Manual MPI Website

Max Planck Institute for Psycholinguistics

November, 2021. Version 3.5
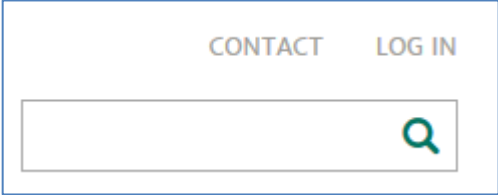
For questions: Maurice van Deutekom
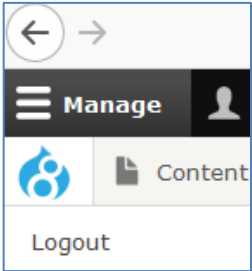
Contents

Login/logout

Login

At the right top. Click **LOG IN**.	

Logout

At the left top. Click the blue icon and select **Logout**. (If you don't see the icon, click **Manage** first)	

Content

General information

The content of a page consista of images, text, links and documents.
There are two types of content:

1) Content that is shown on the website
2) Content that is shown on the website **and** where a summary the content is shown in other parts (= overviews) on the website. These are the content types News, Events and Jobs.

The summaries of second content type are used in:

- the *Latest News*, *Upcoming Events* and *Vacancies* overviews on the homepage
- The news, events and vacancies overview pages (https://www.mpi.nl/events, https://www.mpi.nl/news , https://www.mpi.nl/career-education/vacancies)
- the subpages of the department pages (e.g. News, Events and Vacancies)
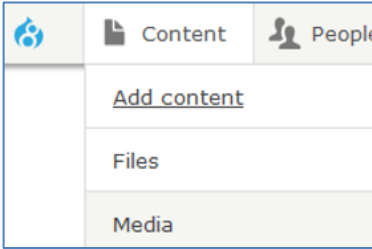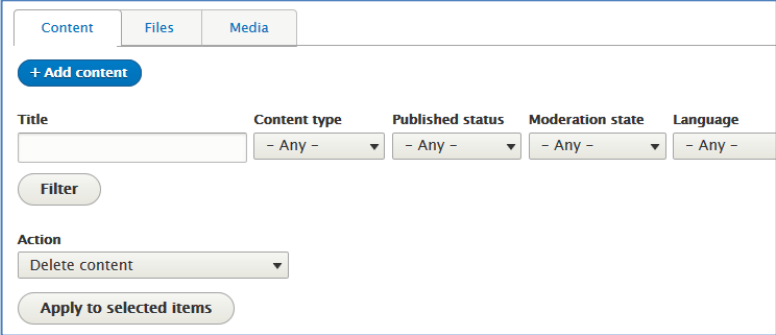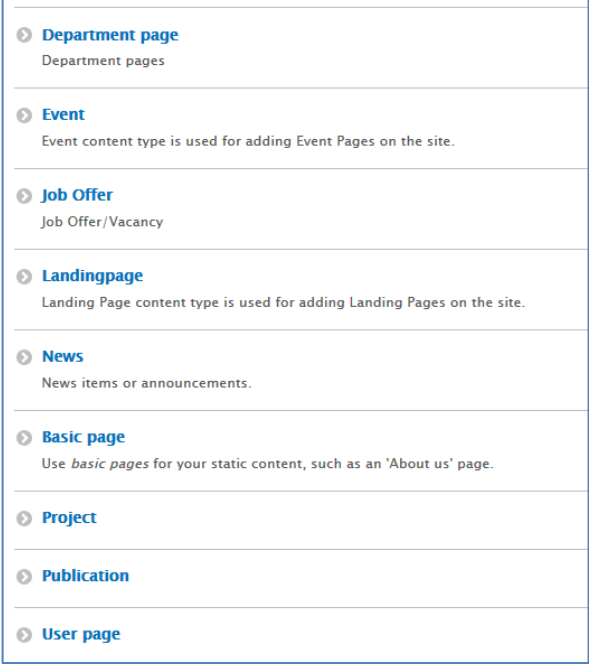
On the global site all news, events and jobs are shown, on the department page only specific items for news, event and job items are shown in the overview.
For the department pages these items must be added later (see: *Link department content*, page 8).

When you add content to the website the workflow is:

- First: add your files/documents (e.g. .pdf, .docx) (see: *Media*, page 12)
- Second: create your content page, as described below

Add new content

Main menu (on the top left): **Content ---> Add content**	
You can add the following: • Event • Job Offer • News • Basic page The others content types you do not add.	

When you have selected a content type, you can continue to create your content.

Create new content
(to clone (= duplicate an existing page) see: *Clone content*, page 11))

Every content type has a tabbed structure (Here: **Base content**, **Header area**, **Content Area**, **Sidebar Area**).
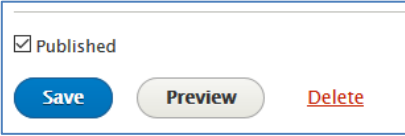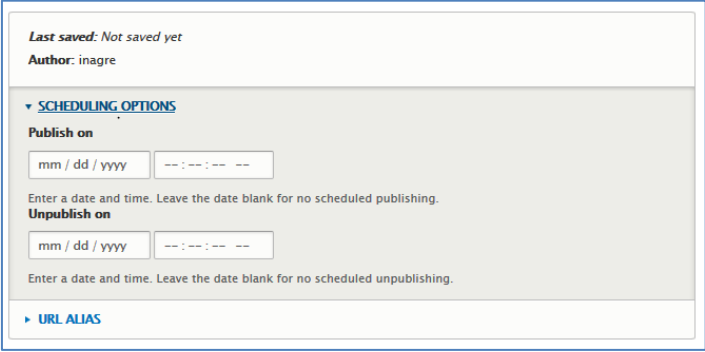
Each tab can (or must) be filled with content.

