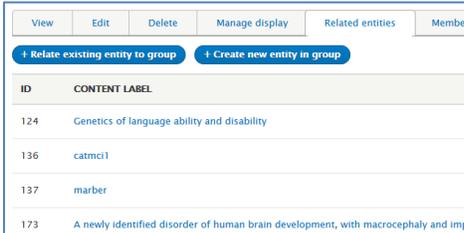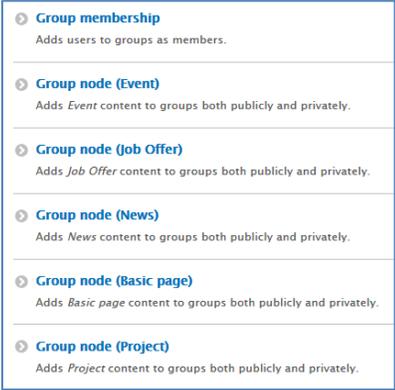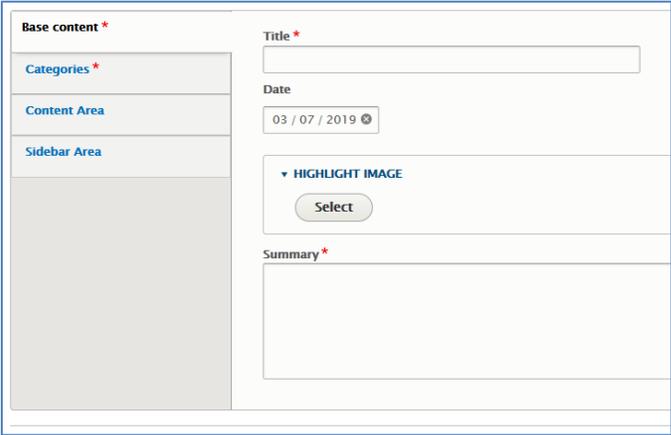# Add Department or Research Group Updates

This manual describes how to add Updates to the Department or Research Group pages.
A summary of these items only appear on the Department or Research Group page where the Updates were made. The main page of the Department or Research Group shows the two most recent items.

Contents

General

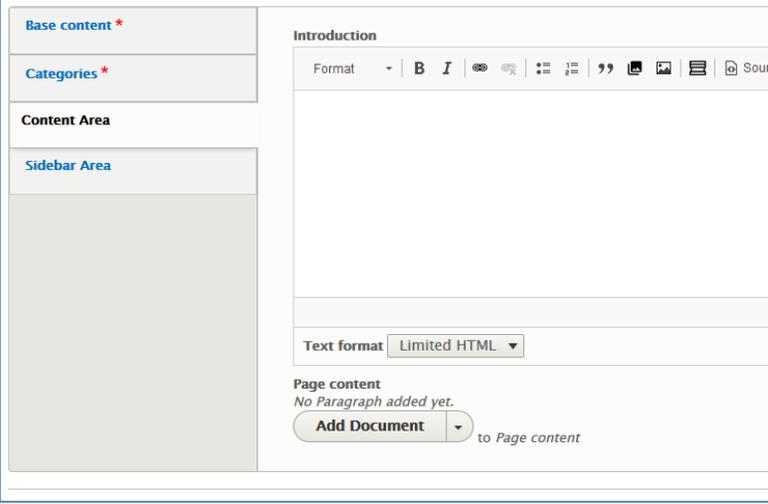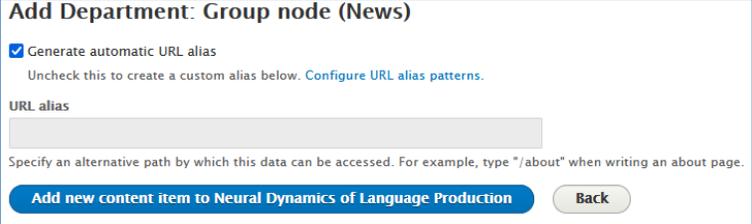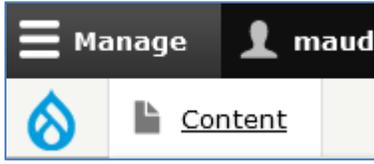|	
Go to the main department homepage (f.e. *https://www.mpi.nl/ /department/language-development/3*). Click on the cog and select **All entities**.	
Click on the blue button: **+ Create new entity in group**	

Select: **Group node (News)**	**Group membership** Adds users to groups as members. **Group node (Event)** Adds *Event* content to groups both publicly and privately. **Group node (Job Offer)** Adds *Job Offer* content to groups both publicly and privately. **Group node (News)** Adds *News* content to groups both publicly and privately. **Group node (Basic page)** Adds *Basic page* content to groups both publicly and privately. **Group node (Project)** Adds *Project* content to groups both publicly and privately.

