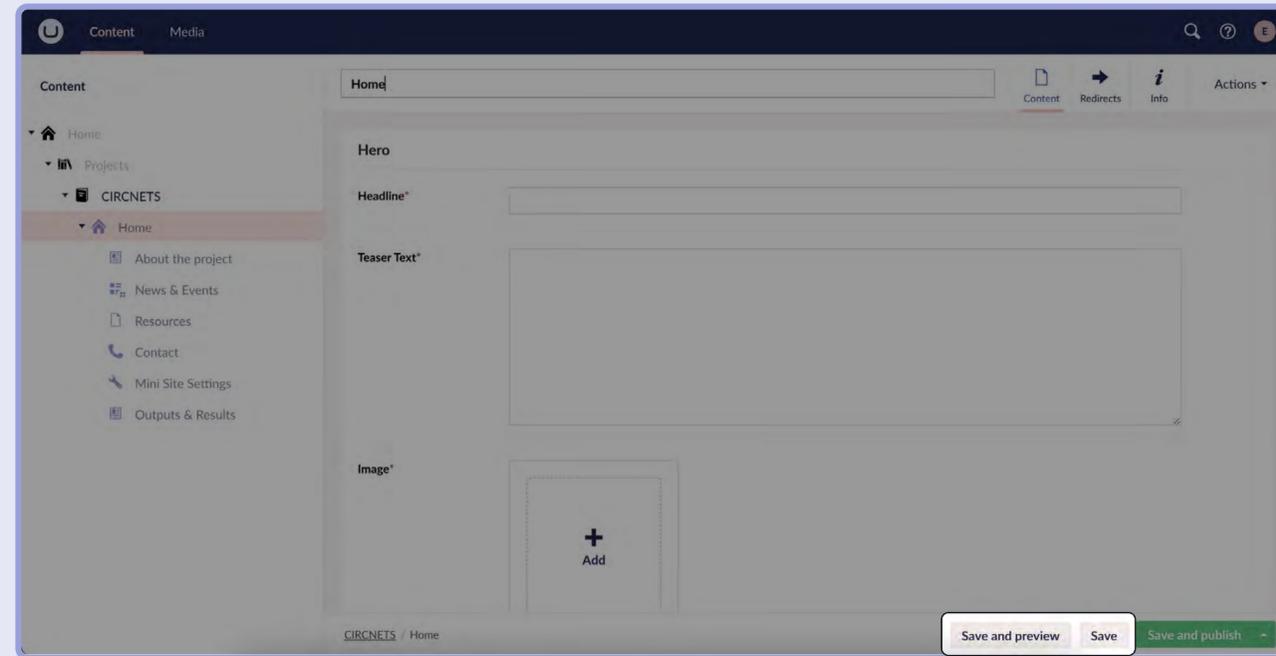
Before you create content

On the right hand corner at the bottom of each page you will see three buttons. "Save and preview", "Save" and "Save and publish". Each time you have created or changed something on a page you should always use this area before you exit the page.
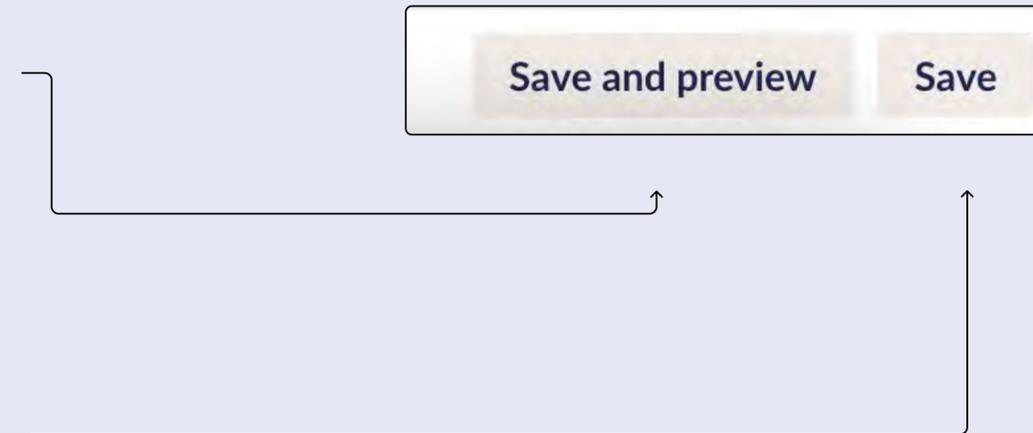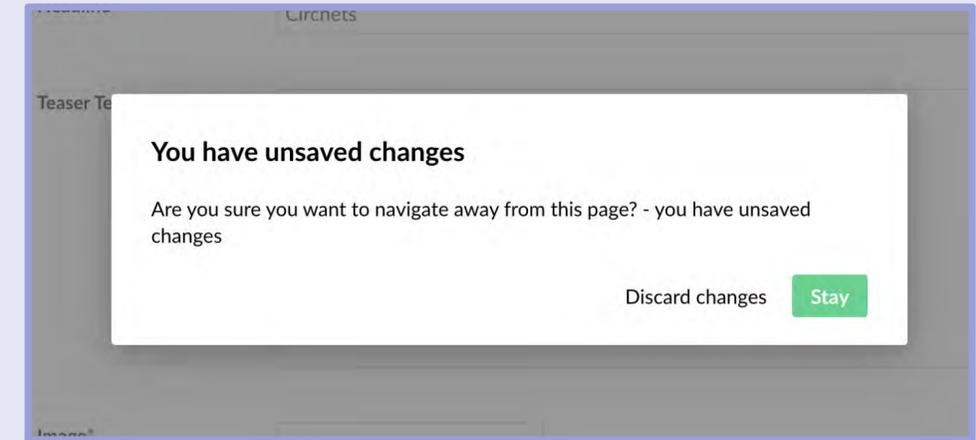
Save and preview

When you click "Save and preview" Umbraco will save the changed you have made for the page and create a new tab with a preview. It it important to note that **the preview is not the actual website and only for checking if things look right**. Use this feature to make drafts or testing our content ideas.

Save

When you click "Save" Umbraco will save the changed you have made for the page. It it important to note that **clicking "Save" will not make the changes visible on the website yet**. Use this feature to make drafts or testing our content ideas.