!!! Fields with a red * are mandatory and must be filled

The tab **Content Area (1)** is where most of the page is created.
Here you can edit the page.
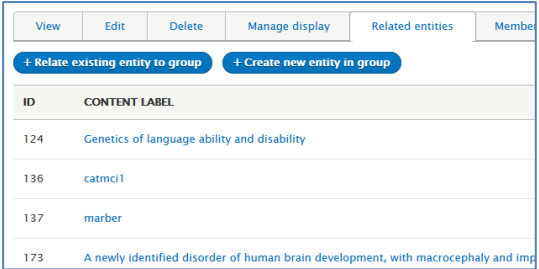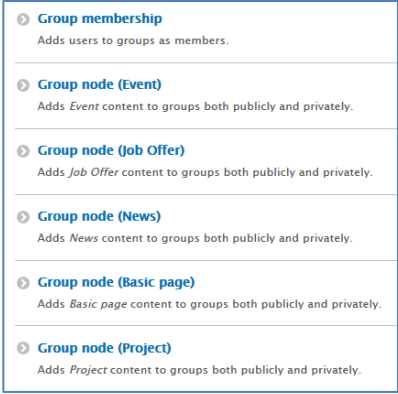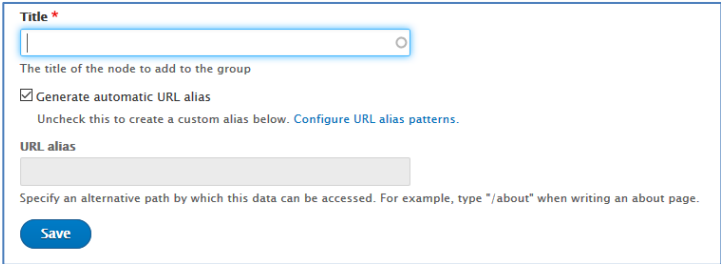
2) You can use the CKeditor (see: *The editor*, page 17)
3) On some pages you can find extra content blocks. In this example '*Simple content*'.
4) If you press **Edit** you can edit this block. (with **Collapse** (not shown) you can collapse this part).
5) You can always add extra Page content (blocks), press the arrow to select the extra page content you want to add. Normally there is no need to do this. (More about this see: *Paragraphs*, page 15)

Tip! When you can not save your page and don't see an error: navigate to the tab with a red *****. There is a good chance you did not fill in the mandatory fields.

When you are finished with the page, there are 2 options:
 	
• **Save** (the page is published)
• **Preview**
  (this gives you the option to view the page before it is published)
  To end the Preview, click **Back to content editing**.	

There is a checkbox **Published** present, when checked the page is published. Unchecked the page is unpublished. Always click **Save** afterwards.	
(publish on a certain date) There is an option to (un)publish content at a certain time. The **Scheduling options** are at the right of the screen. (This uses AM/PM time settings, AM before 12 midday, PM after 12 midday)	

If your page was a News item, an Event or a Job Offer you can add this to the overview (News, Events, Vancancies) on a department page (see: *Link department content,* page 8).

Link department content

When you want to show your content (News, Events, Vacancies) on a department page, do the following:

Go to the main department homepage (f.e. *https://www.mpi.nl/ /department/language- development/3*). Click on the cog and select **All entities**.	
Click on the blue button: **+ Relate existing entity to group**	
Select the type of content you want to relate to the department. (Event, News, Job Offer (=Vacancy))	
Type the title of the content you want to relate. When found click **Save**.\n\nThe content will now be shown in the overview (News, Events or Vacancies).	

Edit content

There are two ways to edit a page.

1. Via the page itself

Click on the cog on the right of your screen. And click **Edit**. **(Tip!** This is the best way to edit a page.)	
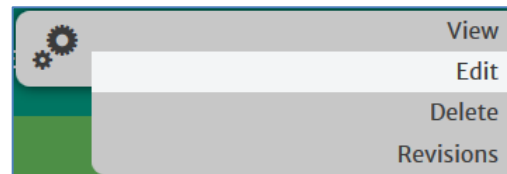
2. Via the content overview

Main menu: **Content**.
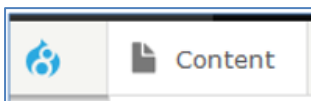
Here you find all the content items, you can filter them via the top bar where you can type a part of the title and click **Filter**.

When you are finished editing, there are the options:

- Save (the page is (un)published)
- Preview (view the page before you save it to publish it)
- Delete (delete the page)

There is a checkbox **Published** present, when checked the page is published. Unchecked the page is unpublished. Always click **Save** afterwards.

Useful tips about editing:

- For heading within a page use the *Heading 3* format in your editor.
- The copy/paste of a Word document is not always nice, especially the heading text blocks. When you place an extra <enter> at the beginning of the heading title, the problem is solved.
- Always test your links and the page setup when you are finished editing.
- If you have trouble editing and want to go back and save nothing, go to the tab **View** or click on *Max Planck Institute* in the breadcrumb.

