



HANKEN

Guide for Web Editors

January 2020, Version 3

Hanken School of Economics

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1. Quick post-launch fix

Edit and save pages

Some errors can be fixed simply by opening and saving a page.

This page, for example, has text lumped together and is lacking spaces.

Socialskydd för stipendiater

Nedan information om socialskydd för stipendiater

Enligt lagstiftningen omfattas forskare och forskarstuderande som arbetar i Finland med stöd av ett i Finland beviljat stipendium på minst 1 259,53 euro (nivån år 2016) under minst fyra månader utan avbrott av lagstadgat pensions- och olycksfallsskydd samt grupplivförsäkring. Således intjänar de på basis av stipendiearbete bl.a. pensionsskydd för ålderdom och eventuell arbetsoförmåga. Heltidsstipendierna beviljade efter 1.1.2009 omfattas - med vissa undantag - obligatoriskt av lagen. Den lagstadgade försäkringspremien är i genomsnitt cirka 15 procent av stipendiets belopp. Lantbruksföretagarnas pensionsanstalt (LPA) handhar stipendiaternas sociala trygghet gällande pensions-, olycksfalls- och grupplivförsäkringarna. Stipendiebeviljarna informerar LPA om alla heltidsstipendier som uppfyller kriterierna för lagstiftningen. Varje stipendiat ska själv sörja för att teckna försäkring och betala försäkringspremierna. Mera information om den sociala tryggheten för stipendiater och ansökning om försäkringen: www.lpa.fi --> Stipendiater; telefon: + 358 29 435 11, e-post: vakuutus@mela.fi.

- Kandidatutbildning
- Magisterutbildning
- Doktorandutbildning

- Huvudämnen och handledare
- Forskning och handledning
- Studiernas struktur
- Finansiering och socialskydd
- Finansiering
- Socialskydd för stipendiater
- Karriär efter doktorexamen
- Antagning
- Fråga oss!
- Bulletin board for research funding

- Öppna universitetsstudier
- Executive Education & EMBA
- Internationella möjligheter
- Studieliv

Solve the problem by first clicking on “Edit” (“Redigera”)...

försäkringen: www.lpa.fi --> Stipendiater; telefon: + 358 29 435 11, e-post: vakuutus@mela.fi.

- Executive Education & EMBA
- Internationella möjligheter
- Studieliv

Visa

Redigera

Radera

Översätt

HANKEN SCHOOL OF ECONOMICS

Helsinki
Visiting and courses

Vasa
Visiting and courses

EFMD
AACSB
AMBA

Then click “Save” (“Spara”).

Related Articles Sv

from Migration D7

Lägg till P.Item - Image Item

File links En

No Paragraph added yet.

Lägg till Add File links

File links

No Paragraph added yet.

Lägg till Add File links

☐ Published

Spara (this translation) Radera

Voilà – this automatically brought back some of the spaces on the page.

Socialskydd för stipendiater

Nedan information om socialskydd för stipendiater

Enligt lagstiftningen omfattas forskare och forskarstuderande som arbetar i Finland med stöd av ett i Finland beviljat stipendium på minst 1 259,53 euro (nivån år 2016) under minst fyra månader utan avbrott av lagstadgat pensions- och olycksfallsskydd samt grupplivförsäkring. Således intjänar de på basis av stipendiarbete bl.a. pensionsskydd för ålderdom och eventuell arbetsoförmåga. Heltidsstipendierna beviljade efter 1.1.2009 omfattas - med vissa undantag - obligatoriskt av lagen. Den lagstadgade försäkringspremien är i genomsnitt cirka 15 procent av stipendiets belopp.

Lantbruksföretagarnas pensionsanstalt (LPA) handhar stipendiaternas sociala trygghet gällande pensions-, olycksfalls- och grupplivförsäkringarna. Stipendiebeviljarna informerar LPA om alla heltidsstipendier som uppfyller kriterierna för lagstiftningen.

Varje stipendiat ska själv sörja för att teckna försäkring och betala försäkringspremierna. Mera information om den sociala tryggheten för stipendiater och ansökning om försäkringen: www.lpa.fi --> Stipendiater; telefon: + 358 29 435 11, e-post: vakuutus@mela.fi.

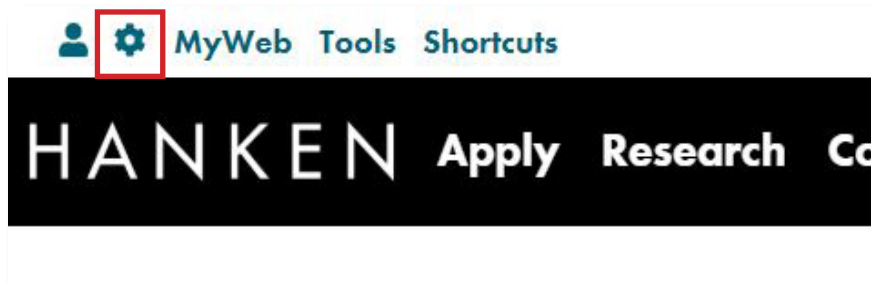
Kandidat
Magister
Doktorat

Huvud
handl
Forskr
handl
Studie
Finan
social
Fi
St
st
Karriä
dokto
Antag
Fråga
Bulle
resea

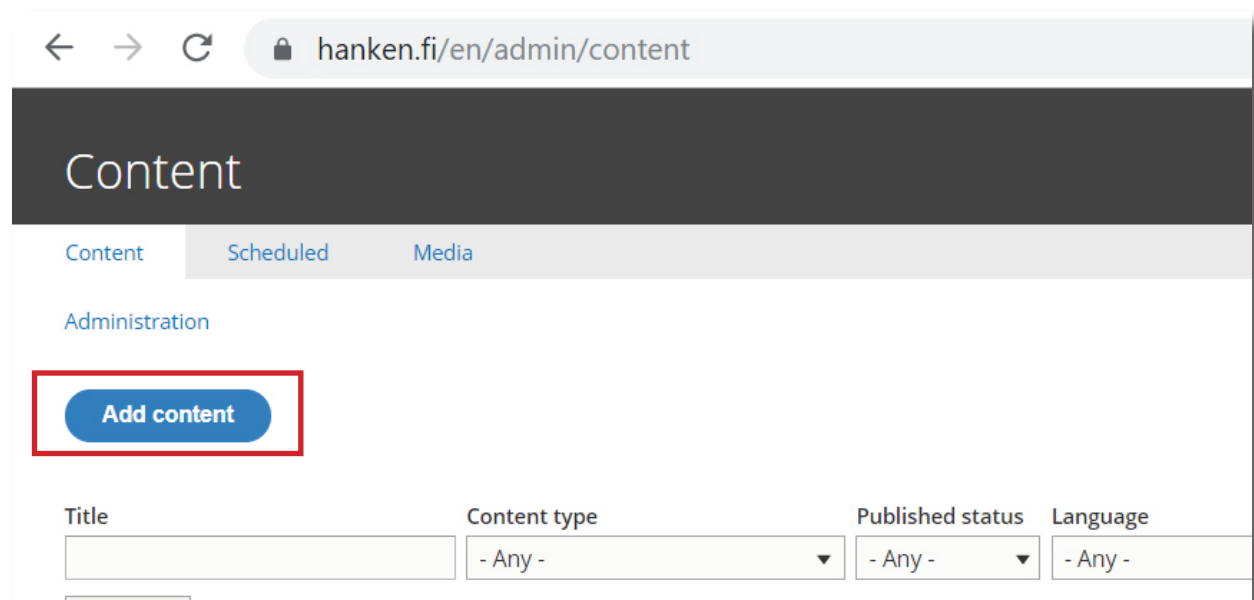
Öppna
universit
Executiv
EMBA
Internati
möjlige
Studieli

2. Create a new page

Click on the cogwheel symbol in the top-left corner that's visible when logged in.



Click on "Add content".



Choose relevant type of content, for example "Pages".



3. Overview of page elements

Create Pages

Add content

Title *

Text page

LanguageEnglish

TOP IMAGE

Article Summary *

Body

introduction test. Please, use available Elements from the list below for more dynamic experience.

Tags

+

Add another item

Content (9-col Paragraph)

No Paragraph added yet.

HERE COMES YOUR CATALOG LINK AND MY PHONE NUMBER!

Add Content/Accordion

Add Image Links, Squares

Add Image Links, Rectangles

Add Links, Coloured Buttons

Add Links, Simple Buttons

Add Quote

Add Table

Add Selected People (from Hankan Contacts)

Add Selected Publications

Add Library Search Form

Add Course List (Hanken)

Add Course List (Open University, Lyyti)

Add Donor List

Add Latest Publications

Add Publications per Department

Add People at Hankan

Full Width Content (12-col Paragraph)

No Paragraph added yet.

Add Horizontal Block

Add Image Links with Framed Text

Add Image Links, Rectangles

Add People at Hankan

Add Course List (Hanken)

Add Course List (Open University, Lyyti)

Add Latest Publications

Add Publications per Department

Add Publications per Department and Keywords

Add Library Search Form

Add Donor List

Show row weights

Related Articles (Manual Liftups)

+ Add Related Articles

Show Title

Add Items

+ P.Item - Image Item

LINK URLURL

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

Link text

MEDIA IMAGE

Add P.Item - Image Item

Add Add Related Articles

Show row weights

Related Articles En

+ P.Item - Image Item

LINK URLURL

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

Link text

MEDIA IMAGE

Add P.Item - Image Item

Show row weights

Related Articles Sv

+ P.Item - Image Item

LINK URLURL

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

Link text

MEDIA IMAGE

From Migration D7

Add P.Item - Image Item

Show row weights

File links En

+ Add File links

Paragraph Title

MEDIA FILE

Add Add File Links

Show row weights

File links

+ Add File links

Paragraph Title

MEDIA FILE

Select files

Add Add File links

Published

Save

Last saved: Not saved yet

Author: jessie@hanken.fi

MENU SETTINGS

ACCESS

URL ALIAS

AUTHORING INFORMATION

DISPLAY SETTINGS

Title, Summary and Body have fixed locations on a page. Title and Summary are mandatory.

- Narrow content (9 columns wide) and full width content (12 columns wide) can be dragged and dropped to change location.

- Related Articles on the bottom of the page (avoid using until the Title can be translated)

Related Articles transferred from old website (avoid using)

File links (avoid using until formatting is correct)

4. Headings

Subheadings should be of the format: Heading 2. Smaller subheadings should be Heading 3. Headings under subheadings should have format Heading 4. Headings should not be **bolded** regular text.

På den här sidan kan du läsa om hur antagningen till Hanken går till år 2020.

Den gemensamma antagningen

Hanken är numera en del av den gemensamma antagningen till ekonomutbildningen. Den kan du bekanta dig med [här](#)

Vad betyder det?

