

## SoilCare: Stakeholder Platform Guidance

### How to edit and manage your own stakeholder platform

#### WP8

**SoilCare**  
SOIL CARE FOR PROGRESSIVE AND SUSTAINABLE  
FOOD PRODUCTION IN EUROPE

Home Project Information Activities Soil-improving Cropping Systems Study Sites Outputs **Stakeholder Platforms**

Flanders  
Akershus  
Keszthely  
Frauenfeld  
Viborg  
Loddington  
Tachenhausen  
Dragarvesti Vasta  
Legnano  
Szanlawa  
Caldeiras  
Chania  
Onup  
Paragus Ruzynie  
Almeria  
Brittany

### Stakeholder Platforms

The aim of the Stakeholder Platforms is to enable interaction between all those stakeholders in particular Study Sites who are interested in the SoilCare project activities. Details of project activities will be provided in the local language.

This page is currently under development. Please check back soon.

Click on the map below or links in the table below find out more about the different Study Sites.

## WP 8 Guidelines – Editing and managing Stakeholder Platforms

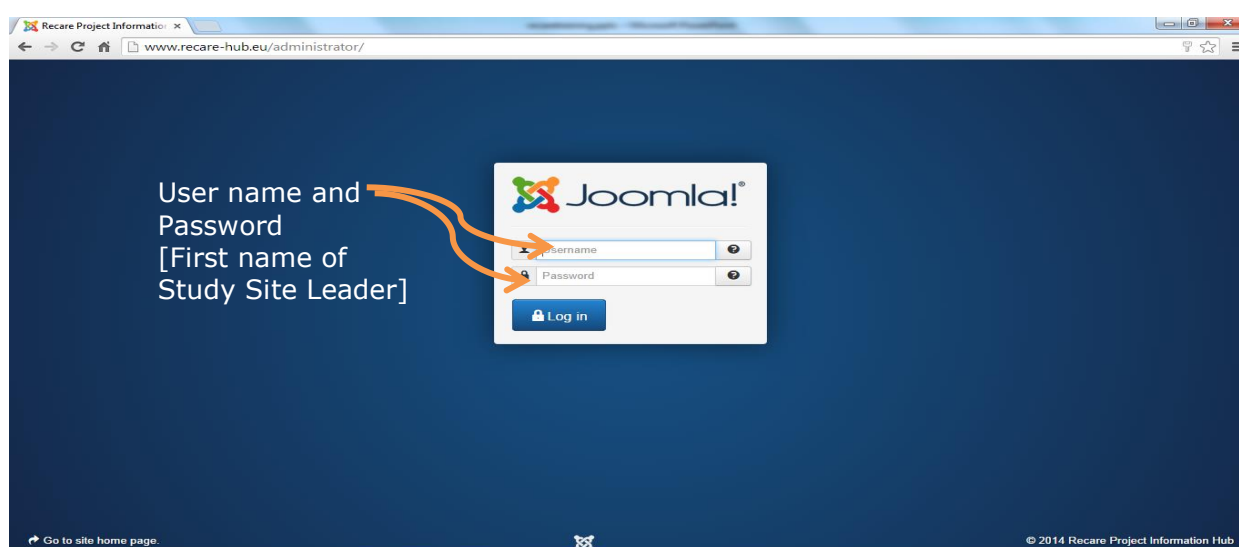
### 1) Log-in to SoilCare Website Administrator page