Clone content

With some content it is easier to duplicate an existing page and change some of the text and publish it under another name.
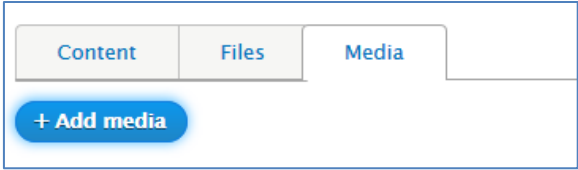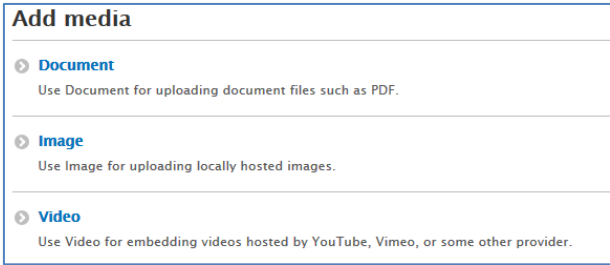
First go to the page you want to duplicate.	
Click on the cog on the right of your screen. And click **Clone**.	
The page is **exactly** the same as the one you cloned. You can change text, but you **must** change the title!	
When done click **Save** to publish.	

Media

This chapter describes how to add media (documents, images and videos).
As stated earlier, when you add new content to the website the workflow is:
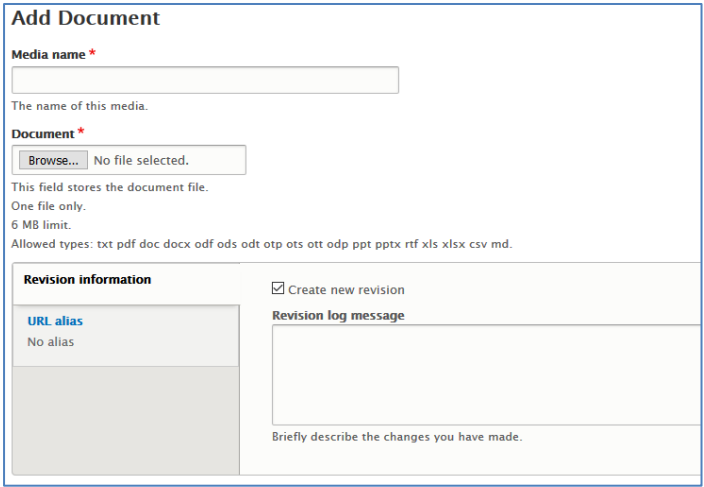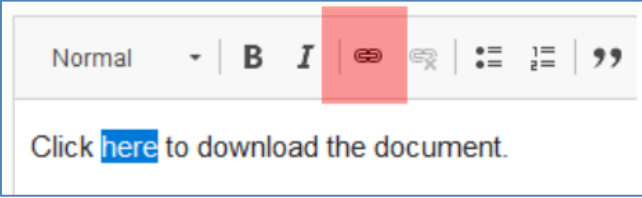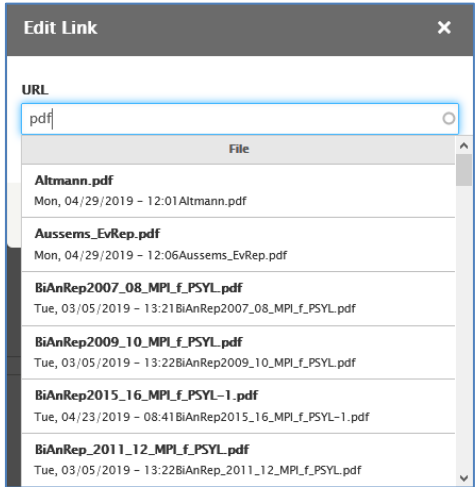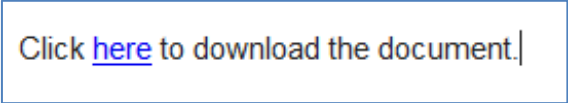
- Add documents
- After you added these you create your content (within the content editor you can easily add images see: *The editor:Image*, page 19)

Main menu: **Content ---> Media ---> Add media**	
You have three options: - Document - Image (see page 19 for the easy upload) - Video	

Document
The allowed document types are: txt, pdf, doc, docx, odf, ods, odt, otp, ots, ott, odp, ppt, pptx, rtf, xls, xlsx, csv, md. We recommend to use pdf. The maximum file size is currently 12 Mb.

Give the document a **Media name** (that makes sense, because this will eventually become the link name). Browse and upload the document. Click **Save.**	

When Saved, a link appears at the left of your screen.	3245_001.pdf
To embed it on a page edit the page. Type your text and select the text to link it. Click on link icon and a new window appears.	Normal ▾ | **B** *I* | 🔗 ⟲ | :≡ ₁≡ | 🙶 Click here to download the document.
Here you type the name of your previously added document (it is sorted by date). Select the name your file.	**Edit Link** ✕ URL pdf ○ File **Altmann.pdf** Mon, 04/29/2019 – 12:01 Altmann.pdf **Aussems_EvRep.pdf** Mon, 04/29/2019 – 12:06 Aussems_EvRep.pdf **BiAnRep2007_08_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:21 BiAnRep2007_08_MPI_f_PSYL.pdf **BiAnRep2009_10_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:22 BiAnRep2009_10_MPI_f_PSYL.pdf **BiAnRep2015_16_MPI_f_PSYL-1.pdf** Tue, 04/23/2019 – 08:41 BiAnRep2015_16_MPI_f_PSYL-1.pdf **BiAnRep_2011_12_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:22 BiAnRep_2011_12_MPI_f_PSYL.pdf
Click **Next** and the link is there.	Click here to download the document.