Add Department: Group node (News) appears, it contains four horizontal tabs.
 	
Tab Base content
 	
- **Title** (mandatory)
  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.
  (see page 3 how to insert)
- **Summary** (mandatory)
  A small summary which is displayed on the top of the page and used as a teaser on overview pages.
	Base content *
	Categories *
	Content Area
	Sidebar Area
	
	Title *
	
	Date
	03 / 07 / 2019
	
	▾ HIGHLIGHT IMAGE
	Select
	
	Summary *

Tab Categories - **Category** (mandatory) The category of the news item (department, press, corporate etc.).	**Base content *** **Categories *** **Content Area** **Sidebar Area** Category * – Select a value –

Tab Content Area
 	
• **Introduction**
  The further text of the page. (see page 5 how to editor works)
 	
• **Page content**
 	
  Do not use this.
	Base content *
	Categories *
	Content Area
	Sidebar Area
	
	Introduction
	Format B I 🔗 ... Source
	
	Text format Limited HTML ▾
	
	Page content
	No Paragraph added yet.
	Add Document ▾ to *Page content*

Tab Sidebar Area • **Sidebar content** *Do not use this.*	Base content * Categories * Content Area Sidebar Area **Sidebar content** *No Paragraph added yet.* Add Banner ▾ to *Sidebar content*
When you are finished with the page tick the checkbox **Published** and **Save:** the page is published. When you do not tick **Published**, the page is saved, but not published. See the next page, how to edit a (un)published page.	☑ Published Cancel Save
Finally you must confirm with the button **Add new content time to <your department>**	**Add Department: Group node (News)** ☑ Generate automatic URL alias Uncheck this to create a custom alias below. Configure URL alias patterns. **URL alias** Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page. Add new content item to Neural Dynamics of Language Production Back

| To edit the page, go to the page directly (or via the Main menu at the top left -> Content) | |
| Click at the right on the cog and then **Edit**. | |

Highlight Image

| Click **Select** to select an image. | |
| You can select an image that is already there. But in most cases you need to Add a new image.

Go to **Add new image** | |

Here you can upload an image. • Media name (mandatory): *this will be the name of the image in the file system* • Image category: News • Alternative text (mandatory): *this is needed for people that use a screenreader* • Caption: *this is optional* • URL alias *leave this blank* Click **Save** to finish.	**Media image** Select existing image Add new image **Media name** * Dog The name of this media. **Image category** News ▾ **media_image** * **Alternative text** * Woof Short description of the image used by screen readers 📄 kleine_hond.jpg (8.53 KB) ▸ CROP IMAGE Remove **Caption** Dog **URL alias** Specify an alternative path by which this data can be accessed. For exam ☑ Publishing status A boolean indicating whether the media is published. Save
When done, you see that your image is inserted.	▼ HIGHLIGHT IMAGE You can select up to 1 media items (0 left). **Dog** Remove

The editor

This chapter describes the so-called CKeditor, the website editor. 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).
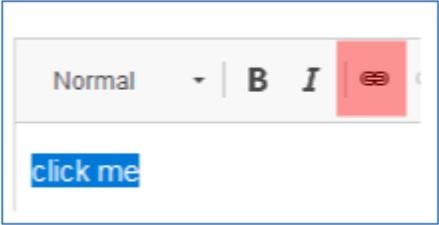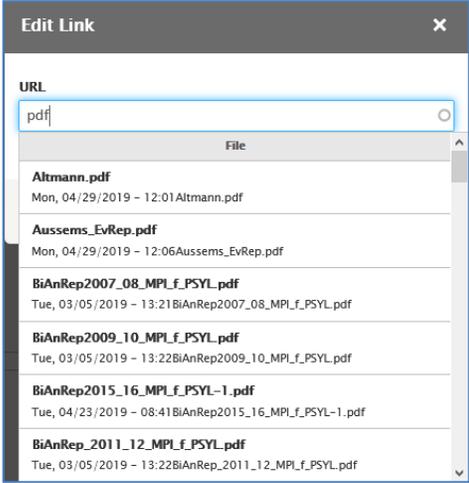
Heading
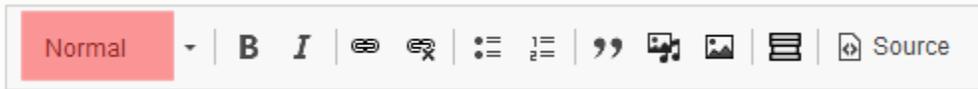
For heading use: ***Heading 3***, this will print a smaller bold font and colored.