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

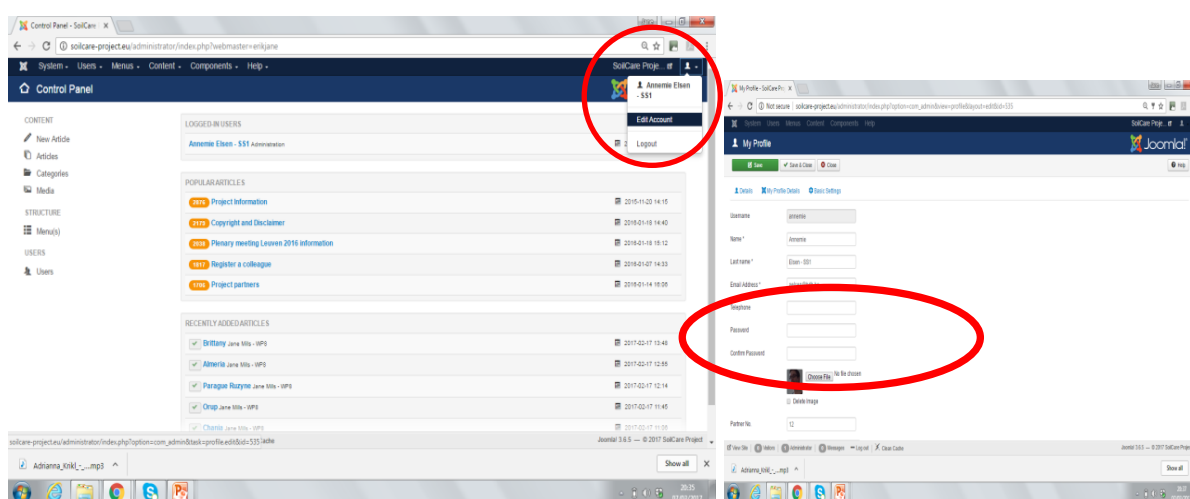
2) Enter the User name and Password that you have been given [Both the first name of Study Site Leader]. Your password can be changed after your first login, should you wish to reset it.

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



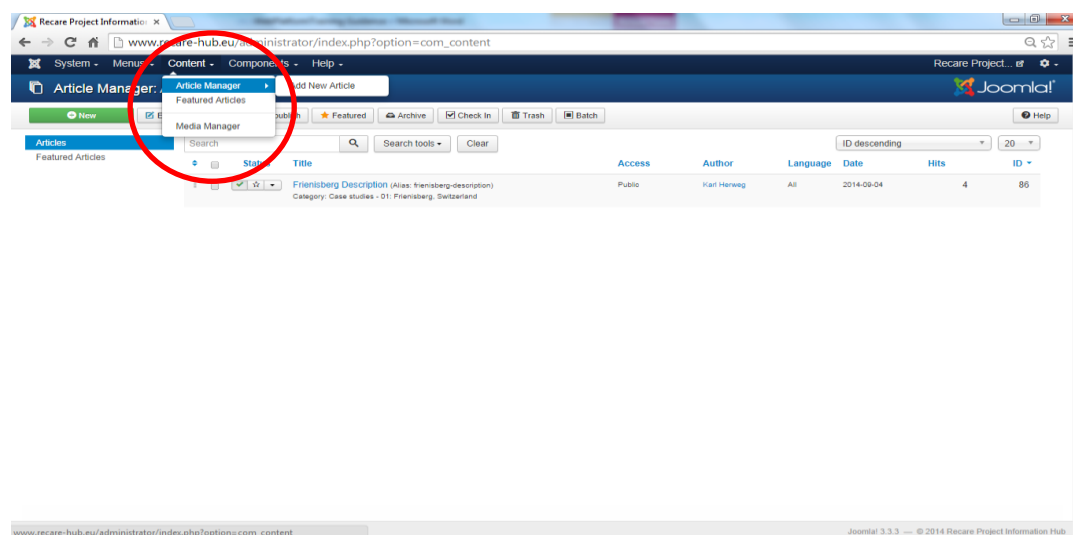
### To re-set your password

1) Click on **Edit Account**, then **My Profile Details** tab. Enter your new Password and Confirm Password and Save.



## 2) Adding/Editing text to existing web page on your Stakeholder Web Platform

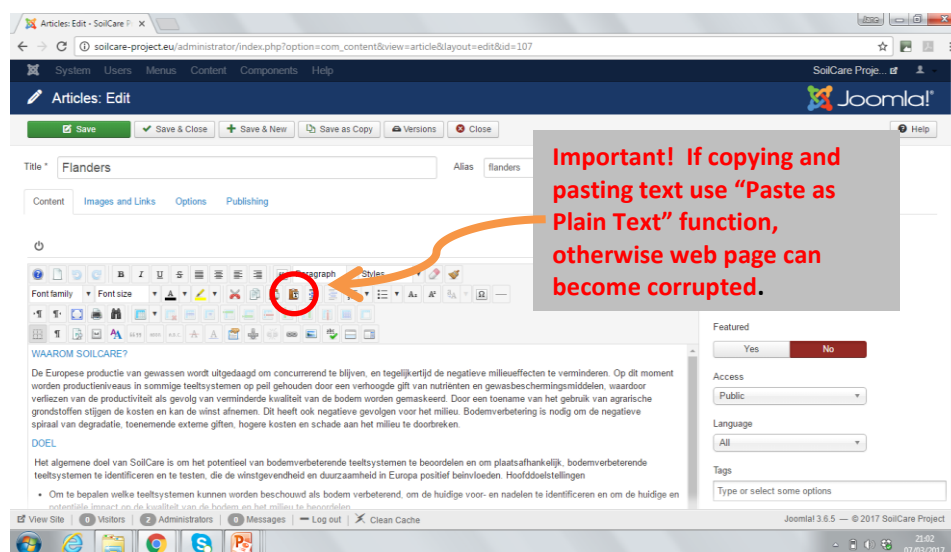
1. Click the **Content** → **Article Manager** to go to the Article Manager