Det betyder att Hanken har gemensamma urvalskriterier och ett gemensamt inträdesprov med alla andra finsk- och svenskspråkiga ekonomutbildningar i Finland.

Vilka är de andra?

I den gemensamma antagningen till ekonomutbildning deltar Svenska Handelshögskolan, Åbo Akademi, Aalto-universitetet, Jyväskylä universitet, Uleåborgs universitets handelshögskola, Åbo handelshögskola, Östra Finlands universitet, Tammerfors universitet, Vasa universitet och LUT-universitet.

När och var görs ansökan?

Ansökningstiden är 18.3-1.4.2020. Ansökan görs i portalen [studieinfo.fi](#). Mer

- Överflyttade studerande
- Bilagor
- Antagning 2020
- Kontakt
- Magisterutbildning
- Doktorandutbildning
- Öppna universitetsstudier
- Executive Education & EMBA
- Internationella möjligheter
- Studieliv

Choose a Heading format by selecting the text and clicking on the dropdown menu. Here the heading format is Heading 2.

Body

B I U | Rubrik 2 | Stilar

Den gemensamma antagningen

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handelshögskola, Åbo handelshögskola, Östra Finlands universitet, Tammerfors universitet, Vasa universitet och LUT-universitet.

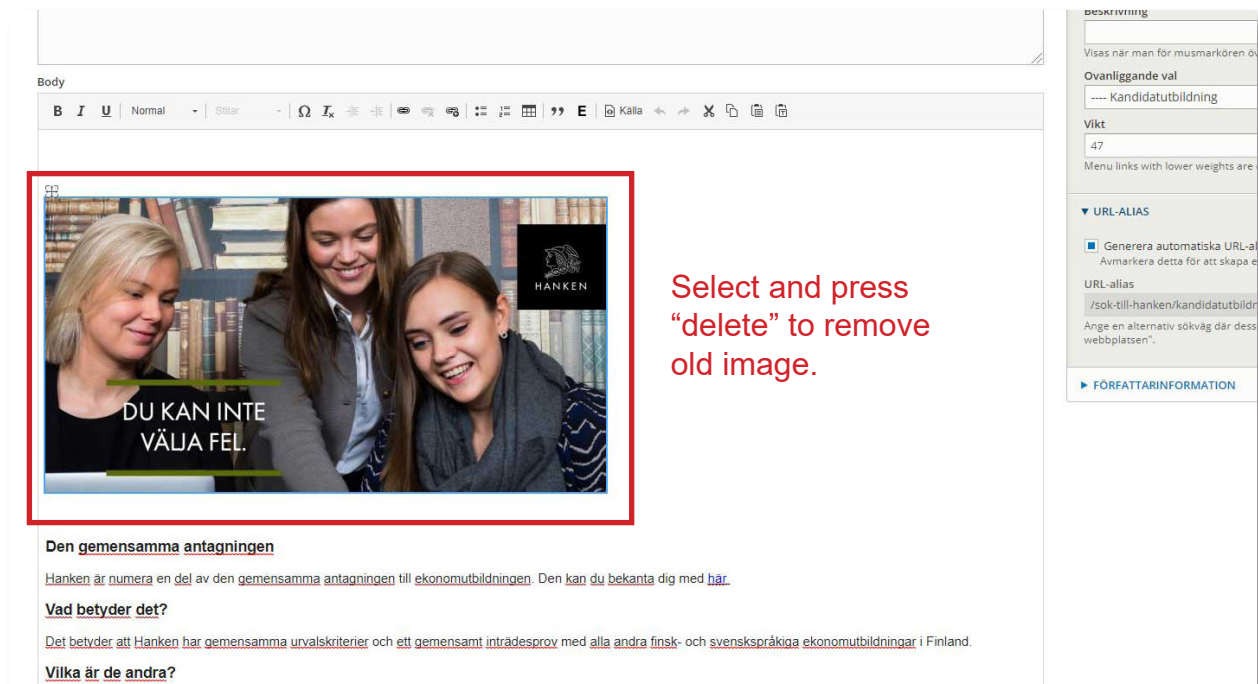
När och var görs ansökan?

Ansökningstiden är 18.3-1.4.2020. Ansökan görs i portalen [studieinfo.fi](#). Mer specifik information hittar du [här](#).

Vem kan söka till utbildningen?

5. Main image

Not every page needs a main image, but when there is one it should be added via the “Top Image” function. Old main images in the “Body” field, especially those that were designed to fit Hanken’s old website, can be removed.



Body

B I U Normal - Stilar - Ω Ix - - - - - Källa - - - - -

DU KAN INTE VÄJLA FEL.

HANKEN

Select and press “delete” to remove old image.

Den gemensamma antagningen

Hanken är numera en del av den gemensamma antagningen till ekonomutbildningen. Den kan du bekanta dig med [här](#).

Vad betyder det?

Det betyder att Hanken har gemensamma urvalskriterier och ett gemensamt inträdesprov med alla andra finsk- och svenskspråkiga ekonomutbildningar i Finland.

Vilka är de andra?

URL-ALIAS

☒ Generera automatiska URL-alias
Avmarkera detta för att skapa en URL-alias

URL-alias
/sok-till-hanken/kandidatutbildning
Ange en alternativ sökväg där dess webbplatsen.

FÖRFATTARINFORMATION

Add new main image under “Top Image” > “Select entities”.



Redigera Pages Hur blir jag antagen till Hanken 2020?

Visa Redigera Radera Översätt

Node » Antagning

✓ Hur blir jag antagen till Hanken 2020? (Pages) har uppdaterats.

Title *

Hur blir jag antagen till Hanken 2020?

Language

Swedish

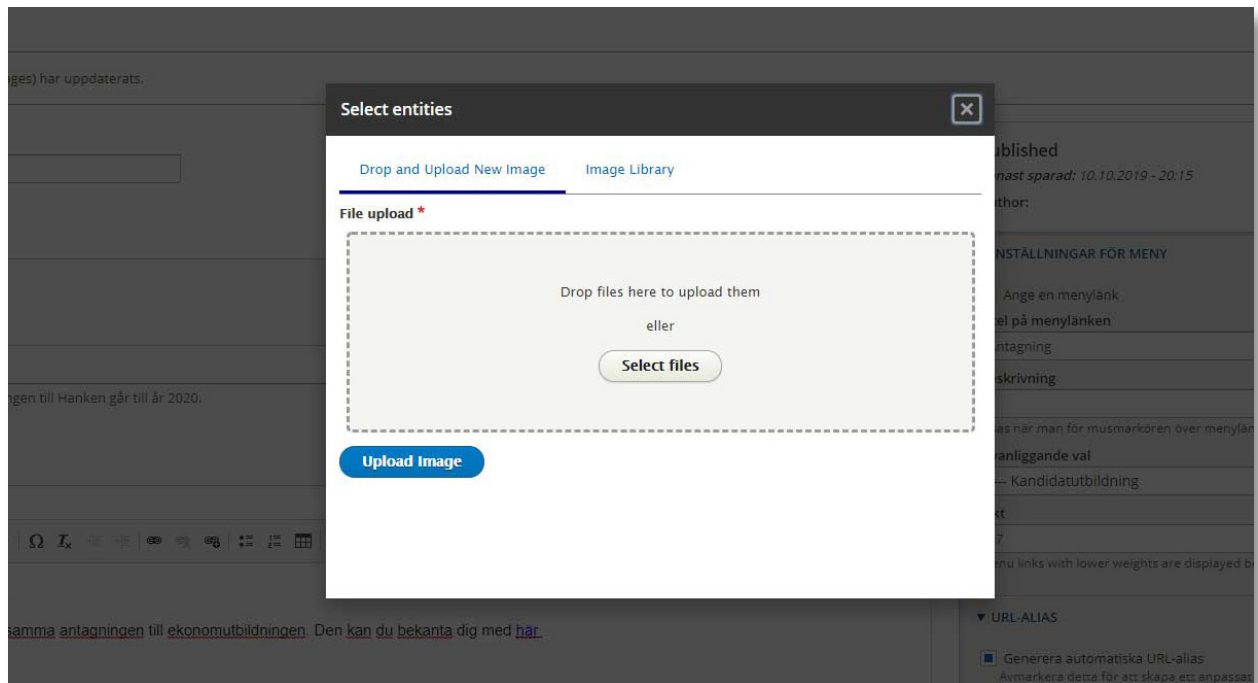
TOP IMAGE

Select entities

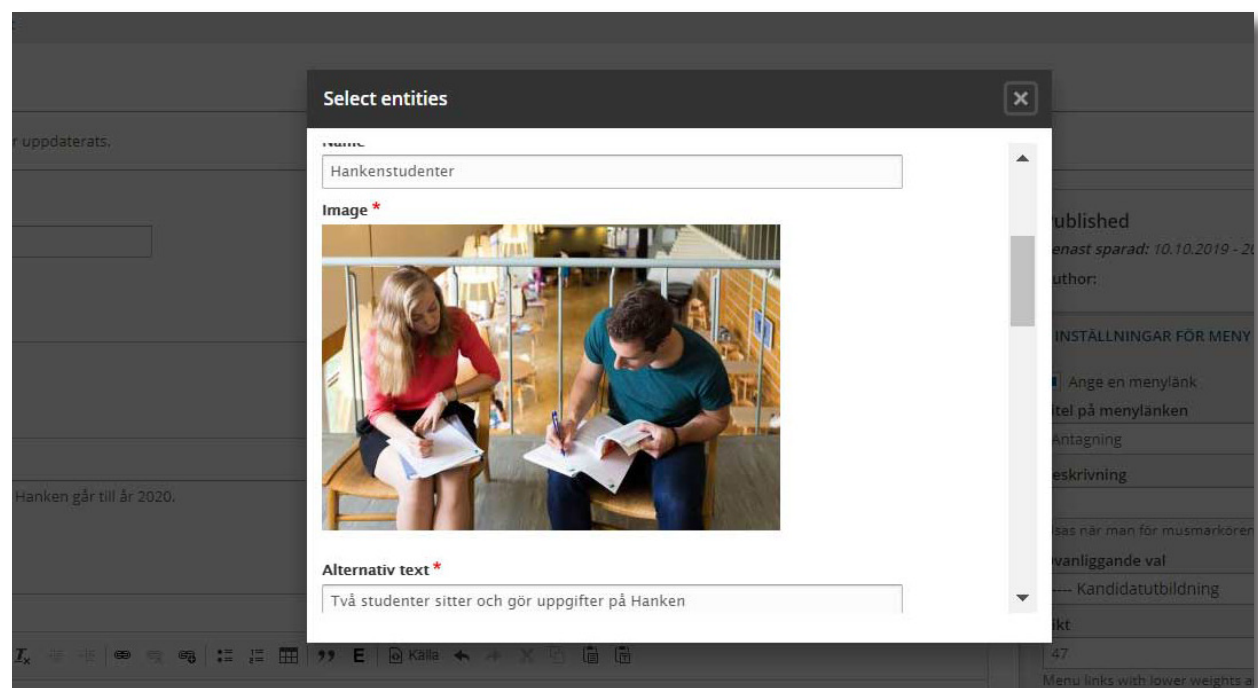
Article summary

På den här sidan kan du läsa om hur antagningen till Hanken går till år 2020.