Image

For the easy upload method within your content see: *The editor:Image*, page 19.

The allowed image types are: png, gif, jpg, jpeg. The maximum file size is currently 12 Mb. Give the image a **Media name** (that makes sense).

Select image category (you use this if you want to use an image later; it is easier to find).

Browse and upload the image.

Click **Save**.

Add Image

Media name *

The name of this media.

Image category
– None –

media_image *
Browse... No file selected.
One file only.
6 MB limit.
Allowed types: png gif jpg jpeg.

Caption

Revision information   ☑ Create new revision
                                   Revision log message
URL alias
No alias

                                   Briefly describe the changes you have made.

Video

You cannot upload video's. You must use a link. For video's without a link contact the TG.

Give the video a **Media name** (that makes sense).

Add the URL of the video.

When finished, Click **Save**.

Add Video

Media name *

The name of this media.

Video URL *

Revision information   ☑ Create new revision
                                   Revision log message
URL alias
No alias

                                   Briefly describe the changes you have made.

Paragraphs

This chapter describes Paragraphs, these are the building blocks of the website. Paragraphs are part of the page; the blocks you see on a page. Normally you do not add paragraphs on existing pages. You only will use them to change text within the website.
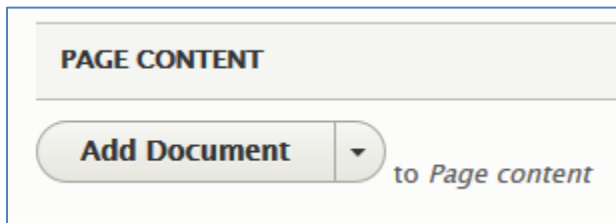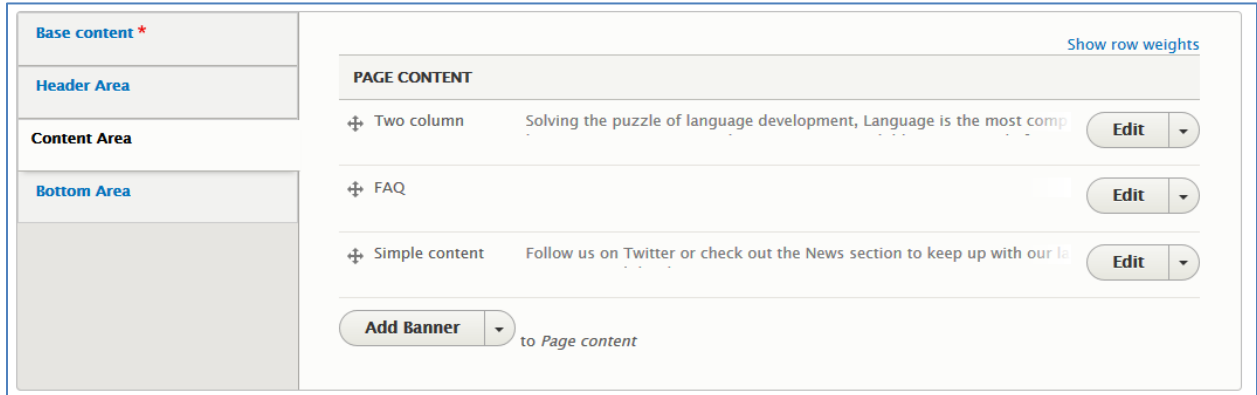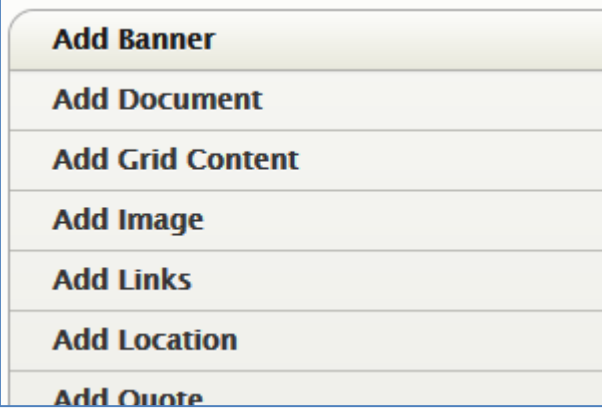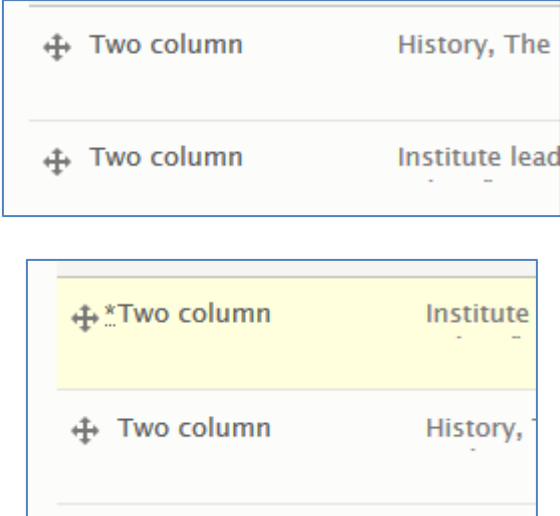
The most used paragraphs are:

- Simple content: a block of editable text
- Two column: this can contain other paragraphs
- User/Members: you can select a user (with a profile photo and his/her data)
- Document: you can add documents
- Image: you can add an image, this shows on the full width of the page

Paragraphs are found on the Tabs **Content**, **Bottom** and **Sidebar Area** of a webpage.