Links
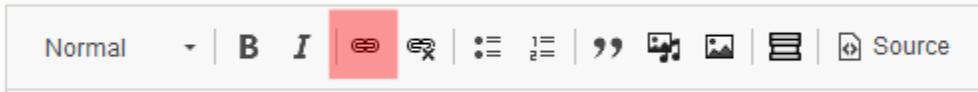
When you type a http/https or a mail address, the website will transform this into a valid link. Parts of text can also be transformed into a link.
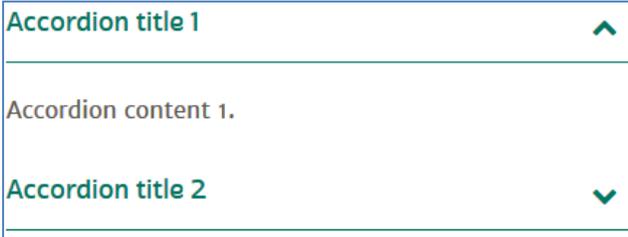
Select the part you want to transform in a link and press the link button.	
Add the link. This can be an external link (http/https) or an internal link or a document. Here you can start typing to find the content of the internal page you want to add. Click **Save**.	
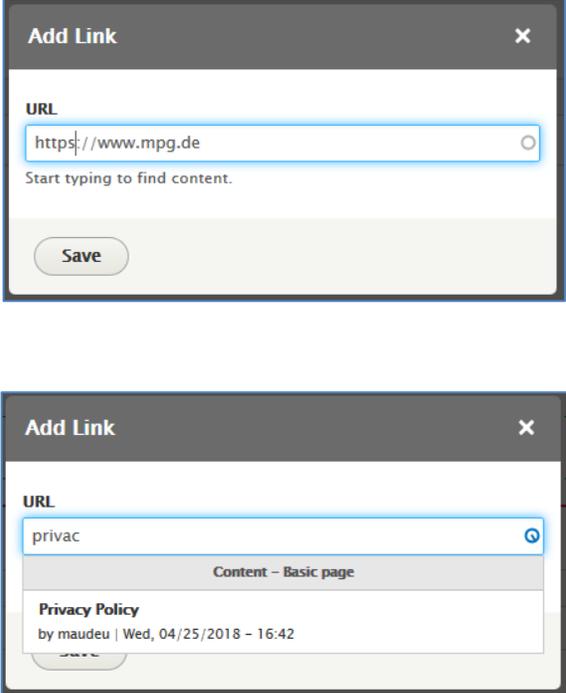
Click on link icon and a new window appears. Here you type the name of your previously added document of just pdf (it is sorted alphabetically). Select your file.	**Edit Link** ✕ URL pdf **File** **Altmann.pdf** Mon, 04/29/2019 – 12:01Altmann.pdf **Aussems_EvRep.pdf** Mon, 04/29/2019 – 12:06Aussems_EvRep.pdf **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

Accordion

Normal ▾ \| **B** *I* \| 🔗 🔗 \| ☰ ☰ \| ❞ 🖼 🖼 ☰ \| ⟨⟩ Source

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.

