

Cochrane Group Website Guidelines and an admin manual for webmasters

Updated on October 2020

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



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Typographic Conventions

Chapter

Section

Subsection

Sub-subsection

Internal hyperlink

External hyperlink

.Name.(of an element of the interface (often highlighted with a red arrow in figures) or of a function)

Path to menu items (of the top admin bar, e.g.: *Configuration > Manage content*)

Notes (in the body of the content)

Guidelines

It is important that all Cochrane websites are well maintained so that visitors find current, accurate information that reflects the hard work that is put into producing Cochrane Reviews.

Each group is responsible for maintaining and making sure that their website is up to date with Cochran website and branding guidelines. This document will help webmasters get their sites up to Cochrane standards and maintain their excellence.

People with either Super User or Web Publisher role in Archie can access the admin interface of their **group's website by** clicking on the Admin link on the top blue menu and by using their Cochrane Account credentials.

Only Super Users can assign web publisher roles through Archie. To find out who the Super User of your site is, when in Archie, expand the group's folder on the left tree view, click on People, click on Super Users.

For the Super User to grant permission to people to work on their site, they must first be registered in Archie. In the [Archie help file](#) (available from the help menu when in Archie) there are instructions for:

- [Creating a person's record](#)
- [Managing user accounts](#)
- [Assigning roles to people](#)

For additional Archie support, contact support@cochrane.org .

Basics

Each group should review their site to ensure that it contains up-to-date and accurate information. Going through this initial checklist of guidelines can take approximately one to two hours, depending on how familiar the person is with web editing and the work needed. Each site should be checked that it includes:

- Description of the group and role: This information can be on the Home/landing page or an About Us page.
- Contact information: We recommend having a separate Contact Us page. Please ensure that the information listed is up-to-date and is the same information that is provided on Archie.
- Social Media: Maintaining social media accounts for your group is optional. If you do have a social media account, provide links to the accounts. If you have a Twitter account, contact support@cochrane.org for a feed to be added to the right-hand side of your landing page.
- Newsletter: Having a group newsletter is optional. If you do have a newsletter, provide clear subscription information (link to *MailChimp* subscribe page, form, or email address to sign up). It is recommended that your group uses *MailChimp* **for their newsletter. If you haven't already** done so, you can download the [branded templates in your groups colour](#). Look for the folder under **"Community Templates"** and read the **'How To' guide for editing instructions. The easiest way to**

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use the *MailChimp* subscription form and the archive is to provide links on your site to the corresponding pages that are already hosted on *MailChimp*.

- Multiple languages: Having multiple languages is optional. If appropriate, you may have your group site in only a non-English language (e.g. for a Centre located in a non-English country). If your site has multiple languages, make sure each page is translated properly. If your group would **like to add or remove the 'language toggle' at the top right**, please contact the web team at support@cochrane.org.
More on [How to manage a Multilingual website](#) in a section below.
- Minimum four tabs: Have at least four main tabs on the front page. At a minimum, we recommend *About Us*, *Join Cochrane*, *Contact Us* and *News* (or *News & Jobs*).
- Join Cochrane tab: **All Cochrane group websites should have a 'Join Us' or 'Join Cochrane' tab** that links out to <http://join.cochrane.org>. For example, as seen on the [Cochrane Cancer website](#). If you do not have this, please contact support@cochrane.org to set it up.
- One row for top menu: Only first level menu items appear on the main horizontal menu with secondary menu items will appear along the left-hand side of the pages. The number of main items/tabs should fit on one row across the page. If tabs fall into a second row please make sure to reorganize the pages or rename the tabs so they fit on one row.
More on [How to manage Menus](#) in a section below.
- Pictures: Make sure all pictures that are uploaded are appropriate and align with the Cochrane brand. Use only pictures we have the copyright to (Cochrane provided iStock photos available by contacting mumoquit@cochrane.org) or are free to use (e.g. pictures from Unsplash). Here are the most common picture sizes used on the website:
 - Feature¹: 620x280 **pixels, 'The Cochrane forest plot' will automatically be added to your photo** when you publish.
 - Lower news boxes: Images must be between 200x200 and 1200x1200 pixels.
 - Banner images for tops of pages: if you want to put a banner at the top of a page, note that its width depends on the layout of the page, i.e. the number of columns it displays.
 - For a one column page, the width of the banner is 950 pixels.
 - For a two-column layout (i.e. a page that displays a column on the left or on the right side), the width is 750 pixels.
 - For a three-column layout (i.e. a page that displays columns on both the left or on the right side), the width is 535 pixels.
- **Feed of your group's reviews** (for Cochrane Review Groups): Assuming you are familiar with [How to create a Page](#) and [How to manage Blocks](#), **to display your group's list of Cochrane Reviews, Protocols and Titles on a specific page**, move the [Our reviews](#) block to the Content region and **make it visible on that specific page by setting the block's Page** property.
As usual, just contact support@cochrane.org if you have problems with setting this up.

¹ [Feature news](#) are explained in a section below.

- Funding logos: Funding logos should be added to the bottom of either the landing page, a separate funding page, or the *About Us* page. More on [How to set up the Funding logos](#) in a section below.

Quarterly maintenance

After going through the guidelines above, each group should then maintain their website. Websites should be viewed an ongoing project and communication tool. We recommend that each group review their content at least quarterly or as frequently as needed. This quarterly maintenance should take less time than the initial guideline check above. If your group is finding this a time consuming process, you should consider doing this maintenance more frequently. Check the following items regularly:

- Up-to-date Archie permissions: To make edits to the page, you must be given web editing permission in Archie. The Super User of the group can edit permissions. Ensure permissions are correct and adjust accordingly.
- Landing page: The first page of your site is your first impression! You are not required to use the format of [having Feature Items and News on your front page](#); this feature is optional. Any information on your front landing page should be current. Please ensure that you are promoting the most important information for you group.
- News and features: If you have news section or a page with news and feature boxes, ensure that important news items are listed. All published news items are available at [http://\[yourwebsite\]/news](http://[yourwebsite]/news). More information in [a dedicated section](#) below.
- CommsNetwork: You may want to join the *Cochrane CommsNetwork*, which is a group of Cochrane contributors whose work or interest includes sharing Cochrane evidence news, or stories with the wider world. Every Tuesday a digest is sent out to members to provide content for further communications efforts. The weekly digest includes: a listing of any newly published noteworthy reviews, press releases, or featured reviews; a listing of all the translations completed in the past week; suggested tweets; news from the community (recent newsletters, blog posts, or **other submissions from members**); and news about the colloquium. It's a great way to get content and also to share it with the wider community. To join the *CommsNetwork* and get the weekly digest, please see the [CommsNetwork page](#).
- Remove any added formatting code: Sometimes when text has been copied and pasted from Word directly into the web (html) editor, it brings in some 'hidden' Word formatting code that is then displayed in the page. It's always good practice to copy/paste text from Word into a raw text editor like Notepad and then from here into the web editor - and then to format the text using the web editor functions. To remove the weird text, you can try to use the [Rubber of the web-editor](#). Or you may need to edit the page and click on the 'Disable rich-text' link (below the body) to display the html code and remove the formatting code.
- Check Google Analytics: Traffic to sites are being tracked by Google Analytics. To view the data on your site, provide your URL and a gmail email address to support@cochrane.org. Once you know what pages visitors are going to and how they are getting there, you will have a better understanding on what site specific pages you should focus your maintenance on.

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- Check for broken links: Now you can directly check from the website admin interface whether pages on your website contain broken links. This can be done in two ways:
 - At page level, by editing a page. If the page contains broken links, these will be listed at the top of the screen.
 - At website level, by running the [Broken links](#) report. This report can be accessed from the *Reports > Broken links* menu item of the top black admin bar.

For each broken link, the report displays some useful information:

- URL of the broken link.
- The type of broken link, i.e. the reason why the link is not working anymore. In general, those with a 404 Response, which corresponds to a Not found Error, (the resource the link is pointing at has been either deleted or moved to a different location/URL), are those to be fixed.
- Operations: you can [Edit the node](#), i.e. the page that contains the broken link, or [Edit link settings](#) to see when the broken link was detected or to perform other operations.

The Website Management Interface

How to log in

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



The Admin menu bar

Once logged in, a black bar at the top of the screen appears: it contains all the functions to manage the website.



- Content: To create, edit, delete content.
 - [Manage content](#): To list and filter all existing content.
 - [Add content](#): To create new content of different types. The most important ones are News and Page.
 - [File browser](#): To navigate through the folders in which documents and images are stored. And to upload or remove them.
 - [Webforms](#): To list the forms used for instance, to get feedback from users.
 - [Protected](#): To list pages that are accessible to users only through a password.
- Structure:
 - [Blocks](#): **To add, retrieve, rearrange, delete or edit existing blocks or 'menu blocks'.**
 - [Menus](#): To add, retrieve, rearrange, delete or edit existing menus and menu items.
- Configuration:
 - [Search and metadata -> URL redirects](#): To make a page available under more than one URL address.
 - [Settings > Settings](#): To clear the website cache and to set up some properties at website level.
 - [Web services](#): To configure which content the site aggregates from other sites, how often it polls them, and how they're categorized.
- Help: To access this manual.

Managing different type of content

Note: all the following operations can be performed only when [logged into the website](#).

Page

Create a page

- To access the [Create Page](#) window, select *Content > Add content > Page* from the top black admin menu.



- On the [Create page](#) window, besides providing a [Title](#) (mandatory), these are the properties and elements you can set:
 - Language: Unless your [site is multilingual](#), leave this to *Language neutral*.
 - Sharing: You can provide an [Image](#)² and a [Meta Description](#) that will be used when sharing the page in social media like Facebook or Twitter or to display a description of the page on search engines like Google. See also [how to upload an image](#).