You can edit an existing Paragraph, by clicking **Edit**. (with *Collapse* (not shown) you can collapse this part).	

You can a new Paragraph, click **Add** *<Name>*.	
You can change the order of a paragraph. Go to the cross at the front of the paragraph. Your mouse turns into a drag-and-drop cross. Select the paragraph, hold the mouse and move your paragraph to the wanted position. When done, the moved paragraph is yellow.	

The editor

This chapter describes the so-called CKeditor, the editor of the website. The buttons that are discussed in the sections are highlighted in red.
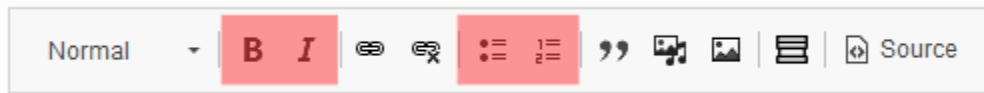
Text can be added and changed in: bold, italic, unordered list (= a list with bullet points), ordered list (= a numbered list).

Heading
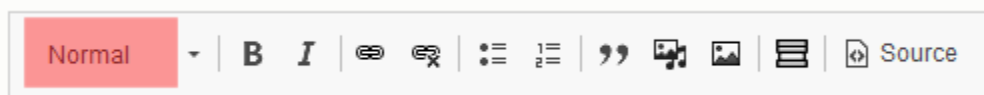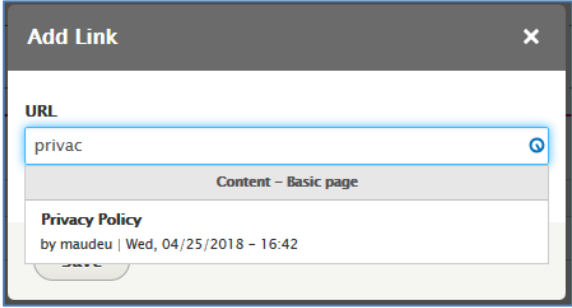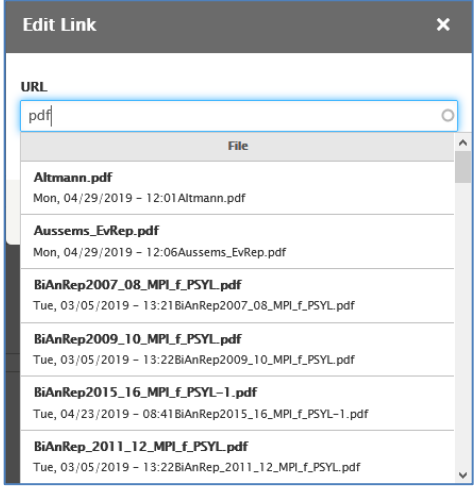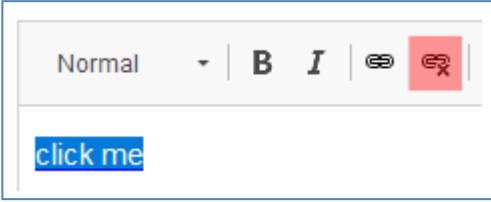
For heading use: *Heading 3*, this will print a smaller bold font and colored.

Links
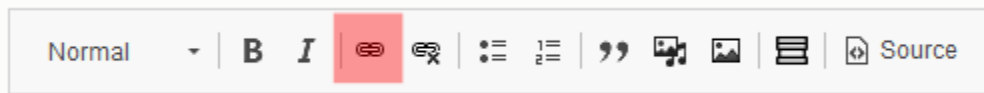
When you type a http/https or a mail address, the website will transform this into a valid link.
Parts of text can also be transformed into a link.

Select the part you want to transform in a link and press the link button.	
Add the link. This can be an external link (http/https) or an internal link or a document. Here you can start typing to find the content of the internal page you want to add. Click **Save**.	

	Add Link ✕ URL privac *Content – Basic page* **Privacy Policy** by maudeu | Wed, 04/25/2018 – 16:42
Click on link icon and a new window appears. Here you type the name of your previously added document of just pdf (it is sorted alphabetically). Select your file.	**Edit Link** ✕ URL pdf File **Altmann.pdf** Mon, 04/29/2019 – 12:01Altmann.pdf **Aussems_EvRep.pdf** Mon, 04/29/2019 – 12:06Aussems_EvRep.pdf **BiAnRep2007_08_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:21BiAnRep2007_08_MPI_f_PSYL.pdf **BiAnRep2009_10_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:22BiAnRep2009_10_MPI_f_PSYL.pdf **BiAnRep2015_16_MPI_f_PSYL–1.pdf** Tue, 04/23/2019 – 08:41BiAnRep2015_16_MPI_f_PSYL–1.pdf **BiAnRep_2011_12_MPI_f_PSYL.pdf** Tue, 03/05/2019 – 13:22BiAnRep_2011_12_MPI_f_PSYL.pdf
Your link is available now.	click me
To unlink, select the whole link text and press the unlink button.	Normal ▾ | **B** *I* | 🔗 ⚓ click me
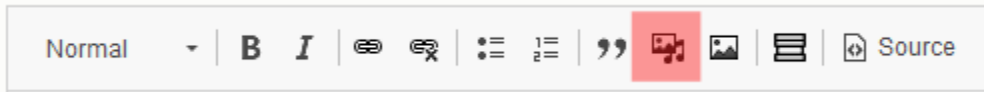
Image