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



### 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.

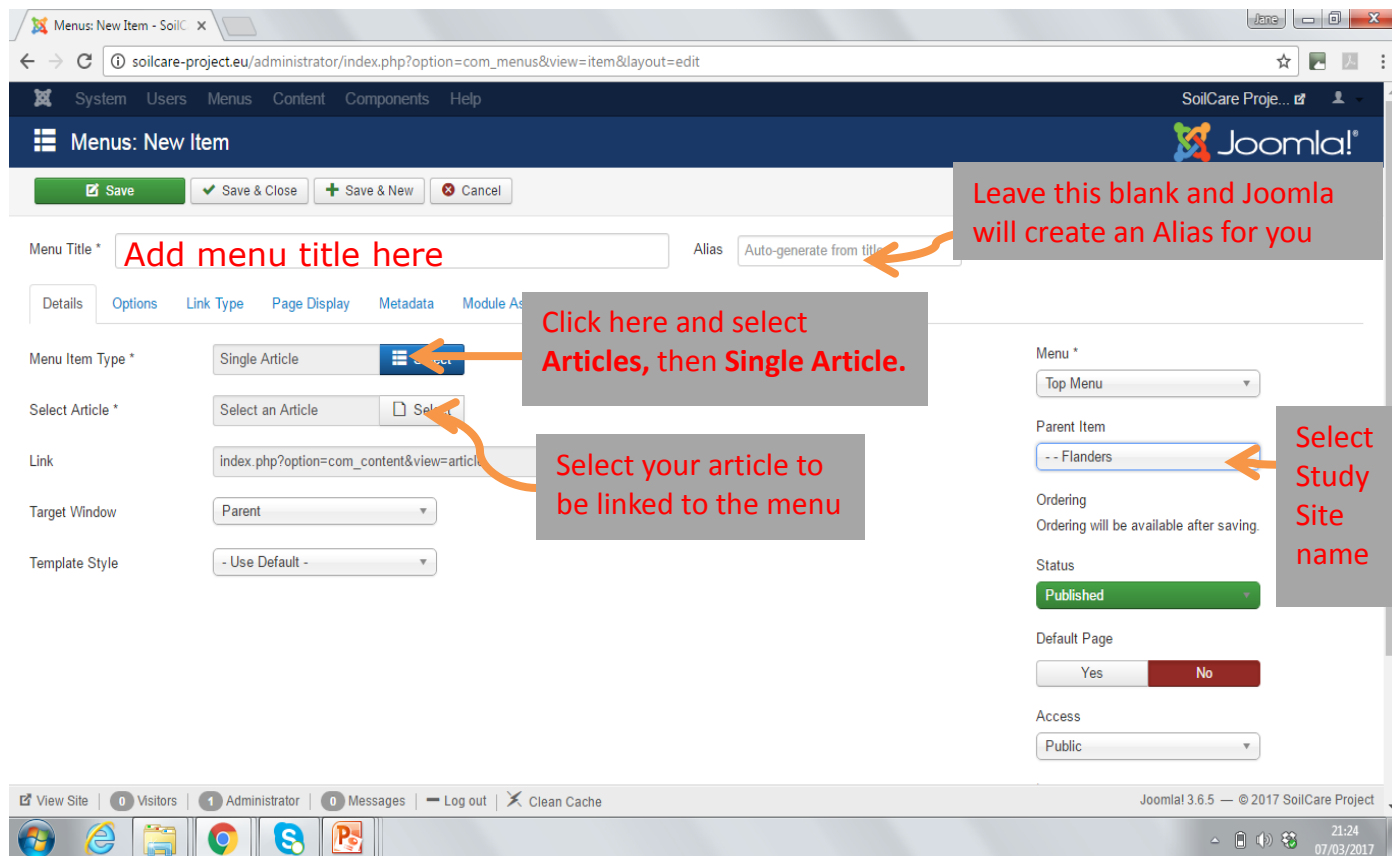
The screenshot shows the Joomla! administrator interface for adding a new article. The title field is empty, with a red arrow pointing to it and the text "Add article title here". The alias field is set to "Auto-generate from title". On the right, the category dropdown menu is highlighted with a red arrow and the text "Select your study site name using drop down". The status is "Published", featured is "No", access is "Public", and language is "All". The Joomla! version is 3.6.5 and the date is 07/03/2017.