Title *

→

Language

→

→ **SHARING**

The image and meta description fields can be used by sites like Fac

Image

→ [Open File Browser](#)

→

Files must be less than **5 MB**.
 Allowed file types: **png gif jpg jpeg**.
 Images must be between **200x200** and **1200x1200** pixels.

Meta Description

→

A maximum of 160 characters. Can be used by search engines (e.g. Goog

² [Limitations for the Image](#): Files must be less than 5 MB. Allowed file type: png, gif, jpg and jpeg. Images must be between 200x200 and 1200x1200 pixels. [Limitations for the Meta Description](#): max 160 characters.

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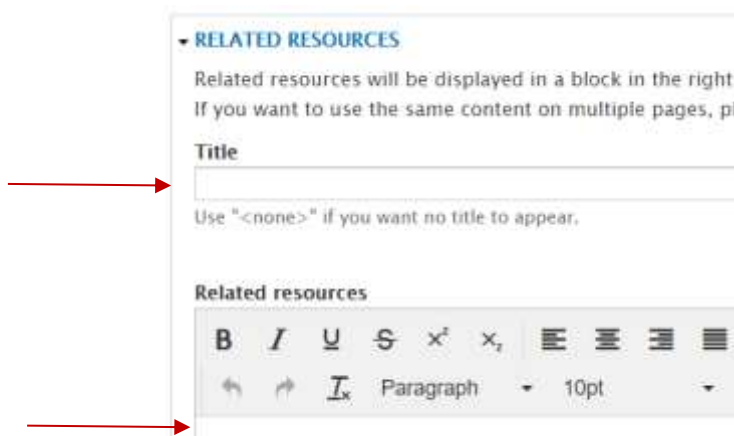
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- o **Body:** It's the text area where you insert the page's content – see [How to use the Web editor](#) for more info on how to insert and format content in the [Body](#) area.

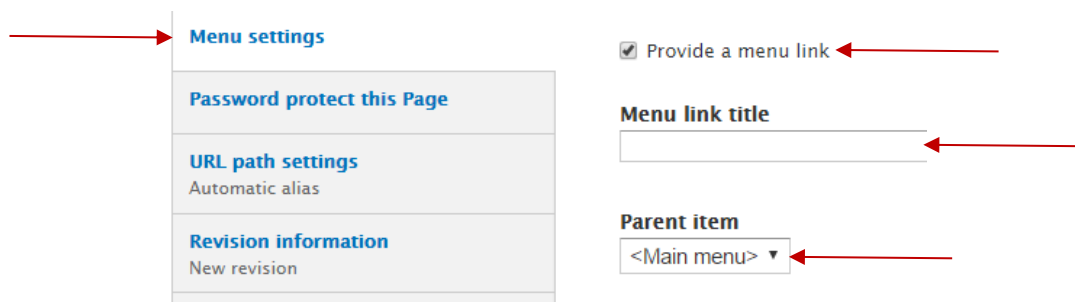


- o **Related Resources:** To display on the page (e.g. on the right-hand column) an additional box with related information, in this section, insert a [Title](#) and some content on the [Related resources](#) text area – see [How to Manage Blocks](#) about how to set the display of this block.

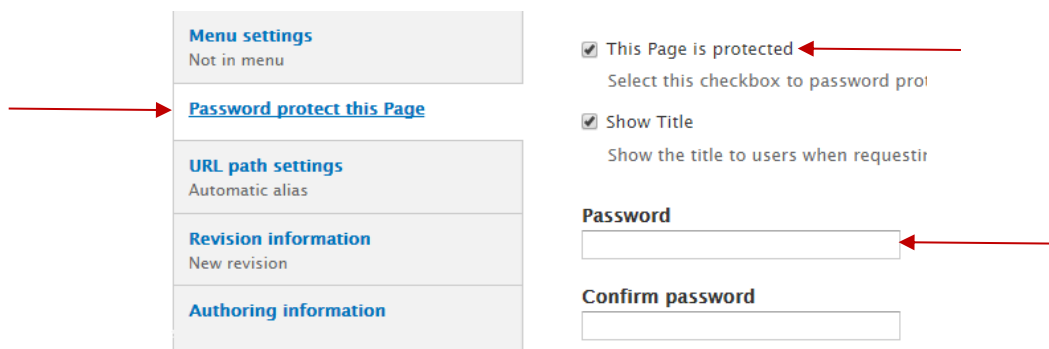


- o **Menu settings:** To create a menu item for the page on the left-hand menu, which equals to set up the parent page of the page being edited, go to the [Menu settings](#) section, tick the [Provide a menu link](#) checkbox, insert a [Menu link title](#) and select the [Parent item](#). Clearly, you can use this section also to delete an existing menu item by simply deselecting the [Provide a menu link](#) checkbox.

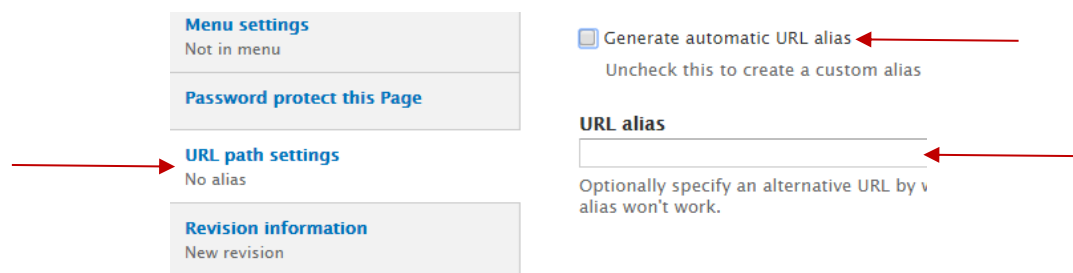
Note: You can set a page's menu link also at menu level – see [How to manage Menus](#).



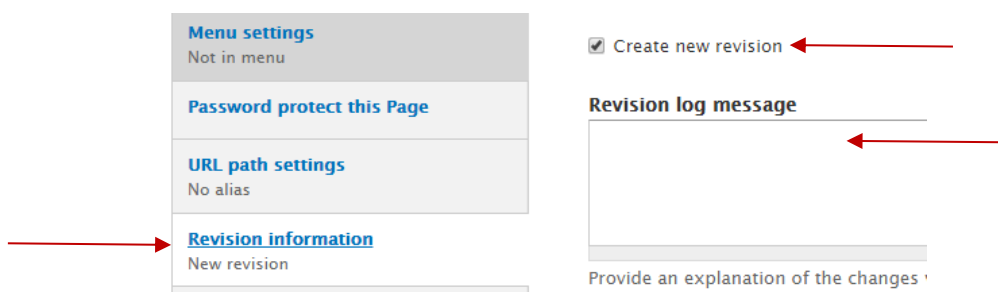
- o Password protect this Page: To make the page accessible only through a password, click on the [Password protect this Page](#) link, tick the [This Page is protected](#) checkbox and provide a [Password](#).



- o URL path settings: To set **the page's** URL differently from the one generated automatically³, click on the [URL path settings](#) link, deselect the [Generate automatic URL alias](#) checkbox and provide a [URL alias](#) (it is recommended not to use whitespaces but dashes [-] instead).



- o Revision information: To decide whether to create a revision copy of the page when it is saved, click on the [Revision information](#) link, and tick or deselect the [Create new revision](#) checkbox if you want to create or not to create a copy of the page. You can also provide some info about the revision on the [Revision log message](#) text area. By default, a revision is created whenever the page is saved after creation and editing.



³ For instance, because the title of the page is too long and you want to have a short URL. In fact, automatic URLs are generated by using all the words of the title and by replacing whitespaces with dashes [-]. If [a menu item](#) is created for the page, then also the menu structure is included in the generated URL.

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- o **Authoring information:** To see or edit information on who created the page and when, click on the [Authoring information](#) link, and see or change the values on the [Authored by](#) and [Authored on](#) fields.

Menu settings
Not in menu

Password protect this Page

URL path settings
Automatic alias

Revision information
New revision

Authoring information
By Albert Einstein

Authored by
Albert Einstein
Leave blank for *Anonymous*.

Authored on
Format: 2016-10-20 12:17:43 -

- o **Publishing options:** To [publish or unpublish](#) the page when [saving](#), click on the [Publishing options](#) link, and tick or deselect the [Published](#) checkbox – you can disregard the other two checkboxes, *Promoted to front page* and *Sticky at top of lists*.

Menu settings
Not in menu

Password protect this Page

URL path settings
Automatic alias

Revision information
New revision

Authoring information
By Albert Einstein

Publishing options
Published

Published

Promoted to front page

Sticky at top of lists

3. [Preview and/or Save](#) (see next section).

Preview and/or Save a page

When creating or editing a [Page](#), you can:

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

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

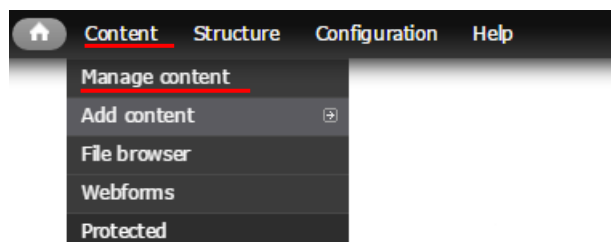


Edit a page

1. To access the page that you want to edit (on the examples below, the page is called *Annus mirabilis*):
 - o If you know where the page is located, browse to it and then click on the [Edit](#) tab.