If you try to exit the page without saving you will be asked to either stay or discard your changes

You have unsaved changes

Are you sure you want to navigate away from this page? - you have unsaved changes

Discard changes   Stay

Save and preview   Save

How to publish

Save and publish

On the right hand corner at the bottom of each page you will see the **green "Save and publish" button.** When you click this you save your changes and they will now be visible on the website. **Note that it might take a few minutes before you can see the changes on the website.**
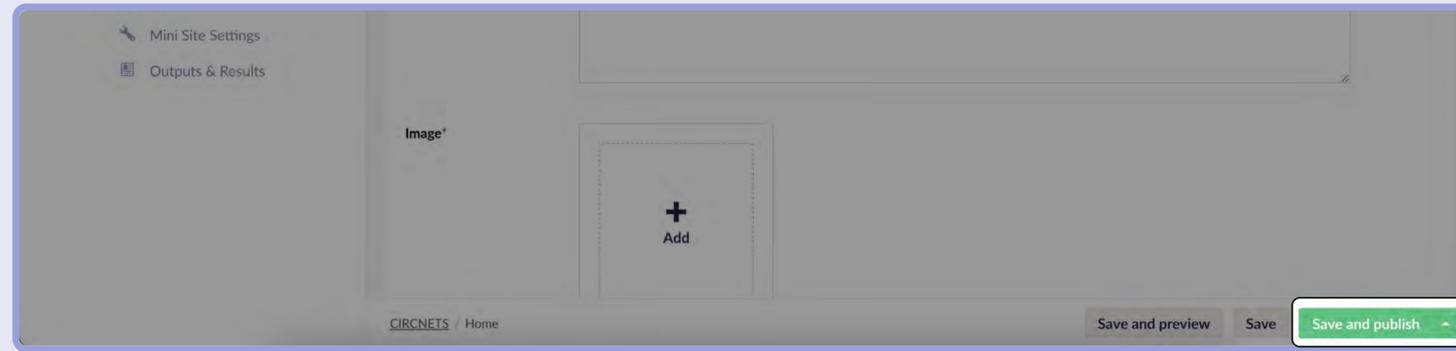
How to schedule you publish

- Click on the triangle icon on the right hand side of the **green "Save and publish" button**
- Click on **"Schedule..."** to open the date picker
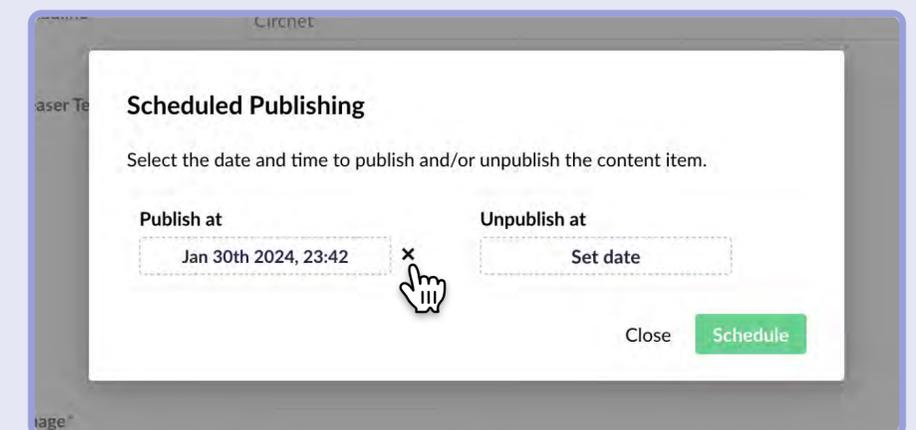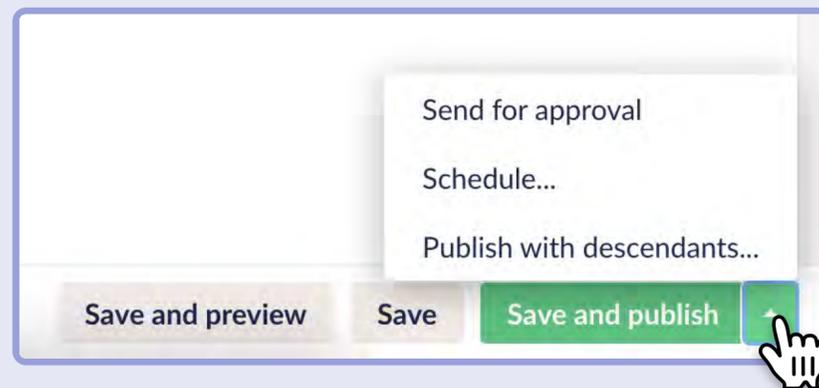- Choose the publish date by clicking **"Set date"**
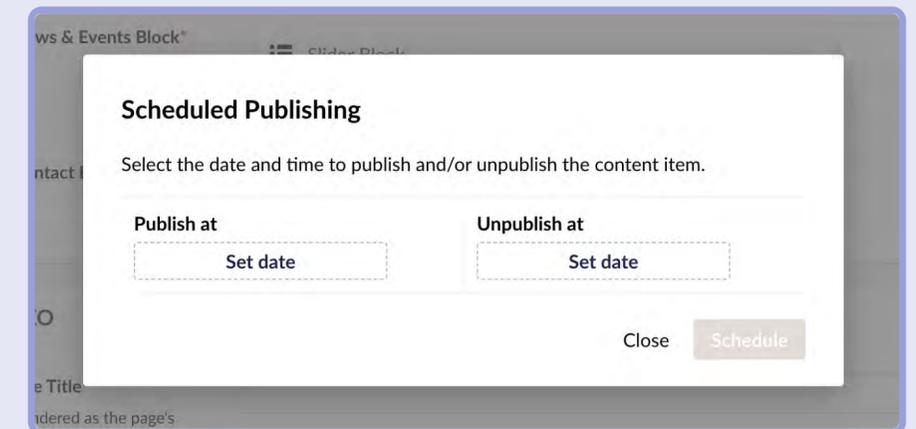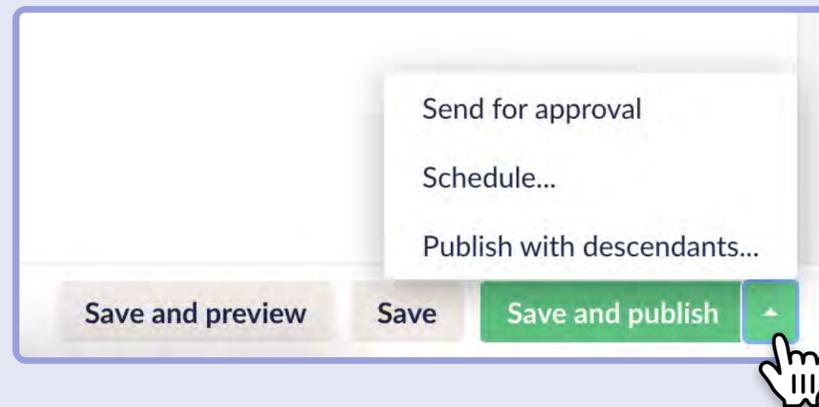
Change or remove schedule date

- Click on the triangle icon on the right hand side of the **green "Save and publish" button**
- Click on **"Schedule..."** to open the date picker
- Chose a new date by clicking on the current date or remove the date by clicking the **"x" icon** on the right hand side

How to create Block Links

Define a destination

Some blocks are able to link to different pages. This is very useful when guiding user through the website.
It is important that you **only choose one link destination**. See the example below.

