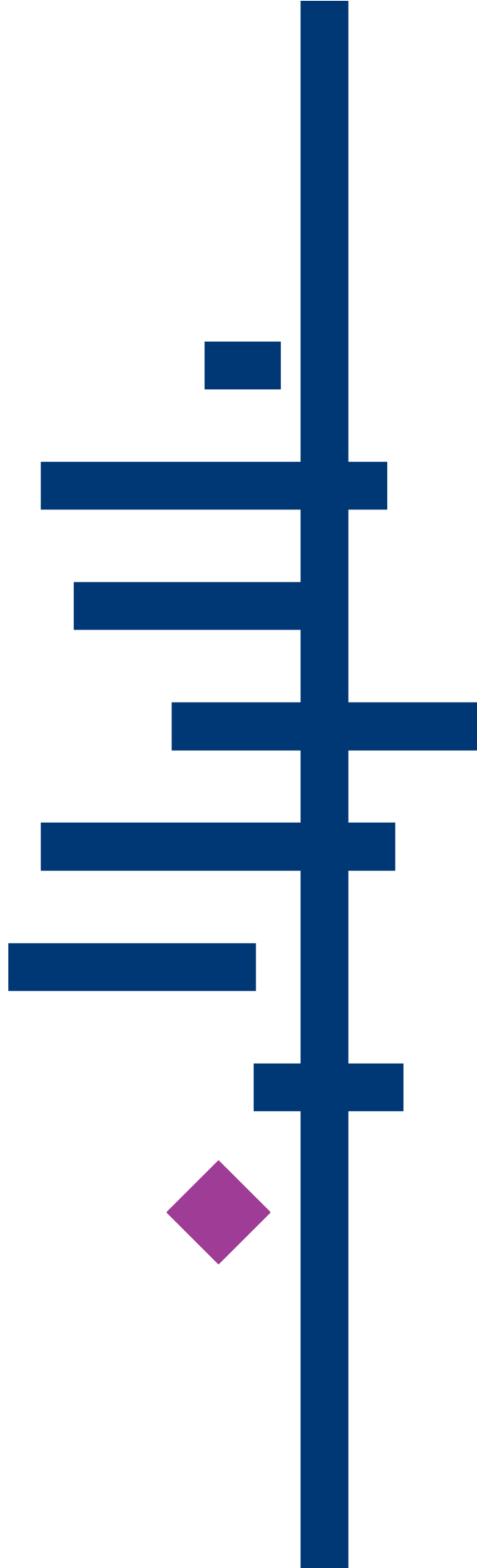# Cochrane Group Website

Guidelines and an admin manual
for web publishers

Updated in January 2024 (introducing new [Web Editor](#))

*Note: this version of the admin manual reflects
the latest changes that came in place after the update
of the Drupal platform to its latest version (Drupal 10).
The previous version for Drupal 7 is available [here](#).*

*For any enquiry on your Group website
or for reporting any inconsistency on this manual,
please email the Web Team at support@cochrane.org.*

Table of Contents

Typographic Conventions

Chapter

Section

Subsection

Sub-subsection

Internal hyperlink

External hyperlink

Name of an element of the interface (often highlighted with a red arrow in figures) or of a function
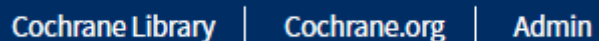
Path to menu items (of the top admin bar, e.g.: *Configuration > Manage content)*

Notes (in the body of the content)

The Website Management Interface

How to log in

From any page of your group's website, click on the <u>Admin link</u> of the top right-hand blue menu and use your Cochrane Account credentials – only people with either the <u>Web Publisher or the Super User role in Archie</u> have access to the management interface.

The Admin menu bars

Once logged in, two bars at the top of the screen appear: they contain all the functions to manage the website.

The first bar is in black and it exposes the following tabs:
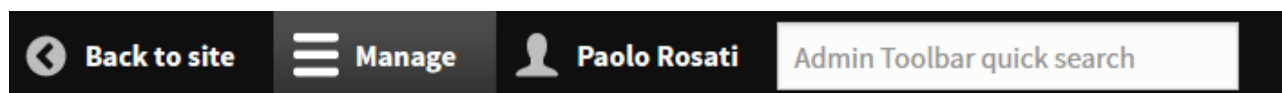
- Back to site: it displays only in admin pages (i.e. when you are performing some admin tasks) and allows you to get back to the website page you came from
- Manage: it's a toggle button, that makes the second light grey admin bar (see below) appear or disappear
- Your name: to view or edit your profile (not important to webmasters)
- A search box: to search for an available admin functionality

1. The second bar is in light grey and it exposes tabs that link to the admin functionalities – but note, this second bar displays only if you have toggled the <u>Manage</u> tab on the black bar (see above). Here's an index of each tabs and their sub-items (these latter ones appear when hovering the mouse on a tab) and of what you get to by clicking on them: follow the corresponding links for more information on each functionality.
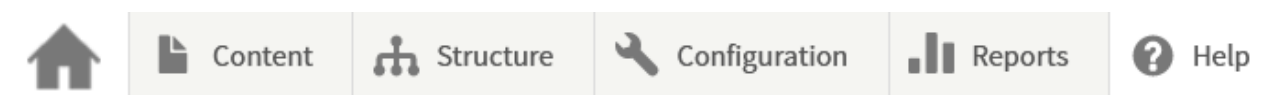
- Home icon: to go back to your website's homepage

- o   Flush all caches: to clear the website's cache[1]. After having clicked on this option, and once the process is completed, a message in green at the top of the screen will appear.
  - o   Logout: to log out from the admin interface of your website.
- Content:
  - o   *To search and view existing content* so as to edit, unpublish or delete it. Two subtabs, *Entity links and Files*, refer to finer functions that are explained below.
    - ▪   *Add content*: to create new content of different types. The most important content types are *Page* and *News*.
    - ▪   *File browser*: to navigate through the website's file system and its folders, in which documents and images are stored. And to upload or remove them.
    - ▪   *Webforms*: to create, edit, delete, and manage submissions of forms that can be used, for instance, to get feedback from users.
- Structure:
  - o   *Block layout*: to add, retrieve, rearrange, delete, or edit existing blocks.
  - o   *Menus*: to add, retrieve, rearrange, delete, or edit existing menus and menu items.
  - o   *Webforms*: to create, edit, delete, and manage submissions of forms that can be used, for instance, to get feedback from users.
- Configuration:
  - o   *System*: to clear the website cache and to set up some properties at website level. And to manage pages that are accessible to users only through a password.
  - o   Development > Asset injector > CSS Injector: only for web publishers experienced with CSS language (if you think you have a need to use it, ask Web Team for assistance via *support@cochrane.org*)
  - o   Search and metadata -> URL redirects: to *create and manage URL redirects*, i.e., to make a page available under more than one URL address. Also, to access interface where to fix pages with 404 (i.e., 'Page not found') error.
  - o   Web services > Aggregator: to configure which content the site aggregates from other sites (e.g., Cochrane News from *cochrane.org*), how often it polls them, and how they're categorized.
- Reports:
  - o   Events Log Track: to search and view all the management events occurred to your website.
  - o   Broken links: to check whether pages on your website contain broken links
  - o   Top 'Page not found' errors: to list pages that were addressed by users but that do not exist
- Help: To access useful information for web publishers like this manual.

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[1] To know what a web cache is, see https://en.wikipedia.org/wiki/Web_cache. When changes to the structure of the websites are made, like when *inserting new blocks* or *rearranging menu items*, or when a *setting like the default homepage* is updated, in order to make those changes immediately available to users, you need to clear the website cache.

Managing content

Note: all the following operations can be performed only when <u>logged into the website</u>.

Searching and viewing existing content

Content

1. To access the <u>Content</u> page, click on *Content* on the top grey admin bar (if you don't see it, click on the *Manage* tab from the upper black bar).

2. The appearing window shows a search interface that you can use to:

- o Search/filter existing content by *Title*, *Content Type*, *Published status* and *Language*
- o Order the list of content in the results table by clicking on some of its columns (*Title*, *Content type*, *Status* and *Updated*)
- o Go to a specific page by clicking on its title
- o *Edit* or *Delete* a page by clicking on the corresponding option from its *Operations* drop-down
- o Select one or more rows to then apply at the same time one of the *Actions* available from the drop-down above the results table: e.g. *Unpublish*, *Publish* or *Delete* – remember to then click on the <u>Apply to selected items</u> button

3. From this window, you can also add new content by clicking on the <u>Add content</u> button.

Entity links and Files

Note: the following functionality is useful when <u>unpublishing</u> *or* <u>deleting</u> *a page or an uploaded document. In fact, it allows to check whether the page/file is being referenced by other pages of your website. That way you can edit these latter pages so as to remove or update the links to the page/file that's going to be unpublished or deleted*.

1. To access the <u>Entity Links</u> or the <u>Files</u> pages, click on *Content* on the top grey admin bar (if you don't see it, click on the *Manage* tab from the upper black bar); then click on the corresponding tab.

2. The appearing window shows the list of pages (or files) of your website being referenced by other pages of your website.

3. Use the *Search in title* – i.e., use the title of the page or part of it – or the *Filename* box and click on the *Search* button to see if a page of your website is being referenced by other pages of your website.

4. Under the *Used in* column, the number of pages of your website containing a link to a referenced page is shown: click on it to display the list of referencing pages.

Note: the first column in the Entity links page is called Node. In fact, in Drupal terminology, everything that contains content (<u>Page</u>*,* <u>News</u>*,* <u>File Alias</u>*) is considered a* <u>Node</u>*. Each node is identified by a unique ID, called node ID (this value is shown in the ID column of the above table). You can retrieve the ID of a node also by* <u>editing it</u>*: it is displayed on the browser address bar. E.g.:*

Adding content

To add content to your website, you will usually do it by creating either a *Page* or a *News item* – *File alias* and *Webform* are also elements that can be added to the website, but in general less used. To go to the Create page of one of these elements, simply hover your mouse over *Content > Add Content* and select the intended one.
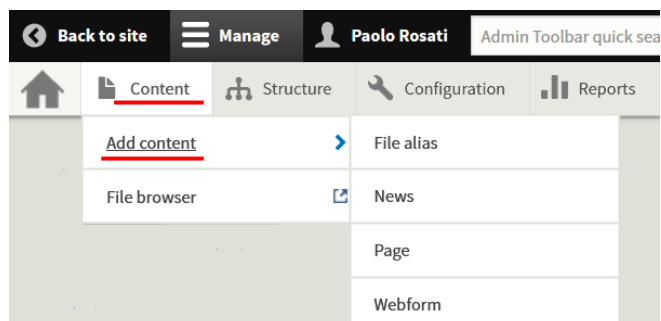
File browser: how to use it

Very likely, your website will have pages displaying pictures or linking to documents. Whenever you *insert an image* on a page or *make a document available through a link*, you upload files onto your website. The File browser gives you the ability to view all uploaded content.

To open the File browser, hover your mouse over *Content* and click on *File browser*.
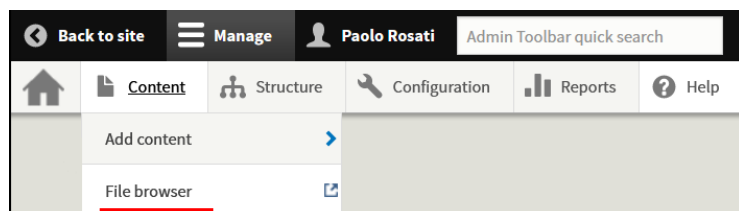
The File browser window is quite standard in how it exposes the structure of folders within your website.
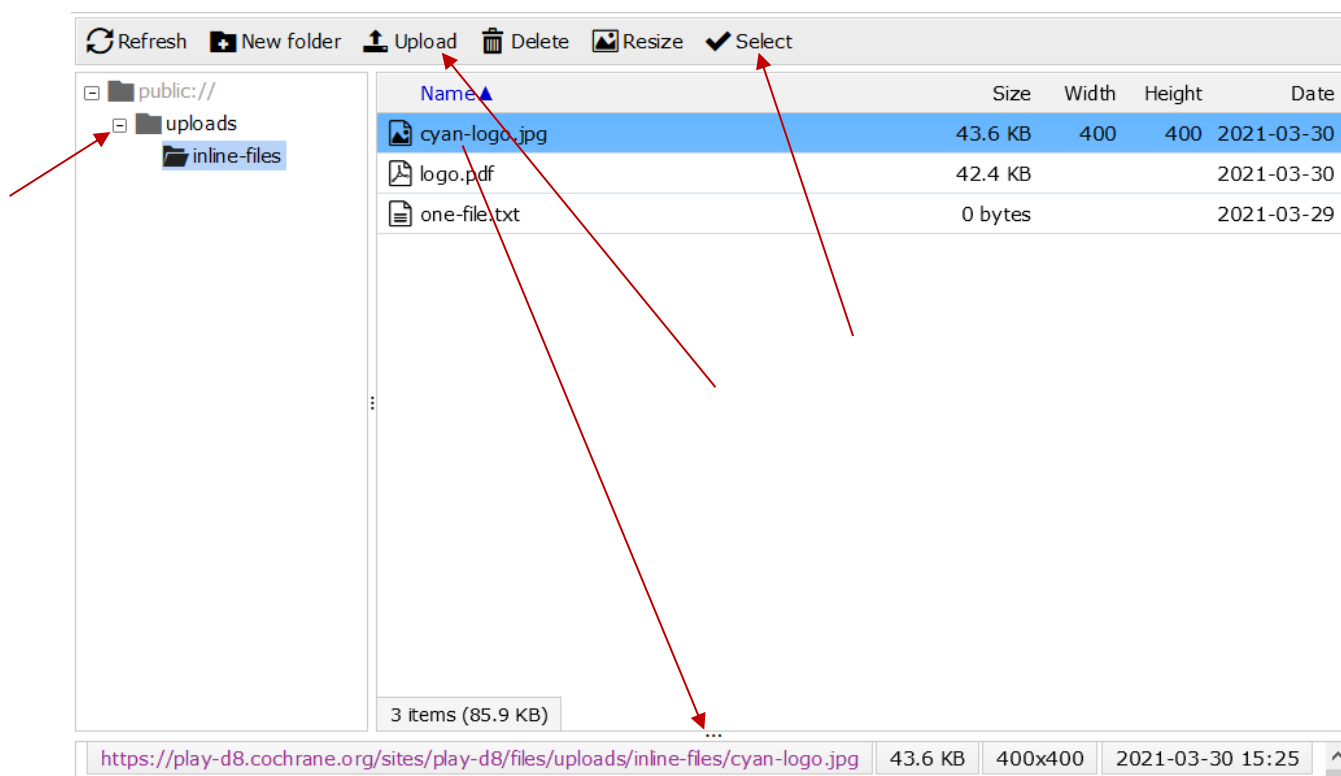
How to upload files

- First, under the Navigation left pane, select the folder you want to upload the file into; you can click on the plus sign before the name of a folder to display its sub-folders.
- Click on the Upload button on the toolbar.
- Click on the appearing Add file button
- Another pop-up window appears: this allows you to navigate through your computer's file system
- Select the file to be uploaded from your computer and then click on the Open button to start the uploading process; once finished, the file will appear under the File name pane of the File browser window.
- If you have opened the File browser while *inserting an image* or *creating a link*, then you can click on the Select button (with a grey checkmark) to automatically insert the URL of the resources into the URL field.

