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.

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

Then click "Save" ("Spara").

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

2. Create a new page

Click on the cogwheel symbol in the top-left corner that's visible when logged in.
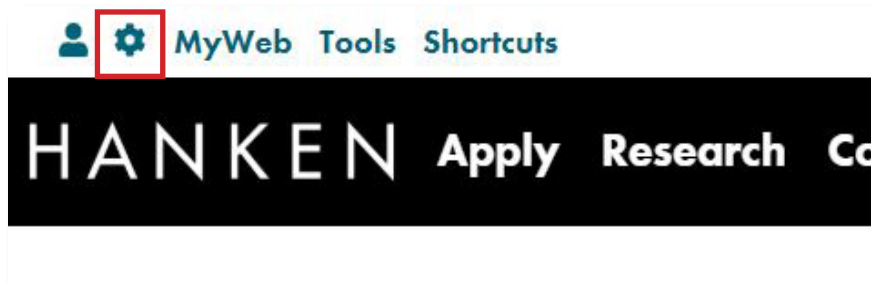
Click on "Add content".
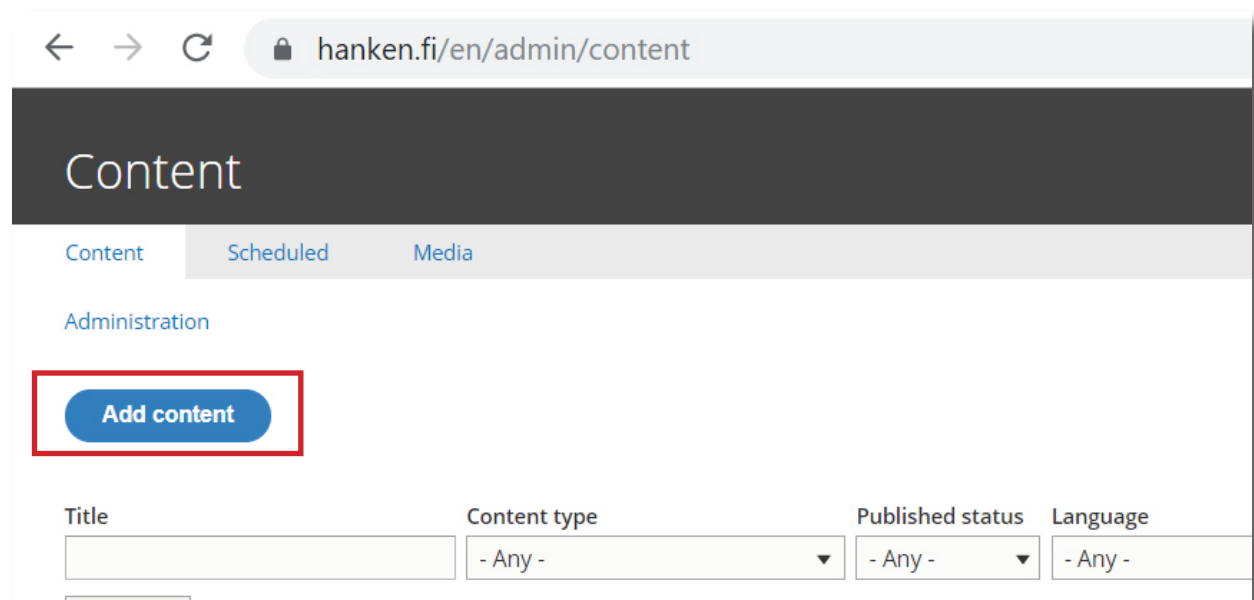
Choose relevant type of content, for example "Pages".

3. Overview of page elements

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.*

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

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.

Select and press "delete" to remove old image.

Add new main image under "Top Image" > "Select entities".

Click "Select files" and upload an image from your computer or select one from the image library.
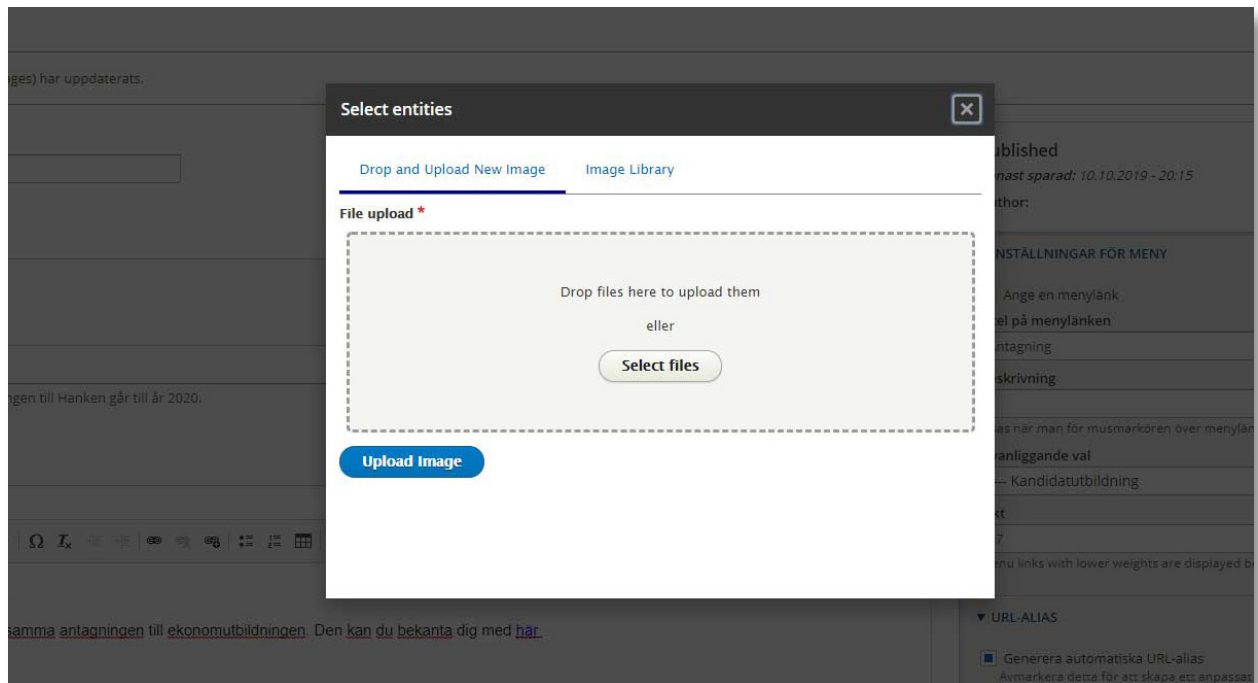
Add "Image name" and a descriptive "Alternative text".
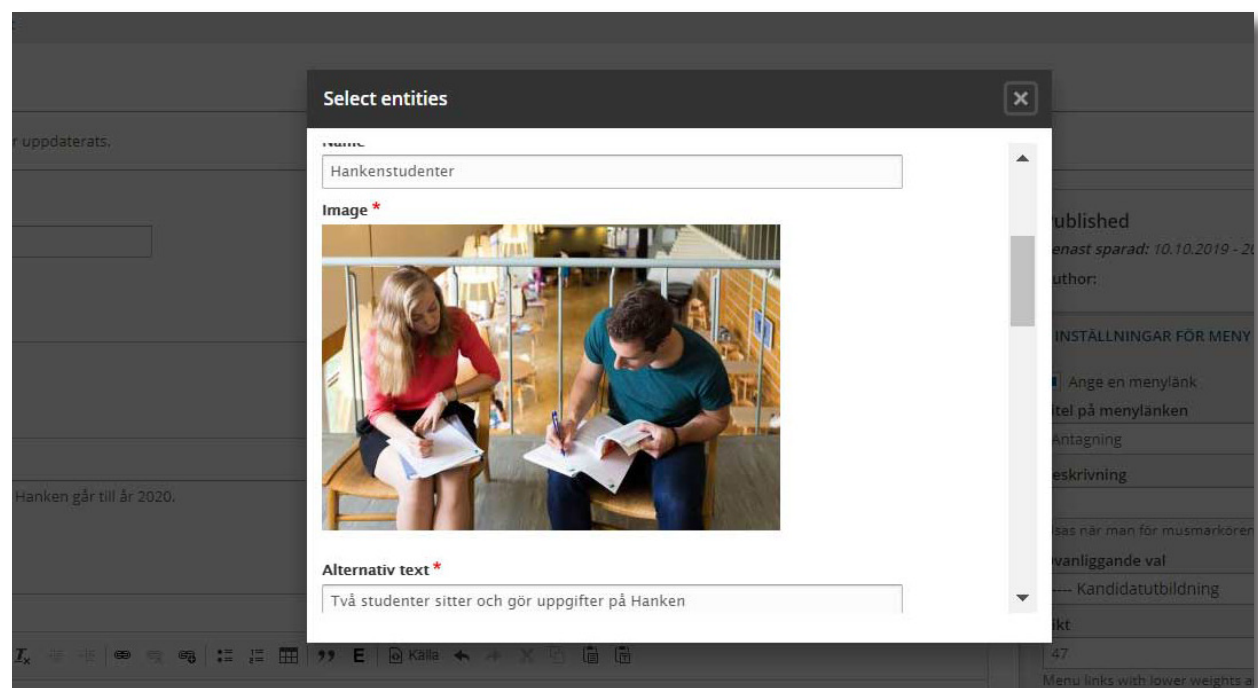
"Crop Image" to zoom in on a section of the image.