Set an URL   Link to a page on your website

① OR ②

Link
/our-programme/what-we-do

Home
  Our programme
    Who we are
    What we do

Make it intuitive

When creating a link it is very important to make it short and easy to understand.

Example of a link text that is imprecise:
- **"Read more"**

Example of a link text that is too long:
- **"Learn everything about how we encourage effective cooperation"**

Try to be short and precise like the following examples:
- **"Learn what we do"**
- **"Explore our capabilities"**
- **"Discover how we operate"**

Setting link destination in Backoffice

Note that if you remove the link the button will not display on the website

Link presentation on website

We work with joint challenges

We work with joint challenges and joint opportunities that can best be overcome and realised by transnational cooperation.

Learn what we do →

Setting link destination in Backoffice

① Set an URL

Open link in a new tab

Write the text you want to display in the link button

Search for a page

Choose link destination within your website.

Do not fill this out if you have filled out the "Link" input. ②

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Managing media folders

Steps to upload

1. Navigate to the Media tab in the navigation
2. Click create and choose the media type or folder
3. If you create a folder remember to name it properly
4. Add media items to the folder
5. Configure each media item by clicking on the image of it

Checklist

In order to make the best fit for your imagery follow this checlist when working with images.

- Only upload images as JPG or PNG formats
- Be aware of aspect ratio **(explained on page 14-15)**
- Name your folders and categorize images in themes
- Create subfolders with different aspect ratios if needed

ⓘ Get to know the details of the media folders before you start placing images and video in the blocks.

Learn how to work with Media Folders ↗

Learn how to work with Media Types ↗

Media folder

This is your website folder. When you click this you can create subfolders or add media.

Click the "Create" button to create a new folder or upload images

Subfolder

Click the text to upload an image

Configure image

Click the image to move it or delete it.
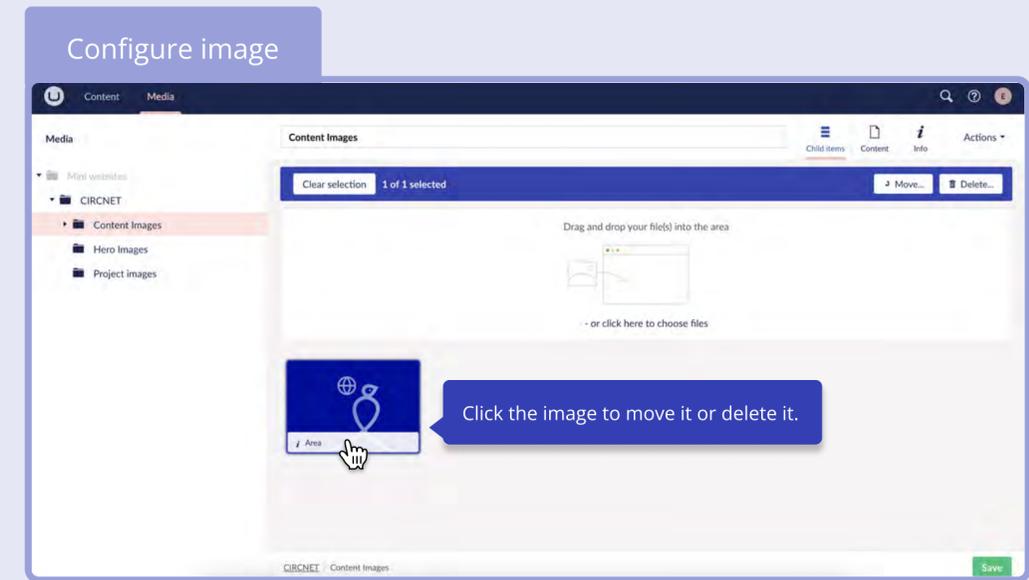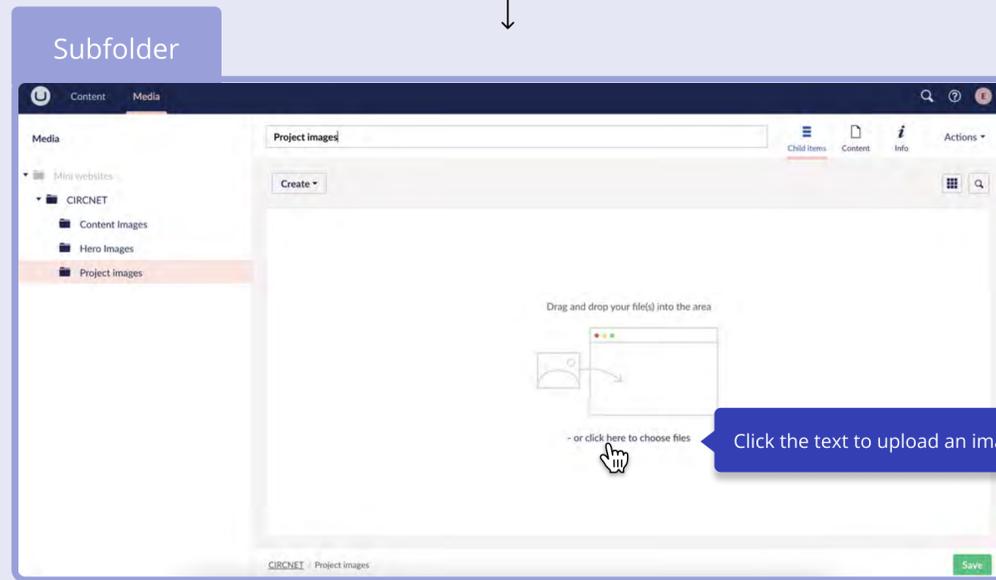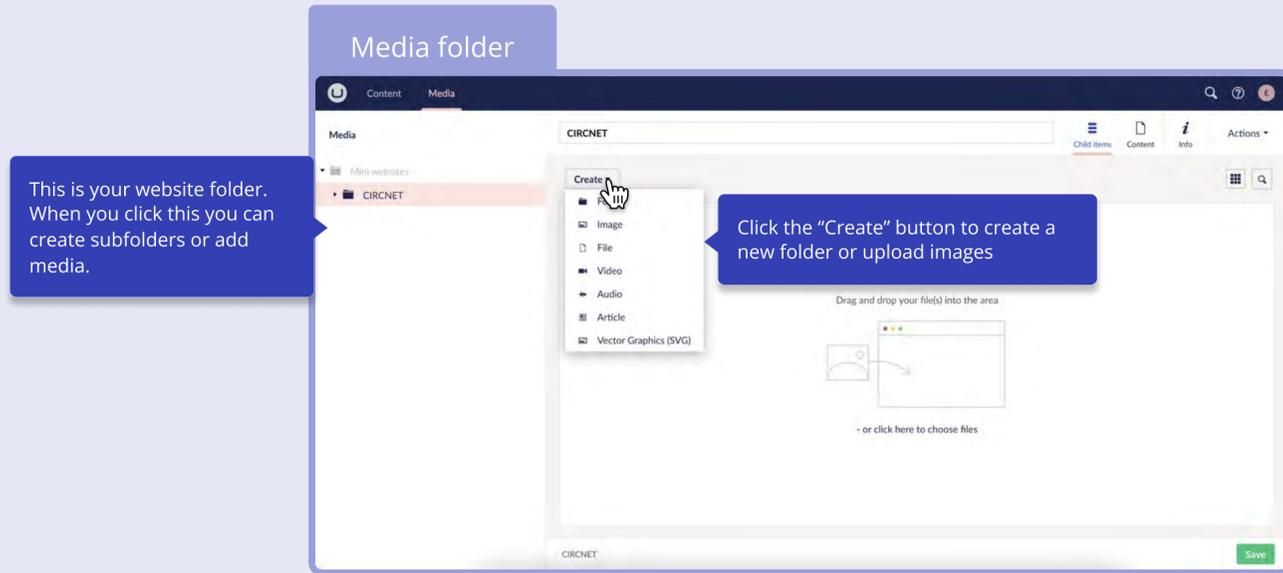
Image aspect ratios