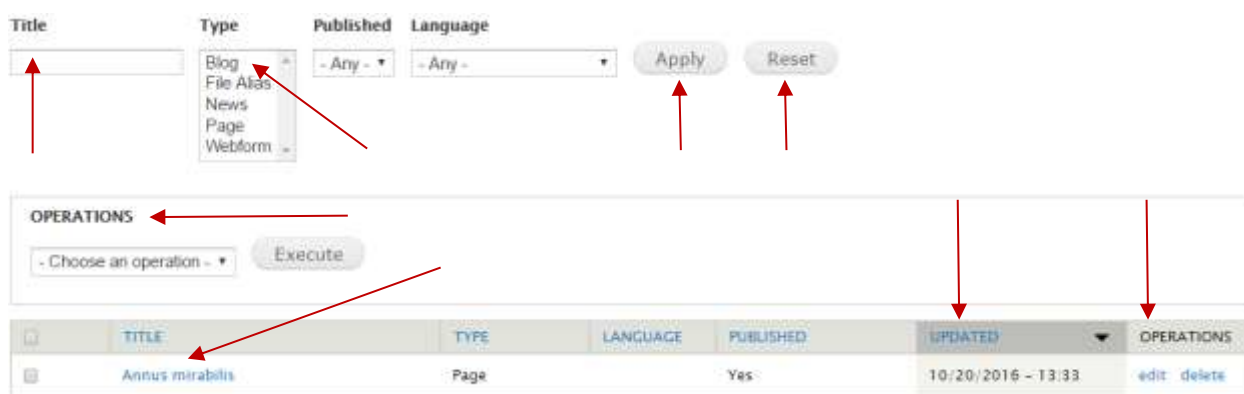
- o If you **don't remember where the page is located** within the website, then from the top black admin menu select *Content > Manage content*.



On the appearing [Content](#) window, you can filter the content of the website by [Title](#) and/or by [Type](#). Use the [Apply](#) button to run a filtered search, and the [Reset](#) button to remove any filter. You can also order the list of displayed content by clicking on one of the column headers, for instance on the [Updated](#) header to retrieve the latest updated pages.

Once the page is listed in the results table, either click on its [Title](#) (and then on the [Edit](#) tab, as above) or click on the [Edit](#) link on the [Operations](#) column.

Note: this interface can be used to perform bulk [Operations](#), too – [see how to here](#).



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

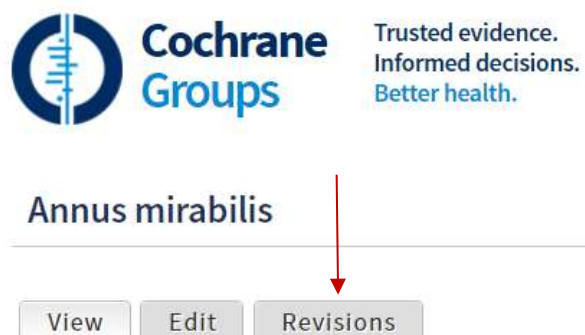
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Revisions of a page

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



In the [Revisions](#) window you can:

- [View a revision](#) by clicking on its [Date/Time](#).
- [Revert the page to a previous revision](#) by clicking on the corresponding [revert](#) link.
- [Delete a revision](#) by clicking on the corresponding [delete](#) link.

REVISION	OPERATIONS
10/20/2016 - 13:33 by Paolo Rosati	<i>current revision</i>
10/20/2016 - 13:30 by Paolo Rosati	revert delete

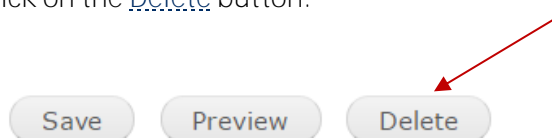
Red arrows point to the '10/20/2016 - 13:33 by Paolo Rosati' entry, the 'revert' link, and the 'delete' link.

Publish/Unpublish a page

[Edit the page](#) you want to [publish/unpublish](#), and scroll down to click on the [Publishing options](#) link to expose the [Published](#) checkbox ([see above](#)).

Delete a page

- To delete a page and all its [Revisions](#) you can either:
 - o Browse the site to the page you want to delete, click on its [Edit](#) tab ([see above](#)) and then scroll down and click on the [Delete](#) button.



- o Select *Content > Manage content* from the top admin bar to list the page and click on the corresponding [Delete](#) link under the [Operations](#) column ([see above](#)).

News

Create a news item

- To access the [Create News](#) window, select *Content > Add content > News* from the top black admin menu.



- On the [Create News form](#), most of the properties that can be set are the same as the ones of a regular page. Links to the corresponding properties follow: [Title](#) (mandatory), [Language](#), [Image](#) (corresponds to the page [Sharing](#) section), [Body](#), [Password protect this News](#), [URL path settings](#), [Revision information](#), [Authoring information](#), [Publishing options](#).

Exception to this are:

- The [Related resources](#) and the [Menu settings](#) sections, which do not exist for a news item – in fact, [News](#) are not supposed to have a menu item on the left-hand column, as they are all listed in a dedicated page ([see below](#)).
- [Image](#): the image that can be uploaded on this section is not only displayed in social media when [Sharing](#), but also displayed:
 - On the top right-hand corner of the content area of the [News](#) page.
 - If the news item is set to appear on the [Latest News and Events](#) area of the homepage ([see below](#)), the image will be also used as its thumbnail (see [an example](#)).
 - On the [page that lists all published News](#), as a thumbnail.

But don't confuse this image with the one that is used for displaying the news item as [Feature](#) on the homepage (see next paragraph for an explanation and [an example](#)).

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

- [Feature](#): If you want to display the [News](#) as a [Feature](#) on the homepage of your website – see section [How to set up your Homepage to display a Feature and four top news](#) –, then set the (mandatory) option [Show as feature](#) to *Yes*. Further settings appear:
 - [Feature image](#) (mandatory), to upload the image⁴ that will be displayed on the homepage.

⁴ [Limitations for the Feature image](#): Files must be less than 5 MB. Allowed file types: *png, gif, jpg* and *jpeg*. Images must be between 620x280 and 1200x1200 pixels.

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Note: the size of the image, as displayed on the homepage, is 620x280 pixels; **it's** therefore recommended to upload and already equally sized image or a bigger image but with the same proportions.

Anyway, note also that once uploaded, the [Feature image](#) will be previewed on the [Create/Edit News](#) window exactly as it will be displayed on the homepage.

- [Feature header](#) (mandatory), i.e. the main text that will appear on the blue inset within the image. If you want this to be the same as the [Title](#) of the news item (that appears on the news page itself), then you have to copy and paste it into this field.
- [Feature text](#), i.e. the subtitle that will appear under the [Feature header](#) within the blue inset of the [Feature image](#).

▼ **FEATURE**

To make this news item appear as feature, please at least add a feature image and header.

Show as feature *

No

Yes

Feature image *

[Open File Browser](#)

Choose File No file chosen Upload

Files must be less than 5 MB.
Allowed file types: png gif jpg jpeg.
Images must be between 620x280 and 1200x1200 pixels.

Feature header *

What is Cochrane?

Required if this is supposed to appear as feature.

Feature text

Find out more about who we are, what we do, and why it matters.

The following, is an example of a [Feature](#) as it may display on the homepage.



- Front page: If you want to display the [News](#) on the [Latest News and Events](#) area of the homepage of your website – see section [How to set up your Homepage to display a Feature and four top news](#) –, then set the (mandatory) option [Show on front page](#) to *Yes*. Further settings appear:

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- [Front page description](#), i.e. some text that may appear under the title of the news, on corresponding the box of the [Latest News and Events](#) area.
- [Ribbon](#), i.e. some text that may appear on the blue inset within the image, on the corresponding box of the [Latest News and Events](#) area.

▼ **FRONT PAGE**

To make news appear on the front page, the image field (at the top)

Show on front page *

No

Yes

Front page description

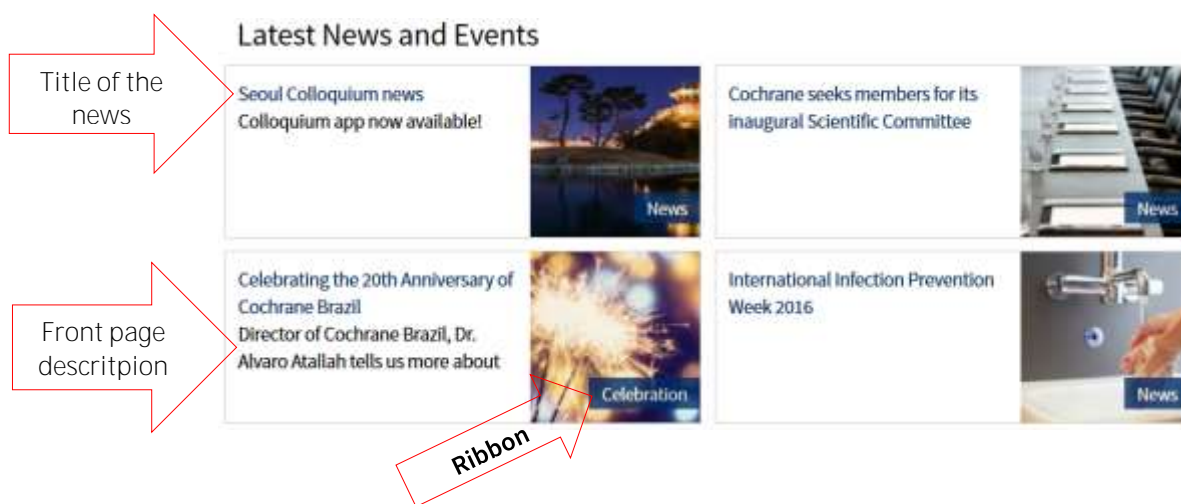
Optional text if the title is very short.

Ribbon

Ribbon on front page across the image.

Note: If you set the [News](#) to appear on the [Latest News and Events](#) area, then it becomes mandatory to upload an [Image](#) for the [News](#) – [see above](#).

The following, is an example of a [Latest News and Events](#) area as it may display on the homepage.



3. [Preview and/or Save](#) (see next section).

Preview and/or Save a news item

Basically, the same as [Previewing and/or Saving a page](#).

Edit a news item

Basically, the same as [Editing a page](#).