(This step is voluntary.)
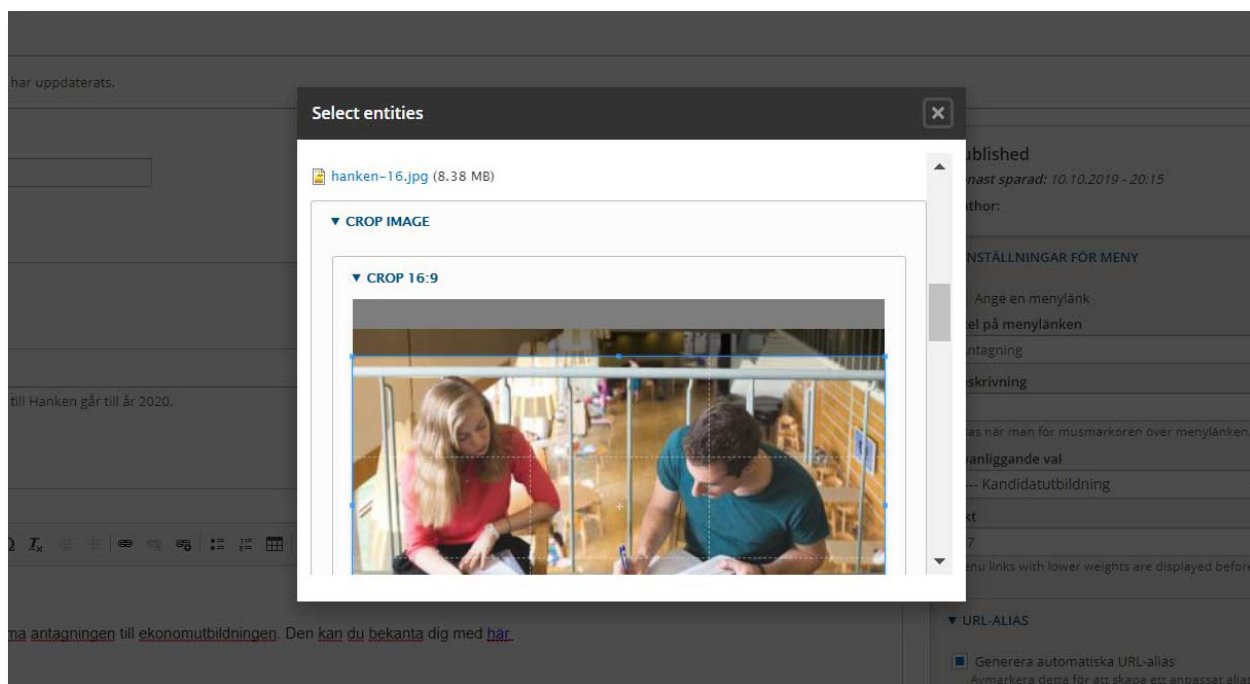
Click "Upload Image".
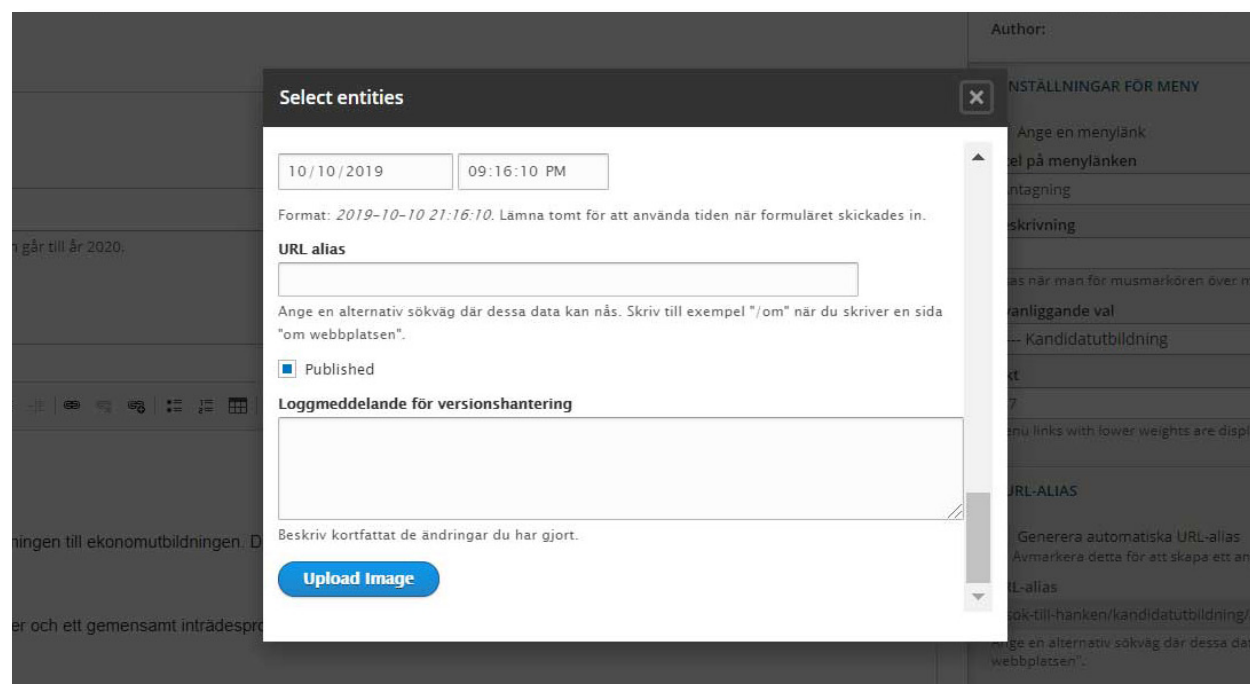
Now the page can be saved.