Globally a page is divided in three columns. For Events, Vacancies and Basic pages the first two columns are used:
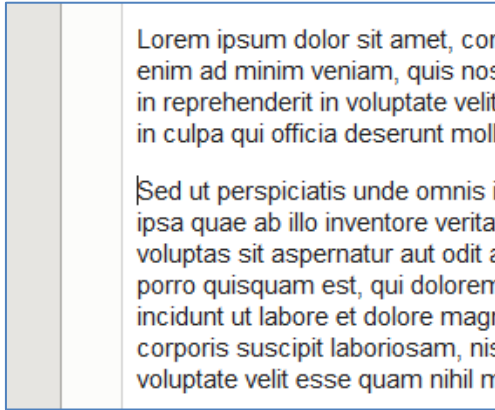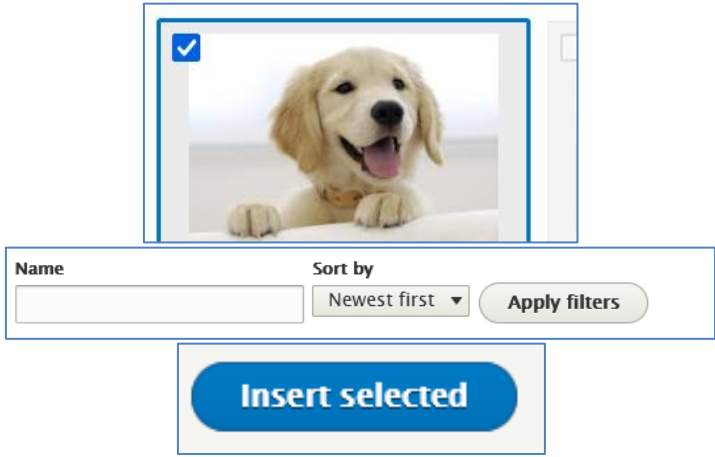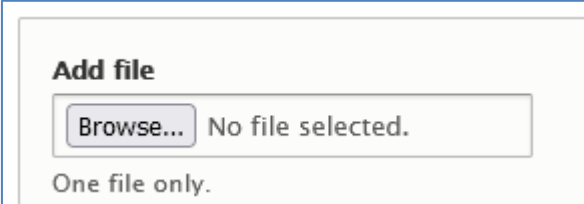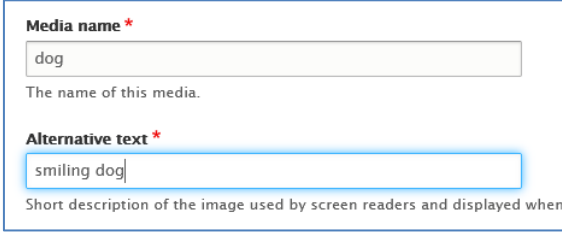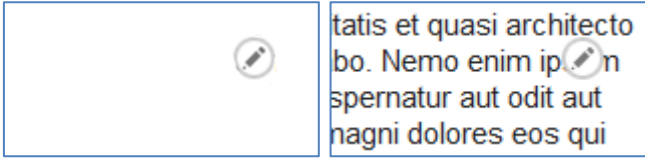
!!! Always start with your text. When this is done you can add the images.

The editor is not WYSIWYG (= What you see is what you get): so always use the **Preview** button before saving the page.

Put the cursor at the position where the image will come. Normally at the beginning of a paragraph (Here at "Sed").	Lorem ipsum dolor sit amet, cor enim ad minim veniam, quis nos in reprehenderit in voluptate velit in culpa qui officia deserunt moll Sed ut perspiciatis unde omnis i ipsa quae ab illo inventore verita voluptas sit aspernatur aut odit a porro quisquam est, qui dolorem incidunt ut labore et dolore magr corporis suscipit laboriosam, nis voluptate velit esse quam nihil r
Click on the add image button: An image browser appears. Select an existing image or add a new image.	Add or select media Image Document Add file Browse... No file selected. One file only. 2 MB limit. Allowed types: png gif jpg jpeg. Name Sort by Newest first ▼ Apply filters ☐ ☐ Baby & Child Research Center
Select an existing image *(use the filter option to narrow the results):* Check the checkbox . Click **Insert selected**.	☑ Name Sort by Newest first ▼ Apply filters **Insert selected**
Upload a new image Click **Browse**. *The allowed image types are: png, gif, jpg, jpeg. The maximum file size is currently 12 Mb.*	**Add file** Browse... No file selected. One file only.

20

When the image is too small it will look pixelated. An image that is too small will not show in a 2 or 3 column. A width must be at least 260px.	
Give the image a **Media name** (that makes sense) and an **Alternative text**. Click **Save**.	**Media name** * dog The name of this media. **Alternative text** * smiling dog Short description of the image used by screen readers and displayed when
When the image is inserted in the text, there is a pencil at the far right. With this the image placement can be changed. Sometimes the pencil is hidden in the text. Click on this pencil.	tatis et quasi architecto bo. Nemo enim ip n spernatur aut odit aut nagni dolores eos qui

Change the appearance of the image within the page.