The File browser toolbar exposes other functions like the ability to delete a file, or to create a new folder, or to refresh the whole view of the content pane. It also allows to resize (by creating a copy) images. Finally note that when selecting a file, information like its url, its weight and its size are displayed at the bottom of the pane.

Page

Create a page

1. To access the Create Page window, select *Content > Add content > Page* from the grey admin bar.
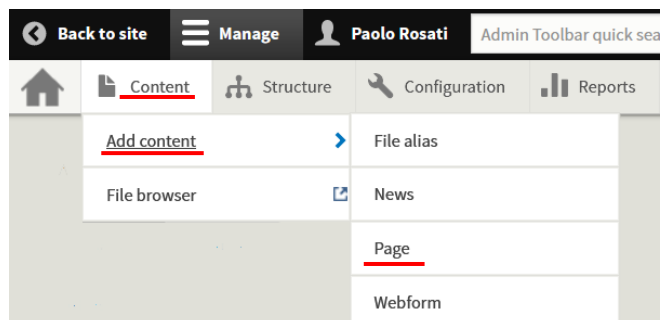
2. On the Create page window, besides providing a Title (mandatory), these are the properties and elements you can set:

   o **Language**: Unless your *site is multilingual*, leave this to Not specified (see image below).

   o **Tags**: The ability of tagging pages translates into the ability of grouping pages by tag(s). In fact, pages with the same tag will become listed on an automatically generated page, whose URL will be something like *https://yoursite.cochrane.org/list/[tag-name]*. This is a convenient feature if, say, you'd like a set of pages to be blog posts: simply tag these pages with 'blog' and all of them will be listed under *https://yoursite.cochrane.org/list/blog*
   To create a new tag, simply type it into the Tag field. Existing tags will be displayed as you start typing: for instance, first time you use the '*blog*' tag, this tag will be added to the system. Second time you want to use the '*blog'* tag, start typing '*bl..*', and the tag will appear in the field as an option to be selected.
   You can tag a page with more than one value by clicking on Add another item.

   o **Title image**: This is to have a banner at the top of the page, with the title of the page embedded into the image – see the About Us section on cochrane.org for an example. Image limitations on file type and dimensions are provided in the description below the *Browse* button (see image below). The image needs to be at least 950 pixels wide and 200 pixels high. Note that bigger images will be resized and cropped by the system and the result may be not what you are aiming for. It is therefore recommended to upload an image that's already been resized to 950x200 by you in your computer, by using an image editor like *Paint* (but there are many tools available online, too).
   To upload the image, either click on the *Browse* button to navigate your computer or click on the *Open file browser* link to retrieve an image already uploaded into the website – see *File browser: how to use it*.

   o **Social media image**: You can provide an Image and a Meta Description that will be used when sharing the page in social media like Facebook or Twitter or to display a description of the page on search engines like Google. As usual, limitations on file type and dimensions are provided in the description below the *Browse* button.
   As to how to upload the image, see previous point.

Create Page

Home » Add content

Title *

Language
– Not specified – ▾

TAGS

✛

Start typing and select one from the dropdown to use existing tags. If you create a new one, no dropdown will appear. E
your tagged pages will be available on https://play-d8.cochrane.org/list/workshop.

Add another item

Title image
🔍 Open File Browser
Browse... No file selected.
Image behind the title of this page.
One file only.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than **950x200** pixels. Images larger than **2000x2000** pixels will be resized.

Social media image
🔍 Open File Browser
Browse... No file selected.
Image used when sharing on social media.
One file only.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than **400x400** pixels. Images larger than **2000x2000** pixels will be resized.

Meta description

A maximum of 160 characters. Can be used by search engines (e.g. Google) and sharing media (e.g. Facebook) to show

- o **Body**: It's the text area where you insert the page's content – see *How to use the Web editor* for more info on how to insert and format content in the Body area.
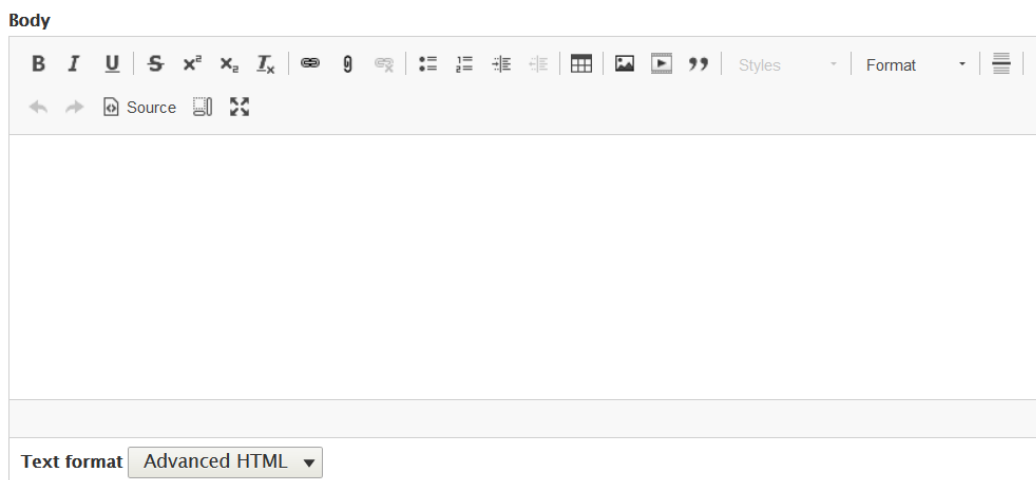
- o **Sections**: This gives you the ability to add other elements to the page, like a banner, an image gallery, collapsible text, another body section, etc.
  For how to use these further elements, see *How to Manage Sections on a Page*.
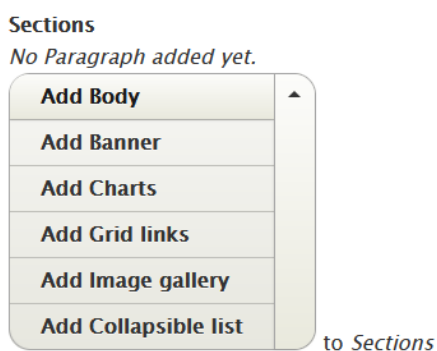
- o **Published**: This checkbox is a toggle to publish/unpublish the page. An unpublished page remains accessible to and editable by you, while not accessible to users. This is convenient if you are working on a page that's not finalized yet.
  Also, you may want to unpublish a page, and not to delete it, so as to keep its content, should it be requested by someone in the future.

  ☑ Published

  Note: before unpublishing a page, you may want to check whether it is referenced from other pages of your website. To this purpose, you can use the Entity links functionality*.*

- o **Revision log message**: On the top right-hand side of the Create page window, there is a section with some info, and a box where to add notes for the revision of the page that you are going to save. In fact, when creating or editing a page, after saving, a new revision of it is created – *more on Revisions below*. Adding notes to this box is useful if you want to record, say, why you had to create/edit the page or who asked you to.

o   **Menu settings**: To create a menu item of the page that will appear to users on the left-hand menu of the website, expand the corresponding section at the top right-hand corner of the Create page window. See *How to manage Menus* for more info on how your website's menus are organized.

First of all, tick the Provide a men link checkbox and insert a Menu link title (by default, this is taken from the title of the page, but if this latter is too long, you may want to reduce it here); then, from the Parent item drop down, select the parent page: the idea here is that for navigability reasons, in order to improve the user's experience, every page is connected to another (parent) page.

Note: the first level of pages is represented by the pages that are linked from the main horizontal menu of the website; they are set this way by selecting "Main navigation" from the Parent item drop down.

The Description field is optional (fill it in if you want to show some text when hovering the mouse over the menu link); the Weight drop box can be disregarded.


Note: Once the page is saved you may realize that its menu item is not in the correct position with regard to the other menu items. You can rearrange this order by going to the website's menu structure, using the corresponding functionality – see how here*.*

o **Access**: Expand this section at the top right-hand corner of the Create page window if you want the page to be accessible only to users with a Cochrane Account, i.e. if you want to serve the page via *Cochrane Account* login.

▸ MENU SETTINGS

▸ ACCESS

▸ URL ALIAS

▸ AUTHORING INFORMATION
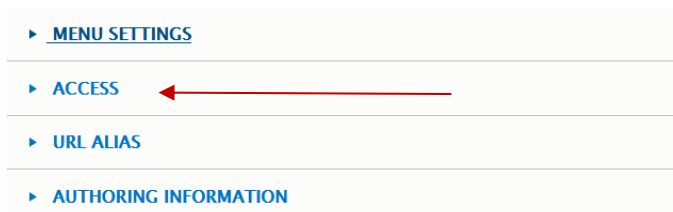
Select the Restrict to Cochrane Account (login required) option to enable this functionality. Clearly, the other option, Unrestricted, is to reopen the page's access to every user.

▾ ACCESS

Restrict access
○ Unrestricted
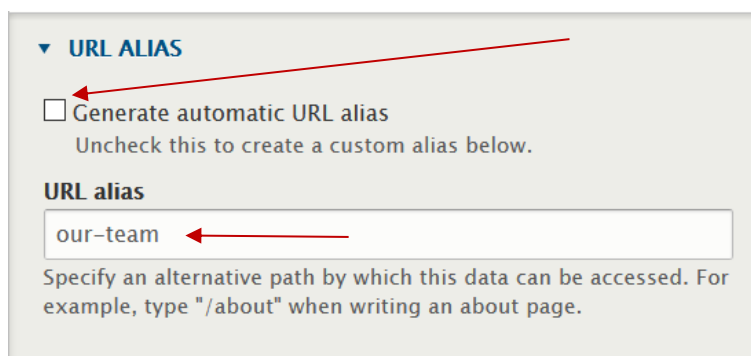○ Restrict to Cochrane Account (login required)
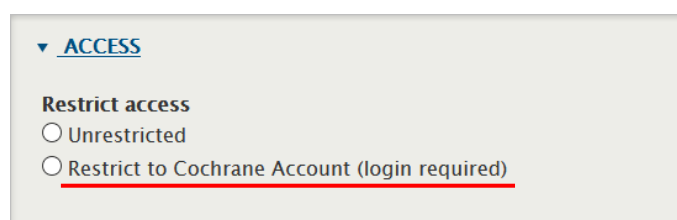
Note: by restricting access to a page, you are not restricting access to files referenced by the page; just because the page is accessible only via login this doesn't mean that someone knowing the URL of a document referenced by the page through a link cannot access and open the document. To make a document's access restricted you need to use a File Alias and its Access functionality.

o **URL Alias**: Expand this section at the top right-hand corner of the Create page window if you want to change the URL that is automatically created when saving the page, because, for instance, the title of the page is too long and you want to have a shorter URL.

▸ MENU SETTINGS

▸ ACCESS

▸ URL ALIAS

▸ AUTHORING INFORMATION
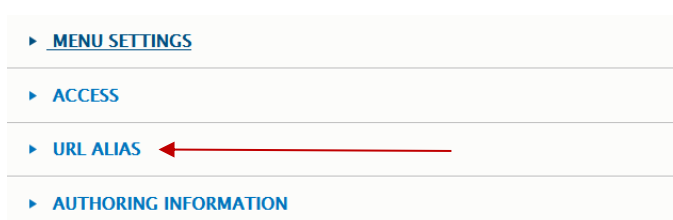
In fact, automatic URLs are generated by using all the words of the title and by replacing whitespaces with dashes [-]. If a menu item is created for the page (this should be the norm, *see above*), then also the menu structure is included in the generated URL. E.g.: a page whose title is *Our team* and whose parent page is *About us* will have automatically assigned this URL: *https://yourwebsite.cochrane.org/about-us/our-team*.
To set the page's URL differently from the one generated automatically, deselect the Generate automatic URL alias checkbox and provide a URL alias (it is recommended not to use whitespaces but dashes [-] instead).

▾ URL ALIAS

☐ Generate automatic URL alias
   Uncheck this to create a custom alias below.

URL alias

our-team

Specify an alternative path by which this data can be accessed. For
example, type "/about" when writing an about page.