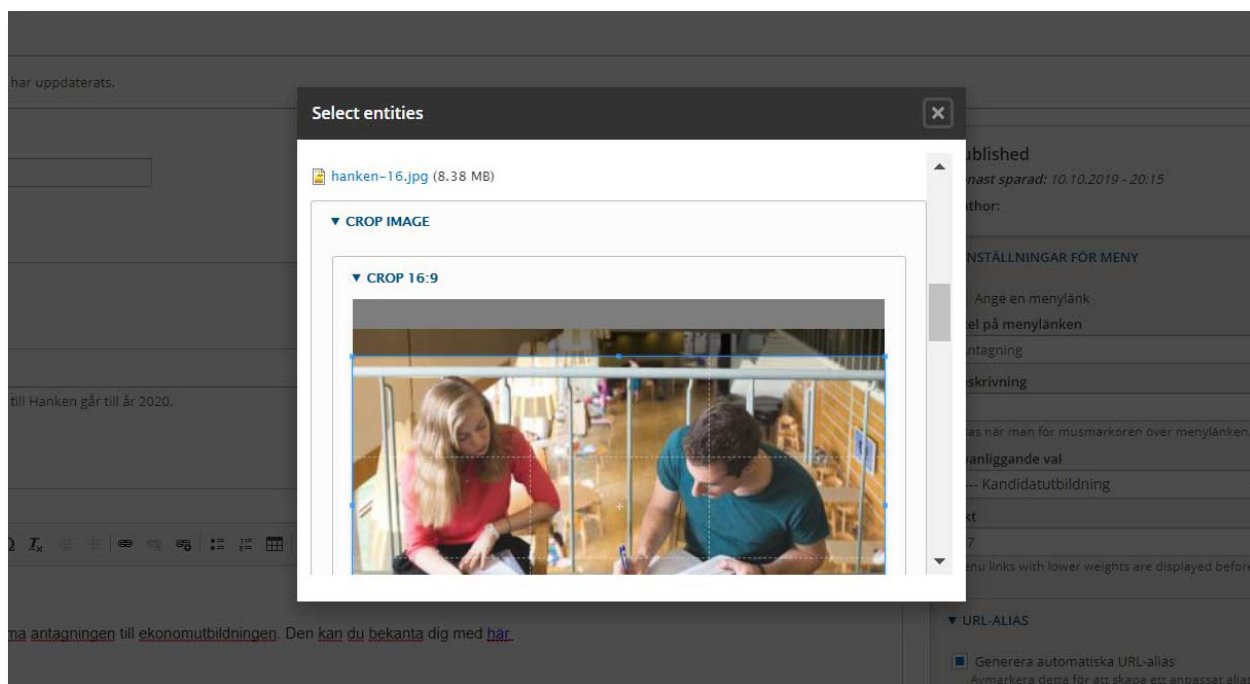
Click “Select files” and upload an image from your computer or select one from the image library.



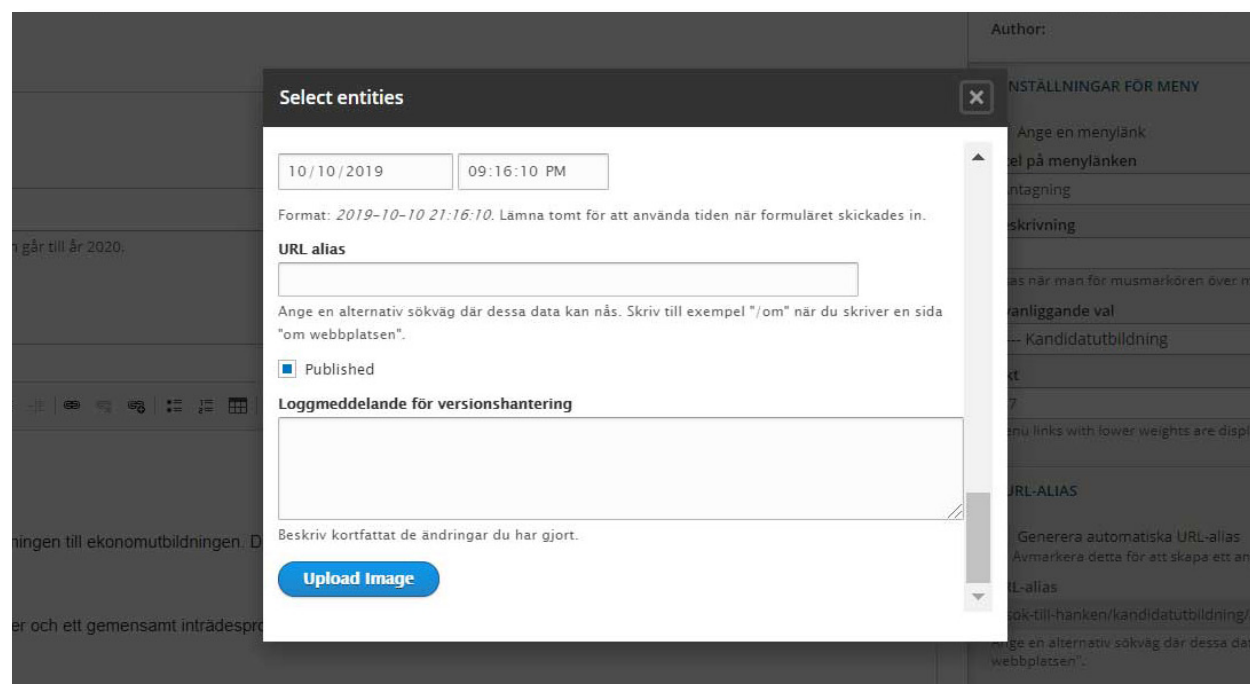
Add “Image name” and a descriptive “Alternative text”.



*“Crop Image” to zoom in on a section of the image.
(This step is voluntary.)*




Click “Upload Image”.



Now the page can be saved.

Language
Swedish

▼ TOP IMAGE



Ta bort

Ersätt

Redigera

Author:

▼ INSTÄLLNINGAR FÖR MENY

☒ Ange en menylänk

Titel på menylänken

Antagning

Beskrivning

Visas när man för musmarkören över menylänken.

Ovanliggande val

---- Kandidatutbildning

Vikt

47

Menu links with lower weights are displayed before links with higher weights.

▼ URL-ALIAS

☒ Generera automatiska URL-alias

Avmarkera detta för att skapa ett anpassat alias för denna sida.

URL-alias

/sok-till-hanken/kandidatutbildning/antagning

Ange en alternativ sökväg där dessa data kan nås. Skriv "webbplatsen".

► FÖRFATTARINFORMATION

6. Adding images to article

To add an image to the Body or to Content/Accordion, click on the “E”.

The screenshot shows the article editor interface. On the left, there's a 'Title' field with the placeholder 'In English - Skriv texter för webben guide', a 'Language' dropdown set to 'Engelska', and a 'TOP IMAGE' button. Below is an 'Article Summary' section with a placeholder text. The main 'Body' section contains a rich text editor with a toolbar. The 'E' icon, which represents 'Embed image', is highlighted with a red box. The right sidebar contains 'Published' information, 'Author', and settings for 'INSTÄLLNINGAR FÖR MENY' and 'URL-ALIAS'.


Upload an image by choosing an existing one from the Image Library or upload a new one by clicking on “Select files” and “Upload new image”.

The screenshot shows the 'Select media to embed' dialog box. It has three tabs: 'Drop and Upload Image', 'Image Library' (which is selected and highlighted with a red box), and 'Remote Video (youtube, mediaserver ..)'. Below the tabs, there are options for 'Drag and Upload New Files' and 'Files Library'. At the bottom, there's a 'File upload' section with a dashed box containing the text 'Drop files here to upload them' and 'eller'. Below this is a 'Select files' button, which is also highlighted with a red box. At the very bottom, there's a blue 'Upload new image' button.

When uploading a new image, give it a Name and Alternative Text.

Name *

Image *



Alternativ text *

Short description of the image used by screen readers and displayed when the image is not loaded.

Crop the image if needed.

Select media to embed

▼ CROP IMAGE (CROPPING APPLIED)


Crop 16:9

Crop 1:1
Cropping applied.

Crop 3:2

Crop 4:5
Cropping applied.

Crop 5:3



Reset crop

Ta bort

media_category

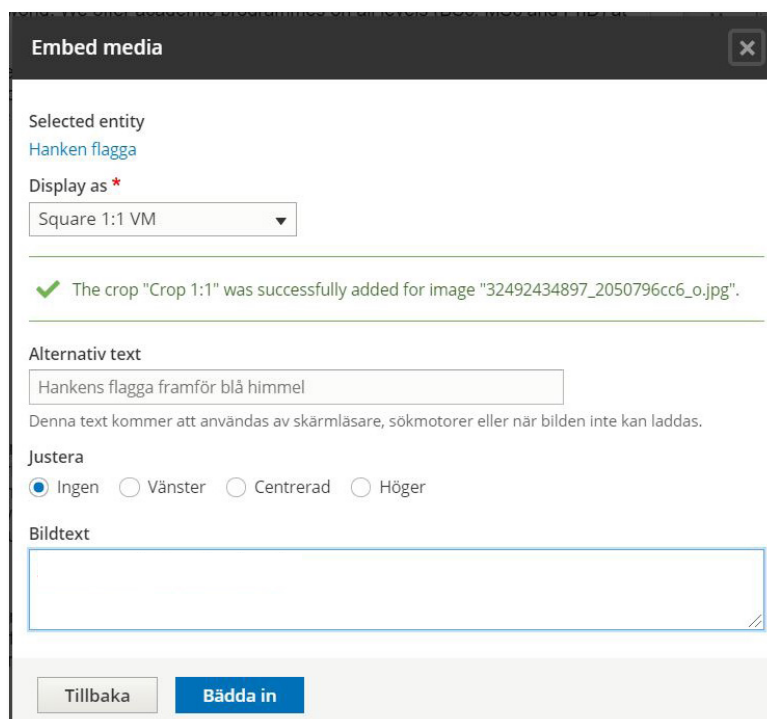
Choose a media category to ease searching for the image.