Revisions of a news item

Basically, the same as for the [Revisions of a page](#).

Publish/Unpublish a news item

Basically, the same as [Publishing or Unpublishing a page](#).

Delete a news item

Basically, the same as [Deleting a page](#).

List of all published News

1. All published [News](#) are collected and displayed on a page automatically created by the system, whose title is [Our news](#) and whose relative URL⁵ is **'/news'** (i.e., if your Group's website URL was <http://group.cochrane.org>, the [Our news](#) page would be available at <http://group.cochrane.org/news>).
2. This page displays all published [News](#) ordered by [Authoring date](#), with the newest ones at the top ([see below](#) for how to change the order).
3. You can therefore link to this page from any other page of your website and you can also create a menu item to point to this page from your website [Menu](#) – [see how below](#).

Set the order of the News

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

⁵ "A relative URL is any URL that doesn't explicitly specify the protocol (e.g., " <http://> " or " <https://> ") and/or domain (www.example.com), which forces the visitor's web browser to assume it refers to the same site on which the URL appears". E.g. in <http://cochrane.org/about-us/groups>:

- <http://> is the *protocol*

- cochrane.org is the *domain*

- [/about-us/groups](http://cochrane.org/about-us/groups) is the *relative URL*

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

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

Blog

If you have read the previous sections on [Page](#) and [News](#), the management of [Blogs](#) is quite straightforward. The structure of a [Blog](#) is exactly the same as the one of a [Page](#). While from a functional standpoint there is no difference between [Blogs](#) and [Pages](#), **it makes sense to 'logically'** distinguish these two types of content. In fact this distinction makes it easier:

- To better retrieve only [Blogs](#) through the [Content Management](#) function.
- To have all published [Blogs](#) listed on a dedicated page, automatically created by the system **and whose relative URL is '/blog'** – [see above](#) how the same function works for [News](#).

Webform

Create a webform

1. To access the [Create Webform](#) window, select *Content > Add content > Webform* from the top black admin menu.



2. On the [Create Webform](#) window, most of the properties that can be set are the same as the ones of a regular page. Links to the corresponding properties follow:
[Title](#) (mandatory), [Sharing](#), [Body](#), [Menu settings](#), [Password protect this Webform](#), [URL path settings](#), [Revision information](#), [Authoring information](#), [Publishing options](#).
 - o Exception to this is the [Language](#), which is not available for a webform.
Note: If your site is multilingual and you need a webform in more than one language, then please contact the Web Team at support@cochrane.org.
 - o Note that the text and the images inserted in the [Body](#) will appear at the top of the webform; and if the webform will be displayed through several pages, then this text will appear at the top each page.
3. [Preview and/or Save](#) (see next section).
4. [Access the webform again](#) in order to start [adding components](#) to the webform itself.

Preview and/or Save a webform

Basically, the same as [Previewing and/or Saving a page](#).

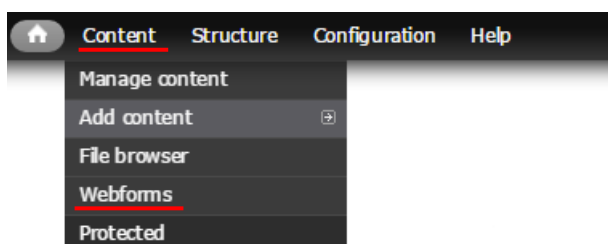
Access a webform

1. In order to perform any operations on a webform, like [Editing](#) (the standard settings), [Adding Components](#), [Viewing Submissions](#), etc., first you have to access the webform you want to edit (on the examples below, the page is called *Online Membership form*):
 - o If you know where the webform is located, browse to it and then click on:
 - The [Edit](#) tab *to edit* the standard settings of the webform.
 - The [Webform](#) tab *to add or edit components* and perform other tasks.
 - The [Results](#) tab *to view existing Submissions* of the webform.



These operations are detailed in the next page.

- o **If you don't remember where the webform is located**, besides using [Manage content](#) function, you can easily list all existing forms by selecting *Content > Webforms* from the top black admin menu.



For each of the webforms appearing on the [Content](#) window, links to operations like [Editing](#), [Adding Components](#), [Viewing Submissions](#), etc., are displayed. These operations are detailed in the next page.

This page lists all of the content on the site that may have a webform attached to it.

TITLE	CREATED	STATUS	VIEW	OPERATIONS
Online Membership form	10/14/2011 - 17:26	Open	Submissions Analysis Table Download	Edit Components Clear

Red arrows point to the 'VIEW' and 'OPERATIONS' columns in the table above.

Edit a webform

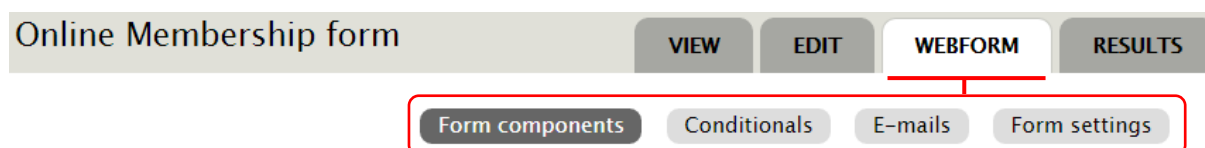
1. [Access the Edit Webform window](#) via [one way](#) or the [other](#) and go to the [Edit](#) tab:



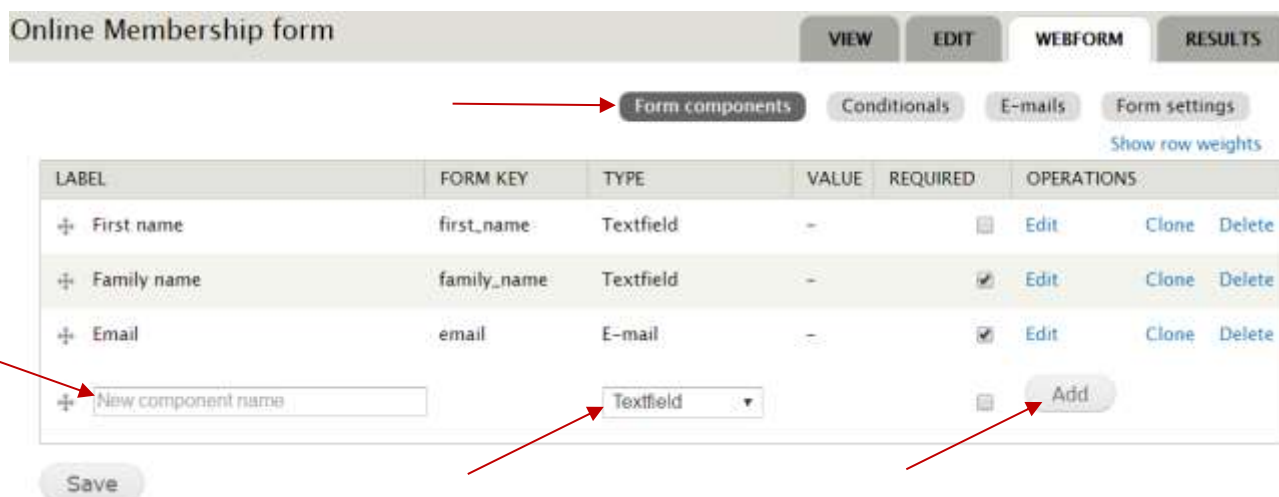
2. Here, you can edit the standard settings of the webform, as detailed in the [Create a webform](#) section.

Operations for a webform

1. [Access the Edit Webform window](#) via [one way](#) or the [other](#) and go to the [Webform](#) tab. Here, you have access to four more sub-tabs: [Form components](#), [Conditionals](#), [E-mails](#), [Form settings](#).



2. These are the operations you can perform:
 - o **Add Form components:** To add elements to the webform, type a name for the element on the [New component name](#) text-field (at the bottom of the existing components), select the type of component you want to add and then click on the [Add](#) button.



Depending on the type of component you selected, a page containing several settings appears, allowing to tweak the component itself. The following example shows the setting page for a [Select](#) component: it allows you to create different types of selection: *radio-button*, *check-box*, *drop-down list*. Note how the options of the select have to be inserted on the [Options](#) field, following the "*safe_key|Some readable option*" notation.

→ **Edit component: Country**

Label *

This is used as a descriptive label when displaying this form element.

Field Key *

Enter a machine readable key for this form element. May contain only alpha processing.