6. Adding images to article

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

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".

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

Crop the image if needed.
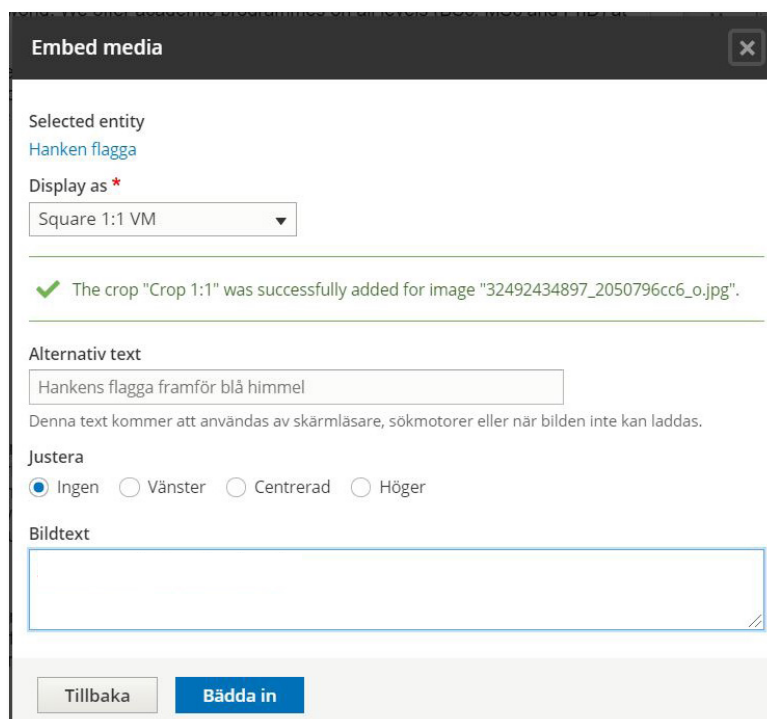
Choose a media category to ease searching for the image.

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).

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
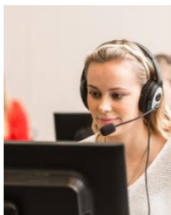
Portrait 4:5

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.
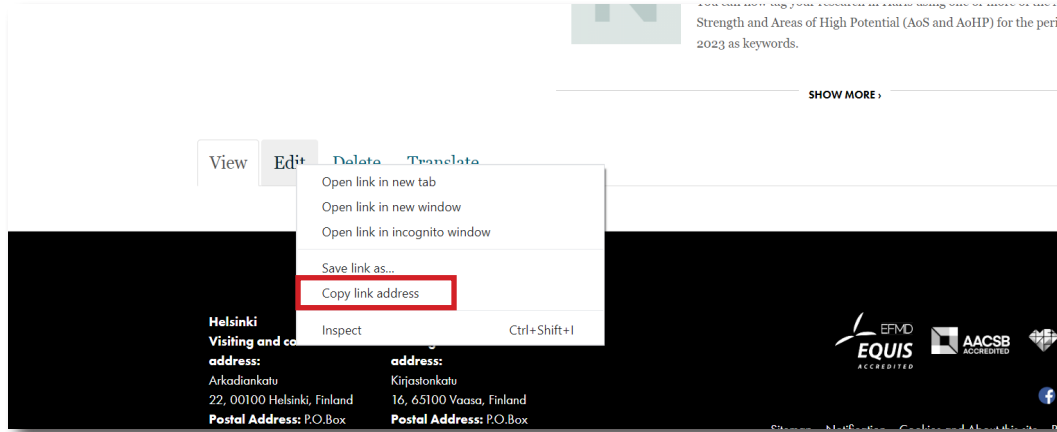
Open the web page you want to add a link to. Highlight the word(s) you want to turn into a link, e.g. "Research", and click on the chain symbol.
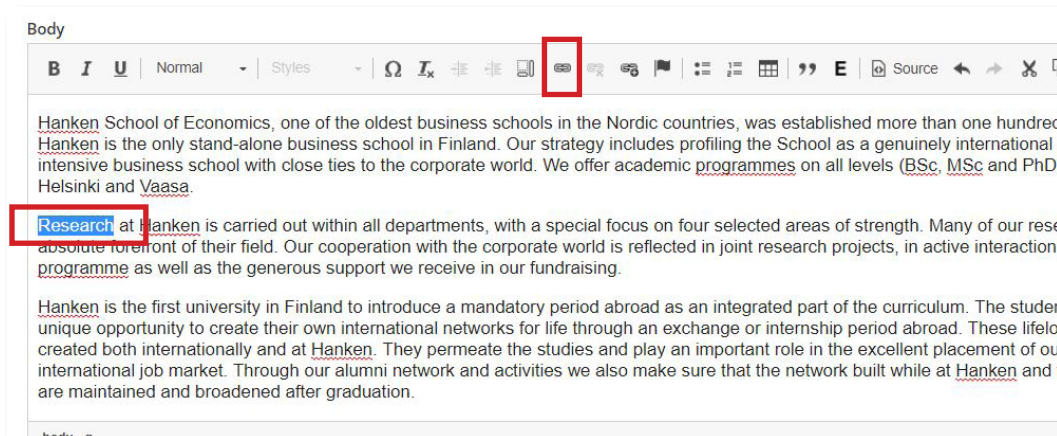
Paste node link into URL field, remove "/edit" from the address, click "OK".
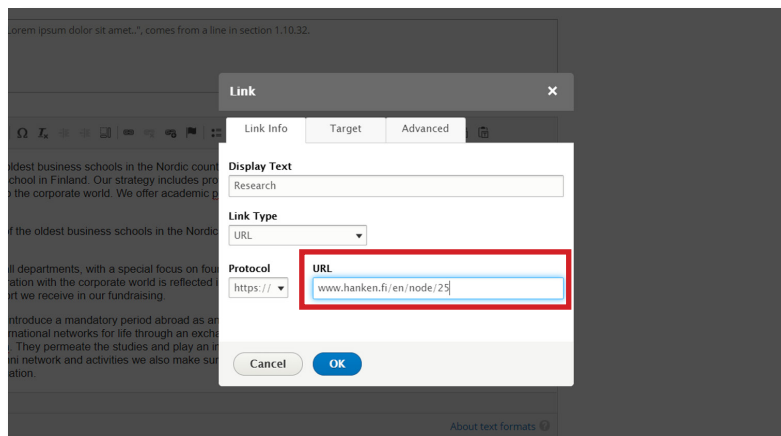
9. Remove hyperlink