○ **Authoring information**: Expand this section at the top right-hand corner of the Create
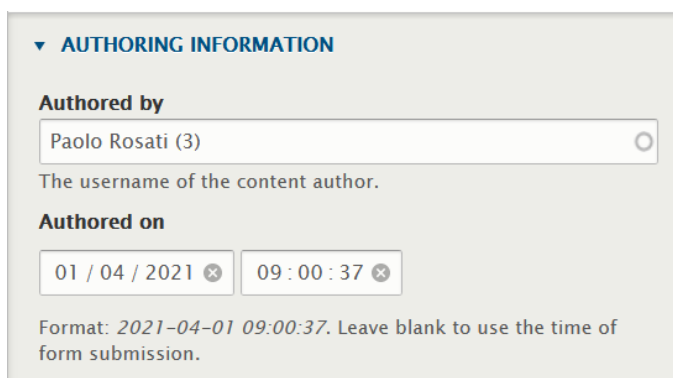   page window if you want to see or edit the information on who created the page and
   when.

▸ MENU SETTINGS

▸ ACCESS

▸ URL ALIAS

▸ AUTHORING INFORMATION

▾ AUTHORING INFORMATION

Authored by

Paolo Rosati (3)   ○

The username of the content author.

Authored on

01 / 04 / 2021 ⊗   09 : 00 : 37 ⊗

Format: *2021-04-01 09:00:37*. Leave blank to use the time of
form submission.

*Note: this info is about when the page was created. To access info on the latest or previous
versions of the page, see page's Revisions.*

Preview *and/or* Save *a page*

When creating or editing a Page, you can:

● See how it will look like before saving, and/or,
● save it right away

by clicking on the corresponding button at the bottom of the window.

Save   Preview

Edit a page

1. To access the page that you want to edit:
   - If you know where the page is located, browse to it, and then click on the Edit tab.

   - If you don't remember where the page is located within the website, then search for it using the Content *search interface*.

2. When on the Edit Page window, you can edit any element of the page, as detailed in the *Create a page* section.
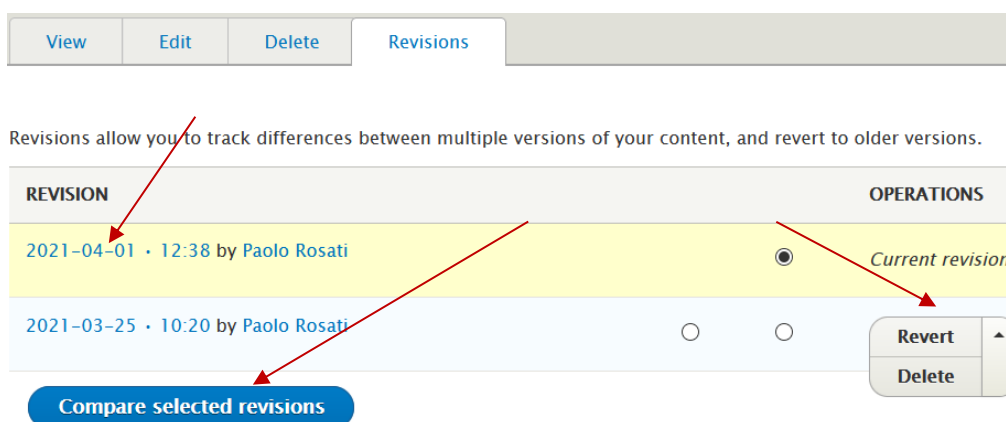3. *Preview and/or Save*.

Revisions of a page

By default, when saving a page, a new revision is created. You can access the list of the revisions of a page by *locating the page* and then by clicking on its Revisions tab.

In the Revisions window you can:
- View a revision by clicking on its Date/Time.
- Revert the current version of the page to a previous revision by clicking on the Revert option from the Operations column.
- Delete a revision by clicking on the Delete option from the Operations column.
- Compare two revisions by selecting them via the corresponding radio buttons and by clicking on the Compare selected revisions button.
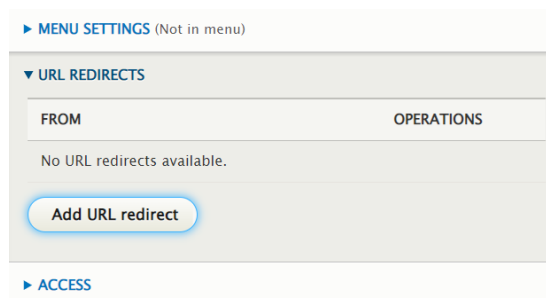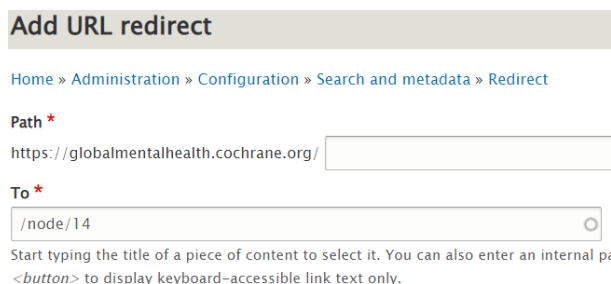
URL redirects

When editing a page, the URL redirects setting appears between the Menu settings and the Access sections.

This functionality allows you to create a redirect to this page from another URL of another page of your website. By clicking on the Add URL redirect button, the corresponding interface appears. There, you need to provide the Path, i.e. the URL of the page you want to redirect from (the To field is automatically filled in by the system with the node id of the page you are editing), and save.

Note that the Add URL redirect window can also be accessed from the top grey admin bar, by clicking on Configuration > Search and metadata > URL redirects > Add redirect*. When accessed this way, the interface can be used to redirect from an old URL of your website to the URL of any other webpage of any possible existing website.*

Publish/Unpublish **a page**

Note: before unpublishing a page, you may want to check whether it is referenced from other pages of your website. To this purpose, you can use the Entity links functionality*.*

Edit the page you want to publish/unpublish and scroll down to the bottom until you see the Published checkbox.
This checkbox is a toggle to publish/unpublish the page. An unpublished page remains accessible to and editable by you, while not accessible to users. This is convenient if you are working on a page that's not finalized yet.
Also, you may want to unpublish a page, and not to delete it, so as to keep its content, should it be requested by someone in the future.

Delete **a page**

Note: before deleting a page, you may want to check whether it is referenced from other pages of your website. To this purpose, you can use the Entity links functionality*.*

Locate the page you want to delete and then click on its Delete tab.

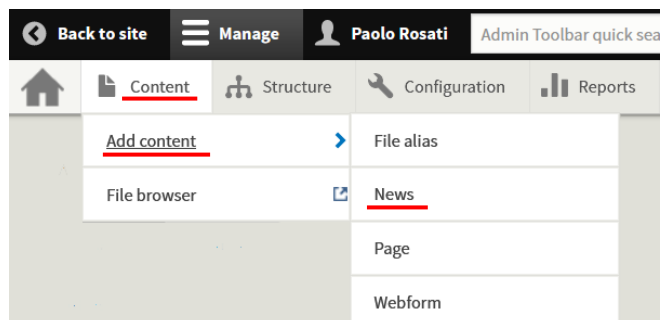View   Edit   Delete   Revisions

A message asking for confirmation of your intention to delete the page will appear.

News

Create a news item

1. To access the Create News window, select *Content > Add content > News* from the grey admin bar.

2. On the Create News page, most of the properties that can be set here are the same as the ones of a regular page (links to the corresponding properties follow):
    Title (mandatory), *Language*, *Tags*, *Image* (corresponds to the page Social media image property), *Body*, *Published*, *Revision log message*, *Access*, *URL alias*, *Authoring information*.

    What is specific to News is:

    o   The Menu settings section is absent, because News are not supposed to have a menu item on the left-hand column, as they are all listed in a dedicated page (*see below*).

    o   **Image**: (Mandatory) Like the *Social image of a Page*, the image uploaded in this section will be displayed in social media if the page is shared through them. The Meta description field can be used to display a description of the page on search engines like Google:
        This image will also appear:
        - On the top right-hand corner of the content area of the News page (once it is published).
        - If the news item is set to appear on the Latest News and Events area of the homepage (*see below*), the image will be also used as its thumbnail – but don't confuse this image with the one that is used for displaying the news item as Feature on the homepage (see next paragraph for an explanation and *an example*).
        - On the *page that lists all published News*, as a thumbnail.

        As usual, limitations on file type and dimensions are specified in the description below the *Browse* button.

        Note: this image is displayed as squared by the system; it's therefore recommended to upload an already squared image so as to avoid that what is rendered is just a portion of the uploaded image.

        Once the image is uploaded, a mandatory Alternative Text field will appear: this is to provide a short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility reasons.

- o **Feature**: If you want to display the News as a Feature on the homepage of your website – see section *How to set up your Homepage to display a Feature and top news* –, then set the following elements:
    - ▪ Feature image is the big image that will be displayed on the homepage.
      Note: the size of the image, as displayed on the homepage, is 620x280 pixels; it's therefore recommended to upload and already equally sized image or a bigger image but with the same proportions.
      Anyway, note also that once uploaded, the Feature image will be previewed on the Create/Edit News window exactly as it will be displayed on the homepage.
    - ▪ Feature header is the main text that will appear on the blue inset within the image. If you want this to be the same as the Title of the news item (that appears on the news page itself), then you have to copy and paste it into this field.
    - ▪ Feature text is the subtitle that will appear under the Feature header within the blue inset of the Feature image.

The following is an example of a Feature as it may display on the homepage.

o   **Front page**: If you want to display the News on the Latest News and Events area of the homepage of your website – see section *How to set up your Homepage to display a Feature and top news* –, then tick the Show on front page checkbox. Further settings appear:

  ▪ Front page additional description, i.e. some text that may appear under the title of the news, on the corresponding box of the Latest News and Events area (see second image below).

  ▪ Ribbon, i.e. some text that may appear on the blue inset within the image, on the corresponding box of the Latest News and Events area.

The following is an example of a Latest News and Events area as it may display on the homepage.

Preview and/or *Save* a news item

The same as *Previewing and/or Saving a page*.

Edit a news item

The same as *Editing a page*.

Revisions of a news item

The same as for the *Revisions of a page*.

Publish/Unpublish a news item

The same as *Publishing or Unpublishing a page*.

Delete a news item

The same as *Deleting a page*.

List of all published News

1. All published News are collected and displayed on a page automatically created by the system, whose title is Our news and whose relative URL[2] is '*/news*' (i.e., if your Group's website URL was https://group.cochrane.org, the Our news page would be available at https://group.cochrane.org/news).
2. This page displays all published News ordered by *Authoring date*, with the newest ones at the top (*see below* for how to change the order).
3. You can therefore link to this page from any other page of your website, and you can also create a menu item to point to this page from your website Menu – *see how below*.

Set the order of the News

1. Whether it's on the Our news page listing all News (*see previous section*) or on the homepage – see section *How to set up your Homepage to display a Feature and top news* –, the order of the News is always chronological, with the latest ones at the top.
2. The place of a news item in this order is determined by the value of the Authored on property in their *Authoring section*. If you want to change its place within the current order, you simply need to manually edit that property.
3. The feature displayed on the homepage is the latest News whose Feature property has been set up (*see above how to*).

---

[2] "*A relative URL is any URL that doesn't explicitly specify the protocol (e.g., " http:// " or " https:// ") and/or domain (www.example.com), which forces the visitor's web browser to assume it refers to the same site on which the URL appears*". E.g. in http://cochrane.org/about-us/groups:
- http:// is the *protocol*
- cochrane.org is the *domain*
- /about-us/groups is the *relative URL*

4. Only the latest News whose Front page property have been set up (*see above how to*) appear on the Latest News and Events area of the homepage.

   Note: in general, you'll want a Feature news to be moved down to the Latest News and Events area, once it is replaced by another Feature. In order to achieve this, you just need to set up both the Feature and Front page properties for it.

Webform

Create a webform

1. To access the Create Webform window, you first need to go to the Webforms page by selecting *Content > Webforms* from the top grey admin bar (note that the Webforms option is also available from *Structure* menu item).
   Then, on the Webforms page that lists all existing webforms, click on the Add webform button
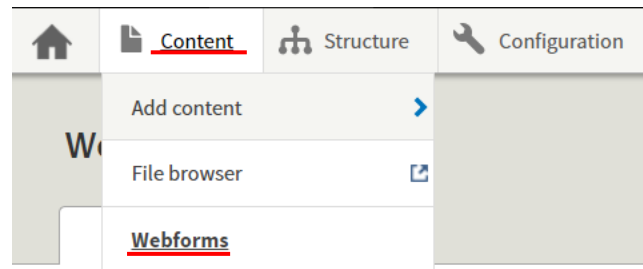

2. On the Add Webform pop-up window, set the title of the webform – you can disregard the other properties.

3. Once created, the webform management interface appears, displaying five tabs:
   - View: to see what a user will view
   - Test: to test a submission of the webform
   - Results: to view existing submissions of the webform
   - Build: to add or edit components to the webform
   - Settings: to manage webform's settings

Access and *Edit* a webform

1. In order to perform any operations on a webform, like *Adding Components*, *Editing settings*, *Viewing Submissions*, etc., first you have to access the webform you want to edit. You can either:

   o Know where the webform is located in your website and then browse to it;

   o Not remember where the webform is located: in this case, you can easily list all existing forms by selecting *Content > Webforms* from the top grey admin menu (note that the Webforms option is also available from *Structure* menu item).
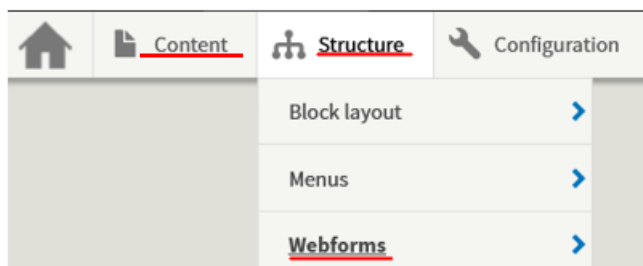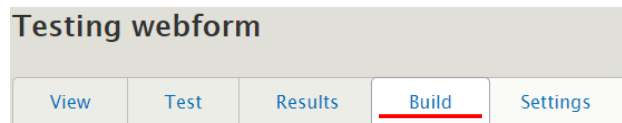