A form titled "media_category" with a list of checkboxes. The "Hanken" checkbox is selected with a blue square. The other categories are: Bibliotek – Library, CCR, CERS, CIEL, EPCE, Forskning – Research, GODESS, HCCG, Helsingfors – Helsinki, and HUMLOG.

media_category
<input type="checkbox"/> Bibliotek – Library
<input type="checkbox"/> CCR
<input type="checkbox"/> CERS
<input type="checkbox"/> CIEL
<input type="checkbox"/> EPCE
<input type="checkbox"/> Forskning – Research
<input type="checkbox"/> GODESS
<input checked="" type="checkbox"/> Hanken
<input type="checkbox"/> HCCG
<input type="checkbox"/> Helsingfors – Helsinki
<input type="checkbox"/> HUMLOG

Choose format under “Display as” (remember to choose the same format as the Crop has, here e.g. 1:1). The Alt Text has already been entered; if not, it’s important to add one. The default justification None is a good option in most cases, but there’s also a possibility to choose Left, Center or Right. The image text (bildtext) can be left empty. Now the image can be embedded (blue button).



The "Embed media" dialog box shows the "Selected entity" as "Hanken flagga". The "Display as" dropdown is set to "Square 1:1 VM". A green checkmark indicates that the crop "Crop 1:1" was successfully added for image "32492434897_2050796cc6_o.jpg". The "Alternativ text" field contains "Hankens flagga framför blå himmel". Below this, a note states: "Denna text kommer att användas av skärmläsare, sökmotorer eller när bilden inte kan laddas." The "Justera" section has radio buttons for "Ingen" (selected), "Vänster", "Centrerad", and "Höger". The "Bildtext" field is empty. At the bottom, there are "Tillbaka" and "Bädda in" buttons.

Embed media

Selected entity
Hanken flagga

Display as *
Square 1:1 VM

✓ The crop "Crop 1:1" was successfully added for image "32492434897_2050796cc6_o.jpg".

Alternativ text
Hankens flagga framför blå himmel

Denna text kommer att användas av skärmläsare, sökmotorer eller när bilden inte kan laddas.

Justera
☒ Ingen ☐ Vänster ☐ Centrerad ☐ Höger

Bildtext

Tillbaka Bädda in

7. Image sizes

Different image sizes and formats available for Body or Content/Accordion field.



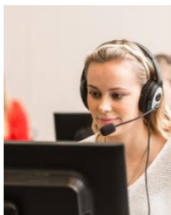
CTA Horizontal Block 3:2



Hero 16:9



Image links 5:3



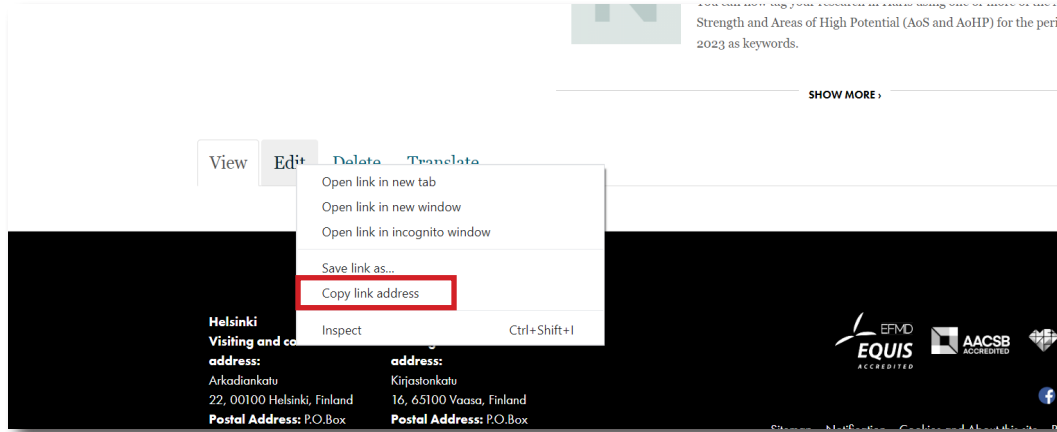
Portrait 4:5



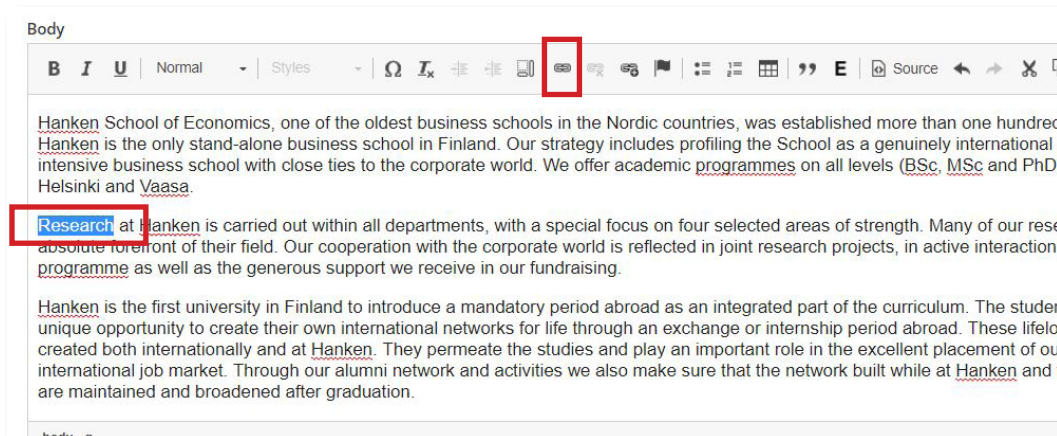
Square 1:1

8. Add hyperlink (using node link)

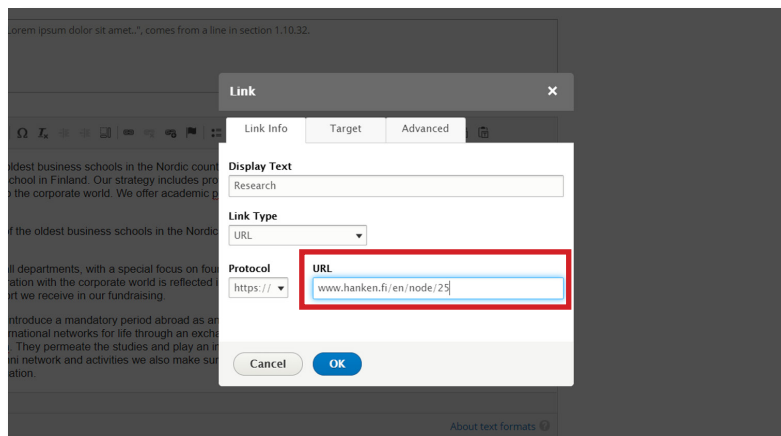
Open a new window/tab with web page you want to link to. Right-click “Edit” on the bottom of the page and choose “Copy link address” to get node link.



Open the web page you want to add a link to. Highlight the word(s) you want to turn into a link, e.g. “Research”, and click on the chain symbol.



Paste node link into URL field, remove “/edit” from the address, click “OK”.



9. Remove hyperlink

Click anywhere on the hyperlink, then click on the chain symbol with an X.

The screenshot shows a web editor interface for editing a page at `hanken.fi/en/node/2402894/edit`. The interface includes a top navigation bar, a text area for the "Article Summary", and a rich text editor for the "Body".

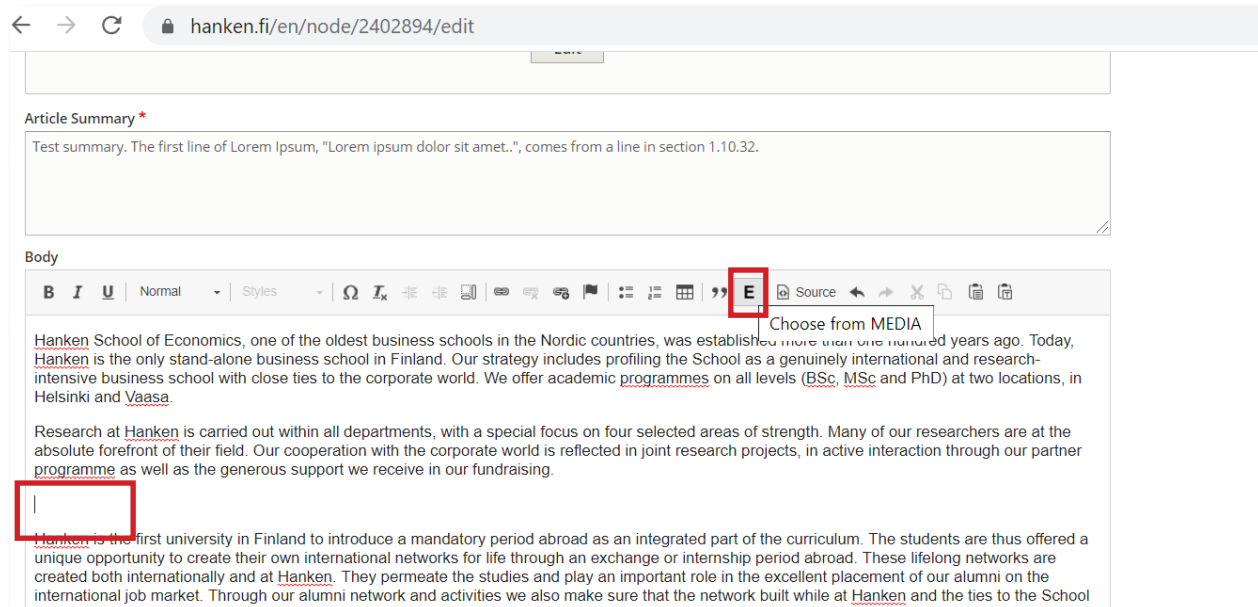
In the "Article Summary" section, there is a text field containing the placeholder text: "Test summary. The first line of Lorem Ipsum, 'Lorem ipsum dolor sit amet..', comes from a line in section 1.10.32."

The "Body" section contains three paragraphs of text. The first paragraph describes the Hanken School of Economics. The second paragraph, which is highlighted with a red box, starts with "Research at Hanken" and describes the university's research focus. The third paragraph describes the mandatory period abroad for students.