CTA Block

Square (1:1)

EXPLORE FUNDING

Learn more about funding oppotunities

The purpose of Main projects is to address the main challenges and potentials of the programme area and thereby improve the quality of life in the area.

Go to funding →

Image Slider Block

Square (1:1)

A programme for the people

← →

Interreg is not just a program for governments, institutions, and organizations; it is fundamentally a program for the people. At its core, Interreg is designed to benefit the everyday lives of individuals living in the participating regions.

50/50 Block
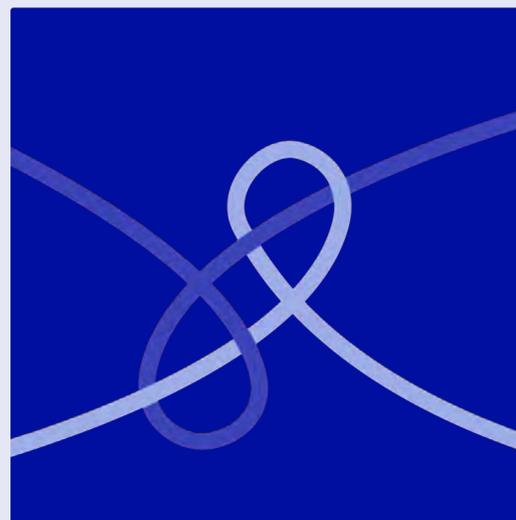
Square (1:1)

We work with joint challenges

We work with joint challenges and joint opportunities that can best be overcome and realised by transnational cooperation.

Learn what we do →

Image aspect ratios

Article image
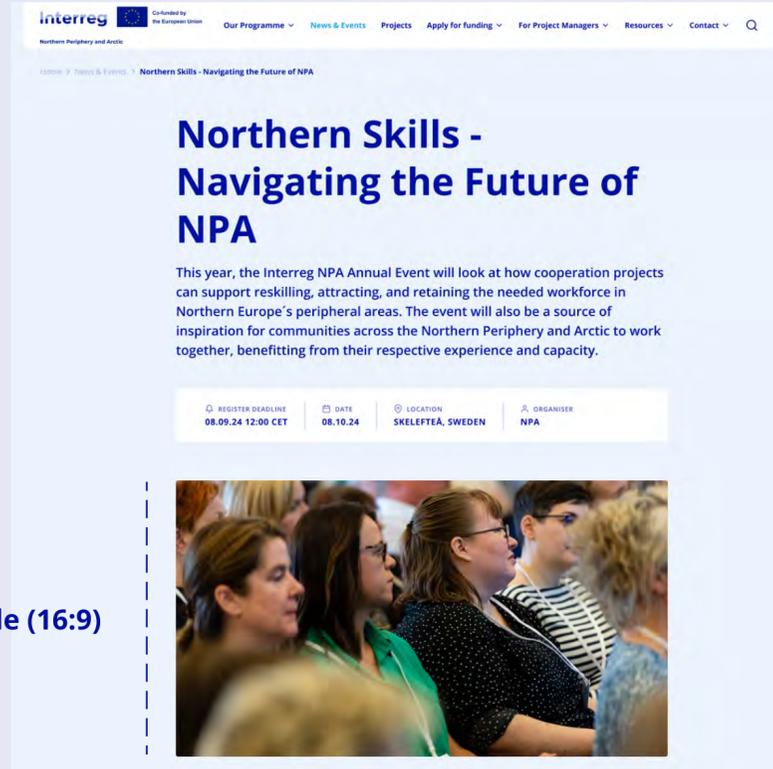
Rectangle (16:9)

Content page hero

Square (1:1)

Image will automatically center and crop both side for the News & Events List view

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Get to know the building blocks

Accordion Block

Present information in an accessible way

Use the accordion block to hold larger amounts of information. Doing this makes it easy to understand the different topics before engaging with the specific information.

Checklist

• Add the accordion block in your content area
• Fill in the Headline and teaser text
• Add accordion items
• Fill out each accordion item with text, images or links

Use the toolbar to style text, insert images or create links

50/50 Block

Dynamic entries

Use the 50/50 block to present entries to other pages or set focus on specific topics that are important to see. Use the "Reverse position" to create a dynamic experience for the visitors.

Checklist

• Fill in the headline
• Fill in the teaser text
• Choose an image from your media folder (Square format)
• Set a link destination if needed
• Reverse position if combining more 50/50 blocks

CTA Block

Promote areas

Use the CTA block to promote other areas of your website, link to documents or guide user to what they should read next. Use the "Reverse position" to create a dynamic experience for the visitors.