Align: Where is the image?
- *Left:* on the left
- *Right:* on the right
- *None/Center:* Image at the left, no text to the right or left

Try to align the image to the right, within the text this looks better (and also on mobile devices).

Display: How large will the image be?
- *Inline media*:
  1/3 of the visible part
- *Inline media 2 column*:
  2/3 of the visible part
  (for Events, Vacancies and Basic pages this is the full with)
- *Inline media 3 column*:
  Full width

Click **Save**.
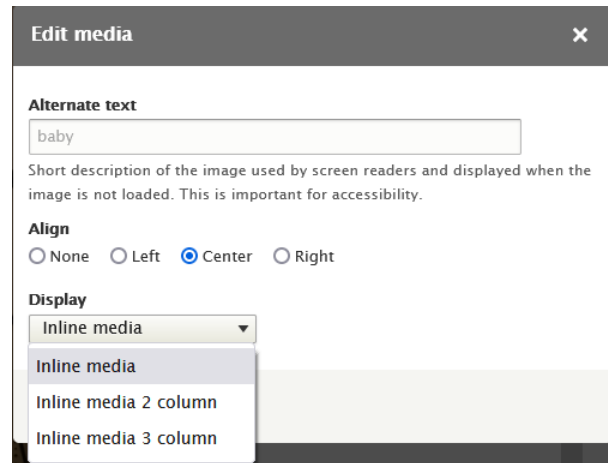
Editor view (above), website view (below)
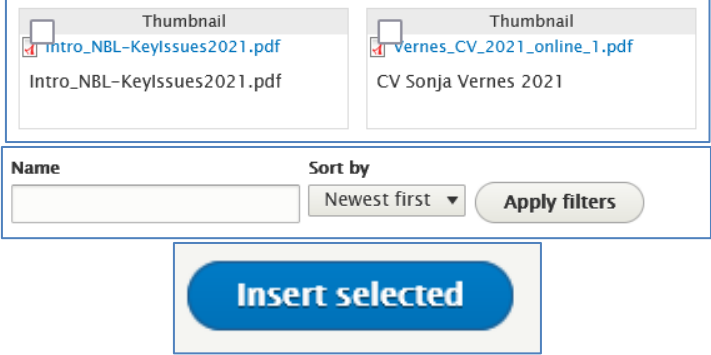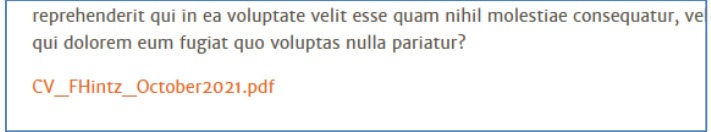
To remove an image. Right click the image and select **Cut**.
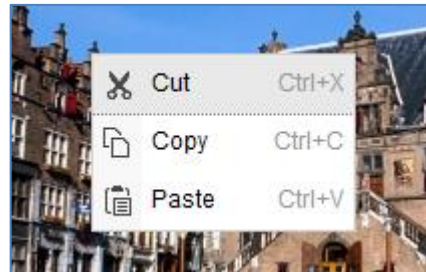
Document

This method is only meant for adding documents at the bottom of page. To link documents within a text see: *The editor:Links*, page 17.

Go to the bottom of the page. Click on the add image button: Go to the tab Document.	
Select an existing document *(use the filter option to narrow the results):* Check the checkbox. Click **Insert selected**.	
When this is done the link to the document is there (it aligns default to the left).	

Accordion
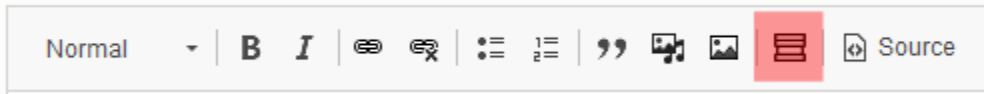
To make a proper section within your person page, we recommend you use the accordion feature to make a heading. The default accordion has two paragraphs, with a title section and a content section. You can add, delete paragraphs when needed.

When you press the accordion button some pre-defined content will appear. Here you can put your text.	
(After publishing this on the website it will look like the picture below, where you can fold and unfold the content.)	
Delete/add an accordion paragraph Put your cursor (in the editor) where you want to add/delete an accordion. Press your right mouse button, a menu will appear with three options (add before/add after/remove). This adds/removes an accordion: title + content.	

Source
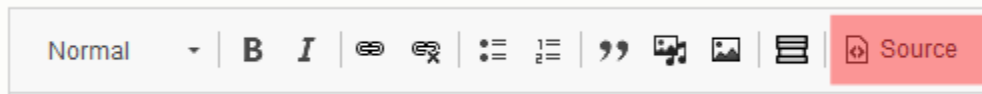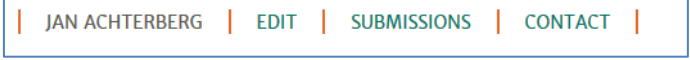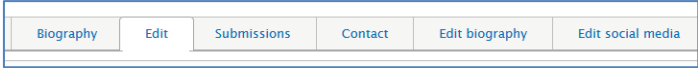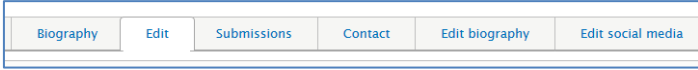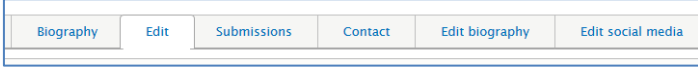
If you have experience with the HTML code, you can edit your HTML code. Although not all tags are allowed. When you are done editing, save your page.