Default value

The default value of the field identified by its key. For multiple selects use

Description

A short description of the field used as help for the user when he/she uses

Multiple

→ **Options ***

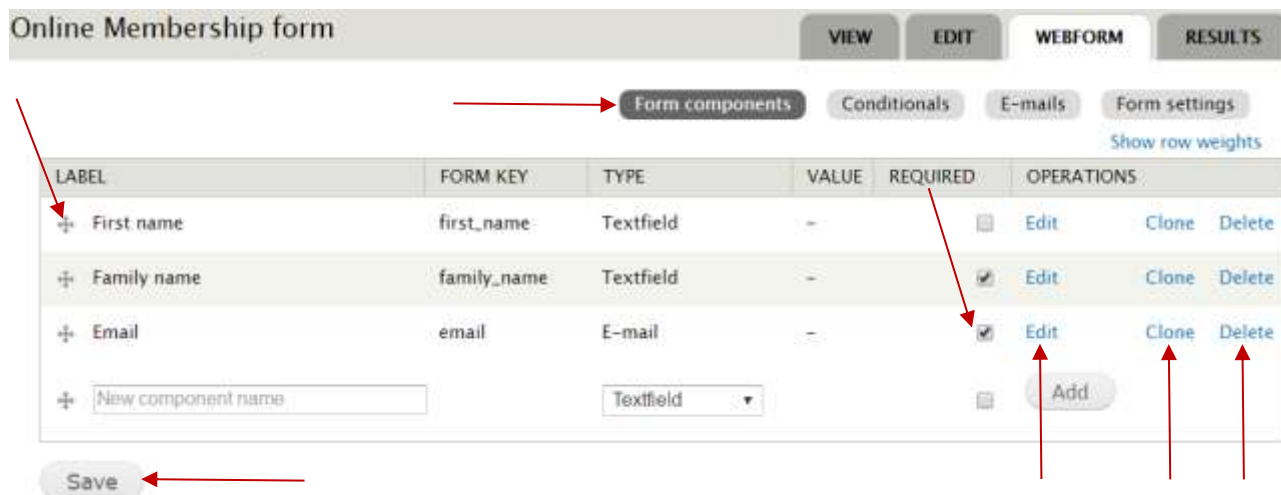
Key-value pairs MUST be specified as "safe_key|Some readable option". root of the menu after specifying a group. [Browse available tokens.](#)

→ **DISPLAY**

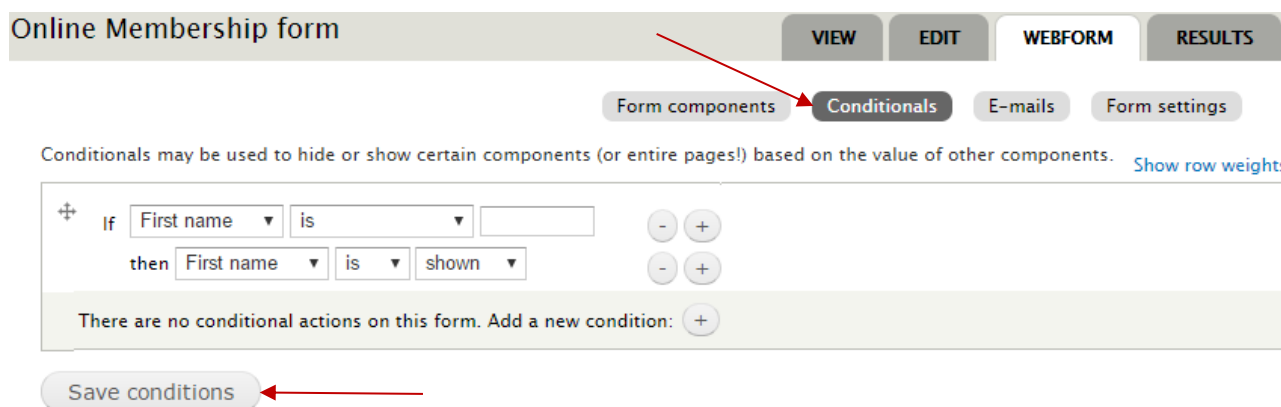
Listbox
Check this option if you want the select component to be dis

Randomize options
Randomizes the order of the options when they are displaye

When on the [Form components](#) sub-tab, elements can be moved up and down or can be indented by dragging, moving and dropping the anchor icon before each item. Always remember to click on the *Save* button after any modification. Also, from the [Form components](#) sub-tab, you can [Edit](#), [Clone](#) or [Delete](#) an element by clicking on the corresponding link of the element row. You can define whether a component is [Required](#), i.e. whether it is a mandatory field for users to fill in, by selecting the corresponding check-box.



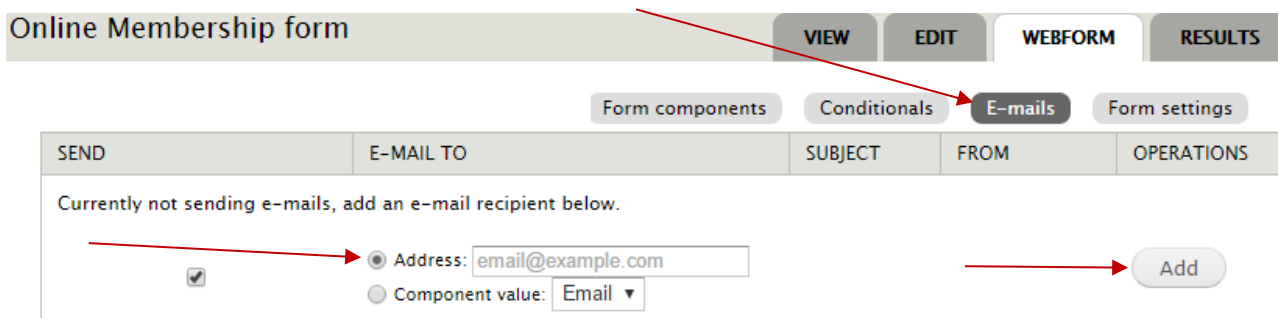
- o [Set Conditions](#) between components: Conditionals may be used to hide or show certain components (or entire pages) based on the value of other components. The interface for this function is quite straightforward – but do contact the *Web Team* at support@cochrane.org if you need assistance with this, or see video tutorials at <https://www.drupal.org/node/1351064>.



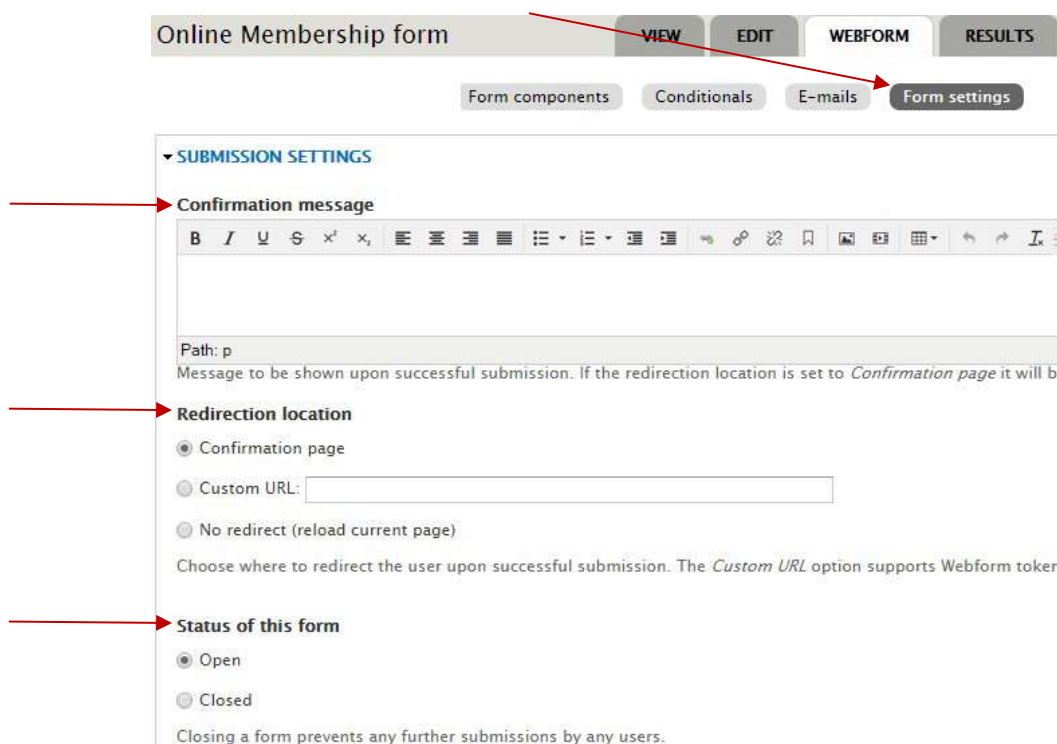
- o Set E-mail notifications: This is where you can set up emails that the system will automatically sent after a submission: e.g., an email sent to the user as a confirmation of the submission, or an email sent to anyone who needs to be notified when a submission has been made, possibly with its content included.

To set up an email, type an email address in the [Address](#) field and then click on the [Add](#) button; a window to set up different settings about the email to be sent by the system when the [Webform](#) is submitted appears.

The interface for this function should be quite straightforward too – but do contact the *Web Team* at support@cochrane.org if you need assistance with this, or see video tutorials at <https://www.drupal.org/node/1351064>.

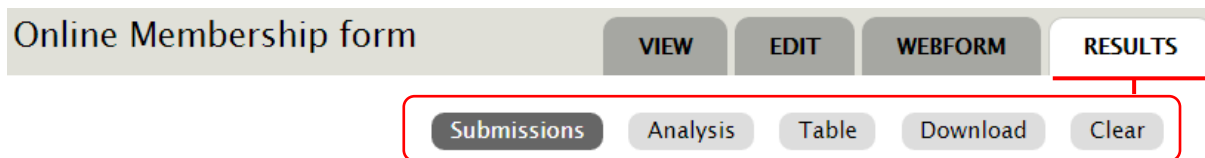


- o Set operational Settings (Open or Close the form): This is where, among other things, you can:
 - Edit the confirmation message that is displayed on screen to users after they have submitted the webform.
 - Redirect users to a customized page after they have made a submission.
 - [Open](#) or [Close](#) the webform.