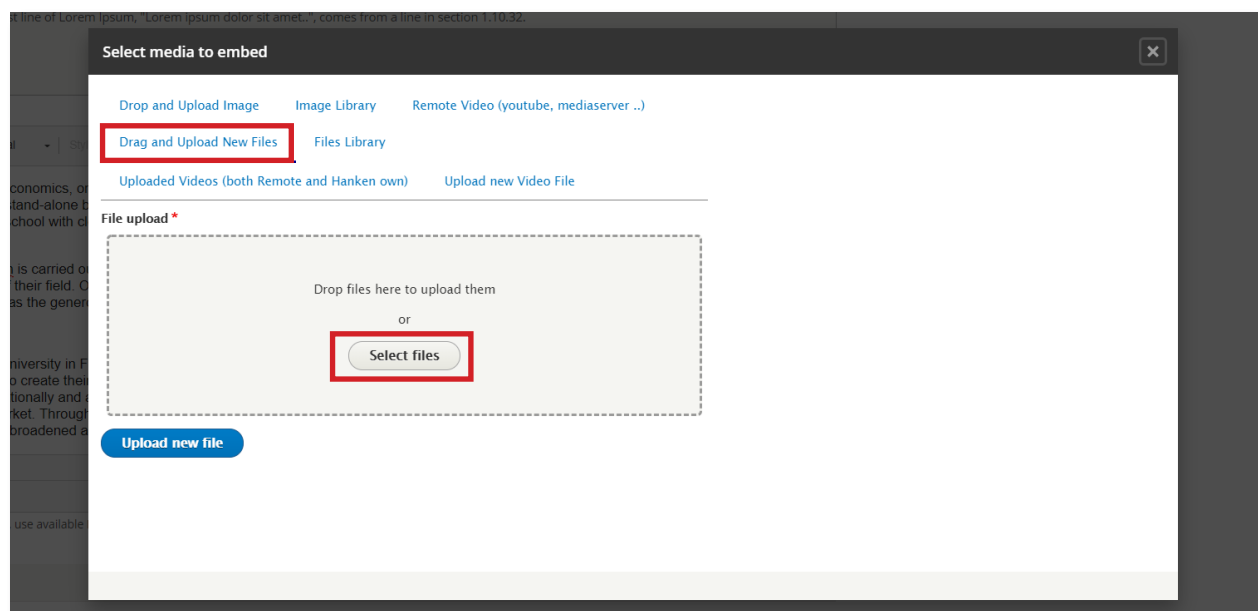
The rich text editor toolbar is visible, showing various formatting options. A red box highlights the "Link" icon (a chain link with an 'X') in the toolbar, indicating the action to remove the hyperlink.

10. Add file

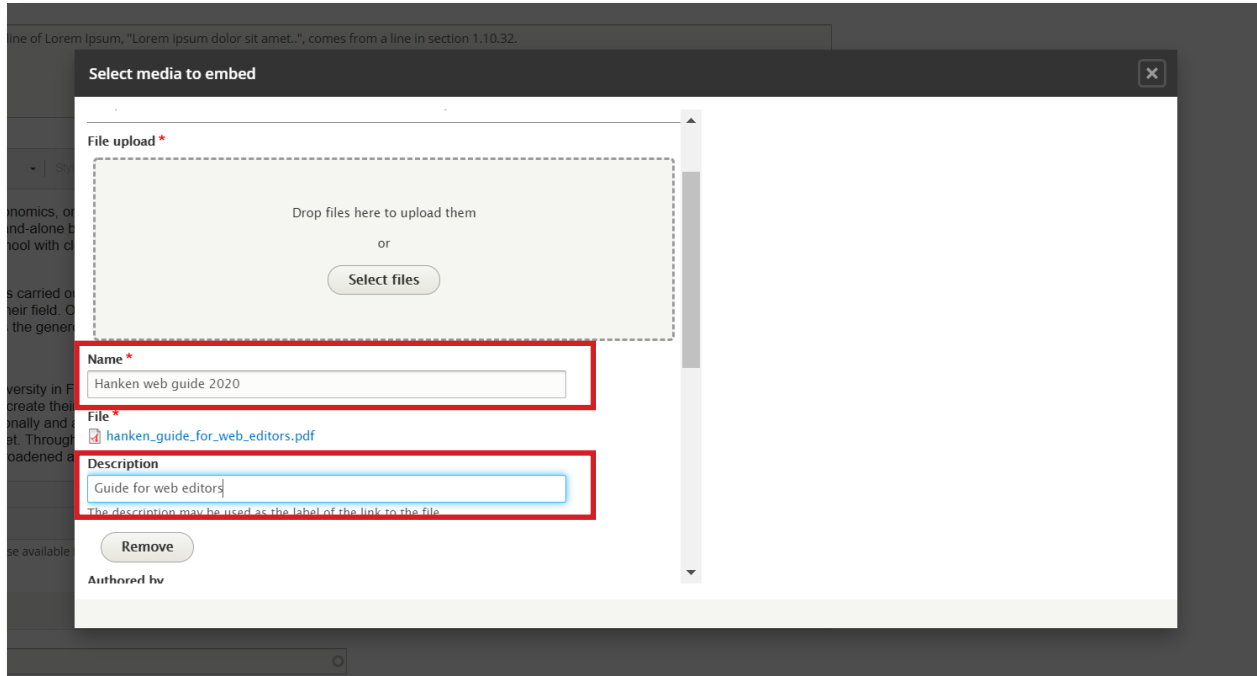
Place cursor where you want the file to be and click on “E”.



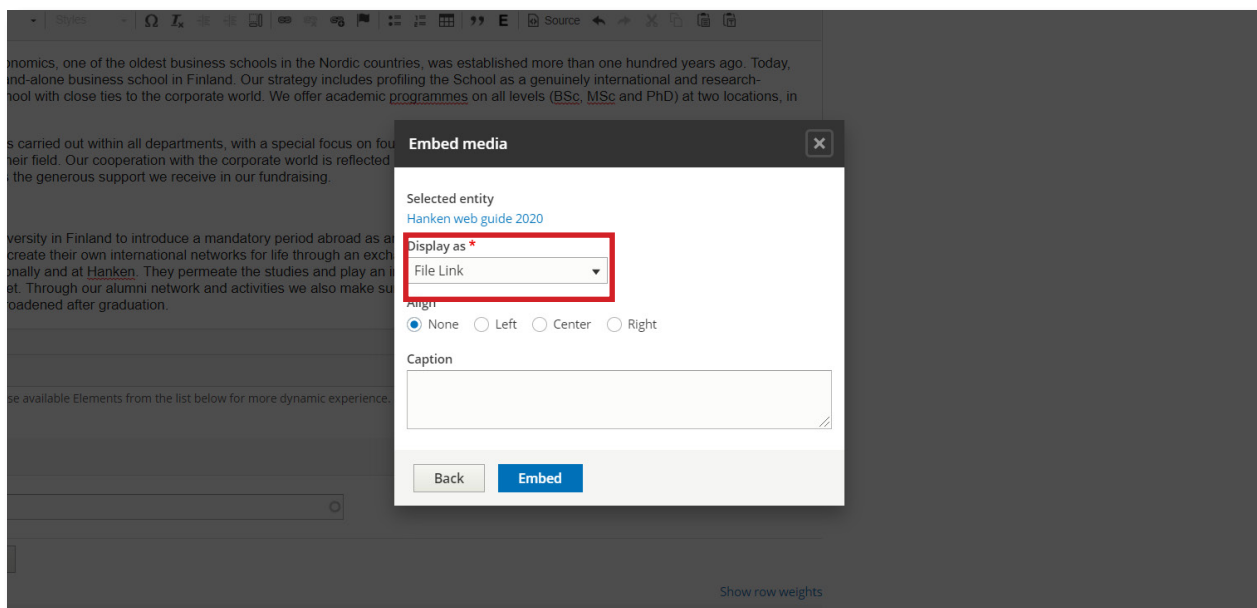
Click “Drag and upload new files”, “Select files” and “Upload new file”.



Give the file a name. If you want a different name to be visible on the web page, enter that into the description field.



Select “File link” from the dropdown menu and click “Embed”.



11. Change file name

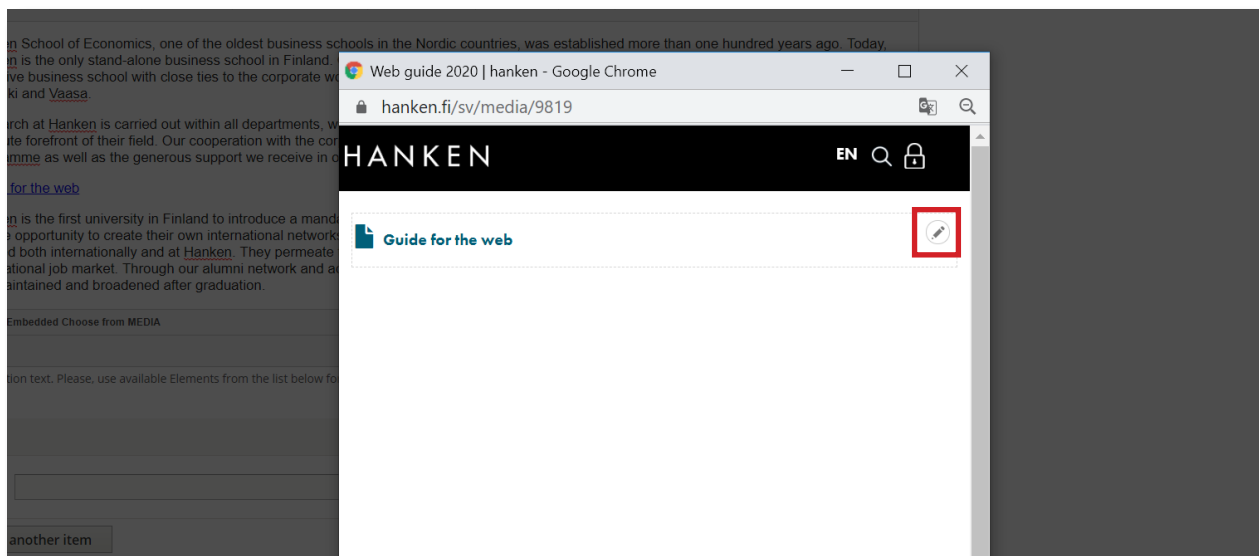
Click on the file name and then the “E”.

The screenshot shows a rich text editor with a toolbar at the top. The 'E' icon, which represents an embedded media element, is highlighted with a red box. Below the toolbar, the text of the document is visible. A link labeled 'Guide for the web' is highlighted with a red box. The text describes the Hanken School of Economics and its international focus.

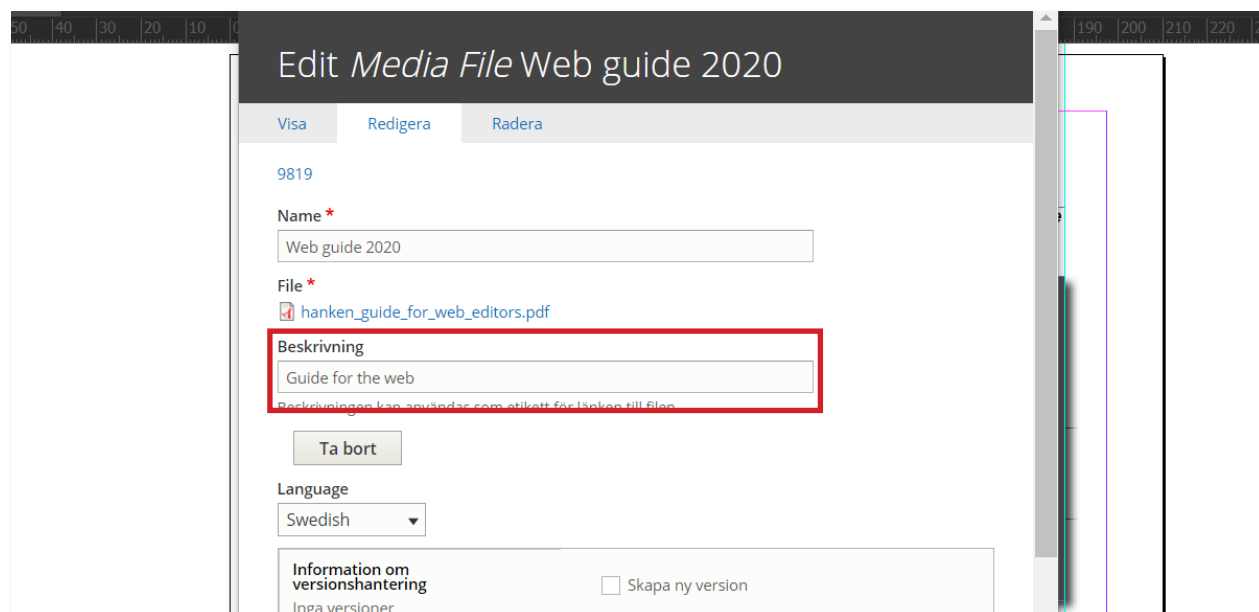
Click on the link.