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

10. Add file

Place cursor where you want the file to be and click on "E".
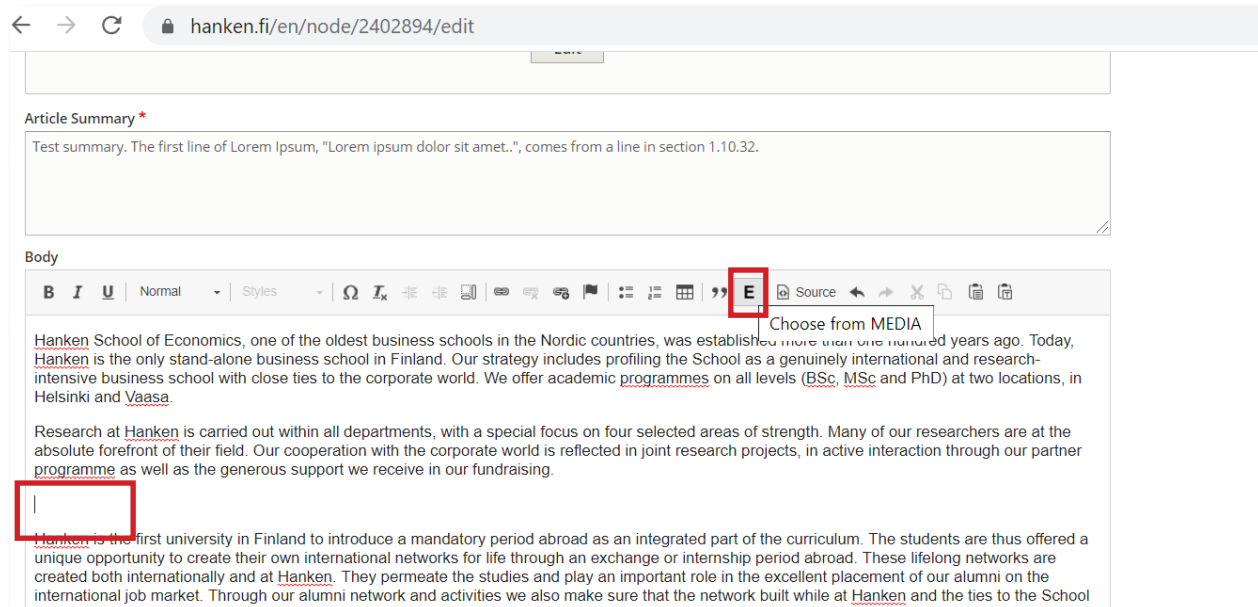
Click "Drag and upload new files", "Select files" and "Upload new file".
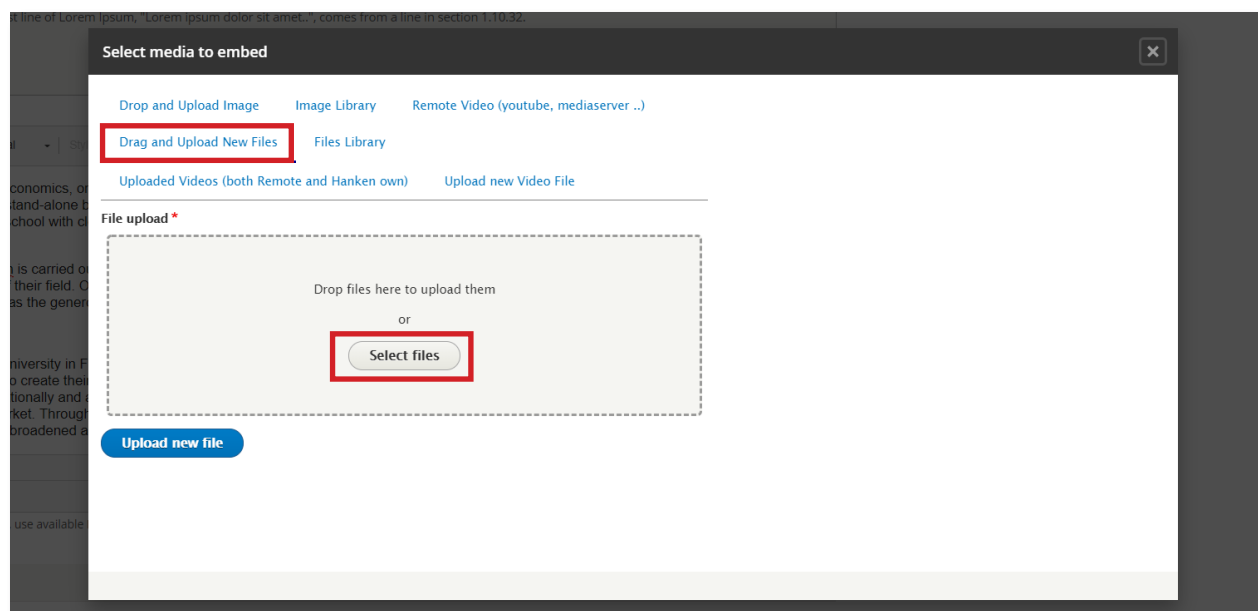
Give the file a name. If you want a different name to be visible on the web page, enter that into the description field.
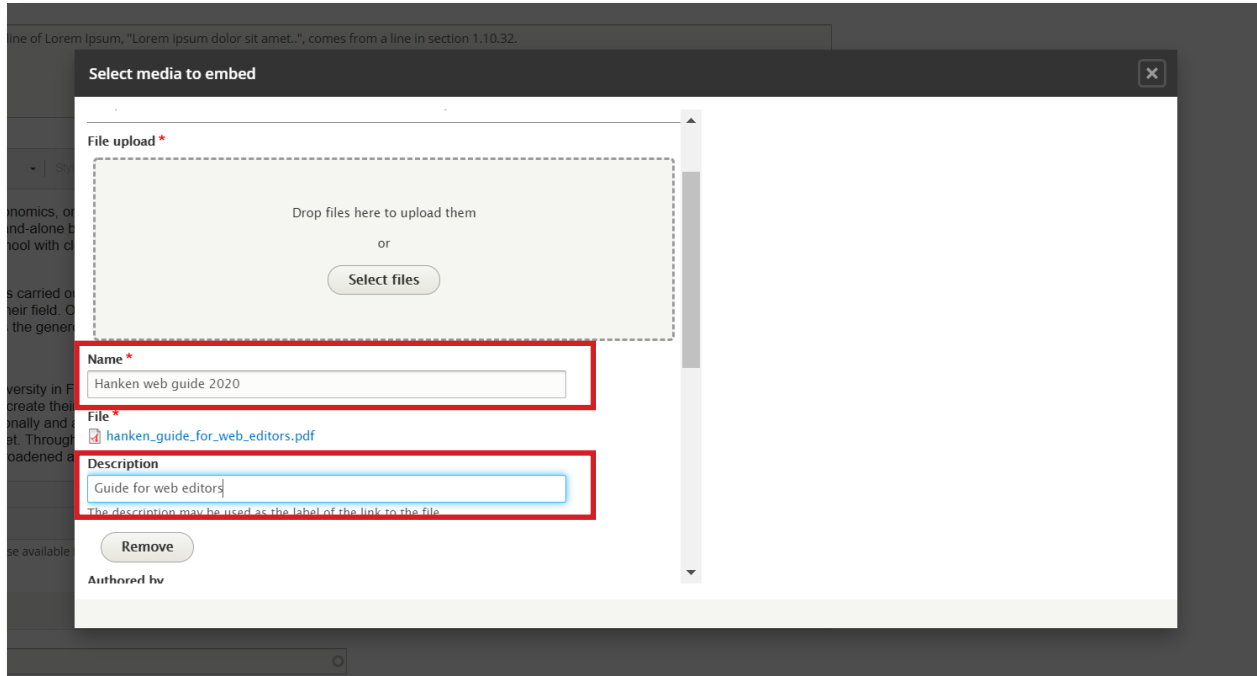
Select "File link" from the dropdown menu and click "Embed".
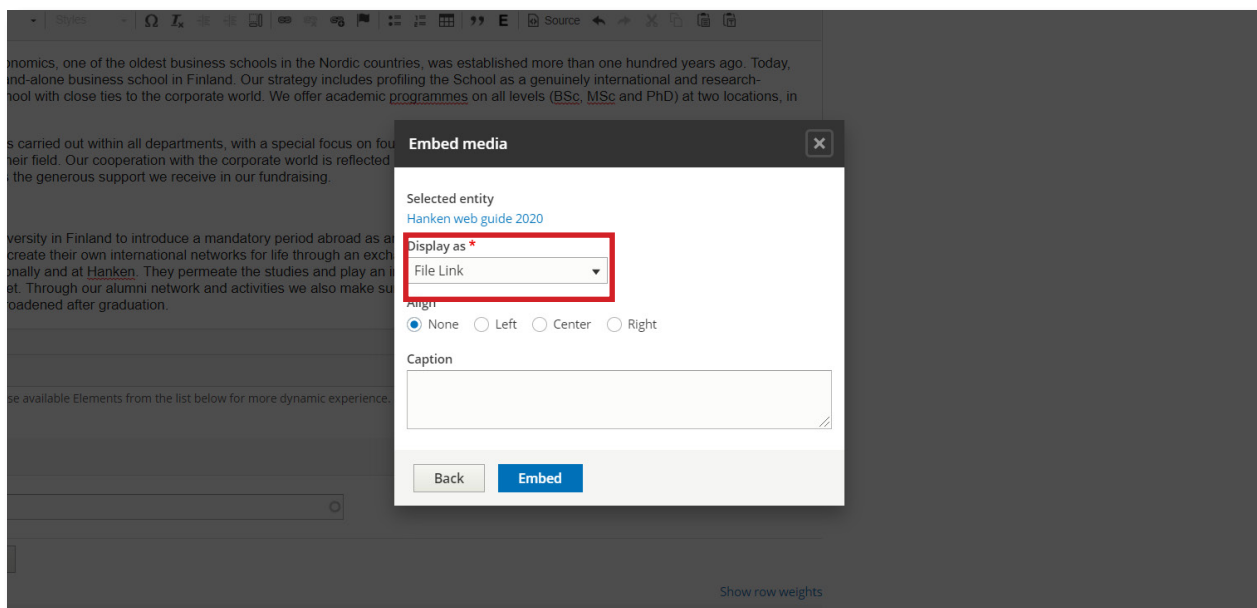
11. Change file name