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




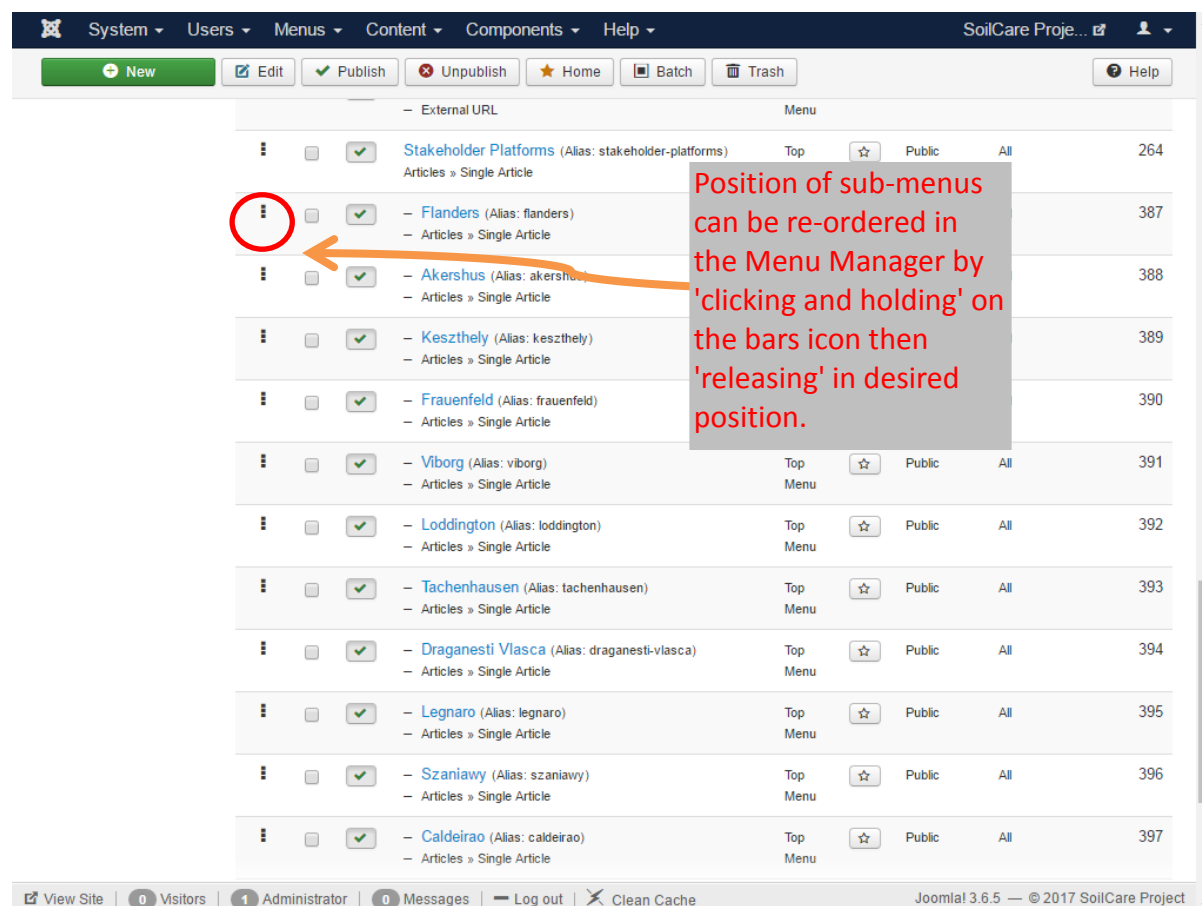
The screenshot shows the Joomla! administrator interface for creating a new menu item. The form includes the following fields and annotations:

- Menu Title \***: A text input field with the annotation "Add menu title here" in red.
- Alias**: A text input field with the annotation "Leave this blank and Joomla will create an Alias for you" in red.
- Menu Item Type \***: A dropdown menu set to "Single Article" with the annotation "Click here and select Articles, then Single Article." in red.
- Select Article \***: A button labeled "Select an Article" with the annotation "Select your article to be linked to the menu" in red.
- Link**: A text input field containing the URL "index.php?option=com\_content&view=article" with the annotation "Select your article to be linked to the menu" in red.
- Target Window**: A dropdown menu set to "Parent".
- Template Style**: A dropdown menu set to "- Use Default -".
- Parent Item**: A dropdown menu set to "-- Flanders" with the annotation "Select Study Site name" in red.
- Ordering**: A dropdown menu set to "Published".
- Default Page**: A dropdown menu set to "Yes".
- Access**: A dropdown menu set to "Public".

The Joomla! logo and version number (3.6.5) are visible in the top right corner. The bottom of the page shows the Joomla! footer with the text "Joomla! 3.6.5 — © 2017 SoilCare Project" and the date "21:24 07/03/2017".

## WP 8 Guidelines – Editing and managing Stakeholder Platforms

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



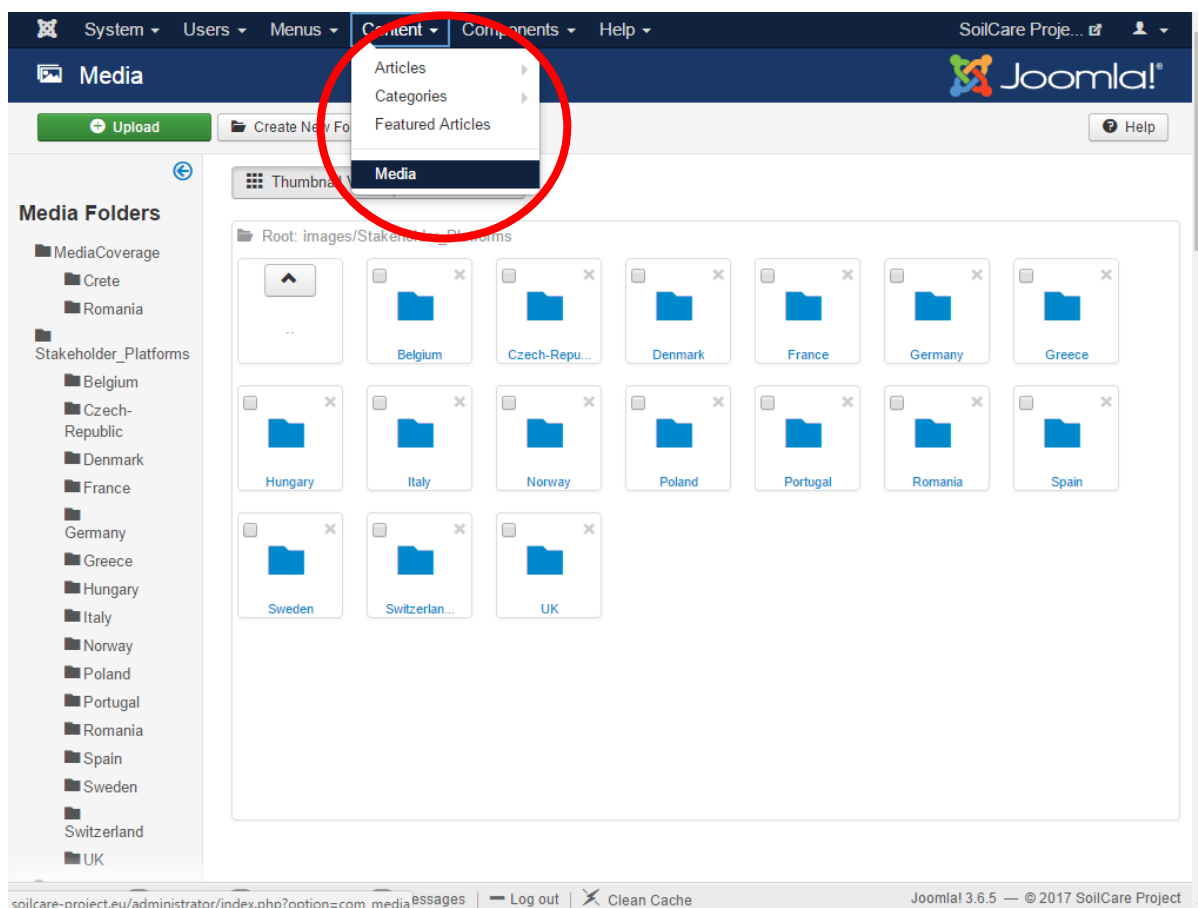
Position of sub-menus can be re-ordered in the Menu Manager by 'clicking and holding' on the bars icon then 'releasing' in desired position.