Checklist

- Fill in the lead
- Fill in the headline
- Fill in the teaser text
- Choose an image from your media folder (Square format)
- Set a link destination if needed
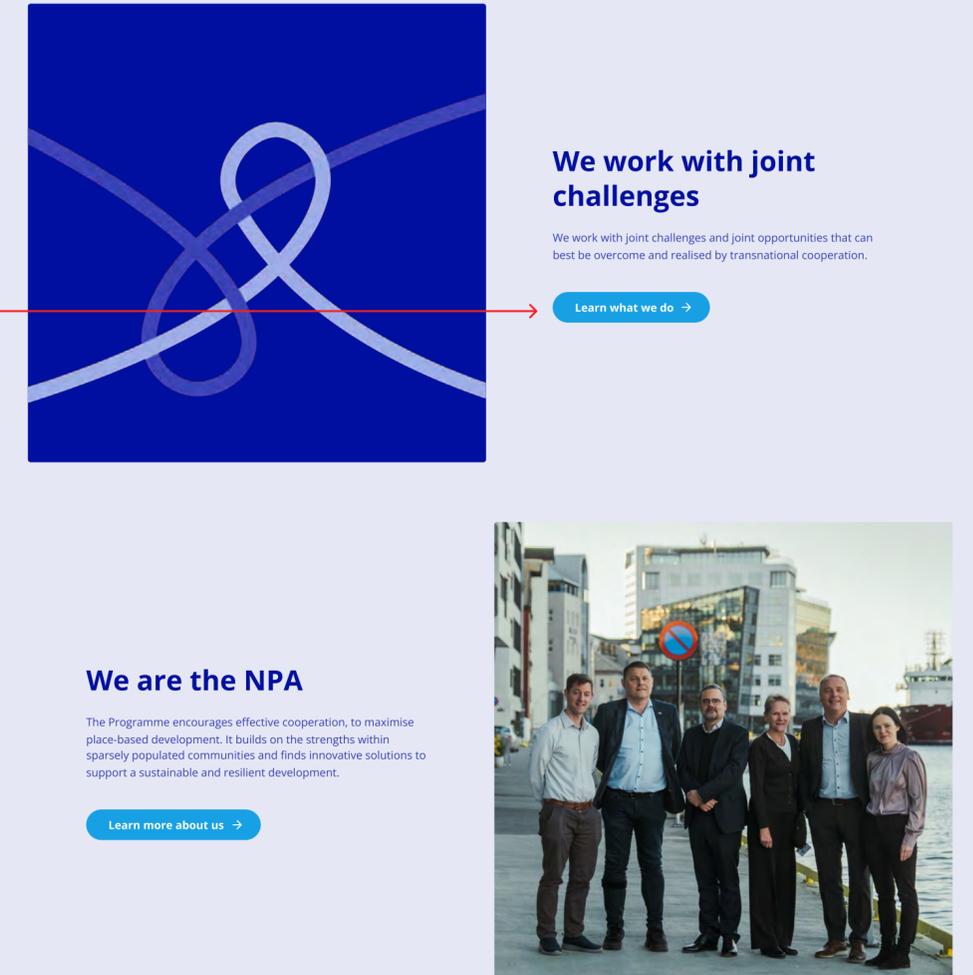- Reverse position if combining more CTA blocks
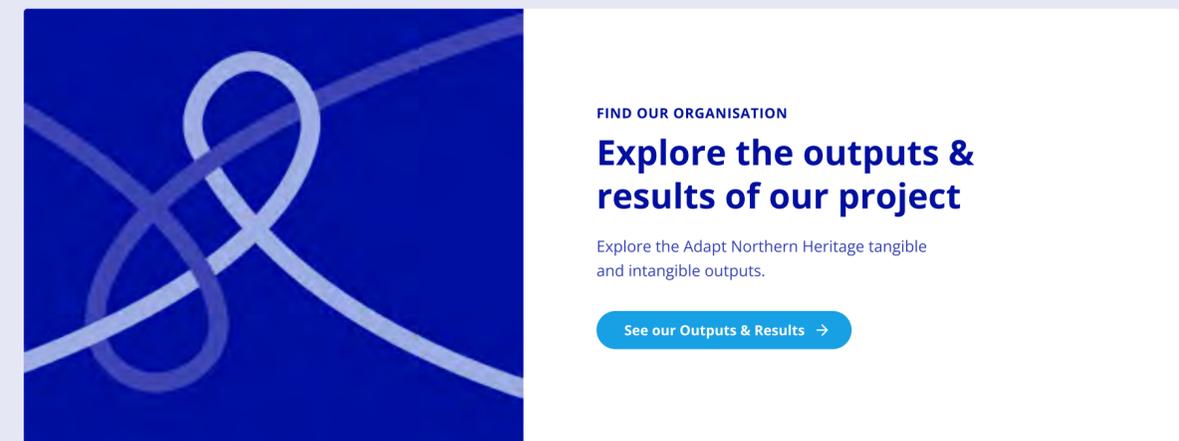
CTA Block

Content

Lead
Find our organisation

Headline*
Explore the outputs & results of our project

Teaser Text*
Explore the Adapt Northern Heritage tangible and intangible outputs.

Link*
📖 See our Outputs & Results
/projects/circnets/

Set the link that wil display as a button

Edit   Remove

Image*

Reverse Position
✕

Click this toggle in order to switch the image to the right side

Cancel   **Create**

FIND OUR ORGANISATION

Explore the outputs & results of our project

Explore the Adapt Northern Heritage tangible and intangible outputs.

See our Outputs & Results →

FIND OUR ORGANISATION

Explore the outputs & results of our project

Explore the Adapt Northern Heritage tangible and intangible outputs.

See our Outputs & Results →

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Item Block

State key facts

Use the Item Block Block to state key facts or takeaways that are quick to notice. This block is good for introducing informative sections or sum up a section.

Checklist

- Fill in the headline
- Fill in the teaser text
- Add teaser items
- Write a headline and a teaser text for each item

Item Block

Content

Headline*   Value & Impact

Teaser Text*   Enabling initiatives involves providing financial support, knowledge sharing, and technical assistance to various projects and activities that align with the program's objectives.

Items*   🔊 Teaser Item
🔊 Teaser Item
🔊 Teaser Item
Add Teaser Item

Cancel   Create

Teaser Item

Content

Headline   Man-made/natural risk reduction

Teaser Text   The Adapt Northern Heritage Toolkit helps to reduce anthropogenic and environmental impacts of climate change on historic places, by offering guidance and procedures for assessing risks and planning adaptation strategies.