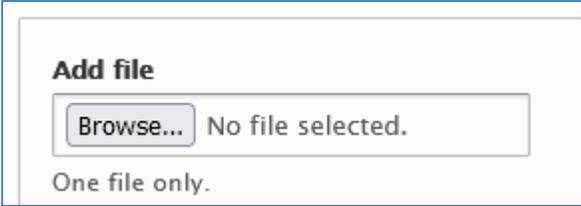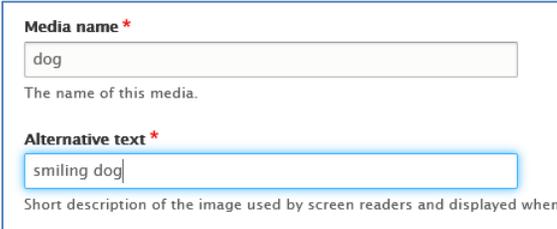|	
When you press the accordion button some pre-defined content will appear. Here you can put your text.	
(After publishing this on the website it will look like the picture below, where you can fold and unfold the content.)	
Delete/add an accordion paragraph Put your cursor (in the editor) where you 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.	
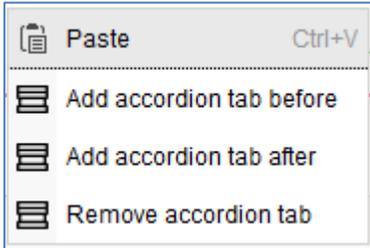
Image

!!! 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").	
Click on the add image button: An image browser appears. Select an existing image or add a new image.	
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.* 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.	**Add file** [Browse...] No file selected. One file only.
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
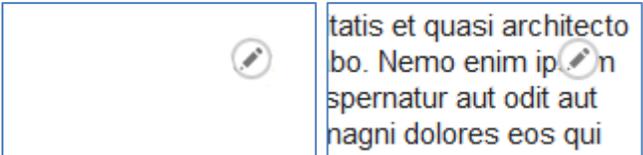
Change the appearance of the image within the page.

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 width)
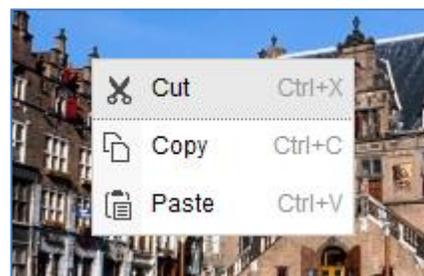* *Inline media 3 column*:
  Full width

Click **Save**.
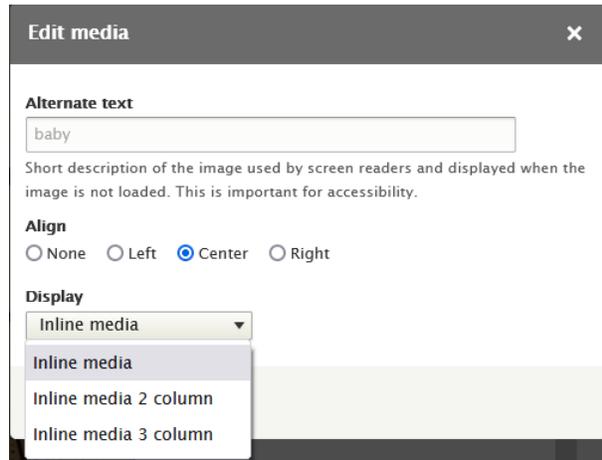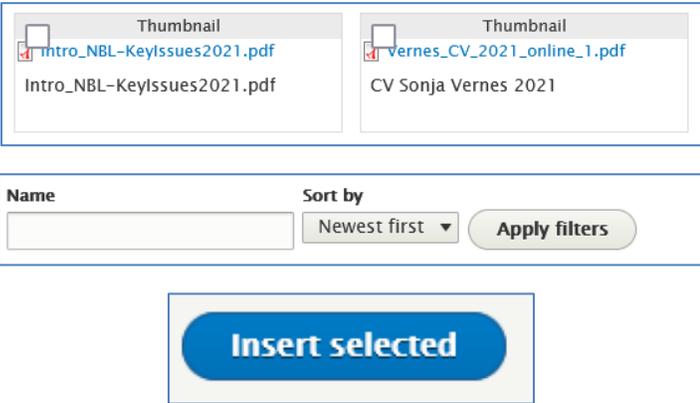

Editor view (above), website view (below)

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*.

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). It also show the name of the uploaded document.	
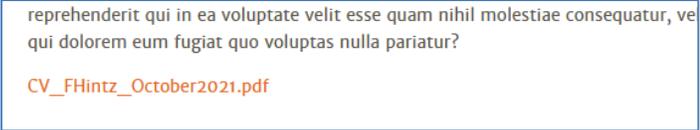
Useful tips!

- 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.