   For each of the webforms appearing on the Webforms window, links to operations like *Managing Components*, *Viewing Submissions*, etc., are displayed. These operations are detailed in the next page.
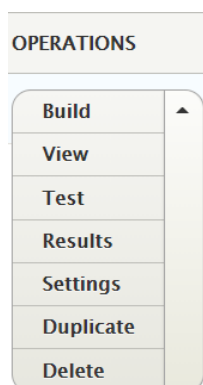
Operations for a webform

When accessing an existing webform, the different operations you can perform on a webform are grouped into five tabs:


o **Build = add components to the form**: This tab lists the elements of a webfor. To add elements, click on the Add element component button and from the Select an element pop-up, choose the element you want to add to the form. Depending on the type of component you selected, a page containing several settings appears, allowing to tweak the component itself.
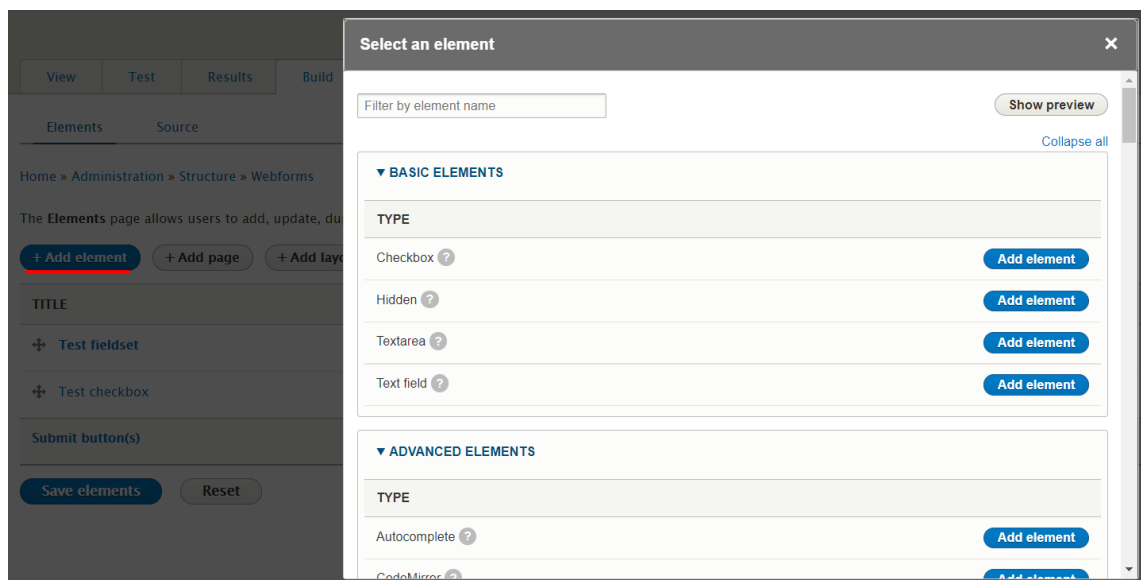
When on the Build tab, elements can be moved up and down or can be indented by dragging, moving and dropping the anchor icon before each item. Also, from this tab you can Edit, Duplicate or Delete an element by selecting the corresponding option from the Operations drop-down. You can also define whether a component is Required (i.e., whether it must be filled in by users), by selecting the corresponding checkbox.

In general, the interface for building up a webform is quite straightforward, though some experience is required to obtain a complex form: do contact the *Web Team* at support@cochrane.org if you need assistance with this, or see video tutorials at *https://www.drupal.org/node/1351064*.

o **Settings of the webform**: This tab exposes, through sub-tabs, many functionalities, like the form's status (open or close), submission limits, confirmation messages, automatic emails, access rules, etc.
On each sub-tab, a link to a short video explaining how to use this form settings is displayed. You can also contact the *Web Team* for assistance at *support@cochrane.org*.
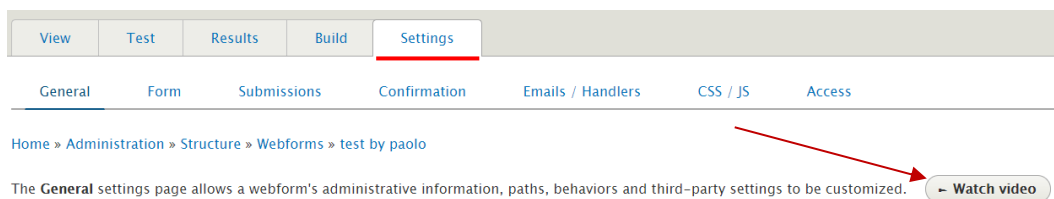
- o **Results = to view submissions of a webform**: This tab lists all the submissions for a webform. For each submission, you can perform an action by selecting an option from the <u>Operations</u> drop-down: Edit, View, Resend, Delete, etc.
  The Download sub-tab also allows you to download all submissions as an Excel file.
  As for the other tabs and sub-tabs, a link to a short video explaining how to manage submissions of a form settings is displayed. You can also contact the *Web Team* for further assistance at *<u>support@cochrane.org</u>*.

- o **Test = to view submissions of a webform**: This tab allows a webform to be tested using a customizable test dataset. The test form is prepopulated with custom/random test data. When submitted, this information will still be saved and/or sent to designated recipients (if the form has been set to send automatic emails when a submission arrives).

Delete a webform

<u>Locate the webform</u> you want to delete and from the <u>Operations</u> drop-down select *Delete*.

File alias

A File alias is a content type that allows you to refer to a file (like a *Pdf*, a *Word* or *Excel* document, etc.) through a URL that is simpler than the one that the system creates when the file is uploaded.
For instance, when editing a page, if you *add a link to a file* named '*SomeDocument.pdf*', the link points to a long URL automatically created by the system, something like:
*https://yoursite.cochrane.org /sites/yoursite.cochrane.org/files/public/uploads/somedocument.pdf*.
By using a File alias instead, you can shorten the URL that refers to the file: in fact, the URL will be made of just the Title of the File alias. For instance, if the Title is '*Some Document*', the URL will be
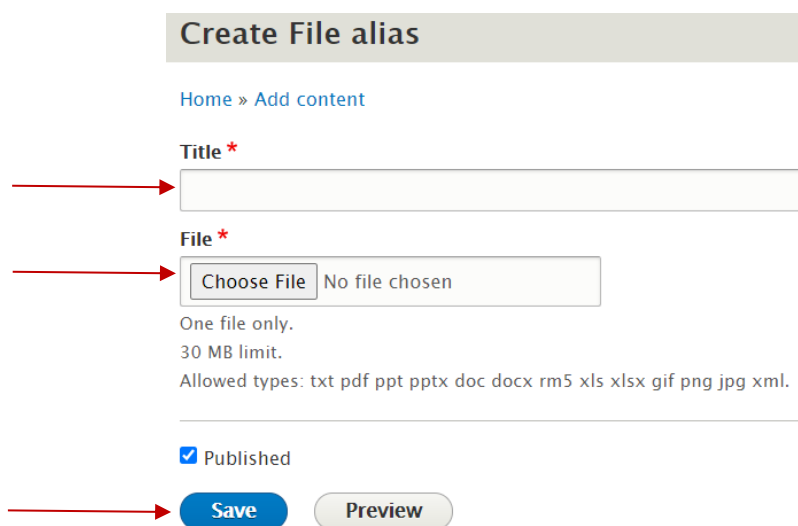*https://yoursite.cochrane.org/some-document*.

Furthermore, by using a File alias, through its Access function, you can make the file accessible only to users with a Cochrane Account – *see how to use* the same function for a Page.

Create a File alias

1. To access the Create File Alias window, select *Content > Add content > File Alias* from the top black admin menu.
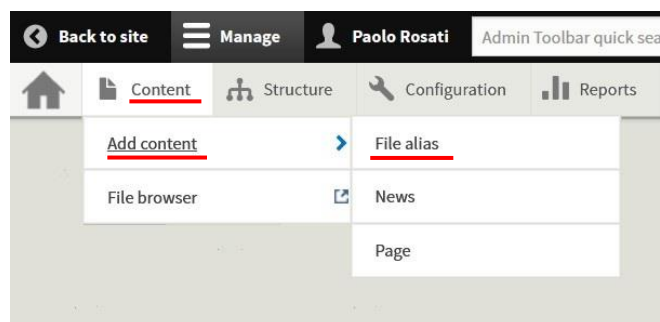
2. On the Create File alias window, besides providing a Title, you have to upload a file:
   o Click on the Choose file button to select the file from your computer.
   o Click on the Upload/Open button to upload the file into the system (see file limitations in the description under the Choose file button).
   o Save.

Create File alias

Home » Add content

Title *

File *

Choose File   No file chosen

One file only.

30 MB limit.

Allowed types: txt pdf ppt pptx doc docx rm5 xls xlsx gif png jpg xml.

☑ Published

Save   Preview

All the other properties that can be set are the same as the ones of a regular page. Links to the corresponding properties follow: *Published*, *Revision log message*, *Access*, *URL alias*, *Authoring information*.

Note: using the Access *functionality, you can make a file available only to users with a Cochrane Account.*

2. **Once the** File alias **is saved, the file can be referenced by the URL made of the** Title: **e.g. if the** Title **is '***Some Document***', the URL will be** *https://yoursite.cochrane.org/some-document*
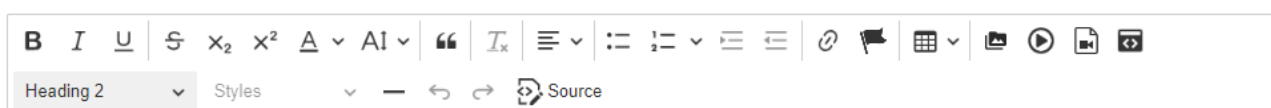
Hows to

How to use the *Web editor*

When you insert or edit content in a page, or in a news or in a block, you use a standard editor which exposes some functions and tools through the toolbar that appears at the top of the content area (the content area is usually called <u>Body</u>).

This is how the toolbar appears:

Note: the toolbar is displayed only when the <u>Text format</u> is set to Advanced HTML *– the <u>Text format</u> drop-down list is located right under the <u>Body</u> text area, see picture below. Usually, you don't have to worry about this setting as it is set to Advanced HTML by default, and there is no need to change it.*

Here's an explanation of the functions corresponding to each button of the toolbar[3].

Standard buttons

The first buttons are standard and quite straightforward to use. They can:

- Make the selected text in <u>Bold</u>, in <u>Italics</u>, <u>Underlined</u>, <u>Stricken</u> out or <u>Super/Sub script</u>.
- Change the <u>Colour</u> and the <u>Font Size</u>[4].
- Insert or remove a <u>Block quote</u>.
- Set the <u>Alignment</u> of the text to left, centre, right or full.
- To insert or remove bulleted or numbered <u>Lists</u>.
- To decrease or increase the <u>Indentation</u>.

An important button is the <u>Remove Format</u> button: $\underline{I}_x$. This button removes existing formatting. If you want to reset some text to the standard format and remove any other formatting (like colour of the text, size, style, etc.) select the text and click on this button.

Very important note: It is recommended not to copy text from a document like a Word *document, or from*

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[3] **Note that by hovering the mouse over each button, a short text explaining its function appears.**

[4] Note: Even though in theory you can use any colour or font size, it's recommended to stick with the colours and size of your website brand, both for consistency reasons and for user's experience – for instance, some colours may be very bad in terms of accessibility (e.g. for people having sight problems).

an email or from another web page and paste it directly into the Body *of your webpage. Better to copy/paste from the document into a raw text editor like* Notepad *and then to copy/paste from there into the web editor. Of course, the content will need to be formatted again using the toolbar of the web editor.*

Manage *Links*

The following buttons are used to manage links (to a page or to a document) or to insert an anchor:

- **To insert, edit or remove a link: to another page of your website; or to another resource on the internet; or to a document stored in your website**

  Note: you can style links so that they appear as buttons. See further below *on how to use the* Style *function to achieve this.*

  - Linking to another page or your website (Internal linking): The button with a chain icon can be used for internal linking[5], i.e. to insert/edit a link to an existing page of your website (how to insert a link to a document stored in your website is explained *below*): after having selected the text or image you want to be a link (or the text of an existing link), by clicking on this button you are presented with a properties window that exposes an autocomplete field, Link URL. Start typing on this field the title of the resource you want to link to, and suggestions referring to existing resources are displayed.

    The following image illustrates what may happen by typing "*ab"* in the Link URL field:

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[5] The distinction between *Internal* and *External* link should be straightforward: An *Internal* link points to a webpage or document hosted by the very same website. An *External* link points to a page or document hosted by another website (external resource).

A drop-down list appears, listing all pages (under Content) and files (either documents and images, under File) of your website whose title contains the string inserted in the Link URL field. Anchor links are of the webpage you're editing also appears. You just need to select the option corresponding to the page or file or anchor you want to link to: that way, the node number[6] of the page is automatically inserted in the URL field. For accessibility reasons, it's also a good practice to fill in the Title.
Finally, click on the green checkmark button so as to make sure that the link is inserted in the content area you are editing.

- Linking to another resource on the internet (External linking), i.e. to a page or to a document of another website, is also straightforward: simply insert the URL (comprised of the protocol part, i.e. of *https://*) of this external resource into the Link URL field.
When linking to external resources, it is a good practice to make sure that by clicking on the link, the referenced resource will open in a new tab of the user's browser: that way it is clear to the users that they are being redirected to an another website. To achieve this, click on the Advanced text and toggle the Open in new window switch.

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[6] Each page of the website is identified by a unique node id (e.g. '*node/14*') by the system. You can get the node id of a page when editing it: it is indeed displayed on the browser address bar.