Close   Submit

Value & Impact

Enabling initiatives involves providing financial support, knowledge sharing, and technical assistance to various projects and activities that align with the program's objectives.

Man-made/natural risk reduction

The Adapt Northern Heritage Toolkit helps to reduce anthropogenic and environmental impacts of climate change on historic places, by offering guidance and procedures for assessing risks and planning adaptation strategies.

Raising awareness

ANH raised awareness about the impacts of climate change on historic places and solutions for adaptation measures. We created toolkits, a high level global stakeholder Forum, seminars, training materials and supplementary tools.

Building institutional capacity

The Adapt Northern Heritage Toolkit consists of 5 tools to help understand better how climate change will affect Northern historic places and explore response options.

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Image Slider Block

Create atmosphere

Use the Image Slider Block to show image sequences from meetings, gatherings or other activities in your project. This block is good for creating a good atmosphere and give breathing room for the information sections.

Checklist

• Fill in the headline
• Fill in the teaser text
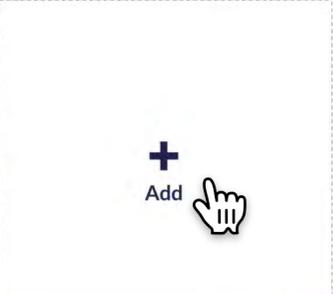• Add add images (Square format)

Image Slider Block

Content

Headline*

Conference days

Teaser Text*

The project will develop an online tool to assess the risks for and vulnerabilities of historic places and provide guidance for the planning of strategic adaption measures that takes into account cultural, economic, environmental and social sustainability.

Images*

+
Add

Cancel   **Create**

Conference days

The project will develop an online tool to assess the risks for and vulnerabilities of historic places and provide guidance for the planning of strategic adaption measures that takes into account cultural, economic, environmental and social sustainability.

Video Block

Invite people into your project

Use the video block to show the work of your project or introduce the people behind the project. This block is good for creating a good atmosphere or back up informative sections.

Checklist

• Fill in the headline
• Fill in the description
• Add the youtube ID

ACCESSIBILITY

Please remember to add subtitles to your videos.

Single Video Block

Content

Headline*   Adapt Northern Heritage intro video

Description   This video explains the work of Adapt Northern Heritage

Youtube ID   e-g-TEWxwsg&t=32s

Vimeo ID
Youtube or Vimeo ID

Sustainable development

• Write **concrete steps** how your project will ensure that its activities are carried out in an environmentally friendly manner, contributing to sustainable development in the NPA areas, and avoiding or reducing negative effects on the environment.

youtube.com/watch?v=e-g-TEWxwsg&t=32s

Youtube ID = e-g-TEWxwsg&t=32s

RTE Block

Inform users

The RTE Block is a generic text Block. Use the RTE to display you information in text formats. This block allows you to style text with different sizes, styles and lets you add links or images.

Checklist

- Always make a header for each paragraph
- Make space between each paragraph
- Use the bold style to highlight words
- Insert images in the format it is uploaded
- Create links with understandable text

Building pages

How to build the Front Page

Before you create content

On the right hand side of this page you will see an example of a front page for the mini websites. Use this example as a reference when creating your own front page.

Checklist

- Have images ready in your media folder before you start creating the content (Remember aspect ratio)
- Create a good teaser text for the hero
- Create a good introduction text that presents your project briefly
- Preview the page with "Save and preview" feature to see how it looks

How to Create News & Events

Pick the right page

- Click on the **"News & Events" page** in the content tree
- Click the **"Create" button** at the top left corner of the page viewer
- Select **"Mini Site Event Page"** or **"Mini Site News Page"** from the dropdown menu
- Your News or Event page is now created

Page overview on the website

Once you create News/Event pages they will start to show on the overview on the website.

Be aware of the Date the pages you create as this will determine the order they are shown on the overview of the website.

Be aware of the images of the pages you create as this will determine how they look on the overview of the website.