The screenshot shows the 'Embed media' dialog box. The 'Selected entity' field contains the text 'Web guide 2020', which is highlighted with a red box. The 'Display as' dropdown menu is set to 'File Link'. The 'Align' section has 'None' selected. The 'Caption' field is empty. The 'Embed' button is highlighted in blue.

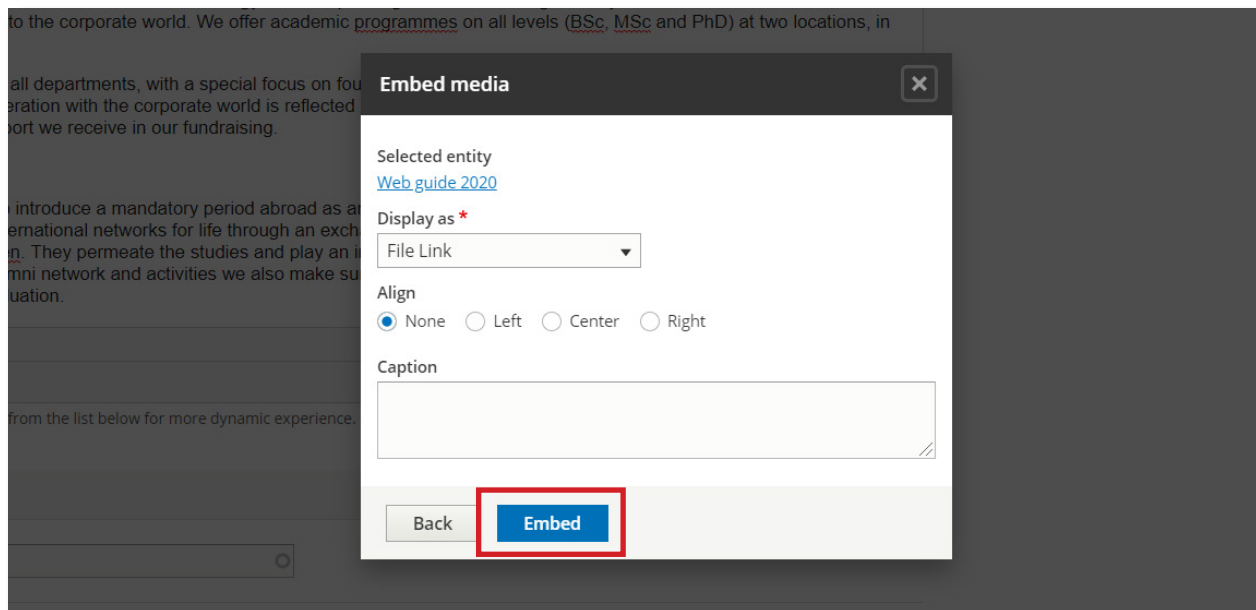
Hover over file name too see pen symbol, click on it and choose to edit.



Change Description to change the file name visible on the web page. Then click save and close the window.



Finally, embed the file.



12. Types of elements

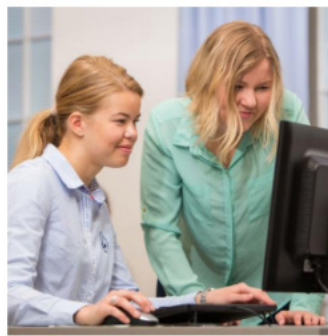
Content/Accordion element (regular width)

Mission ▼

Image links, squares (regular width) (avoid using until fixed)



Kurser



Sök till Hanken

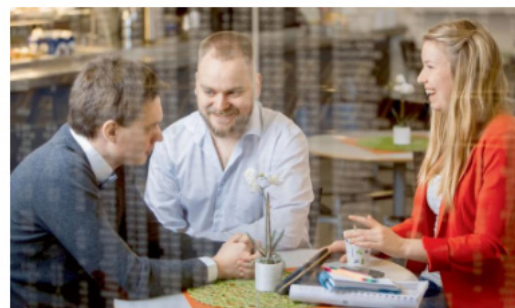


Ansökningstid

Image links, rectangles (regular and full width)

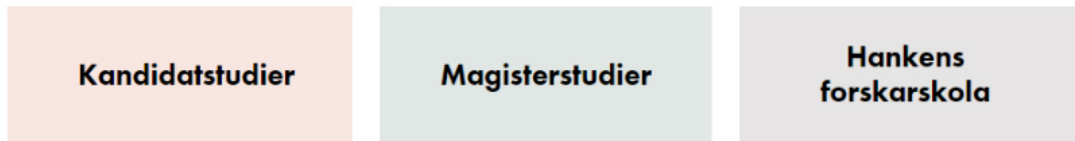


Forskning



Kurser

Links, coloured buttons (regular width)



Links, simple buttons (regular width)



Quotes (regular width)



A mission statement is not something you write overnight... But fundamentally, your mission statement becomes your constitution, the solid expression of your vision and values. It becomes the criterion by which you measure everything else in your life.

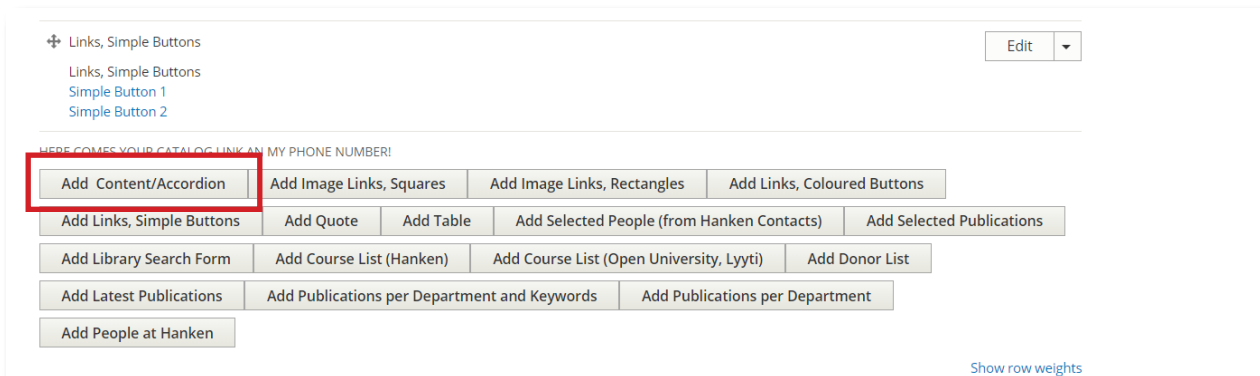
— Stephen Covey

Horizontal block (full width)

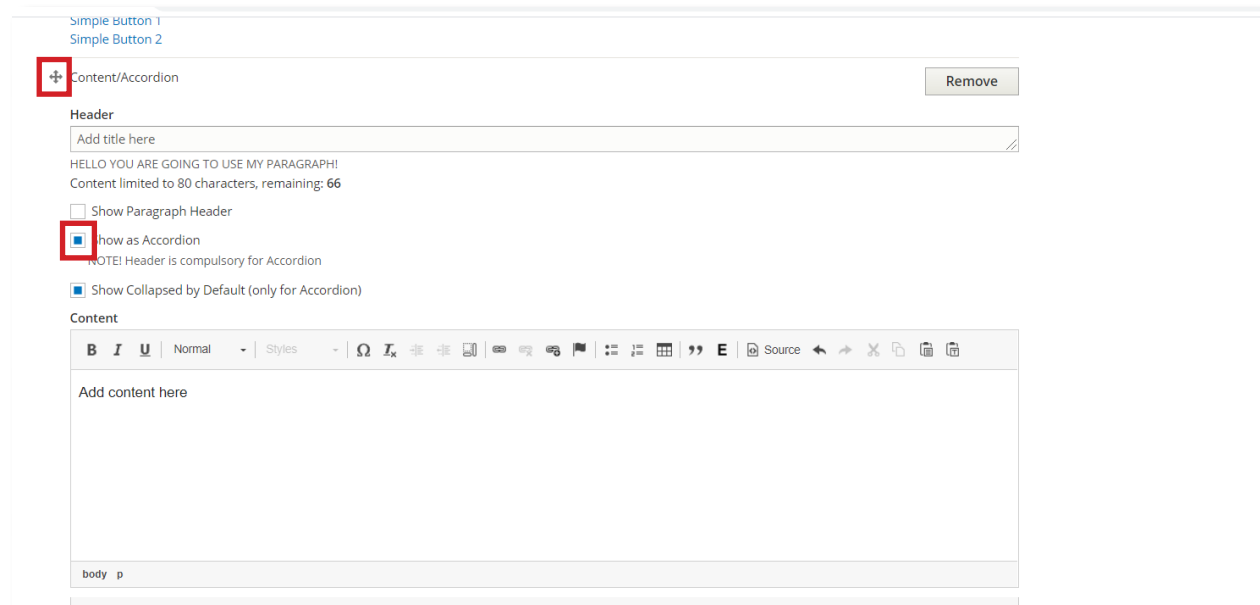


13. Add accordion

Click “Add Content/Accordion”