For accessibility reasons, it's also a good practice to fill in the Title with something like '*Go to Cochrane's website*'.

- ■ Linking to a document stored in your website or in your computer: click on the magnifier next to the Link URL field (see picture above) to navigate through your website file system to locate the file you want to link to, or to upload a new file from your computer – *see how to here*.
  For accessibility reasons, it's also a good practice to fill in the Title.

- o **To edit or remove an existing link**
  Place the cursor on the text (or image) of an existing link: a pop-up box appears with a pencil and chain icons: the first one is to edit the link, the second one is to remove it – but of course, after removing the link, the text (or the image) will continue to be on the page.
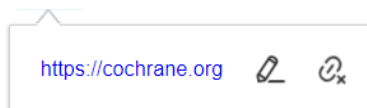
- o **To insert an anchor (aka bookmark)**
  If you want a specific place of a webpage to be referenced by a link, put the cursor on that place and click on the button with the flag icon: you then simply need to provide the Anchor name (note that the name must be a single word with no underscores, e.g. '*this-anchor*').
  To reference the anchor through a link, you have to insert/select the anchor's name in the LinkURL field of the Add link window (*see picture above*).

Manage *Tables*

- o To insert a table: After having put the cursor on the place of the page you want the table to be, click on this grid icon button to display a grid where you can select how many columns and rows you want the table to be (three columns and four rows in the example below). Note that rows and columns can be added or removed at a later stage, too.
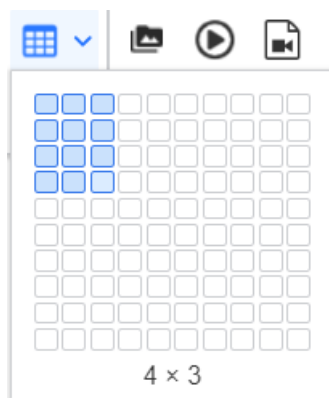
- o   To edit the *table (columns and rows)*: If you put the cursor into a cell of an existing table, a pop-up box appears exposing all the functionalities required to manage table's or rows' or columns' properties:


 By clicking on the six grid icons, you can (from left to right):

  - ▪   Insert, delete or select a column, and make the column a header
  - ▪   Insert, delete or select a row, and make the row a header
  - ▪   Merge selected cells
  - ▪   Enter a Caption for the table
  - ▪   Manage a cell (or a selection of cells) properties: Style, Colour, Width, Background, Padding, vertical and horizontal Alignment
  - ▪   Manage the table properties: Style, Colour, Width, Background, Dimension, Alignment within the webpage

  Among all the properties, the following ones are those you may want to pay attention to and set:

  - ▪   Width: This is a very important setting, and you need to be aware that, due to compatibility with mobile devices, it should always be expressed in percentage and not in absolute value: e.g., '*width=90%*' and not '*width=650 px*'. This is also true when setting cell/column width.
  - ▪   Border: Use the Style drop-down (appearing on either cell or table properties) to style the border and set the Width of the border (usually, 1px is good).
  - ▪   Cell padding: Set it to something like 5, in order to have some space between the cell border and the start of the text.
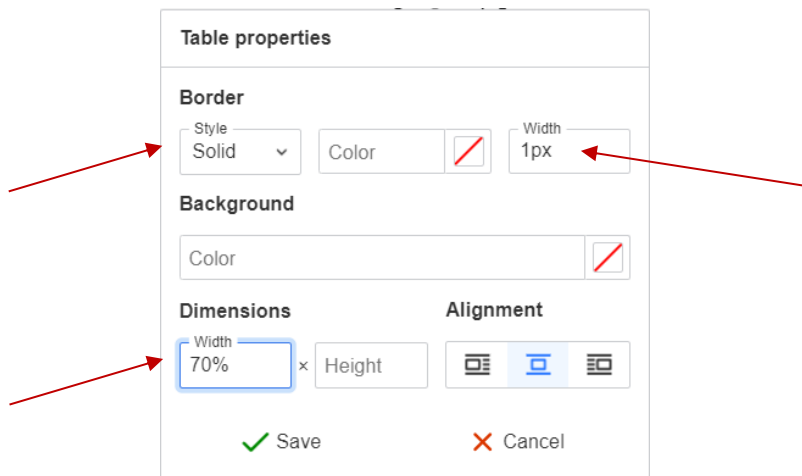
- o To *delete* the table: Select the whole table by clicking on the little square on the top left corner and hit the delete button on your keyboard.
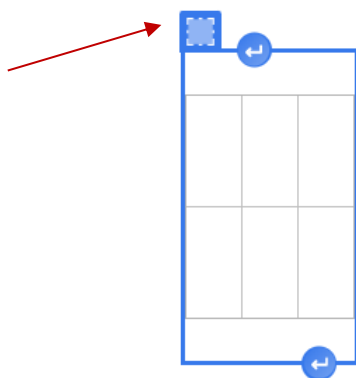
Manage *Images* and *Videos* and other resources like *posts*

The following buttons are used to insert images and videos, or to embed a URL (i.e., a post from a social media) or an Iframe:

- o **To insert or edit an image**

  After having put the cursor on the place of the page you want a picture to appear – or on the picture you want to edit –, click on one of the two buttons, depending whether you want to upload the picture from your computer (first button) or reuse a picture that's already been uploaded into the website (second button).

  When selecting the inserted picture, a pop-up box will appear exposing some functions.

  By clicking on the grid icons, you can (from left to right):

- Set an Alternative text for the image (for this, you need to deselect the Decorative image switch).
- Align the picture with respect to the surrounding text.
- Toggle the picture's Caption.
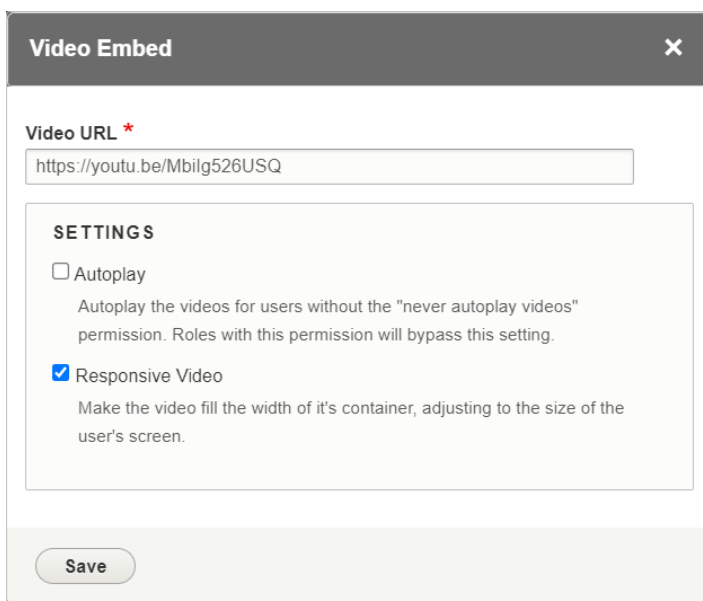- Resize the image.
- Link the image to another resource.

○ ▶ **To embed a video**

Note: to embed an audio file*, use the* Sections *functionality*

Note: Due to infrastructure limitations (in terms of capacity and performance), when wanting to display a video on the website, it is strongly recommended to first upload the video on a public platform like YouTube or Vimeo (for videos) or SoundCloud (for audios) – and of course to take note of their URL.

After having put the cursor on the place you want to embed a video, click on this button to open the Video Embed window:

- Into the Video URL text field paste the URL of the video you want to embed.
- Deselect the Response Video checkbox if you want to set the size of the embedded video
- Click on the Save button.

Video Embed   ✕

Video URL *
```
https://youtu.be/Mbilg526USQ
```

SETTINGS

☐ Autoplay
Autoplay the videos for users without the "never autoplay videos" permission. Roles with this permission will bypass this setting.

☑ Responsive Video
Make the video fill the width of it's container, adjusting to the size of the user's screen.

(Save)

○ **To embed a URL (i.e., a post from Twitter, Facebook, Instagram, etc.)**

After having put the cursor on the place you want to embed a post, click on this button to open the Insert URL window:

- Into the URL text field paste the URL of the post you want to embed.
- Click on the Embed button.

○ **To embed an iFrame**

Note: the resource you want to embed must be embeddable. Some sites specifically block

themselves from being embedded. For example, when the website https://www.google.com/ is placed in a web embed interaction, the site may appear broken in the interaction preview. This means that site is not able to be embedded.
Typical resources that can be embedded are videos, maps, social media feeds, calendars, etc.

After having put the cursor on the place you want to embed a post, click on this button to open the Insert iFrame window:
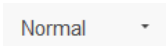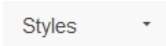- Into the URL text field paste the URL of the resource you want to embed.
- Click on the green checkmark button to save.

If you want to edit an existing frame, just double click on it and an '*Edit iframe*' pop-up box will appear.
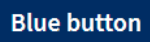
Editing

Paragraph ⌄   Styles ⌄ — ↶ ↷ <>. Source

The following buttons can be used to:

- Normal ▾ To create headings: Put the cursor on the paragraph that needs to be set as a heading and select one of the options from this drop-down list. It's recommended to use Headings (instead of simply bolding the text) for titles or subtitles of sections appearing in the content – this will help search engines like Google to better index the content. Note that the default *Normal* format corresponds to the standardized text used in Cochrane websites, i.e.: Font family = Source Sans Pro, Font size = 16 pixels.
Note: these options correspond to styles that have been determined following the general Cochrane brand that is used throughout all Cochrane websites.

- Styles ▾ To style links as buttons: if you have links on a page, select the link you want to style and pick one of the options from the drop-down (either a blue, a purple or your website's brand colour button).

Styles ⌄

Text styles

AaBbCcDdEe AaBbCcDdEe AaBbCcDdEe
Button in your s… Blue button Purple button

AaBbCcDdEeFfGg
Hide external li…
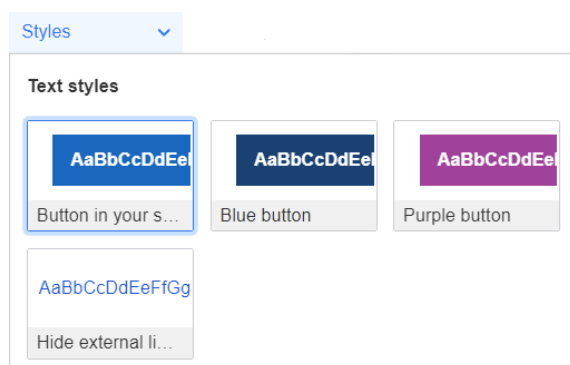
This will make the link appear as a button.

Blue button   Site's colour button

- o   **To insert a line.**

- o   **To undo or redo last action(s).**

- o   Source **To toggle source view, i.e., to display the html code underlying the content area.**

How to add *Sections* to a webpage

When creating/editing a Page, you can add to its content some *special sections*: Audio, Banner, Collapsible list, Grid links, Image gallery. Each type of components is detailed below.
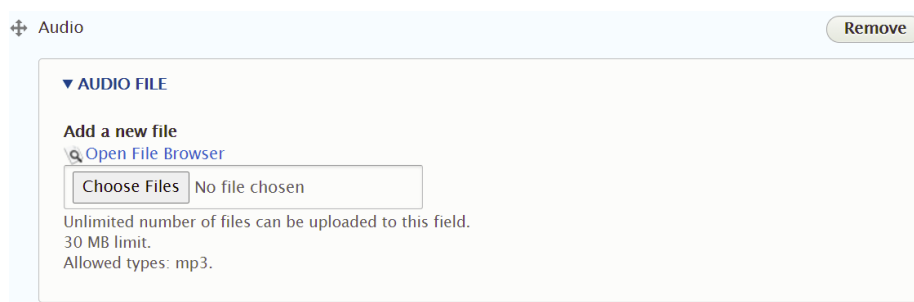
Add Audio	▲
Add Banner	
Add Body	
Add Collapsible list	
Add Grid links	
Add Image gallery	
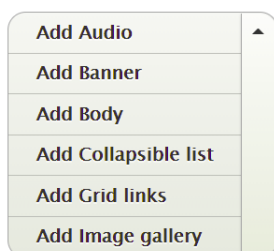
Note: The Body option is there too, because often you will need to add one of these sections within the content of the page, not at the end of it. Therefore, you will need to add a regular Body after a section.

Audio

To insert an audio file (e.g., a podcast) into your page, simply select this option and either browse your computer to upload the file or navigate through the website file system to refer to an already uploaded file – see *how to browse or upload a file here*.
To remove an existing audio, click on the Remove button: another button will appear to Confirm removal.

✛ Audio   Remove

▼ **AUDIO FILE**

Add a new file
🔍 Open File Browser
[Choose Files] No file chosen
Unlimited number of files can be uploaded to this field.
30 MB limit.
Allowed types: mp3.

Banner

A banner is an image that will look like the Feature box of the homepage, something like the following picture.

When selecting *Add Banner*, a set of fields will appear:

- **Banner header** and **Banner text** to insert the text that will appear on the blue box.
- **Banner image** to upload the image that will be displayed as the banner (limits to the image are detailed in the description of this field).
- **URL** (optional) to define the URL of another webpage if you want the banner to be linked to it.

To remove an existing banner, click on the **Remove** button: another button will appear to **Confirm removal**.

Body

See *note* above.

Collapsible list

Select this option if you want to have some collapsible text, i.e., one more boxes whose content can be expanded or collapsed.

When selecting *Add Collapsible list*, a set of fields will appear:

- Collapsible item > Label to define the text that will appear on the collapsible box.
- Collapsible item > Body into which insert the text displayed when the collapsible box is expanded.

An Add Collapsible button to add another collapsible box is displayed below the Body, too.