External URL	Menu	Top	Public	All	Count
Stakeholder Platforms (Alias: stakeholder-platforms)	Articles » Single Article				264
Flanders (Alias: flanders)	Articles » Single Article				387
Akershus (Alias: akershus)	Articles » Single Article				388
Keszthely (Alias: keszthely)	Articles » Single Article				389
Frauenfeld (Alias: frauenfeld)	Articles » Single Article				390
Viborg (Alias: viborg)	Articles » Single Article	Top Menu			391
Loddington (Alias: loddington)	Articles » Single Article	Top Menu			392
Tachenhausen (Alias: tachenhausen)	Articles » Single Article	Top Menu			393
Draganesti Vlasca (Alias: draganesti-vlasca)	Articles » Single Article	Top Menu			394
Legnaro (Alias: legnaro)	Articles » Single Article	Top Menu			395
Szaniawy (Alias: szaniawy)	Articles » Single Article	Top Menu			396
Caldeirao (Alias: caldeirao)	Articles » Single Article	Top Menu			397

View Site | 0 Visitors | 1 Administrator | 0 Messages | Log out | Clean Cache | Joomla! 3.6.5 — © 2017 SoilCare Project

### 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.

## 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 Browser by navigating to your Stakeholder Platform folder and select the image.

3. Set the image properties as required:
  - **Alignment:** Enables positioning of image e.g. left, right, centre
  - **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.

The screenshot shows the Joomla! Image Manager window overlaid on the article editing interface. Red callout boxes with arrows point to specific features:

- Use Alignment box to position your image:** Points to the Alignment dropdown menu, which is currently set to 'Right'.
- Click if image border required:** Points to the 'Border' checkbox, which is currently unchecked.
- Find your image in Stakeholder Platform folder:** Points to the file browser showing a tree structure with folders for various countries (Belgium, Czech-Republic, Denmark, France, Germany, Greece, Hungary, Italy).
- Upload image directly from your computer:** Points to the 'Upload' button in the top right corner of the Image Manager.
- Click to Insert image:** Points to the 'Insert' button at the bottom right of the Image Manager.



## 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



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

The screenshot shows the 'Link' dialog box in the SoilCare website editor. The dialog box has tabs for 'Link', 'Image', and 'Popups'. The 'Link' tab is active, showing fields for 'URL', 'Text', 'Search...', 'Article Anchors', 'Target', and 'Title'. The 'Target' dropdown menu is set to 'Open in new window'. Annotations with arrows point to specific parts of the dialog box:

- If linking to a web page, paste the web link here**: Points to the 'URL' field.
- If linking to item in Media Manager (e.g. image/pdf) click on this Browse button and navigate to the item and select it.**: Points to the 'Browse' button.
- If linking to another page on the SoilCare Website, navigate to the article and select it.**: Points to the 'Article Anchors' dropdown menu.
- Under Target, select 'Open in new window' from the dropdown menu.**: Points to the 'Target' dropdown menu.

**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.

The screenshot shows the Joomla! Article Editor interface. The title is 'Flanders'. The editor toolbar is visible, with a red circle highlighting the 'Insert a new table' button. A red arrow points from the button to a text box that says: 'Click the Insert a new table editor toolbar button. Select the number of rows and columns'. The article content is partially visible, showing text about 'WAAROM SOILCARE?' and 'DOEL'.

### 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.

**Click on CODE to bring up the HTML screen**  
**Paste code in space and SAVE**

**Articles: Edit**

Title \*  Alias

Content [Images and Links](#) [Options](#) [Publishing](#)

Editor **Code** Preview

Status **Published**

Category \*

Featured

Access

Language

Tags

Version Note

View Site | 0 Visitors | 1 Administrator | 0 Messages | Log out | Clean Cache

Joomla! 3.6.5 — © 2017 SoilCare Project

### 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](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](https://www.youtube.com/watch?v=fI0_S-T1gK8)

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

Jane Mills [jmills@glos.ac.uk](mailto:jmills@glos.ac.uk)