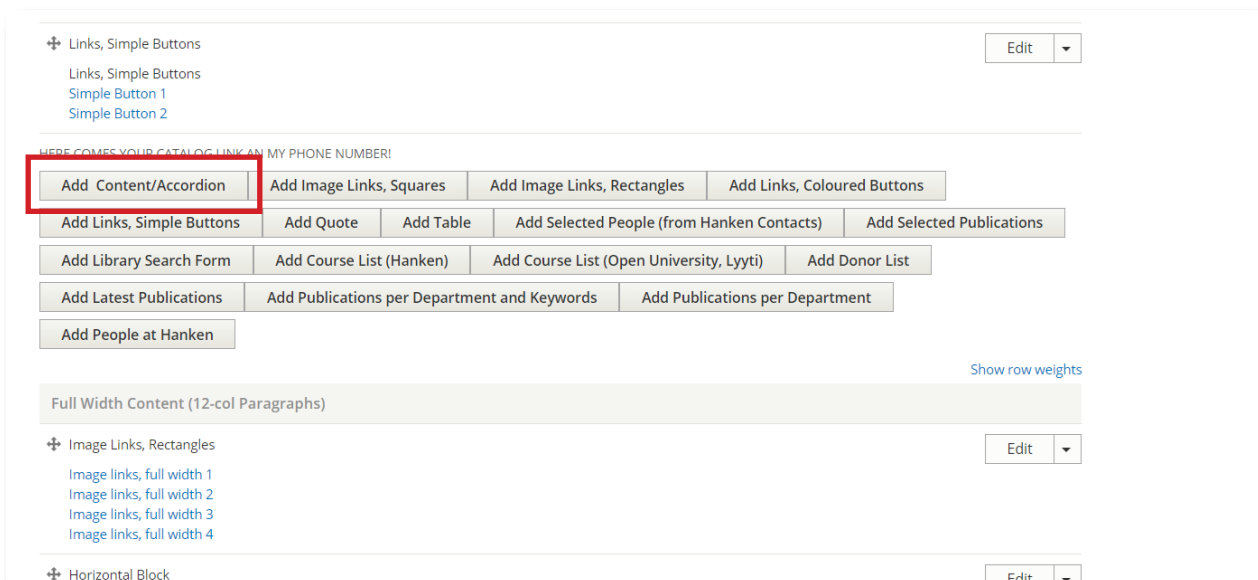
The accordion can be dragged and dropped into the right place using the arrow cross. Click “Show as accordion” to make an accordion. Then add Header and Content. When you’re done, save the page.



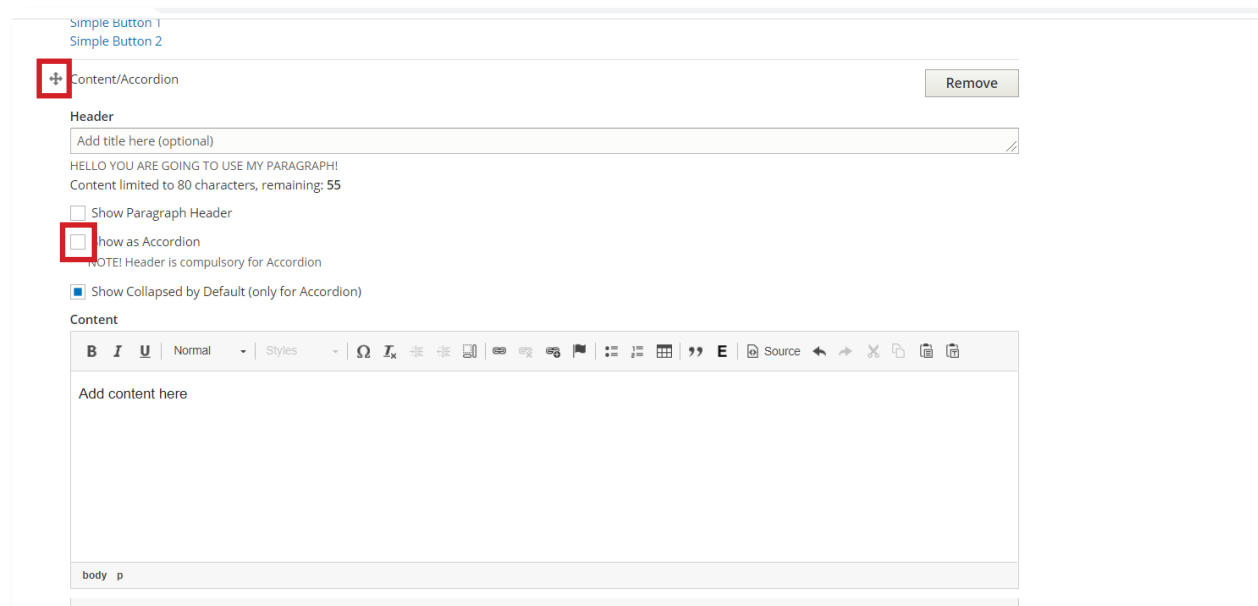
Accordion 1 

14. Add regular content paragraph

Click “Add Content/Accordion” just like with the accordion.

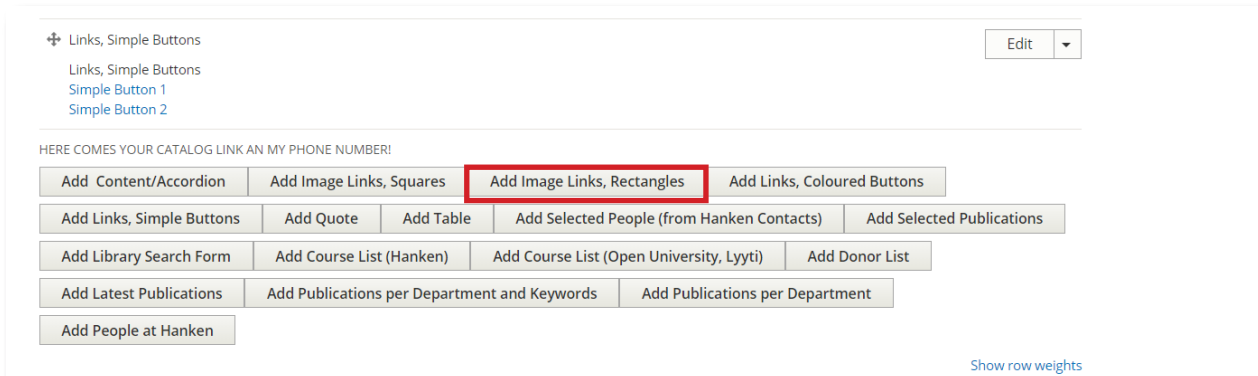


The content paragraph can be dragged and dropped into the right place using the arrow cross. Leave “Show as accordion” empty to create a regular content paragraph - the type of HTML field as the “Body”. Then add Header (optional) and Content. When you’re done, save the page.



15. Add rectangular image links

Click “Add Image Links, Rectangles”. The image links can be added either to the article (9 column content) or the full width part of the page (12 column content).



Links, Simple Buttons

Links, Simple Buttons

Simple Button 1

Simple Button 2

HERE COMES YOUR CATALOG LINK AN MY PHONE NUMBER!

Add Content/Accordion Add Image Links, Squares **Add Image Links, Rectangles** Add Links, Coloured Buttons

Add Links, Simple Buttons Add Quote Add Table Add Selected People (from Hanken Contacts) Add Selected Publications

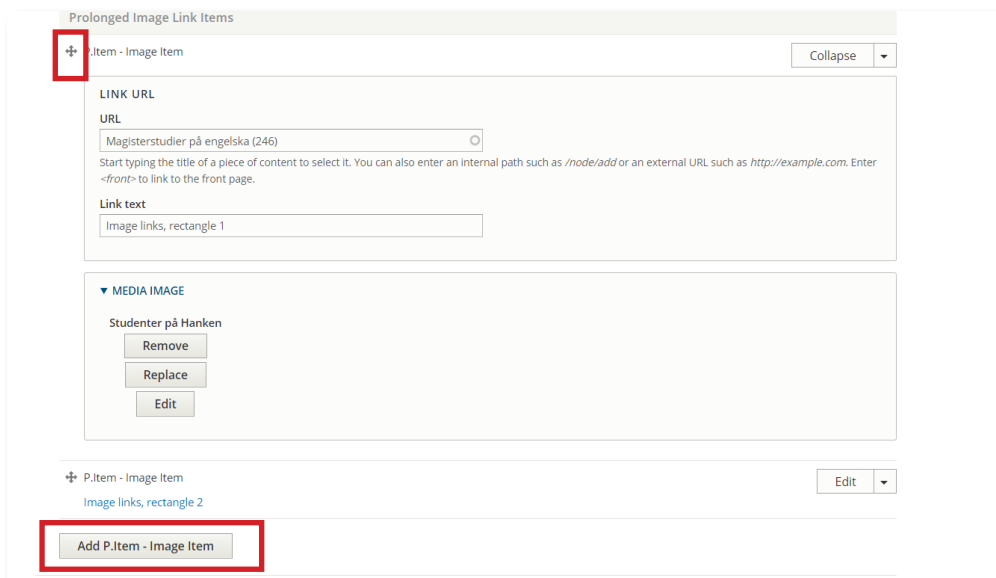
Add Library Search Form Add Course List (Hanken) Add Course List (Open University, Lyyti) Add Donor List

Add Latest Publications Add Publications per Department and Keywords Add Publications per Department

Add People at Hanken

Show row weights

Drag and drop into place using arrow cross. Fill in URL and Link text. Add an Image by clicking on “Edit” and following the same steps as on page X. To add another image link to the same row, click “Add P. Item - Image Item”.



Prolonged Image Link Items

Item - Image Item Collapse

LINK URL

URL

Magisterstudier på engelska (246)

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

Link text

Image links, rectangle 1

MEDIA IMAGE

Studenten på Hanken

Remove

Replace

Edit

P.Item - Image Item Edit

Image links, rectangle 2

Add P.Item - Image Item



Image links, rectangle 1



Image links, rectangle 2

How many image items per row?

2-3 images/row for articles (9 col)

2-4 images/row for full width (12 col)

16. Add coloured buttons

Click “Add Links, Coloured Buttons”.

Links, Simple Buttons
Simple Button 1
Simple Button 2

HERE COMES YOUR CATALOG LINK AND MY PHONE NUMBER!

Add Content/Accordion	Add Image Links, Squares	Add Image Links, Rectangles	Add Links, Coloured Buttons	
Add Links, Simple Buttons	Add Quote	Add Table	Add Selected People (from Hanken Contacts)	Add Selected Publications
Add Library Search Form	Add Course List (Hanken)	Add Course List (Open University, Lyyti)	Add Donor List	
Add Latest Publications	Add Publications per Department and Keywords	Add Publications per Department		
Add People at Hanken				

Show row weights

Drag and drop into place using arrow cross. Fill in URL and Link text. Add a background colour from the dropdown menu. Try to alternate colours so that identical colours are not placed next to each other. The available colours are: grey blue, light grey, olive, pink and salmon. To add another image link to the same row, click “Add P. Item - Image Item”.

Link Colored Button

+ Item - Link Colored Button Remove

LINK URL

URL

Magisterstudier på engelska (246)

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

Link text

Coloured button 1

Item Background Color

Background Grey Blue

+ P.Item - Link Colored Button Remove

LINK URL

URL

Magisterstudier på engelska (246)

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

Link text

Coloured button 2

Item Background Color

Background Pink

Add P.Item - Link Colored Button

<front> to link to the front page.