To remove an existing collapsible box, or to remove the whole collapsible section, click on the corresponding Remove button: another button will appear to Confirm removal.
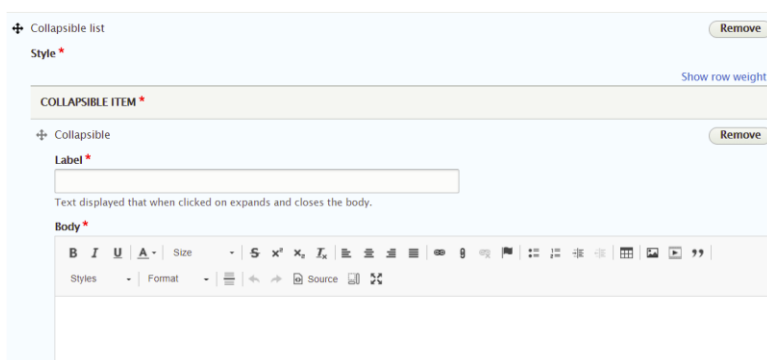
The following two images illustrate two collapsible blocks, closed and open.
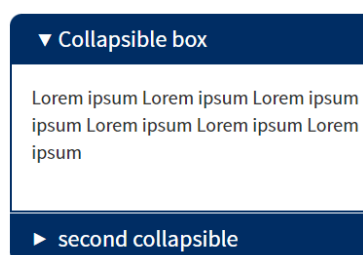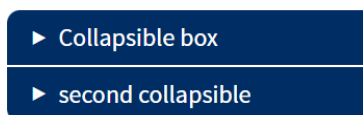
Grid links

A grid of links will look like the Top news section on the homepage, something like the following picture.

When selecting *Add Grid links*, a set of fields will appear:

- Layout to define the style of the grid (the image below is the result of a 2 columns layout).
- Grid links > Image to upload the image that will appear on the grid link.
- Grid links > URL to define the page that will be referred by the grid link.
- Grid links > Link text to define the text of the grid link.
- Grid links > Ribbon to define the text that will appear on the ribbon of the grid link.

An Add Grid link button to add another grid link is displayed below the Body, too.

To remove an existing grid link, or to remove the whole grid links section, click on the corresponding Remove button: another button will appear to Confirm removal.

Image gallery

Select this option if you want to have a series of pictures to be displayed on a page, with all pictures sized and formatted the same way, i.e., as square images.

When selecting *Add Image gallery*, a set of fields will appear:

- Display is a drop-down with two options to choose from about the size of the square pictures (either 100 or 200 pixels wide).
- Image to upload the image(s) that will be displayed on the gallery (limits to the image are detailed in the description of this field).

To remove an existing image gallery, click on the <u>Remove</u> button: another button will appear to <u>Confirm removal</u>.

✛ Image gallery   (Remove)

Display *

| – Select a value – ▼ |

▼ IMAGE

Add a new file

| Choose Files | No file chosen |

Unlimited number of files can be uploaded to this field.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than **300x300** pixels. Images larger than **1200x1200** pixels will be resized.

How to manage *Blocks*

Blocks are kind of boxes of content (such as a Twitter feed or "*Cochrane News*" feed) that can be displayed in regions such as the footer or the right column, on one or more pages at the same time.

Once created, a Block can be modified to adjust its appearance, shape, size and position - or which pages it appears on.

Create a Block

Note: only blocks created by web publishers can be configured the way detailed in the following section. For blocks already in the system – like the News Feature and the Latest news blocks, only the Block title, Pages and Content Types can be set; nor can they be deleted.

The creation of a block is a two steps process (adding and configuring):

1. Access the Add custom block window by selecting *Structure > Block layout > Add custom block* from the grey admin bar.
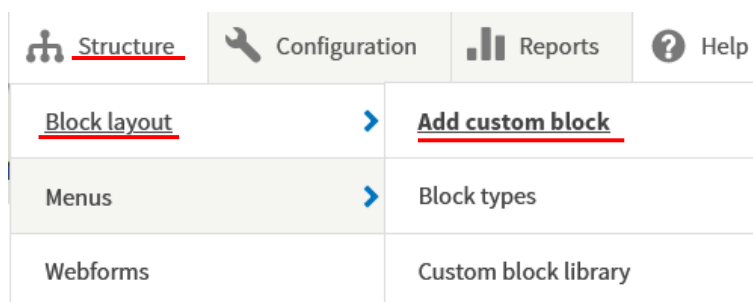
On this window, these are the properties you can set:

- o **Block description** (mandatory): A brief description of your block, that is used to reference the block on the *Block layout page*.

- o **Block Body**: It's the text area where you insert the block's content – see *How to use the Web editor* for more info on how to insert and format content in the Body area.

2. Once clicked on the *Save* button, the Configure block window appears. Here you can set up the following settings:

o **Block title** (mandatory): Once saved and set to appear on a page, the block will display this
   title at the top of the block. But if you deselect the Display title checkbox, then the block
   will appear with no title.

o **Content types**: Here is where you can selectively restrict the block's visibility based on the
   available content types in your website: File Alias, News and Page.

o **Pages**: Here you can decide which pages of your website will display the block. Use the
   Pages text area and the Show/Hide for the listed pages options to list the pages that will or
   will not display the block.
   Note that you have to provide the relative URL of each page (*see footnote above*), and one
   line per page.
   A specific notation can be used to refer to the homepage: *<front>*.
   In the example below, the block will be displayed on all pages whose URL starts with
   about-us (i.e. on the *About us* page and its subpages), on the *Contact us* page and on the
   homepage.

o **Region** (mandatory): Through this drop-down you have to set the area of the webpage on which the block will appear.
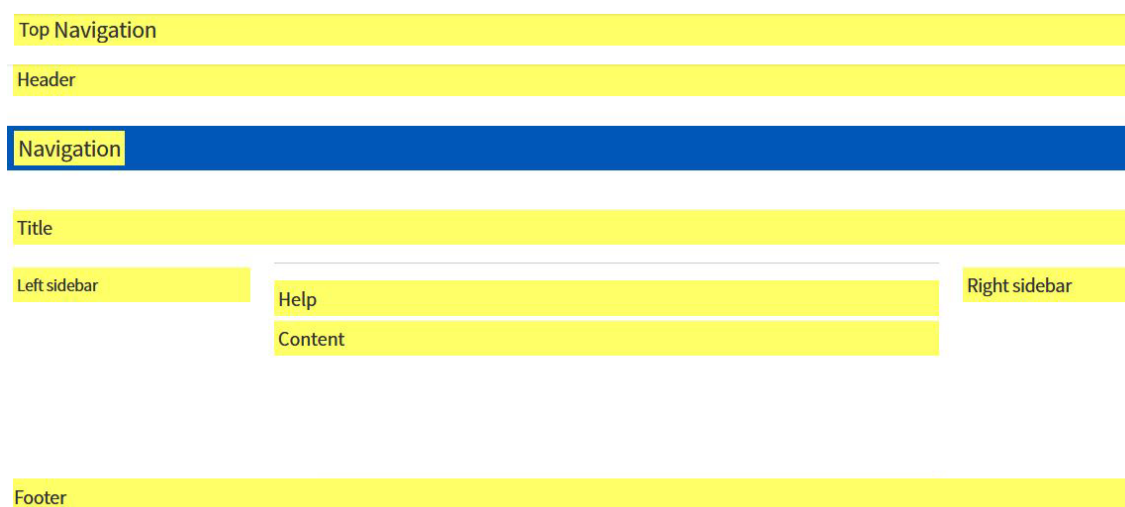

Possible regions are: *Top Navigation*, *Header*, *Navigation*, *Title*, *Help*, *Content*, *Left sidebar*, *Right sidebar* and *Footer*. The picture below demonstrates the location of each region on a page (this picture is also available from the *Block layout page* via a *Demonstrate block regions* link).
Note: you can set a block to appear on different regions at the same time. See how below.

3. **Save the block.**

Edit a Block's content and settings

When editing an existing block, you either want to:
   1. **Edit its content; or**
   2. **Configure its settings.**

1. **To edit the content of an existing block:**

- o **Locate the block:**
  - ▪ **If you know a page on which the block appears, go there, hover your mouse around the top right corner of the region occupied by the block and click on the appearing** *Pencil* **icon. Then click on** *Edit***.**

  - ▪ **If you don't remember which page(s) the block appears on, then go to the Custom block library page (i.e., select** *Structure > Block layout > Custom block library* **from the top grey admin bar) to display the list of all the blocks created by you; then click on the** *Edit* **button corresponding to the block you want to edit.**


- o **Edit the content of the block in the Body text area.**
- o **Save the block.**
- o *Note that from the Operations drop-down, other than the* **Edit** *option, you can select the* **Delete** *option to delete the block.*

2. **To configure the settings of an existing block:**
   - o **Locate the block:**
     - ▪ **If you know a page on which the block appears, go there, hover your mouse around the top right corner of the region occupied by the block and click on the appearing Pencil icon. Then click on** *Configure block***.**
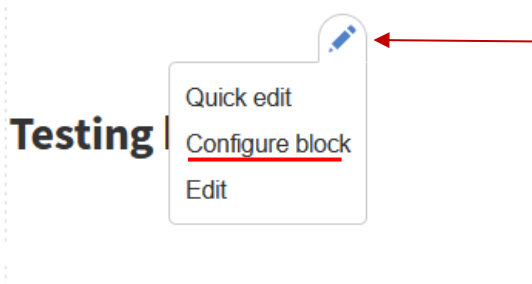
- If you don't remember which page(s) the block appears on, then go to the Block layout page (i.e., select *Structure > Block layout* from the top grey admin bar) to display the list of all the blocks currently displayed around your website; then click on the *Configure* button corresponding to the block you want to edit.
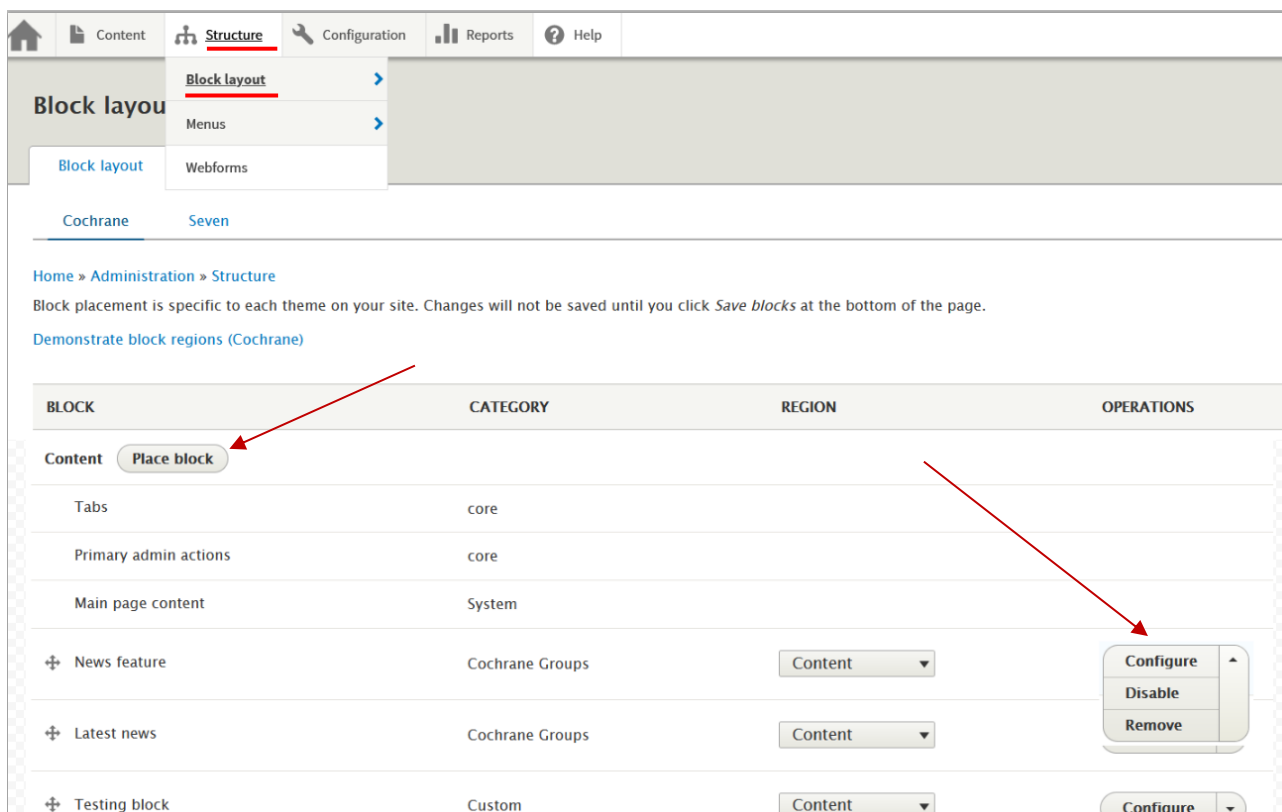
- o Edit the settings of the block as *detailed in the previous section*.
- o Save the block.

  Note that from the Operations drop-down, other than the **Configure** *option, you can select the options to* **Disable** *or to* **Remove** *the block from the Region to which it is currently assigned*. See *more below*.

3. You can also place a block on several regions at the same time. In fact, on each region of this Block layout page, there is a *Place block* button that you can use to this purpose: click on it and add an existing block from the appearing list (you can use the Filter box to find the block you want to add).

Delete a Block

To delete a block, go to the Custom block library page (i.e., select *Structure > Block layout > Custom block library* from the top grey admin bar) to display the list of all the blocks created by you; then select *Delete* from the *Operations* drop-down of the block you want to delete.