Useful tips!

- For heading within a page use the **Heading 3** format in your editor.

- The copy/paste of a Word document is not always nice, because Word uses its own fonts, colors etc. Use CTRL + SHIFT + V to paste a Word document as plain text.

- Always test your links and page setup when you are finished editing.

People page

People pages can only be edited by secretaries.

Go the people page of the person you want to edit. Click **Edit.**	| JAN ACHTERBERG | EDIT | SUBMISSIONS | CONTACT |
Click the tab **Edit biography** to edit the person page.	Biography Edit Submissions Contact Edit biography Edit social media
MPI directors do have some content on other places. Click the tab **Edit**	Biography Edit Submissions Contact Edit biography Edit social media
MPI directors do have some content on other places. Click the tab **Edit**	Biography Edit Submissions Contact Edit biography Edit social media
Go to **Content**. Here you can edit the content.	

Appendix

Content types

Basic page

Tab Base content
• **Title**
  The title of the page.
• **Summary**
  A small summary which is displayed on the top of the page.
	Base content *
	Header area
	Content Area
	Sidebar Area
	
	Title *
	Summary *

Tab Header area • **Header** A photo banner (do not use this for simple pages).	Base content * Header area Content Area Sidebar Area Header – None –

Tab Content Area
• **Introduction**
  The further text of the page.
• **Page content**
  You can add paragraph blocks (see page 15), usually this is not needed.
	Base content *
	Header area
	Content Area
	Sidebar Area
	
	Introduction
	Format
		B _I_ ...
		
		Text format Limited HTML
		
		PAGE CONTENT
		Add Document to *Page content*

Tab Sidebar Area • **Sidebar content** You can add paragraph blocks (see page 15), usually this is not needed.	Base content * Header area Content Area Sidebar Area Sidebar content *No Paragraph added yet.* Add User to *Sidebar content*

News

Tab Base content • **Title** The title of the news item, with a maximum length of 60 characters. • **Date** The date of the news. • **Highlight image** This image is shown on the page and on the overview pages. • **Summary** A small summary which is displayed on the top of the page and used as a teaser on overview pages.	
Tab Categories • **Category** The category of the news item (department, press, corporate).	
Tab Content Area • **Introduction** The further text of the page. • **Page content** You can add paragraph blocks (see page 15), usually this is not needed.	
Tab Sidebar Area • **Sidebar content** You can add paragraph blocks (see page 15), usually this is not needed.	

Job Offer

Tab Base content
• **Title**
   The title of the job offer, with a maximum length of 62 characters.
• **Introduction**
   A small summary which is displayed on the top of the page and used as a teaser on overview pages.	

Tab Categories • **Function group** • **Skill level** • **Contract type**	
Tab Content Area • **Content** Here you add the paragraph block: **Simple content** (see page 15)	

You get a block where you can put content in your screen.

- **Title**
  (we will not use this)
- **Content**

Here you place the text of the job offer**.** In the text you use the following headings (Format = Heading 3) in this order:

- *Job description*
- *Requirements*
- *Conditions of employment*
- *The employer*
 (here you use standard text about the MPI)
- *Application procedure*

CONTENT

Simple content

▸ **IMAGE**

Title

Content *

| Format ▾ | B | *I* | | :≡ | ⅰ≡ | 99 | Source |

Text format Limited HTML ▾

LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/*. *http://example.com.* Enter *<front>* to link to the front page.

Link text

Select a style
– None –

Add Form ▾ to *Content*

Event

Tab Base content • **Title** The title of the event • **Highlight image** This image is shown on the page and on the overview pages. • **Summary** A small summary which is displayed on the top of the page and used as a teaser on overview pages.	
Tab Event details • **Event location** (Donders, MPI, RU, etc.). • **Category** (Workshop etc.). • **Event Room** (which room) • **Event date** The date and time of the event. All day = checked: time is not displayed	
Tab Content Area • **Introduction** The further text of the page. • **Page content** You can add paragraph blocks (see page 15), usually this is not needed.	
Tab Sidebar Area • **Sidebar content** You can add paragraph blocks (see page 15), usually this is not needed.	

Problems with headings

Sometimes changing the font size of the heading give all the text some same size.
It can take a lot of work to sort this out.

This trick will always work:

Put all the text together	`Some text`
	`Heading1`
	`Text for heading1...`
	`Heading2`
	`Text for heading2...`

Use *Enter* the separate (enter gives two empty lines, a bit too much)	`Some text`
	
	`Heading1`
	
	`Text for heading1...`
	
	`Heading2`
	
	`Text for heading2...`

Use font style of the heading	`Some text`
	
	`Heading1`
	
	`Text for heading1...`
	
	`Heading2`
	
	`Text for heading2...`

And now the trick: Use backspace at the beginning of the text.	***`Heading1`*** *<use_backspace_here>*`Text for` `heading1...`
Done	***`Heading1`*** `Text for heading1...`