Click on the file name and then the "E".

Click on the link.

Hover over file name too see pen symbol, click on it and choose to edit.
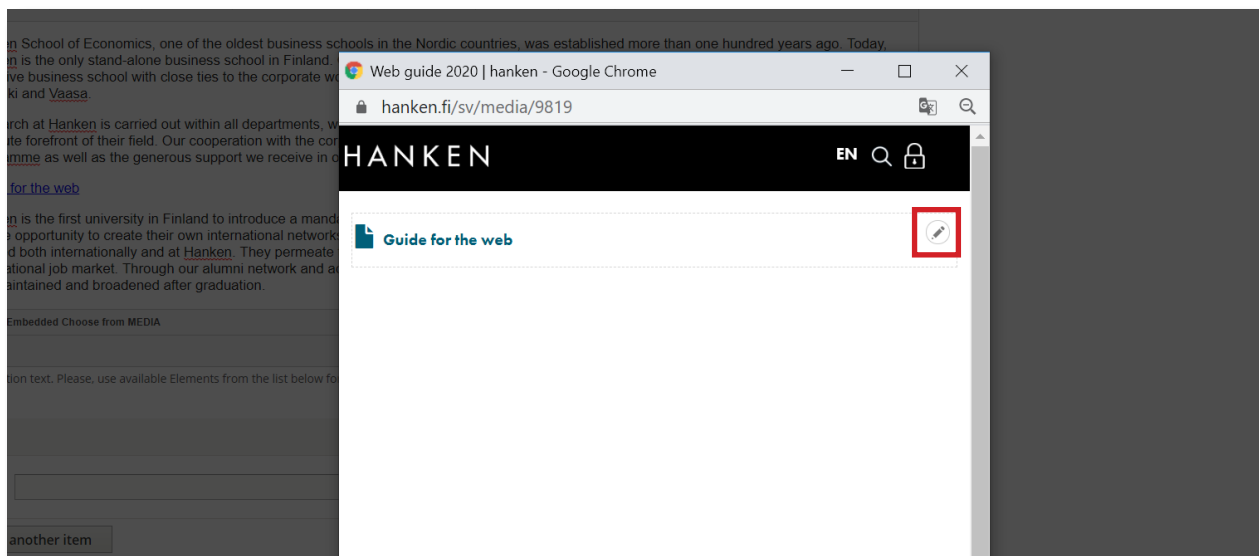
Change Description to change the file name visible on the web page. Then click save and close the window.
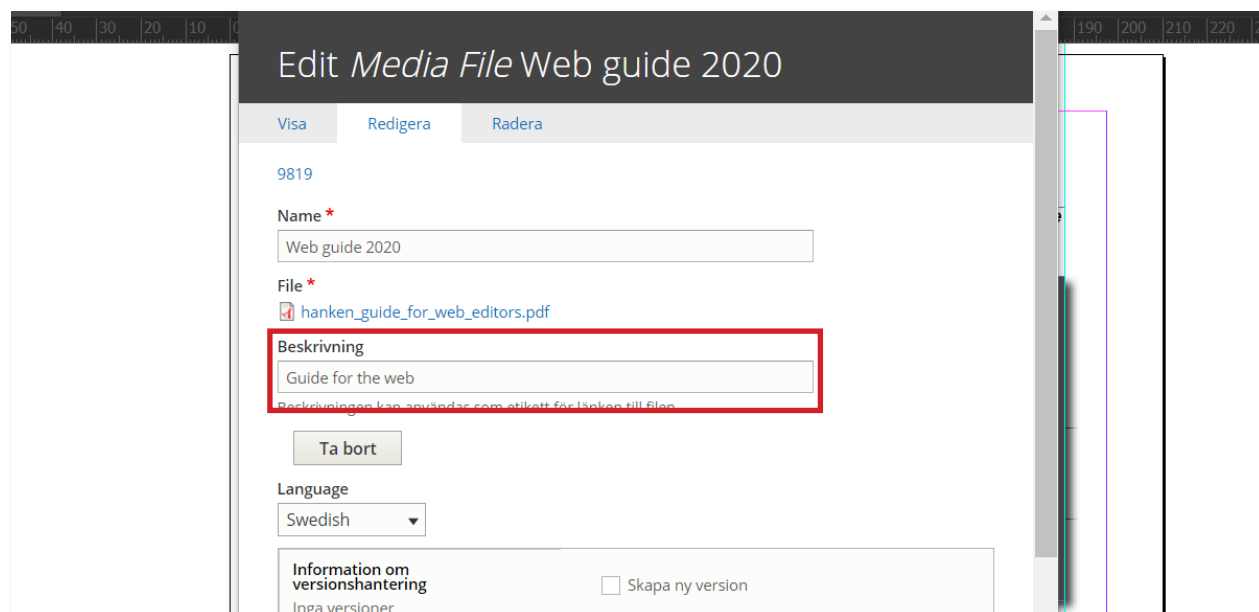
Finally, embed the file.
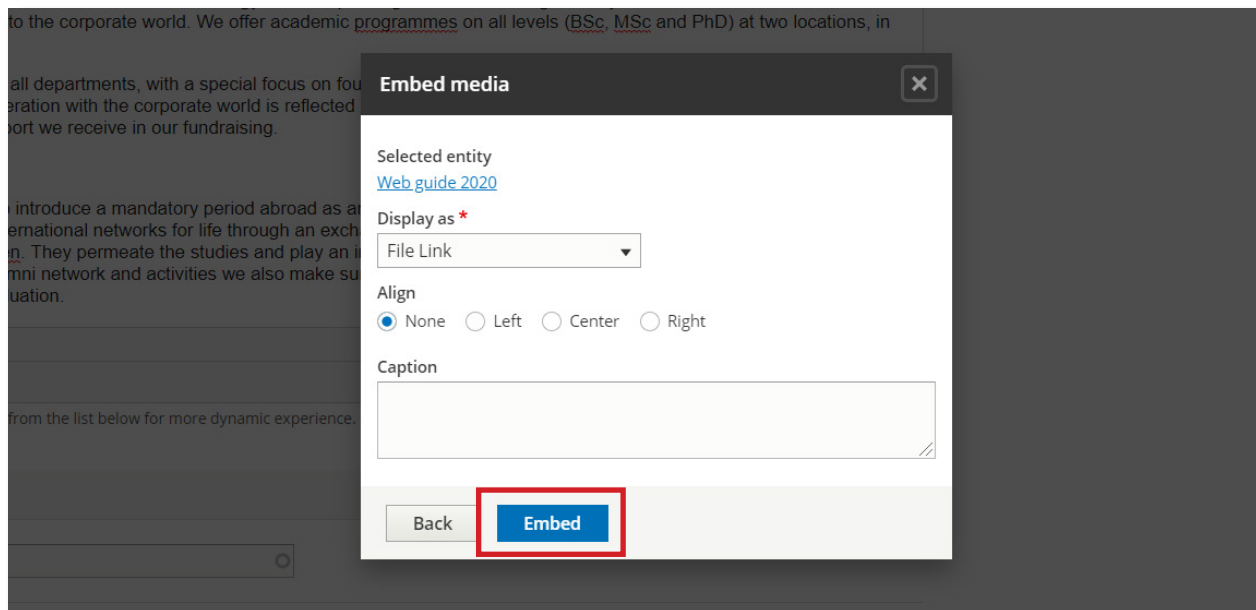
12. Types of elements