Disable or *Remove* a Block from a region

1. To *Disable* (or re-*enable*) a block from the regions it is currently assigned, go to the Block layout page (i.e. select *Structure > Block layout* from the top grey admin bar) to display the list of all the blocks currently displayed around your website; then select *Disable* (or *Enable*) from the *Operations* drop-down of the block you want to edit. The block will continue to appear on the Block layout page but as disabled.
2. To *Remove* a block from the region it is currently assigned, go to the Block layout page (i.e. select *Structure > Block layout* from the top grey admin bar) to display the list of all the blocks currently displayed around your website; then select *Remove* from the *Operations* drop-down of the block you want to edit. The block will be removed from the Block layout page.

Note: the difference between disabling and removing a block from a region is quite subtle. You disable a block if you think you will reinstate it soon – for instance because you are working on its content and do not want users to see it until you are done with it. You remove a block from a region if you think that you are not going to use it anymore but still want to keep it for the record, i.e., you don't want to delete it.

Rearrange Blocks

1. As seen in the *Create Block* section, a block visibility can be assigned at region and page level. For instance, two blocks can be made to appear on the right sidebar of some pages. To rearrange the order of these blocks, go to the Block layout page (i.e., select *Structure > Block layout* from the top grey admin bar) to display the list of all the blocks currently displayed around your website.

2. In the Block layout page, blocks are grouped by regions. There are two ways to rearrange a block using this interface, but only through the first one you can specify the vertical sort-order of the blocks within a region:
    o   By dragging, moving and dropping the anchor icon before each block.
    o   By selecting a different region from the Region drop-down list that is attached at each block.

    After any modification, always remember to click on the *Save blocks* button at the bottom of the page.

3. You can also place a block on several regions at the same time. In fact, on each region of this Block layout page, there is a *Place block* button that you can use to this purpose: click on it and add an existing block from the appearing list (you can use the Filter box to find the block you want to add).

The *Funders* Block

Like on the *cochrane.org homepage*, you can have one or more Funder logo displayed on your homepage. To manage these logos:

1. First of all, place the Funders block under the Footer region:

   o Go to the Block layout page (i.e., select *Structure > Block layout* from the top grey admin bar).

   o Click on the Place block button next to Footer.

   o On the appearing window, start typing '*Funders*' on the Filter box to display the Funders block.

   o Click on the Place block button next to the Funders option.
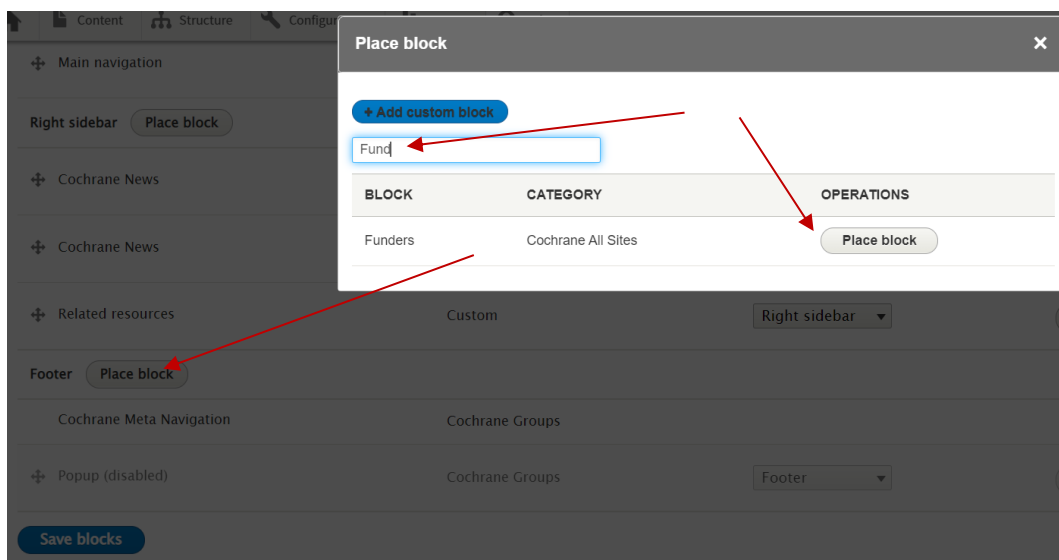
Note: The block won't display correctly if placed under another area.

2.   **Configure the block:**

   o   **On the appearing** *Configure block* **window, for each Funder, set the Name and upload a Logo image, and specify the URL the logo should point to.**
   You can add another funder by clicking on the *Add more* **button.**
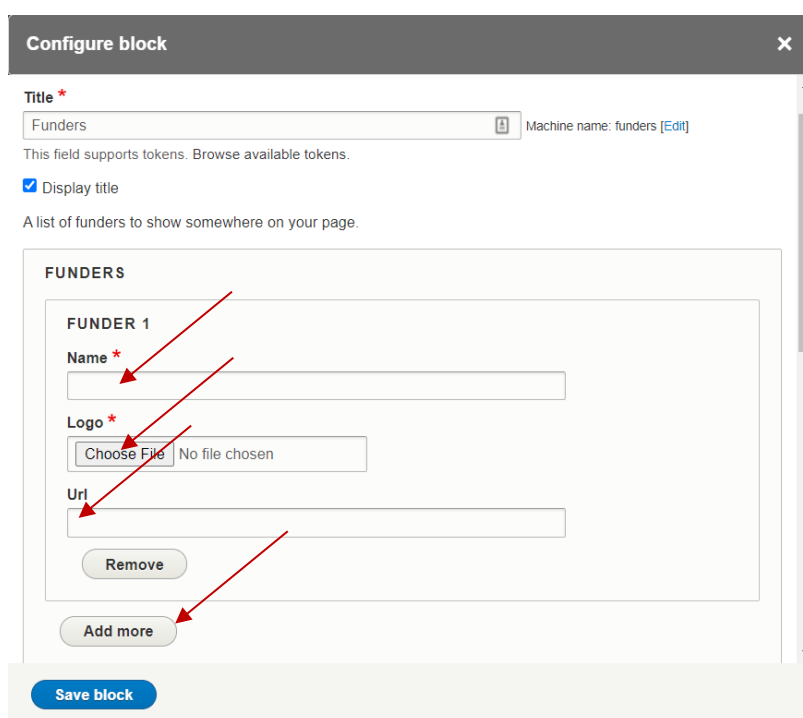
   o   **You can also set the Title of the block (or decide not to show it), and the 'More' link.**

   o   **Like on** *cochrane.org***, it is also possible to add a '***see more***' link to point to a webpage where Funders are listed, and further information may be given. At the bottom of the screen, there's a More link section, where you can set the URL of the page to point to and the Label, that is the text of the link (e.g., '***more***', '***see more***', etc.).**

- o Finally, click on the *Save block* button.

# How to set up the *Homepage* to display a *Feature* and top news

The central Cochrane websites, *cochrane.org* and the *Community site*, display on their homepage a Feature and some top stories[7]. To replicate this recommended behaviour, you need first to have understood *how to manage News* and *how to manage Blocks*.

The main things you need to do are:

1. Make sure your homepage is empty – either you want to remove all content from the existing homepage, or you create a page from scratch and set it up to be the new homepage – *see how here*.
2. *Set up the Feature setting of the News item* that you want to appear as Feature on the homepage.
3. *Set up the Front page setting of the News items* that you want to appear as top stories on the homepage.
4. Set up the News feature block so to appear on the homepage:
   - Select *Structure > Blocks layout* from the top grey admin bar.
   - Scroll down to the Content region and check whether the block is already there. If no, click on the Place block button.

Content	Place block	←
Tabs		core
Primary admin actions		core
Main page content		System
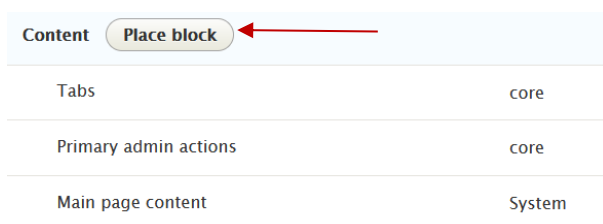
   - On the appearing pop-up, type *News feature* in the search box and then click on the Place block button next to the News feature block.

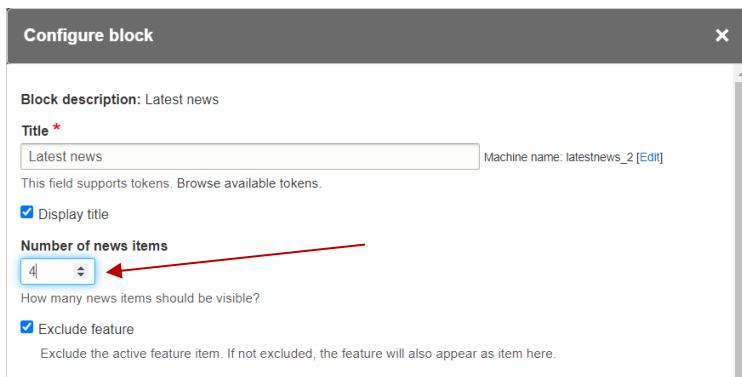| News feat		←
BLOCK	**CATEGORY**	**OPERATIONS**
News feature	Cochrane Groups	Place block ←
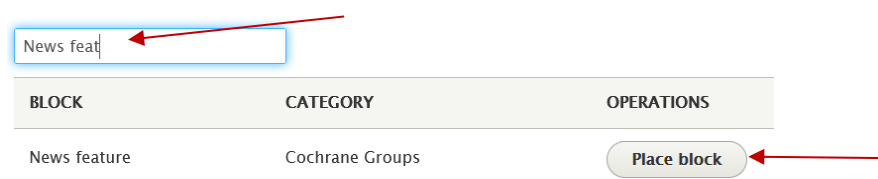
   - On the appearing Configure block pop-up, type *<front>* in the Pages text area of the Pages section, and check that the Show for the listed pages radio button is selected and then click on the Save block button.

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[7] While on *cochrane.org* there are 8 news items displayed, your website is set up to display only four top stories. If you want to increase this number, change the Number of news items value of the Latest news block – *see below*.
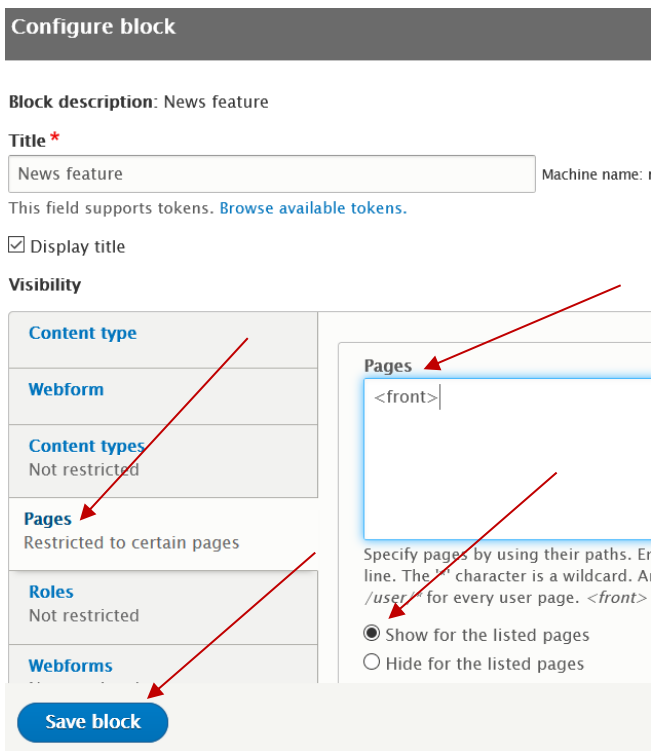
5. Do the same thing for the Latest news block: but for this block, you can set an extra property that refers to the Number of news items to display (the default is 4).

6. Back to the Blocks layout page, check that the News feature block is above the Latest news block. In case, *rearrange them*.

As for how to set the order of the news into these two blocks, *see the corresponding section on the News chapter*.

Finally, note that the width of the area on which the Feature and the top stories appear on the homepage can be adjusted to two different values: *see here on how to*.

How to manage *Menus*

The structure of your website is determined by how pages are connected to one another. This connection is established by declaring the parent item of a page via the Menu settings of the page itself – see *how to manage a menu item for a page*. Here follow instructions on how to access and manage the website's structure.

Display the website's *menu structure*

1. To display the whole site's (menu) structure, first select *Structure > Menus > Main navigation* from the top grey bar.
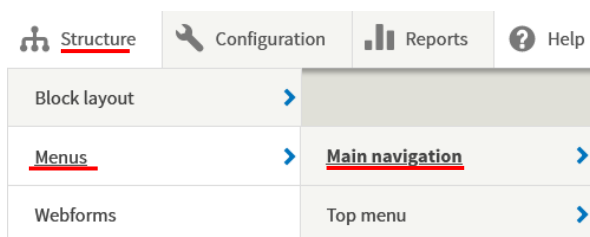
   Note: another menu is available from the Menus, called the Top menu: more on this menu below.
   Also note: Each of the two menus correspond to a block whose position and display is managed via the Blocks layout page. The Main navigation and Top menu blocks are located in the Left sidebar and in the Top navigation areas respectively. It is recommended not to change this position, nor any other settings of these two blocks.

2. The administration page of the Main navigation's structure (i.e., the website's structure) lists all menu items, hierarchically ordered – remember that a menu item is always connected to a page. For each menu item, a drop-down with links to Edit its settings or to Delete the menu item are presented. A checkbox to enable/disable the menu item, that is not to have it displayed on the site, also appears.
   Note: while it is possible to edit the settings of a menu item, or to delete it, via this administration page, it's always better to manage a menu item at page level.