Creating News/Events in backoffice

News/Event list on the website
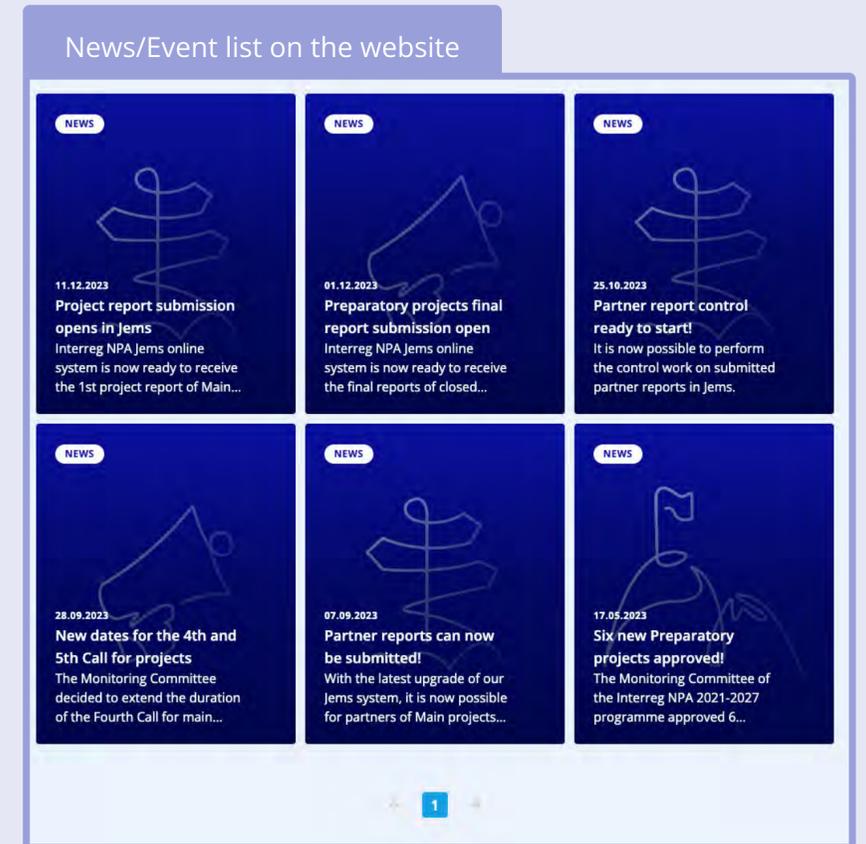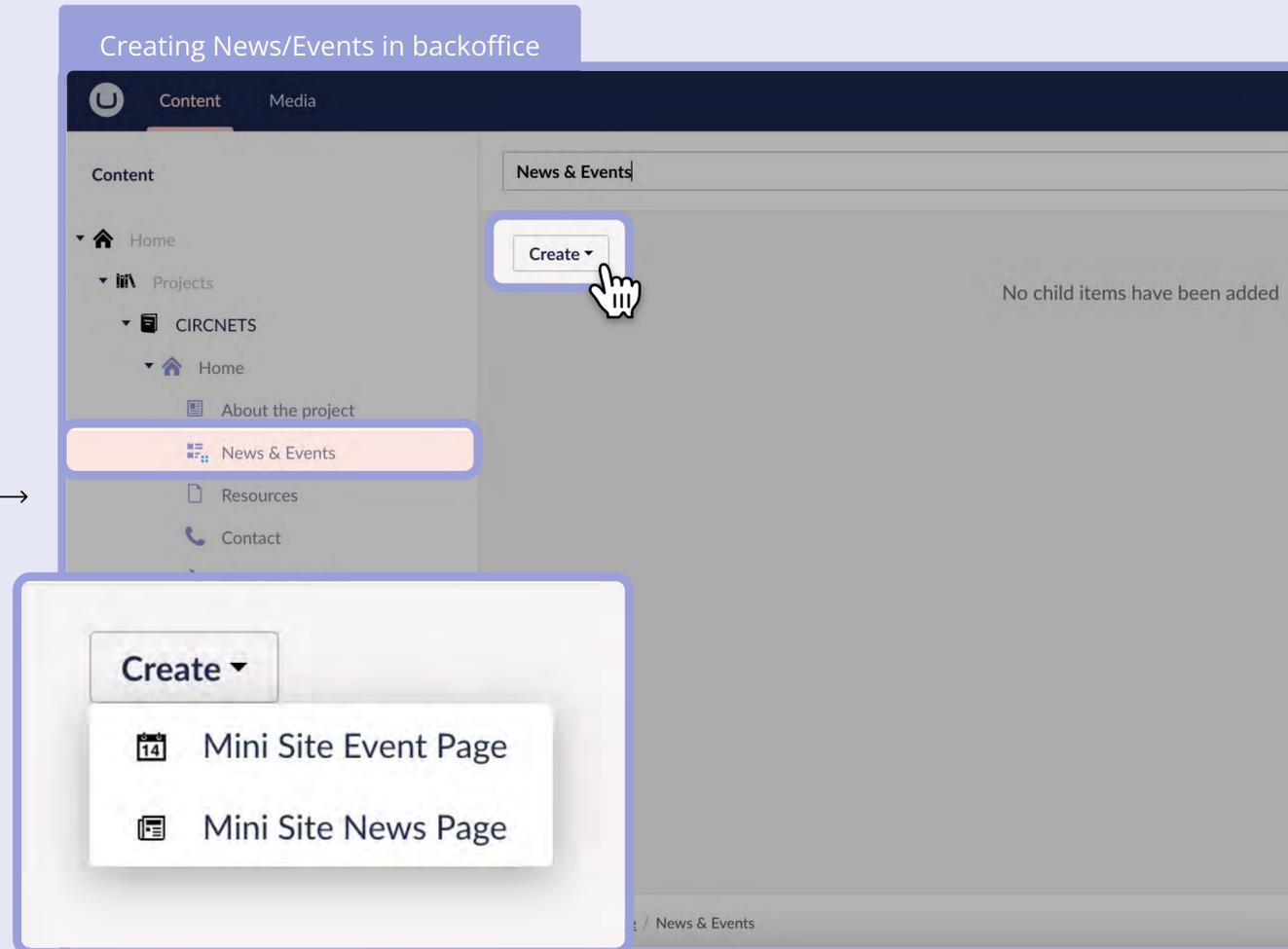
How to build the News/Event Page

Build the page

In order to create the content for a News or Event page follow the steps indicated by numbers. Get the overview of what to remember when creating it in the backoffice by following the steps.

Checklist

- Write page title and headline (Always keep them the same)
- Write a good teaser that is short and precise
- Set the right published date (This will determine the order of the news on the overview page)
- Chose an image from your media folder

News page in the backoffice

1 Fill in the page title

2 Fill in the headline. **Always keep the Headline a page title the same.**

3 Describe the news in brief

4 Choose the Date that will be shown on the website. **This does not have to be the date you publish the page.**

5 Choose an image in 16:9 format.

6 Write the content of the page. Try to ad a new Content Block for new sections.

7 Manually choose other News or Events that are related

8 Write a site title for SEO. This will not be displayed on the website.

9 Write a site description for SEO. This will not be displayed on the website.

News page on the website

Page title

Page teaser

Published date

Image

RTE block

Related content

How to build the About The Project Page

Aim of the page

This page is a content page. This means most of the content of the page can be edited and you can change the order of the items in the content section as display in the example on the right hand side.

This aim of this page is to the story of your project. On this page it is recommended that you show the key objects and goals of the project. Do this by writing about your motivation, target audiences and why you need to act.

Checklist

1. Make a strategy for the page (Images, videos and text)
2. Fill in the hero section with text and image (Keep the teaser text short and clear)
3. Fill out the introduction with an informative description of the project
4. Fill out the content section by placing or editing blocks from the block catalogue

NOTE: Remember to add here the project start and end date, the total budget and the EU funding amount

Hero

Headline*
> About the project

Teaser Text*
> Adapt Northern Heritage is concerned with adapting northern cultural heritage to the environmental impacts of climate change and associated natural hazards through community engagement.

Image*

Introduction

Headline*
> Our aim

Teaser Text*
> Adapt Northern Heritage is concerned with adapting northern cultural heritage to the environmental impacts of climate change and associated natural hazards through community engagement and informed conservation planning. The project will develop an online tool to assess the risks for and vulnerabilities of historic places and provide guidance for the planning of strategic adaption measures that takes into account cultural, economic, environmental and social sustainability.
>
> ... will be develop, test and demonstrated in nine case studies, in Iceland, Ireland, Norway, Russia, Sweden and ..., for which adaptation actions plans will be produced. The project will also create a community network with a ...king platform, round table workshops and training events.

Edit the content section by clicking "Add" or editing existing blocks

Content

Blocks

- 📹 Single Video Block
- 🖼 Content Block
- 🖼 Content Block
- 📦 Item Block
- ☰ Accordion Block
- 🖱 CTA Block

Add content

SEO

Site Title
> Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should consistently incorporate the page's primary keywords or search terms.

Description
> Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should always include the page's primary keywords.

Keywords
> The content of the "META keywords tag." Include 4-8

> Type to add tags (press enter after each tag)...