Content/Accordion element (regular width)

Image links, squares (regular width) (avoid using until fixed)
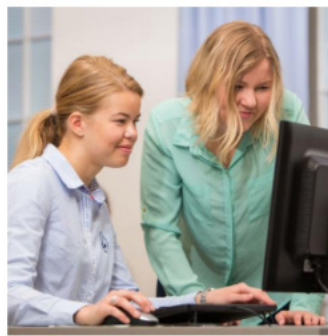
Kurser · Sök till Hanken · Ansökningstid

Image links, rectangles (regular and full width)
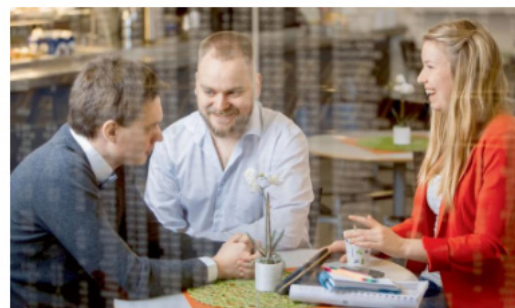
Forskning · Kurser

Links, coloured buttons (regular width)

Kandidatstudier

Magisterstudier

Hankens forskarskola
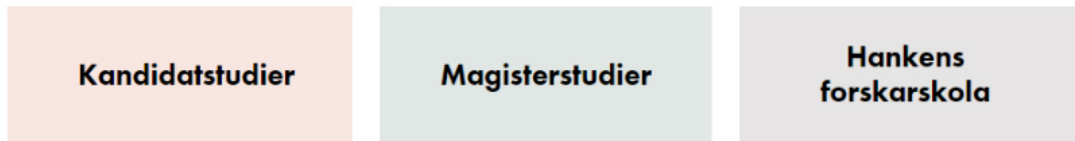
Links, simple buttons (regular width)

Contact us

External sources

Useful materials

Digital tools

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)

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.

READ MORE ›

13. Add accordion

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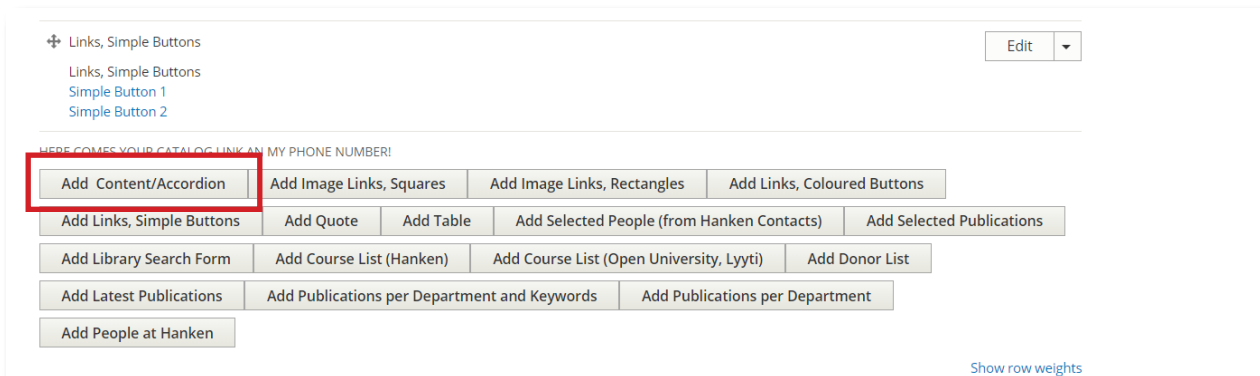
The accordion can be dragged and dropped into the right place using the arrow cross. Click "Show as accordion" to make an accordion. Then add Header and Content. When you're done, save the page.

14. Add regular content paragraph

Click "Add Content/Accordion" just like with the accordion.