Link text

Coloured button 1

Item Background Color

Background Grey Blue

- None -

+ Background Black

Background Grey Blue

Background Light Grey

Background Olive

Background Pink

Background Salmon

Layout (12 Column Grid): Full column

Layout (12 Column Grid): Half column

Layout (12 Column Grid): One quarter column

Layout (12 Column Grid): One third column

Coloured button 1

Coloured button 2

17. Add simple buttons

Click “Add Links, Simple Buttons”. The links can be added either to the article (9 column content) or the full width part of the page (12 column content).

Links, Simple Buttons

Links, Simple Buttons

Simple Button 1

Simple Button 2

HERE COMES YOUR CATALOG LINK AN MY PHONE NUMBER!

Add Content/Accordion Add Image Links, Squares Add Image Links, Rectangles Add Links, Coloured Buttons

Add Links, Simple Buttons Add Quote Add Table Add Selected People (from Hanken Contacts) Add Selected Publications

Add Library Search Form Add Course List (Hanken) Add Course List (Open University, Lyyti) Add Donor List

Add Latest Publications Add Publications per Department and Keywords Add Publications per Department

Add People at Hanken

Show row weights

Drag and drop into place using arrow cross. Fill in Title, URL and Link text. To add another link, click “Add another item”.

Links, Simple Buttons

Remove

Title

Useful links

Text link

URL

Bachelor & Master courses (35199)

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

Link text

Simple Button 1

URL

Orientation days for new exchange students (871844)

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

Link text

Simple Button 2

Add another item

Show row weights

Useful links

Simple Button 1

Simple Button 3

Simple Button 2

Simple Button 4

18. Add horizontal block

Click “Add Horizontal Block”. The horizontal block can only be added to the full width part of the page (12 column content).

+

 Course List (Hanken)

Edit

Add Horizontal Block

Add Image Links with Framed Text

Add Image Links, Rectangles

Add People at Hanken

Add Course List (Hanken)

Add Course List (Open University, Lyyti)

Add Latest Publications

Add Publications per Department

Add Publications per Department and Keywords

Add Library Search Form

Add Donor List

Add Selected Publications

Related Articles (Manual Liftups)
No Paragraph added yet.

Add Add Related Articles

Related Articles En

Drag and drop into place using arrow cross. Fill in Title (max 60 characters incl. spaces), Description (170-220 characters incl. spaces) URL and Link text (max 18 characters incl. spaces, ALL CAPITAL LETTERS). Choose whether you want the text to be shown on the right or left. Add a background colour from the drop-down menu. The available colours are: grey blue, light grey, olive, pink, salmon and black.

+

 Horizontal Block

Collapse

Title

Horizontal Block

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit; sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

LINK


URL

Magisterstudier på engelska (246)

Link text

READ MORE

MEDIA IMAGE



Remove

Replace

Edit

Show Text on Left

Paragraph Background Color

Background Pink

background color for paragraphs

The horizontal block can only be added to the full width part of the page (12 column content).


Title

Horizontal Block

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip.

Link text

READ MORE >



Character guide:

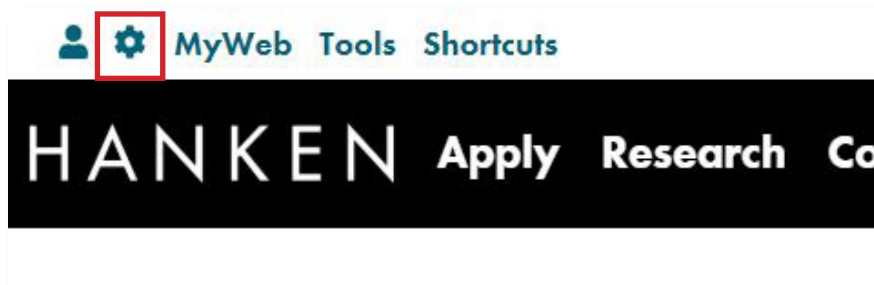
Title: max 60 characters incl. spaces

Description: 170-220 characters incl. spaces

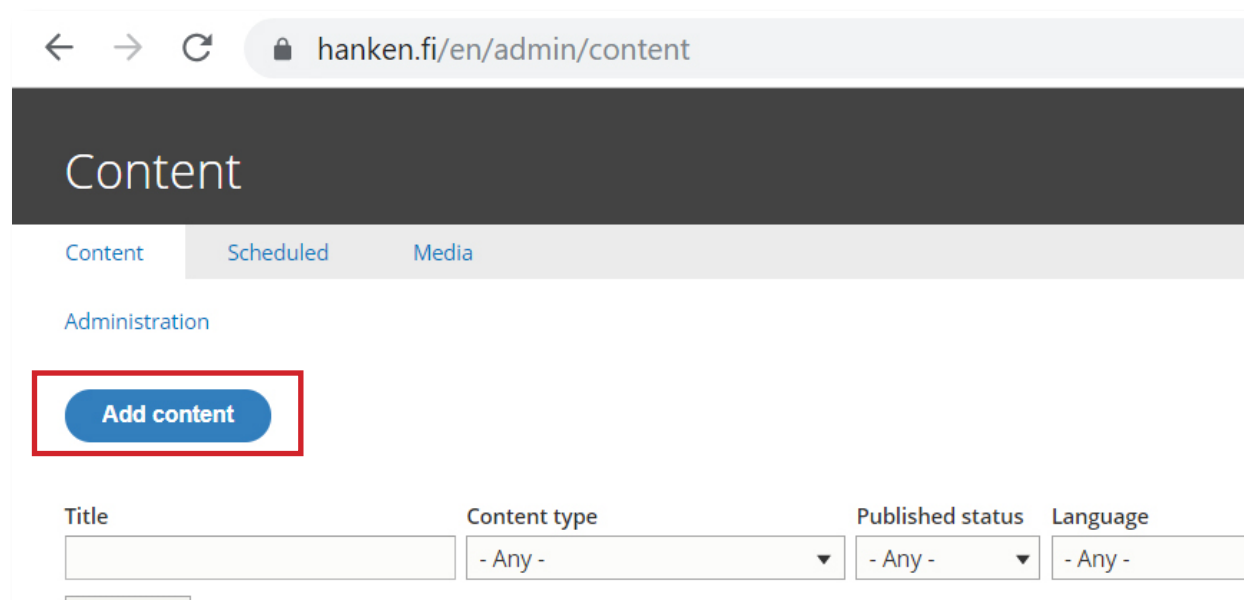
Link text: max 18 characters incl. spaces (ALL CAPITAL LETTERS)

19. Create event

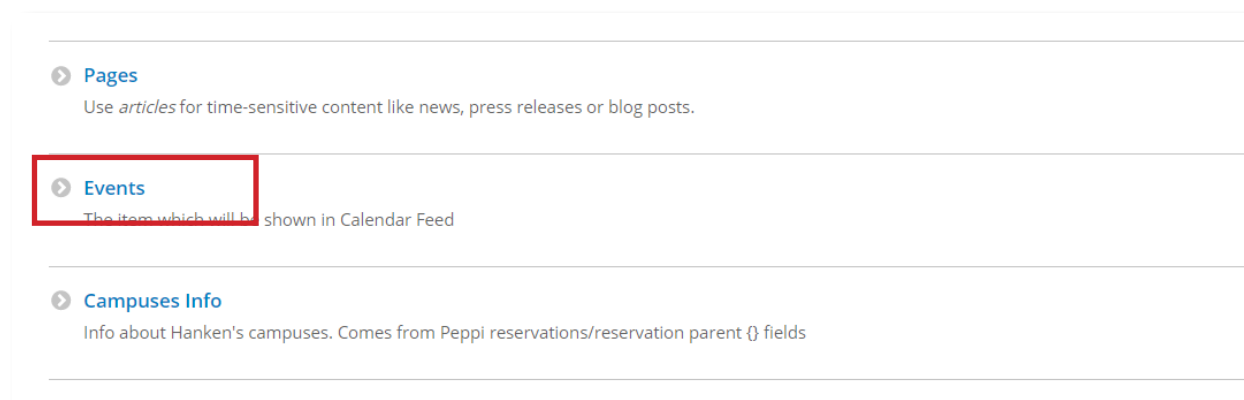
Click on the cogwheel symbol in the top-left corner that's visible when logged in.



Click on "Add content".



Choose "Events".

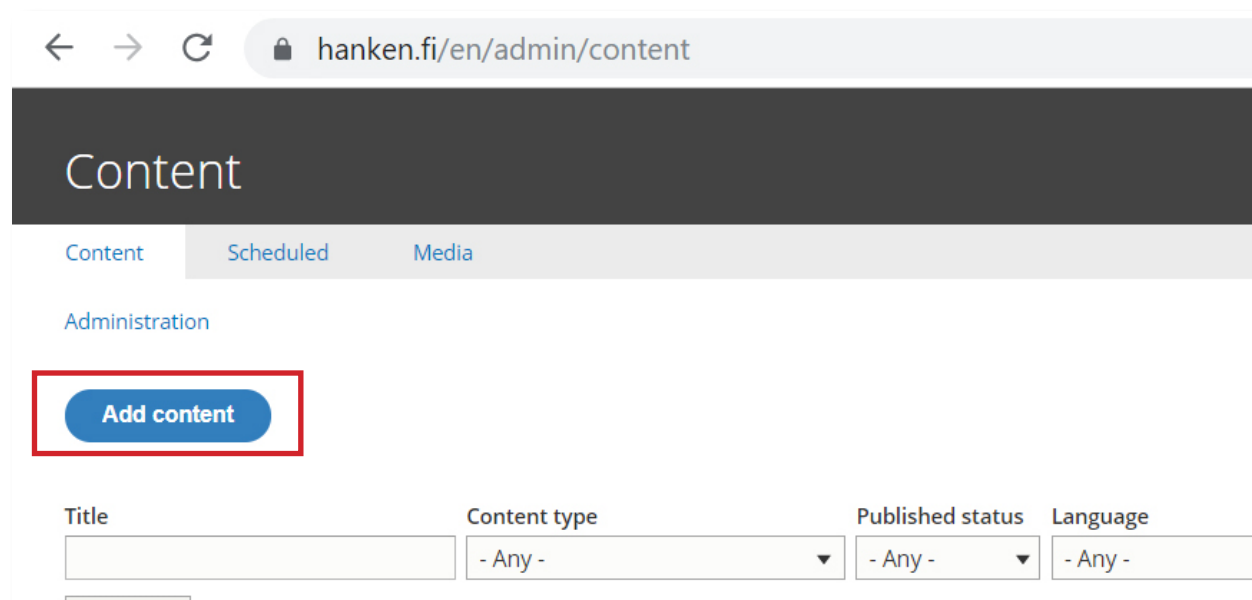


20. Create news article

Click on the cogwheel symbol in the top-left corner that's visible when logged in.



Click on "Add content".



Choose "News".