Introduce your project

Showcase activity

Reverse Position

Reverse Position

Sum-up

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How to build the Outputs & Results Page

Aim of the page

This page is a content page. This means most of the content of the page can be edited and you can change the order of the items in the content section as display in the example on the right hand side.

This aim of this page is to show the process, impact and outcomes of your project. Do this by creating informative sections for each of these areas. Try using the accordion to present larger amounts of text in an easily readable way.

Recommendations

- Make a section for key impacts of the project
- Make a section for the process of the project
- Make a section for the outputs/results of the project
- Use images to show clear indications of the project impact
- Round out the page with a CTA block to guide users to explore other pages of your project

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Teaser Text*

In pursuing our objectives, the Adapt Northern Heritage project is committed to bridging the gap between tradition and modernity, ensuring the preservation of cultural heritage.

Image*

Introduction

Headline*
Introduction

Teaser Text*
Adapt Northern Heritage is concerned with adapting northern cultural heritage to the environmental impacts of climate change and associated natural hazards through community engagement and informed conservation planning. The project will develop an online tool to assess the risks for and vulnerabilities of historic places and provide guidance for the planning of strategic adaption measures that takes into account cultural, economic, environmental and social sustainability. The tool will be develop, test and demonstrated in nine case studies, in Iceland, Ireland, Norway, Russia, Sweden and Scotland, for which adaptation actions plans will be produced. The project will also create a community network with a networking platform, round table workshops and training events.

Content

Blocks
- Single Video Block
- Item Block
- Accordion Block
- Content Block
- Accordion Block
- Accordion Block
- Image Slider Block
- Accordion Block
- CTA Block

Add content

SEO

Site Title
Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should consistently incorporate the page's primary keywords or search terms.

Description
Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should always include the page's primary keywords.

Keywords
The content of the "META keywords tag." Include 4-8 keywords describing the page's content, separated by commas. Each keyword should be integrated into the actual text content of the page.

Type to add tags (press enter after each tag)...

Render "META No Index"
Indicates whether the page is rendered with a "no-index" META tag or not (use

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Watch the video about our field research

Value & Impact

Enabling initiatives involves providing financial support, knowledge sharing, and technical assistance to various projects and activities that align with the program's objectives.

Man-made/natural risk reduction
The Adapt Northern Heritage Toolkit helps to reduce anthropogenic and environmental impacts of climate change on historic places, by offering guidance and procedures for assessing risks and planning adaptation strategies.

Raising awareness
ANH raised awareness about the impacts of climate change on historic places and solutions for adaptation measures. We created toolkits, a high level global stakeholder Forum, seminars, training materials and supplementary tools.

Building institutional capacity
The Adapt Northern Heritage Toolkit consists of 5 tools to help understand better how climate change will affect Northern historic places and explore response options.

[State key impacts]

Cases

Nine historic places from across northern Europe are used in Adapt Northern Heritage as case studies. Working with local partners, these places in Iceland, Ireland, Norway, Russia, Sweden and Scotland have informed the design of the project's toolkit. These tools were used to produce Adaptation Plans for some of the case studies, setting out options for adapting these historic places to the environment impacts of climate change and natural hazards. The places selected as case studies include different forms of tangible heritage (cultural landscapes, historic buildings and non-building structures, underground remains), different locations (coastal and inland, rural or urban) and different climates (mostly Arctic, sub-Arctic and temperate Oceanic).

Skaftártunga cultural landscape, Iceland	+
Öndverðarnes (Snæfellsjökull National Park), Iceland	+
Ballinskelligs Abbey and Castle, Ireland	+
Aurlandsdalen, Norway	+
Hiorthhamn mining settlement, Svalbard, Norway	+
World Heritage site Solovetsky Islands, Russia	+
Historic town of Inveraray, Scotland	+
Threave Castle and Estate, Scotland	+

[Inform about your specific work]

Outputs

The Adapt Northern Heritage project has successfully transformed its vision into tangible, real-world results. This dynamic initiative blends tradition with modern innovation to rejuvenate and preserve Northern heritage. Through a carefully crafted process, it has empowered communities, preserved history, and fostered a renewed sense of cultural pride.

ADAPT NORTHERN HERITAGE TOOLKIT

[State the outputs]

Toolkits

The Adapt Northern Heritage toolkit consists of five tools to help understand better how climate change will effect northern historic places and explore options for what can be done to respond to this change. The principal tool is a guide for Assessing Risk and Planning Adaption, which is supported by publications on Adaptation Stories, Conservation Factsheets and Information Sources. The guide is for use by conservation professionals and those involved in caring for a historic place. To support the risk management process described in the guide, workbooks and slideshow tutorials are also available.

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How to build the Contact Page

Aim of the page

The contact page should give easy access to get in contact with you. Do this by filling out the "Contact Us" fields.

Furthermore the page should showcase your partners. Do this by adding them under the "Partners" section.

Note that the "Lead Partner" will automatically be displayed on your contact page.

Checklist

1. Fill out the page title, healine and teaser text
2. Fill out the "Content" section
3. Fill out the "Partners" section by adding partner items

Remember to set an icon for each partner, so their country is indicated

Please contact the Secretariat if you need more flags.
In case of Associated partners, please add this info in the organisation name.

ⓘ **Download the country icons here** ↗

Hero

Headline*   Contact

Teaser Text*   Explore the contacts page on Adapt Northern Heritage with partners and like-minded enthusiasts dedicated to preserving and celebrating the rich traditions of the North.

Content

Contact Us Headline*   Contact us

Contact Us Caption*   If you have any queries about the project Adapt Northern Heritage, please email us.

Contact Us Link*   🏠 Contact   Edit   Remove

Partners*

- ▸ 👁 Partner Item
- ▸ 👁 Partner Item
- ▸ 👁 Partner Item
- ▸ 👁 Partner Item
- ▸ 👁 Partner Item
- ▸ 👁 Partner Item
- ▸ 👁 Partner Item

Add Partner Item

SEO

Site Title

Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should consistently incorporate the page's primary keywords or search terms.

Description

Rendered as the page's "html title tag." Limit to a maximum of 64 characters. The title tag is crucial and should always include the page's primary keywords.

Keywords

How to build the Resources Page

Aim of the page

The aim of the Resources page is to make important materials accessible. This page should contain the files, images and videos that you produce in the project.

Do this by adding blocks in the "Content" section.

Checklist

- Fill out the headline
- Fill out the teaser text
- Chose an image from your media folder (Square format)
- Add files, images and videos in the "Content" section
- Check if every block is filled out with subitems as see in the example
- Save and preview the page to see if the videos and downloads are displayed correctly

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