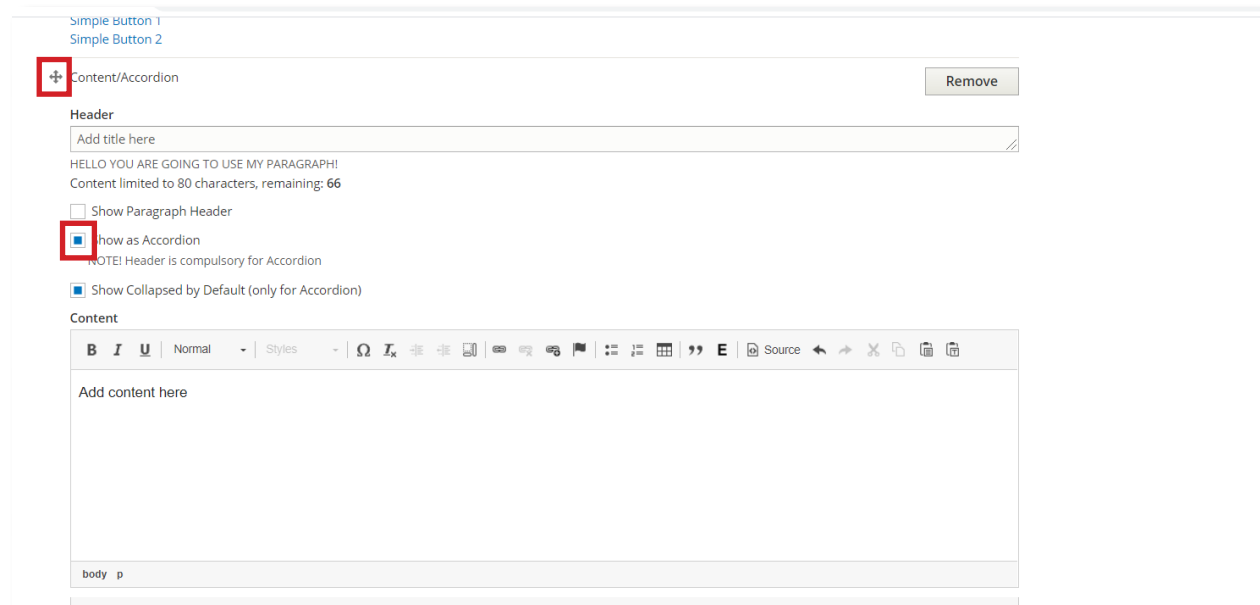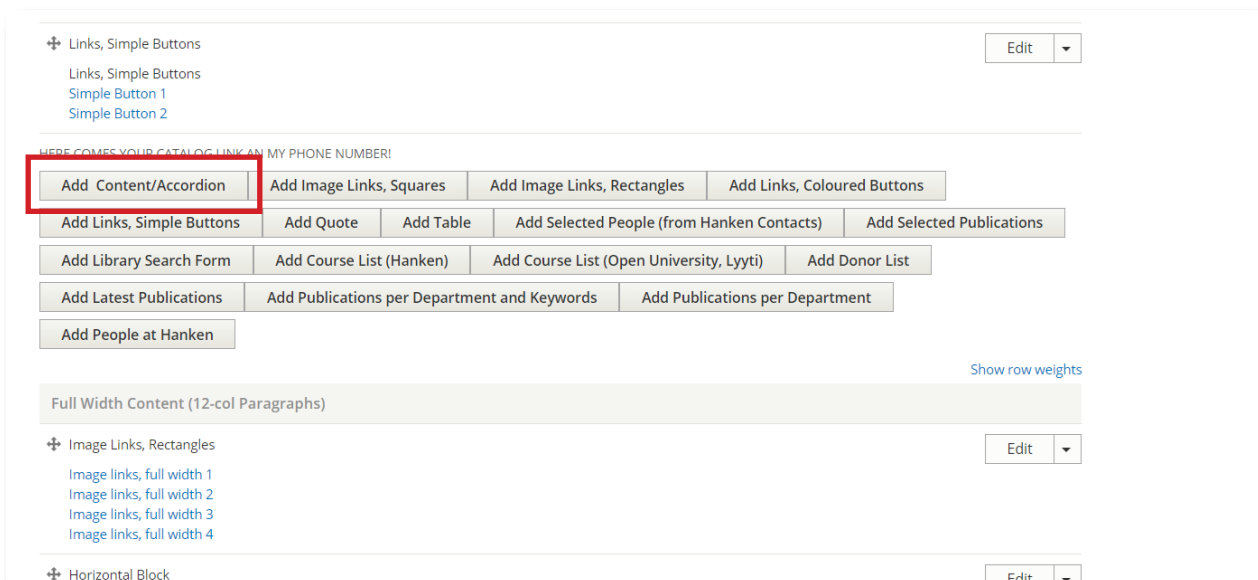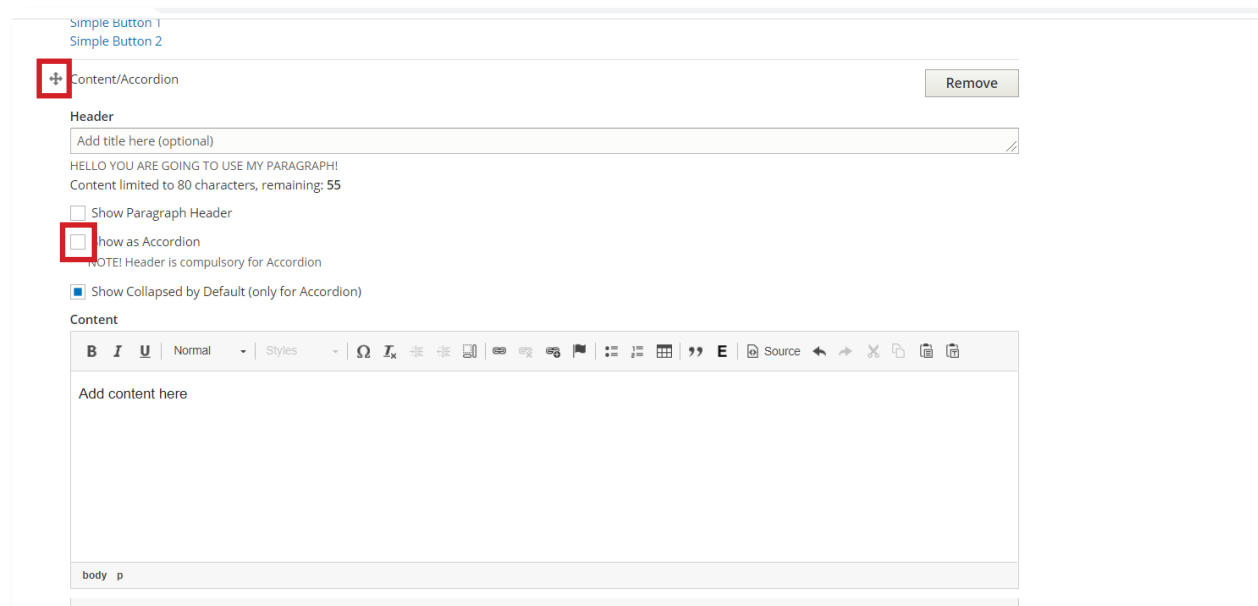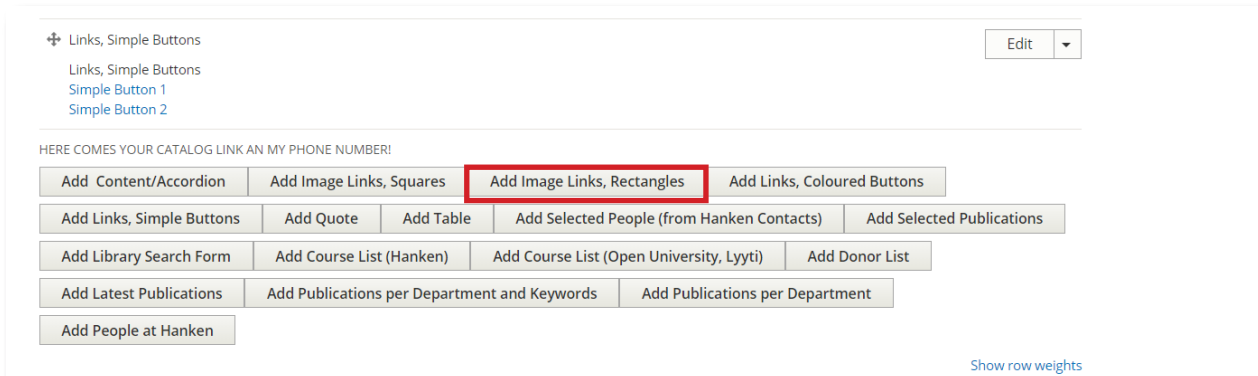*The content paragraph can be dragged and dropped into the right place using the arrow cross. Leave "Show as accordion" empty to create a regular content paragraph - the type of HTML field as the "Body". Then add Header (optional) and Content. When you're done, save the page.*

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).

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".

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".

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".

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).

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

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).

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.