Management **of the** *hierarchy* **of the site's** *menu structure*

1. The image above shows an example of how a site's menu structure can be organized in three levels:
   - The first level of the <u>Main menu</u> is made of the *About Us*, *Evidence*, *Join Cochrane*, *Contact Us* and *News* pages (or better to say, their corresponding menu items). This first level of the menu's structure corresponds to the main horizontal menu bar displayed on every page of the website. Each of this top-level pages can be seen as main sections of the website.
   You may have noticed that the *Home* page is disabled, and therefore does not appear on the main horizontal menu bar. In fact, it is good practice not to have a link pointing to the homepage on the menu, since it has become a standard to have the logo of the website to point to the homepage.
   Note: For brand consistency throughout all Cochrane's web presence, and for the sake of good looking, it's important that the links displayed on the main horizontal menu bar don't go over two lines. In case, reduce the number of the links and/or their wording.
   - The second level for the *About Us* section is made of the *Our team* and *Scope* pages; put it differently, they are all children of the *About Us* page. Thus, their corresponding menu items will appear on the left sidebar of all the pages within the *About Us* section.
   - The third level for the *Scope* sub-section is made of the *Projects* page, i.e., this latter page is the child of the *Scope* page.
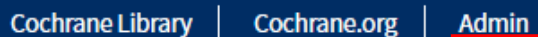
   The image below shows how menu items are displayed when on the *Scope* page.
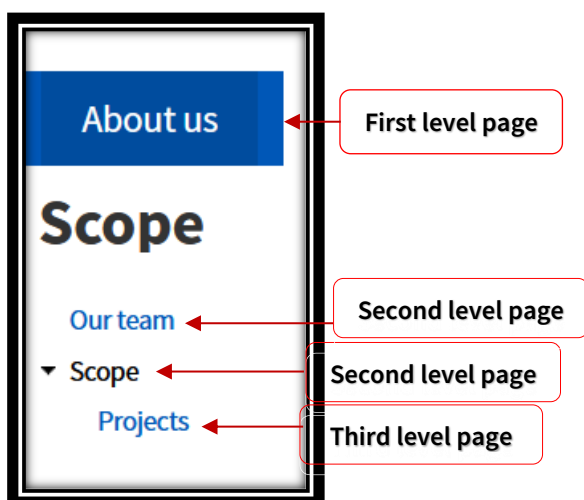
2. Before each menu item, the administration page of the Main menu's structure also displays an anchor: you can rearrange the order and the hierarchy of the menu items, by dragging, moving left of right and dropping the anchor. This is important when managing a page and *setting its menu item*: once the page is saved you may realize that the order of the menu items is not correct and this functionality by which you can rearrange that order.

Top (blue) menu

The Top menu is the one displayed at the top right-hand corner on every page of the website. It lists links to standard resources like the Cochrane Library or the cochrane.org website. An Admin link *to log in to the admin interface* of the website is also displayed there.
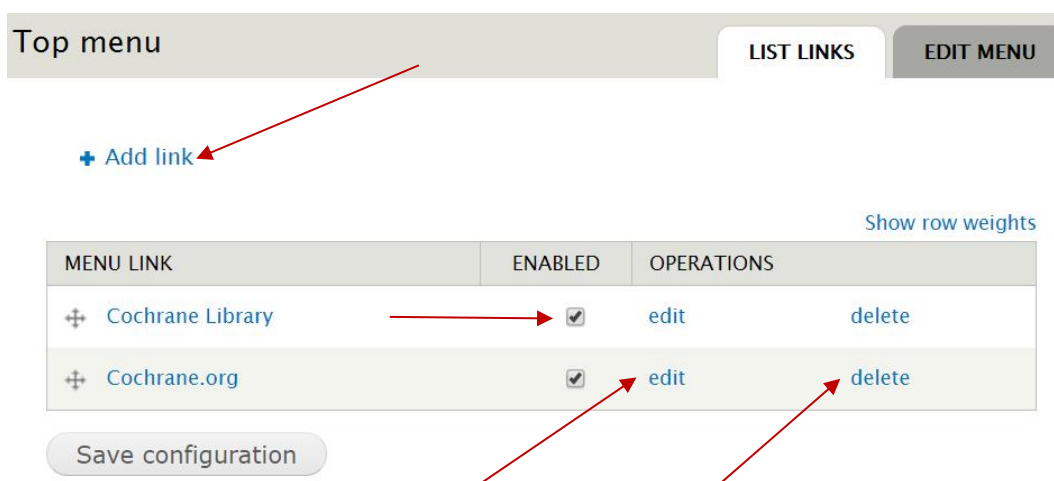
To access this menu and its links, select *Structure > Menus > Top menu* from the top grey bar.

Through the Top menu page is possible to enable/disable, edit or delete existing menu items, as well as adding a new one.

Note: Clearly, the Admin menu item is managed by the system and cannot be edited or removed.

How to manage basic website *settings*

There are a few settings that control your website and that you may need to be aware of.

You can access them by selecting *Configuration > System > Site settings* from the top grey bar.
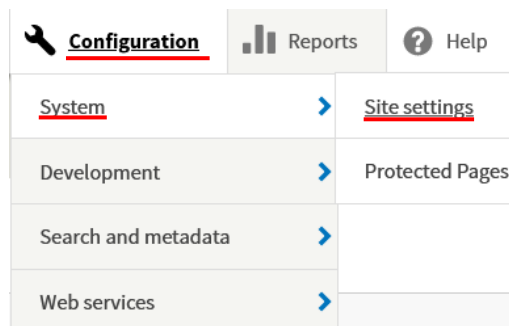
The **Site settings** page will look something like this:

Here the individual settings follow.

Set up a page to be the *Homepage*
The system needs to know which page of your website is going to be the landing page, and the Front page field is where to set this information.

For instance, if you create a new (empty) page that will display Feature and top news – like it's *the case explained here* – then you will have to insert the URL of the new page in this field. Or you can reference to this new homepage through its node number (e.g. '*node/1*') that is displayed on the browser address bar when the page is edited.

Here two examples:

Set up the *Homepage* default language for a multilingual website

If your *site is multilingual*, you may want to have the default homepage to point to the non-English version of it. To do so, simply select the language from the options under the Front page default language setting. This is an example of a site with a non-English homepage:

Set up the width of the main pane on the *Homepage*

This setting is about the width of the area on which the Feature and the top stories appear on the homepage – if the *homepage has been set up to show a Feature and top news*.

From the Front page second sidebar width radio buttons, you can select one of the two available options:

- *Wide*, if you want to display on the homepage a bigger right column – as it is the case for the central Cochrane websites, *cochrane.org* and the *Community site*.
- *Regular*, if you want to keep the right column as big as it is on any other page of the website.

As for any other settings, remember to click on the Save settings button if you do make any change.

The first option is the preferred one. Below, two screenshots displaying the two different solutions.

To show the date on news item

Tick this checkbox if you want to show the date on the *https://yourgroup.cochrane.org/news* page and at the bottom of individual news items.

How to manage a *multilingual site*

IMPORTANT: this section still refers to the old version of the platform (Drupal 7) and it will soon be updated to reflect the new admin interface of the latest version (Drupal 9). If you need assistance with managing your multi-lingual site, contact the web team at support@cochrane.org.

A multilingual site is a site that contains one or more pages presented in different languages. Whenever a page is translated, the site will list the available versions of the page next to the top blue right menu.

The picture below is taken from the *Cochrane Switzerland website*, which is a good example of a multilingual site:
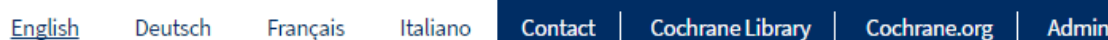
If a site is multilingual, all the addresses of the non-English pages will be automatically prefixed by a language code. For instance, if a site has an '*About us*' page (whose address is '*about-us*') and the page has been translated into French with a title as '*A propos*' (and its address is '*a-propos*'), the system will automatically add a '*fr*' prefix before the address, i.e. the complete URL of the French page will be *https://[xxxx].cochrane.org/fr/a-propos*. This is something to remember when *managing menus* because it won't be necessary to add the language code in the Path field of the menu item.

Note: if you need to add a new language to, or need to remove an existing one from, your website, contact the Web Team at support@cochrane.org.

How to create a translation of a Page

When you want to translate a page, you basically have two options:
1. You set the language of the page to anything other than the default '*Language neutral*' (this is always the first step with a not yet translated page).
2. You add another translation.

1. When you *create or edit a page* or a news item, a Language drop-down list is available under the Title field, the default option being *Language neutral*[8].
   To explain how the system works, let's consider a site that has pages in four different languages. The following cases may occur:
   - You have a page that has only one version and its language is set to *Language neutral*: this version of the page will be displayed *on every four versions of the site*.
   - You have a page that has only one version and its language is set say to *French*: the page will be displayed *only on the French version of the site*.

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[8] Of course, this option doesn't need to be changed when dealing with a site in a single language.

- You have a page with two translations, one in *French* and one for *Language neutral*: this latter version will be displayed *on all the other three versions of the site that are not in French*.
- You have a page translated in the four languages, i.e. no version is set to *Language neutral*: obviously, *each of the four versions of the site will display the corresponding translation*.

2. Once the Language value of a page is set to anything other than *Language neutral* (and the page has been saved), a new Translate tab appears next to the View, Edit and Revisions ones.
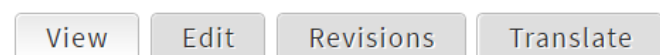
This Translate tab displays the list of existing and possible translations for the page. In the example below, the page *Our trainings* has three translations published, one in English, one in French and one in Italian; one more version can be added, German.


Note that there is an 'enabled languages' link above the table (not displayed in this picture) that points to a page you don't have permission to access. In fact, only the Web Team can add or remove languages from your website, therefore you'll need to contact them at support@cochrane.org in case you want to modify the list of available languages.

As a final note and at the risk of stating the obvious, adding a translation to a page doesn't correspond to producing an automatic translation of the English (or any other *source*) version. The translation will still have to be provided 'manually'.

How to set up a language of a Block

When *editing a block*, the Languages section allows you to set the language for the block, i.e. to make the block appear only on the specified version.
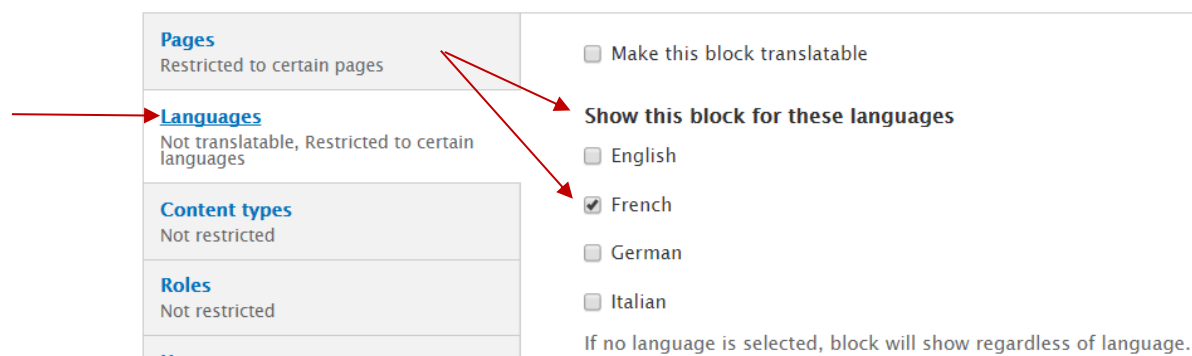
How to manage Menus in a multilingual site

Regarding menu items, when adding or editing a translation to a page or to a news, the interface is just the same as in any other pages or news: that is, you can set up the page so as to display a corresponding menu item by using the Menu settings of the page itself – see *how to manage a menu item for a page*.

This will create a new menu item for that translation, as you can see on the *Menu Administration Page*.

There is an exception to this that concerns the *News page*, i.e. the page that is automatically produced and delivered by the system to list all news. In a multilingual site, the system takes care of the creation of the different versions of the */news* page: for instance, if you have some news translated into French, the system will automatically display these French news on *fr/news*. From a web publisher perspective, this entails that if you have a menu item pointing to the */news* page, you just need to make sure that the language for this menu item is set to '*all languages*', with no need to create different menu items for different languages; because, to repeat, this will be handled by the system.

How to translate strings

Some specific strings, like the title of the *top news* block on the homepage ('*Latest News and Events*'), the site's logo strapline ('*Trusted Evidence. Informed decisions. Better health*') or some other default text (like the title page '*Our news*' or the '*Read more*' link that appear on the */news* page) can be translated at website level by accessing the Translate Interface from the top black admin menu.

Note that by default you do not have access to the Translate Interface: to gain access to it, first contact the Web Team at support@cochrane.org.

After having logged-in to the website, select **Configuration** > **Regional and Language** > **Translate interface** > **Translate** from the top black menu.

The Translate Interface page allows to search the string one wants to translate. Note that the search is case sensitive: in the example below, '*Trusted evidence*' has been searched and a string has been returned; on the contrary, a search for '*trusted evidence*' would have returned no hits.

By clicking on the Edit link, it is possible to provide translations of the string. In the example below, a French and German version of the '*Trusted evidence.*' string has already been done, while the Italian version is still missing.

Remember to *clear the cache* once the translations are saved.

How to set up the default homepage in a multilingual site

See instructions under the Settings section.

How to have multilingual *Feature and top news*

If you have set up the *homepage to show a Feature and top news* and the corresponding news have been translated, then the system will automatically show the translated news on each of the corresponding versions of the homepage.

What is left to you to do is to translate the title of the top news block – usually '*Latest News and Events*'. For this, just see *How to translate strings*.

How to have multilingual Funders block

On the homepage, you may need to display the Funders' logos differently according to the language of the homepage (because for instance their logos come in different translated versions). To achieve this:

1. *Edit the existing Funders' block* and set its Language to a specific language (e.g. to set it as to appear only on the English homepage).
2. Manually *create blocks*, one for each further language, insert logos into those blocks and set the language of the blocks to the corresponding language.

Clearly, keeping just the default Funders block will entail that this will be displayed on every version of the homepage.

TODO

Configuration:

- Protected Pages
- Web services
- CSS injector

Reports

Embed external podcasts, also via iframe