View Results (or Submissions) of a webform

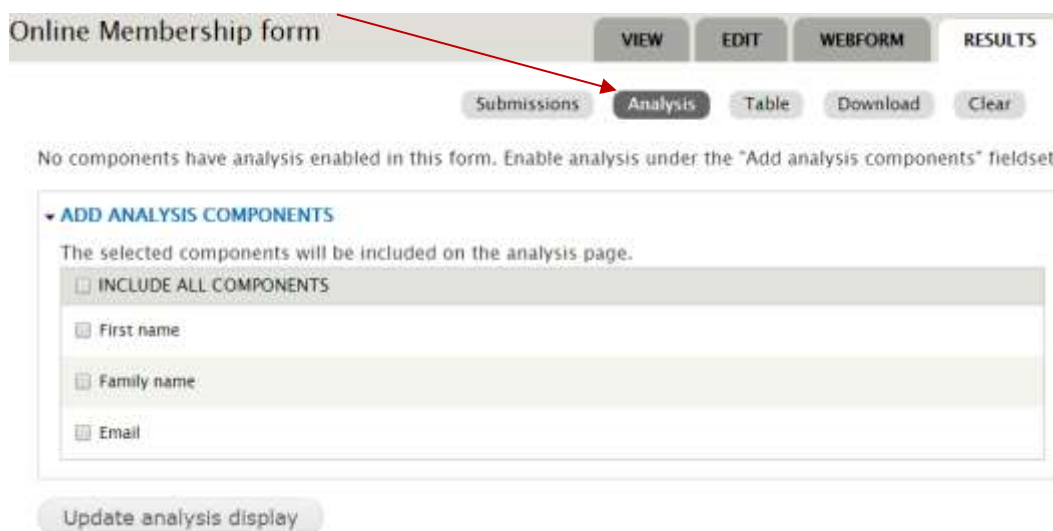
1. [Access the Edit Webform window](#) via [one way](#) or the [other](#) and go to the [Results](#) tab. Here, you have access to five more sub-tabs: [Submissions](#), [Analysis](#), [Table](#), [Download](#), [Clear](#).



2. These are the things you can do with the [Results](#) of a webform:
 - o List the Submissions: For each submission, you can [View](#), [Edit](#) or [Delete](#) it.



- o [Analysis](#): This is where you can group results by component, e.g. to see how many users did fill in a specific field, or how many selected an option. The interface for this function is quite straightforward – but do contact the *Web Team* at support@cochrane.org if you need assistance with this, or see video tutorials at <https://www.drupal.org/node/1351064>.



- **Table - Download:** All the submissions and their content is presented within a table in the [Table](#) tab.
All submissions can be downloaded from the [Download](#) tab, either as an *Excel* (.xlsx) or a *Delimited Text* (.csv) file. Options are available to selectively choose what info to download and how. Again, the interface for this function is quite straightforward – but do contact the *Web Team* at support@cochrane.org if you need assistance with this, or see video tutorials at <https://www.drupal.org/node/1351064>.
- **Clear:** Here is where you can delete all existing submissions – because for instance you closed the webform, downloaded the results, and now want to clear the form before opening it again for another round of submissions.

Publish/Unpublish a webform

Basically, the same as [Publishing or Unpublishing a page](#).

BUT Note: this is not like [closing the webform](#). When closing the webform, the webform, i.e. the webpage displaying the form, is still published and the content of its Body is still visible, though all its components and fields are not. Instead, unpublishing the webform entails the whole webform becomes unavailable to users.

Delete a webform

Basically, the same as [Deleting a page](#).

File alias

A [File alias](#) is a content type that allows you to refer to a file (like a *Pdf*, a *Word* or *Excel* document, etc.) through a simpler URL than the one that the system creates when the file is uploaded.

For instance, when editing a page, if you [add a link to a file](#) named *'SomeDocument.pdf'*, the link points to a long URL automatically created by the system, something like:

<http://yoursite.cochrane.org/sites/yoursite.cochrane.org/files/public/uploads/somedocument.pdf>.

By using a [File alias](#) instead, you can shorten the URL that refers to the file. Here follows how.

Create a File alias

1. To access the [Create File Alias](#) window, select *Content > Add content > File Alias* from the top black admin menu.



2. On the [Create File Alias](#) window, besides providing a [Title](#), you have to upload a [File](#):
 - o Click on the [Choose File](#) button to select the file from your computer.
 - o Click on the [Upload](#) button to upload the file⁶ to the system.

 A screenshot of the 'Create File Alias' form. The title of the form is 'Create File Alias'. There is a text input field labeled 'Title *' with a red arrow pointing to it from the left. Below this is a 'File' section containing a 'Choose File' button, a text field showing 'No file chosen', and an 'Upload' button. A red arrow points from the top right to the 'Upload' button. Below the 'File' section, there is a note: 'Files must be less than 5 MB. Allowed file types: txt pdf xls xlsx ppt pptx doc docx gif png jpg.'

All the other properties that can be set are the same as the ones of a regular page. Links to the corresponding properties follow: [Password protect this File Alias](#), [URL path settings](#), [Revision information](#), [Authoring information](#), [Publishing options](#).

⁶ [Limitations for the File](#): Files must be less than 5 MB. Allowed file types: *txt, pdf, xls, xlsx, ppt, pptx, doc, docx, gif, png* and *jpg*.

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- Exception to this is the [Language](#), which is not available for a webform.
Note: If your site is multilingual and you need a webform in more than one language, then please contact the Web Team at support@cochrane.org.
- Note that the text and the images inserted in the [Body](#) will appear at the top of the webform; and if the webform will be displayed through several pages, then this text will appear at the top each page.

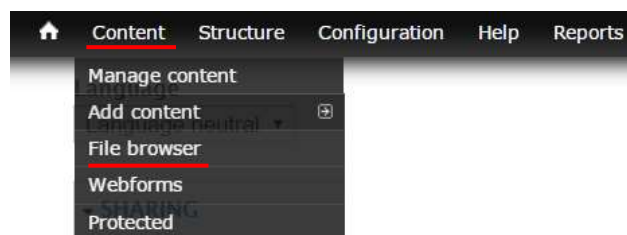
2. [Preview and/or Save](#).

Hows to

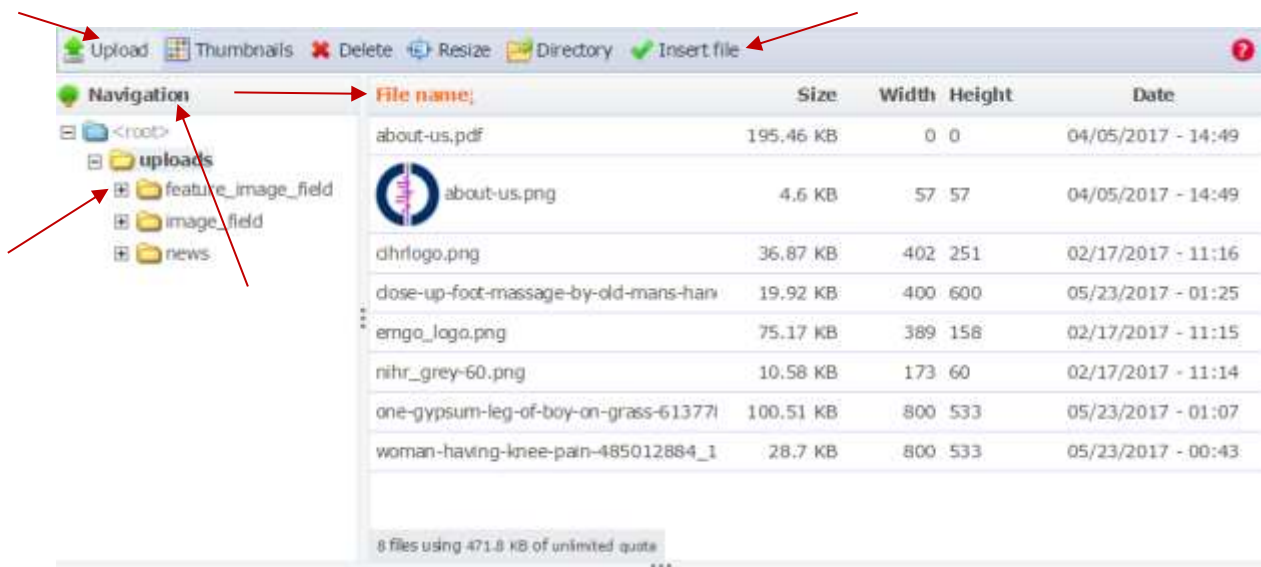
Note: all the following operations can be performed only when [logged into the website](#).

How to use the *File browser*

Very likely, your website will have pages displaying pictures or linking to documents. Whenever you [insert an image](#) on a page or [make a document available through a link](#), you upload files onto your website – unless, of course, the file was already uploaded. To upload files onto your website, you open the [File browser](#) – also accessible from the top black admin menu by selecting *Content > File browser*.



The [File browser](#) window is quite standard in exposing the structure of folders within your website.



How to upload files

- First, under the [Navigation](#) left pane, select the folder you want to upload the file into; you can click on the plus sign before the name of a folder to display its sub-folders.
- Click on the green [Upload](#) button on the toolbar.
- On the appearing pop-up, click on the [Choose File](#) button to select the file to be uploaded from your computer; then click on the [Upload](#) button to start the uploading process; once finished, the file will appear under the [File name](#) pane of the [File browser](#) window.

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- If you have opened the [File browser](#) while [inserting an image](#) or [creating a link](#), then you can click on the [Insert file](#) button (with a green checkmark) to automatically insert the URL of the resources into the [Link URL](#) field.

Note that the [File browser](#) toolbar exposes other functions like the ability to delete a file or to create a new folder.

How to use the *Web editor*

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

This is how the toolbar appears:

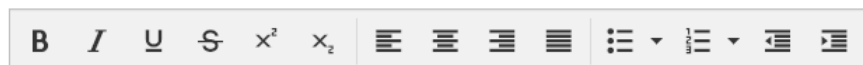


*Note: the toolbar is displayed only when the [Text format](#) is set to Advanced HTML – the [Text format](#) drop-down list is located right under the [Body](#) text area, see picture below. **Usually, you don't have** to worry about this setting as it is set to Advanced HTML by default, and there is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



Here's an explanation of the functions corresponding to each button of the toolbar⁷.

Standard buttons



The first 14 buttons are standard ones and quite straightforward to use. They can:

- Make the text in Bold, in Italics, Underlined, Stricken out or Super/Sub script.
- Set the alignment of the text to left, centre, right or full.
- To insert or remove bulleted or numbered lists.
- To decrease or increase the indentation.

⁷ Note that by hovering the mouse over each button, a short text explaining its function appears.