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

Character guide:

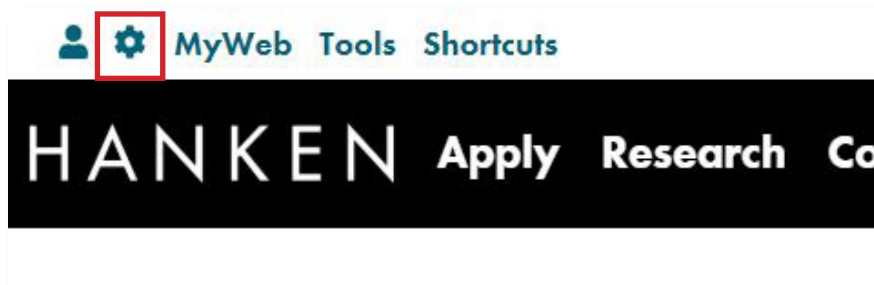*Title: max 60 characters incl. spaces*

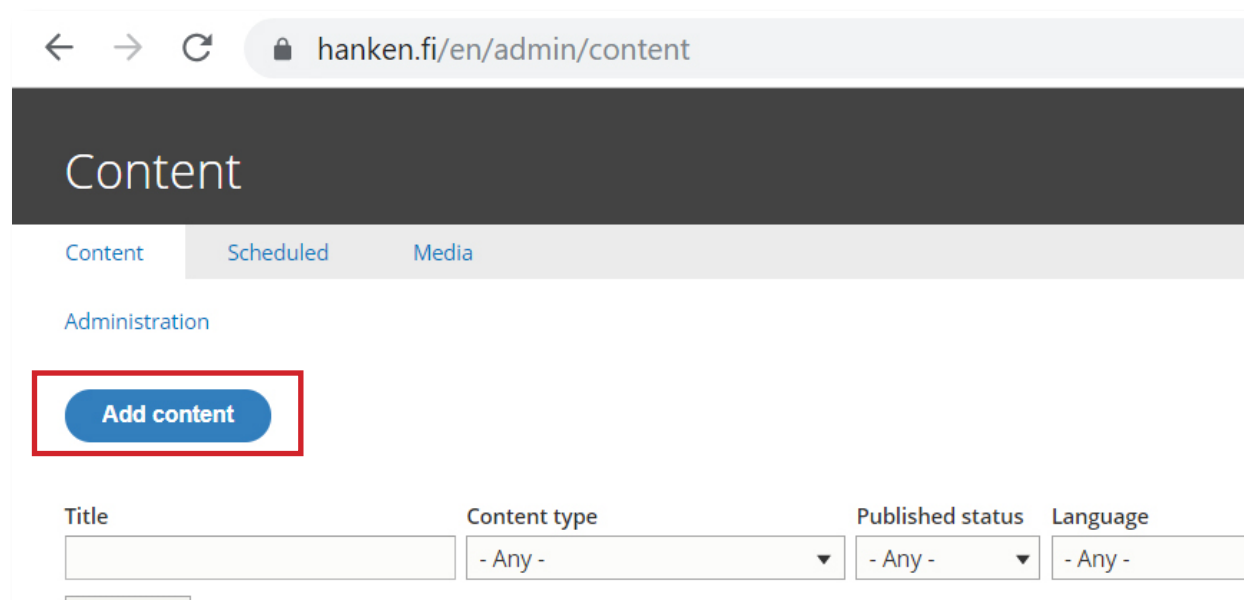*Description: 170-220 characters incl. spaces*

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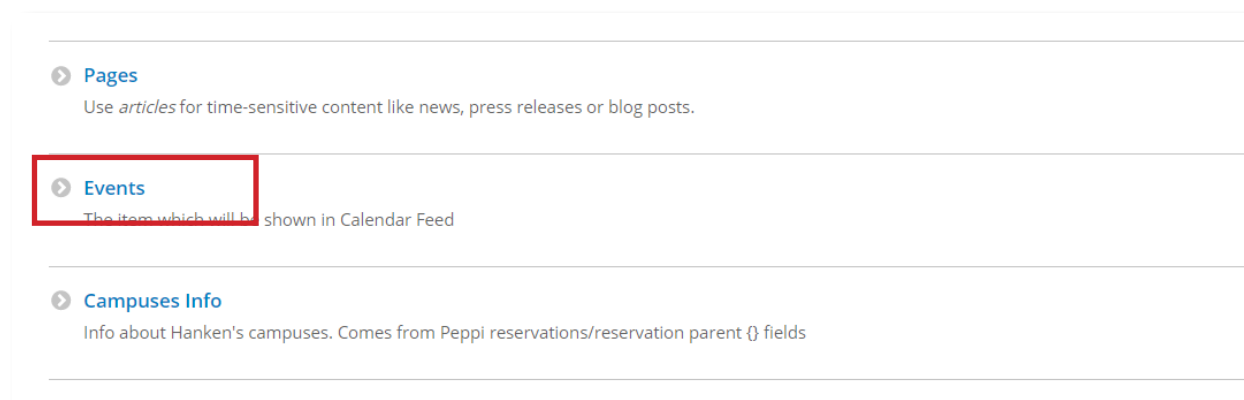
19. Create event

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

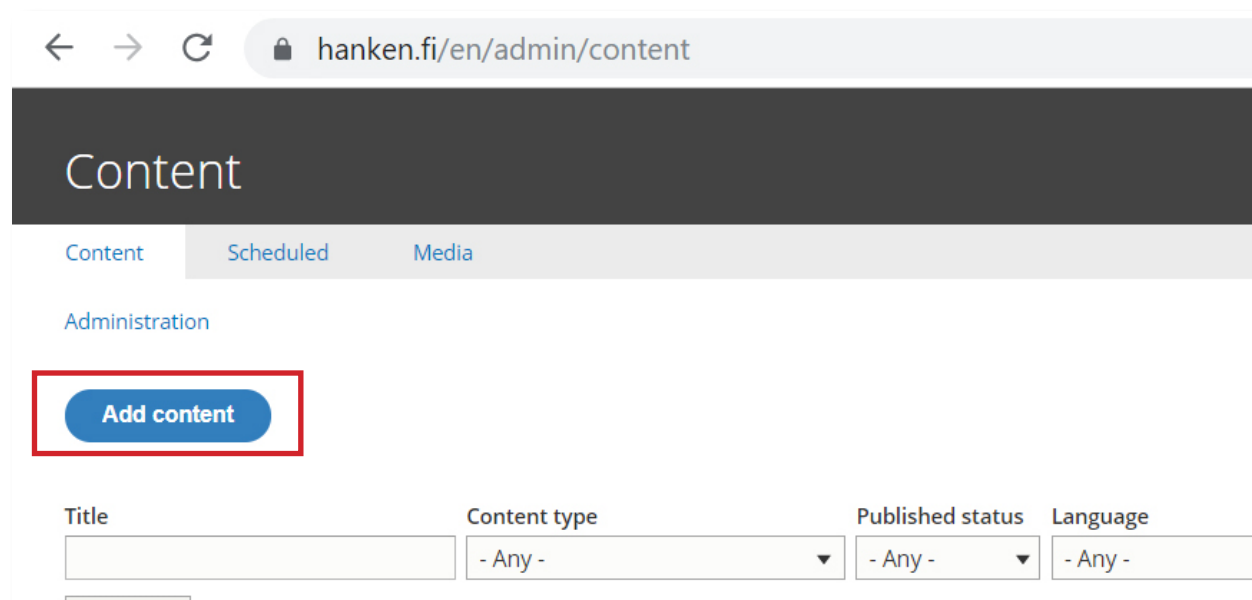*Click on "Add content".*

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".