Manage *Links (to a page or to a document), Images and Videos*



The following six buttons are used to manage links (to a page or to a document) or to insert images and videos:

- o To insert or edit an Internal link (to a page or to a document)



The first one (a chain icon with a plus sign, called [LinkIt](#)) is an advanced function that provides an easy interface for internal linking⁸, i.e. to create links to other pages of the website or to documents hosted by the website. This has some major advantages:

- Thanks to its autocomplete function, you do not have to copy or remember a URL.
- **Another big advantage is that you don't have to worry if, for instance, a page changes** its name or its position within your website and therefore its address (URL). In fact, the system will automatically update any existing link pointing to that page.

Note: For linking to documents that have not already been uploaded onto the website, use the [Open browser](#) button (see second image below) to access the [File browser](#) and then to upload and select the file you want to link to – [see How to upload files](#).

To use this function in the web editor:

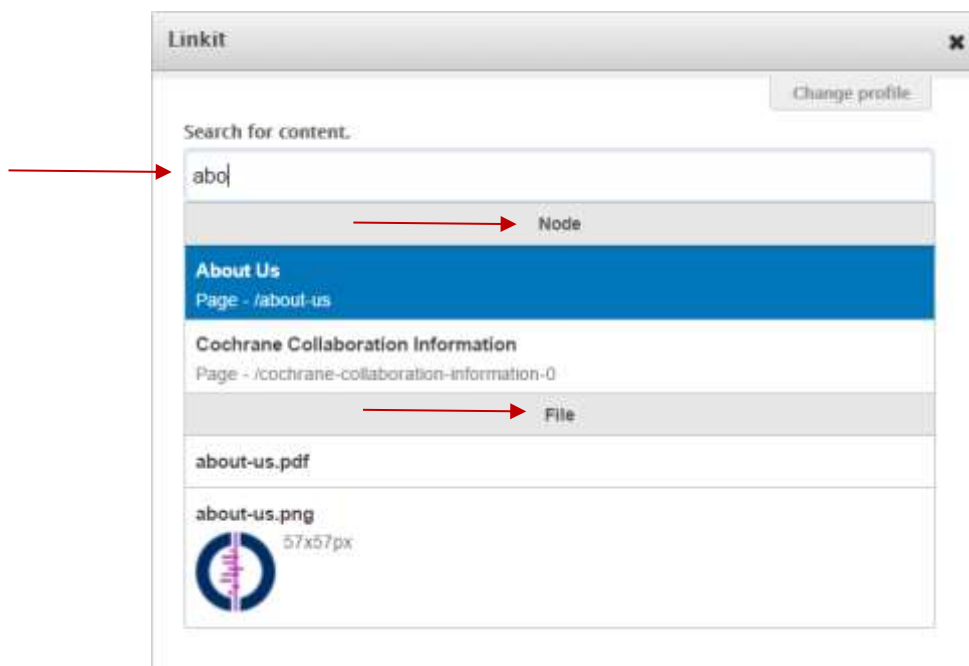
- After having selected the text or image you want to be a link, by clicking on this button you are presented with a properties window that exposes an autocomplete field, [Search for content](#); by consequently typing on this field, suggestions on existing resources, like webpages, documents and images, are displayed and you can pick up **one of those. The following image illustrates what may happen by typing “abo”** in the [Search for content](#) field.

⁸ The distinction between *Internal* and *External* link should be straightforward: An *Internal* link points to a webpage or document hosted by the very same website. An *External* link points to a page or document hosted by another website (external resource).

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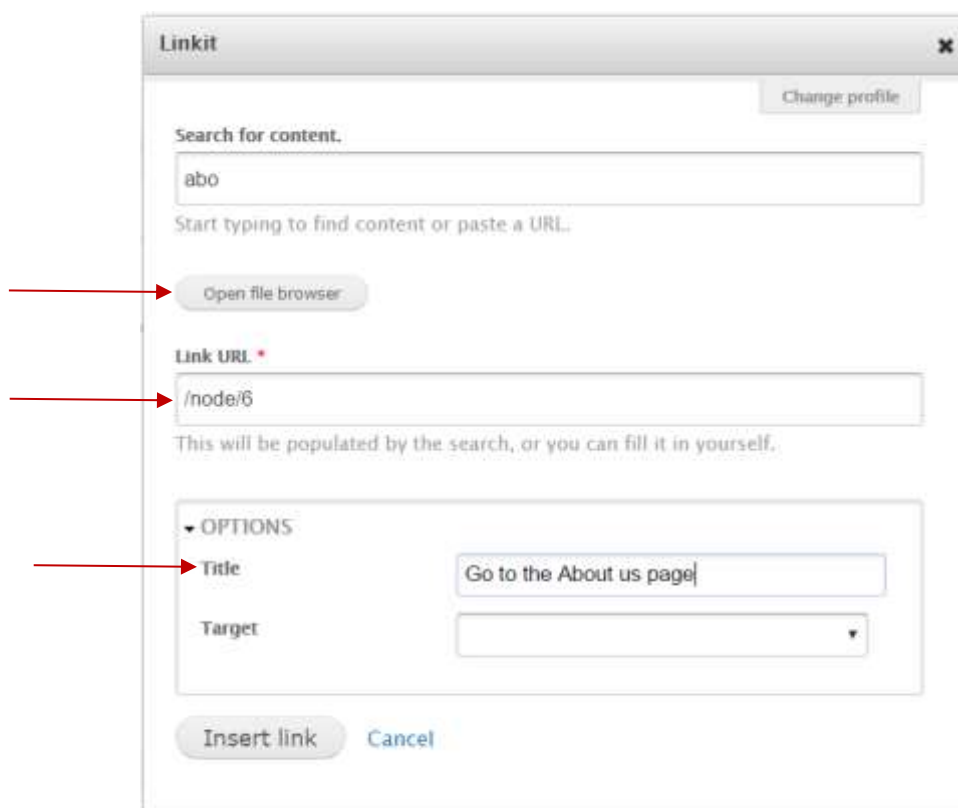
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A drop-down list appears, listing all pages (under [Node](#)) and files (either documents and images, under [File](#)) of your website whose title contains the string inserted in the [Search for content](#): you just need to select the option corresponding to the page or file you want to link to and then click on the [Insert link](#) button. That way, the node number⁹ of the page is automatically inserted in the [Link URL](#) field.

- **For accessibility reasons, it's** also a good practice to fill in the [Title](#) field – which appears when expanding the [Options](#) section on the [Linkit](#) window.
- Click on the [Insert link](#) button.

⁹ Each page of the website is also identified by a unique node id (e.g. 'node/1'). You can get the node id of a page when editing it: it is indeed displayed on the browser address bar.



- o To insert or edit an External link



The button with a chain icon exposes the standard way to insert a link. Though it can be used to create links to internal resources, i.e. to other pages of your website, given the **advantages detailed in the section above, it's recommended to use this button only to create and manage links to external resources, i.e. to webpages belonging to other websites, and to use the [Linkit button](#) instead to create links to internal.**

To use this function in the web editor:

- After having selected the text or image you want to be a link, by clicking on this button you are presented with a properties window – see image below: type the URL of the resource you want to point to in the Url field.
- Set the Target attribute to **'New Window'** in order to have the linked page opening in a new window – **this is a good practice to improve the user's experience** as they can better understand that they are being redirected to a different website.
- **For accessibility reasons, it's** also a good practice to fill in the Title field.
- Click on the Ok button.

- o To remove an existing link



Place the cursor on the text (or image) of an existing link and then click on this button to remove a link – of course, the text (or the image) will continue to be on the page.

- o To insert an anchor (aka bookmark)




If you want a specific place of a webpage to be referenced by a link, put the cursor on that place and click on this button: you simply need to provide a name/Id for the anchor (note **that the name must be a single word with no underscores, e.g. ‘this-anchor’.**

To reference the anchor through a link (you can use either of the two functions detailed above), in the Url field you have to use the insert the anchor’s name prefixed by the # sign: e.g. ‘#this-anchor’.

- o To insert or edit an image



After having put the cursor on the place of the page you want a picture to appear – or on the picture you want to edit –, click on this button to open the [Insert/edit image](#) window.

- To select the picture to be inserted, or to upload it from your computer, click on the button , next to the Source text field, to open the [File browser](#) – in the corresponding section of this manual, you can find instructions on [how to use the File browser](#) to select or upload files.
- **For accessibility reasons, it’s** also a good practice to fill in the [Image description](#) field.

Note: always upload pictures that have already the size you want them to display on the webpage, i.e. do not rely on the [Dimensions](#) fields to adjust their size.

- o To embed a media file (like a video or an audio)

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



After having put the cursor on the place you want a video to be embedded, click on this button to open the [Insert/edit media](#) window:

- Into the Source text field paste the URL of the video you want to embed.

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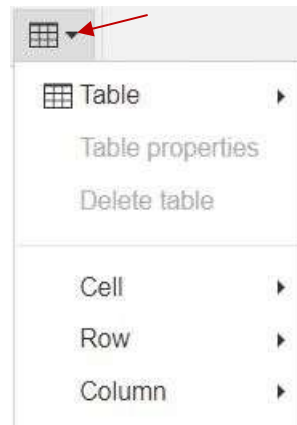
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- Click on the Ok button.

Manage *Tables*



This button exposes a list of options that can be used to insert and edit tables within a webpage. Clicking on the arrow, the list is displayed:



- To insert a table. After having put the cursor on the place of the page you want the table to be, click on the *Table* button of the toolbar and select *Table* from the list of options: from the appearing table grid, select the rows and columns you want the table to be made of.
- To edit the *table properties*. Put the cursor into an existing table, click on the *Table* button of the toolbar and select *Table properties* from the list of options. Among the properties, you may want to set the *Border* to 1, so as to have a thin line around each cell, and the *Cell padding* to something like 5, so as to have some room between the cell border and the start of the text. *Note: Among the properties you can set up at table level, the Width is an important one and you need to be aware that, due to compatibility with mobile devices, it should always be expressed in **percentage and not in absolute value: e.g. 'width=90%' and not 'width=650 px'**. This is also true when setting cell/column width.*
- To edit the *properties of a table cell*, or to *merge/split cells*. Put the cursor into a cell (or select one or more if you want to merge/split them) of an existing table, click on the *Table* button of the toolbar and select *Cell* from the list of options. Another list of options is displayed:
 - *Cell properties* **exposes some settings like the cell's Width** (see note above), the *Cell type* (*Header* or *Normal*), the *H and V Alignment*.
 - *Merge cells* and *Split cell*.
- To edit the *properties of a table row*, or to *insert or remove or cut and paste rows* in a table. Put the cursor into a cell of an existing, click on the *Table* button of the toolbar and select *Row* from the list of options. Another list of options is displayed:
 - *Insert row before*, *Insert row after*, *Delete row*.
 - *Row properties*, like the *Row type* (*Header* or *Body*, i.e. normal or *Footer*) and *Alignment*.
 - *Cut row*, *Copy row*, *Paste row before*, *Paste row after*.

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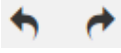


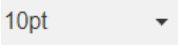




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- To *insert or remove columns* in a table. Put the cursor into a cell of an existing, click on the *Table* button of the toolbar and select *Column* from the list of options. Another list of options is displayed: *Insert column before, Insert column after, Delete column*.

Editing

The following buttons can be used to:

-  To undo or redo last action(s).
-  These button removes existing formatting. If you want to reset some text to the standard format and remove any other formatting (like colour of the text, size, style, etc.) select the text and click on this button.
Note: It is recommended not to copy text from a document like a Word document, or from an email or from another web page and paste it directly into the Body of your webpage. Better to copying/pasting from the document into a raw text editor like Notepad and then copying/pasting from there into the web editor. Of course, the content will need to be formatted again using the toolbar of the web editor.
-  To set the style of the text. Select the intended style from this drop-down list. select the text you want to format (or put the cursor where the text needs to start being formatted) and pick up one of the options from this drop-**down list. It's recommended to use** Headings (instead of simply bolding the text) for titles or subtitles of sections appearing in the content – this will help search engines like Google to better index the content. Note that the default Paragraph format corresponds to the standardized text used in Cochrane websites, i.e.: Font family = Source Sans Pro, Font size = 16 pixels.
Note: these options correspond to styles centrally determined, which follow the general Cochrane brand that is used throughout all Cochrane websites.
-  To set the font size of selected text.
-  To set the colour of selected text.
Note: Even though in theory you can use any colour, it's recommended to stick with the colours of your website brand, both for consistency reasons and for user's experience – for instance, some colours may be very bad in terms of accessibility (e.g. for people having sight problems).
-  To insert a line.
-  To find and replace text within the webpage.
-  To toggle full screen view.

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How to manage *Blocks*

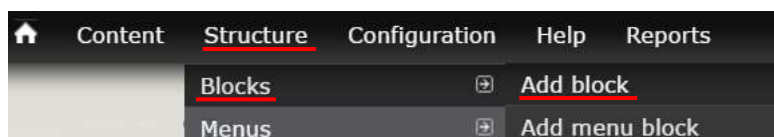
[Blocks](#) are kind of *boxes* of content (such as a Twitter feed or "*Cochrane News*") that can be displayed in regions (such as footer or sidebar) on one or more pages at the same time.

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

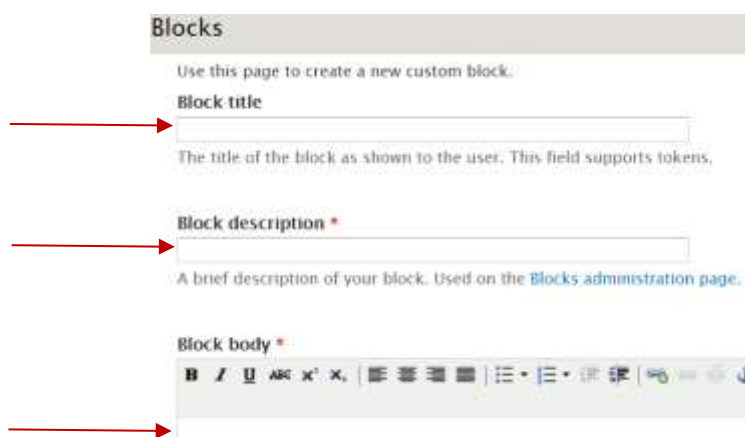
Create a Block

Note: only blocks created by webmasters can be configured the way detailed in the following section. For blocks already in the system – like the [View: Feature and front news: Feature](#) block, only the Block title, the Region settings, Pages and Content Types can be set; nor can they be deleted.

- To access the [Create Block](#) window, select *Structure > Blocks > Add block* from the top black admin menu.



- On the [Block](#) window, these are the properties you can set:
 - Block title:** This title is displayed at the top of the block, when the block is displayed on a page.
Note: Use <none> or leave blank to display no title.
 - Block description** (mandatory): A brief description of your block, that is used to reference the block on the [Blocks administration page](#).
 - Block Body** (mandatory): **It's the text area where you insert the block's content** – see [How to use the Web editor](#) for more info on how to insert and format content in the [Body](#) area.



- Region settings:** This is where you set the area of the webpage on which the block will appear, by selecting the area from the [Zen Cochrane \(default theme\)](#) drop-down list. Among the listed areas, [Content](#), [Left sidebar](#), [Right sidebar](#) and [Footer](#) are the ones one usually picks up. [See also here](#) on how to display block regions.
Note: you can simply disregard the other [Seven \(administration theme\)](#) drop-down list.
- Pages:** Here you can decide which pages will display the block, by listing them in the [Show block on specific pages](#) text area and for one of the two options, [All pages except those](#)

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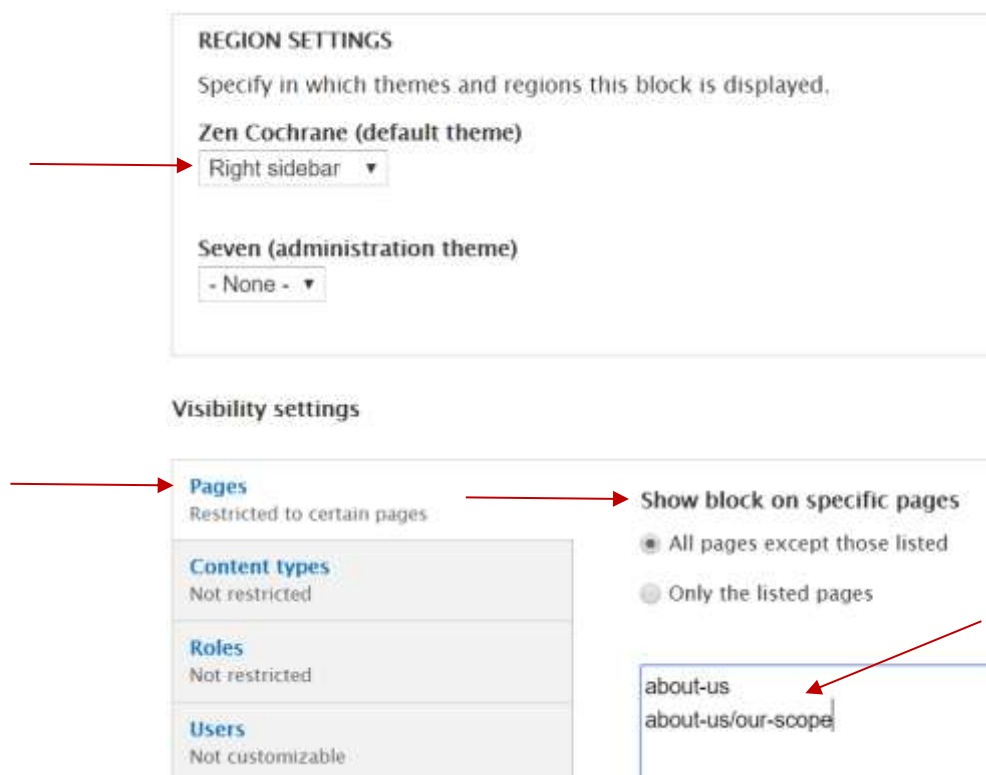
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[listed](#) and [Only the listed page](#). Note that you have to provide the relative URL ([see footnote above](#)) of each page, without a / at the beginning, and one line per page. E.g.: *about-us/our-scope* or *about-us/** where the asterisk is any path after *about-us* (therefore, all pages under the *About us* section of the website).

Also, a specific notation can be used to refer to the homepage: *<front>*.

- o **Content types:** Here is where you can selectively restrict the block's visibility based on the available content types in your website: [Blog](#), [File Alias](#), [News](#), [Page](#) and [Webform](#)).
- o **Roles and Users:** You can disregard these two settings.

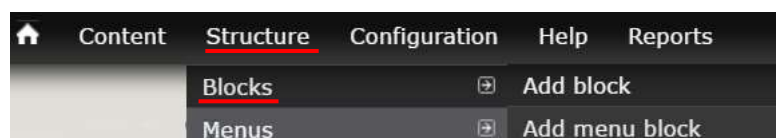


3. Save the block.

Edit a Block

1. To access the block that you want to edit:

- o **If you know where the block is located, browse to the page it's displayed on and mouse** hover over the block, and click on the appearing gear icon and then on the [Configure block](#) link.
- o **If you don't remember** where the block is located, then from the top black admin menu select *Structure > Blocks*.



The appearing [Blocks](#) window lists all existing blocks. For each block, a [Configure](#) link is available and clicking on it, the page to edit the block opens – [see image below](#).

- When on the edit page, you can edit any element of the block, as detailed in the [Create a Block](#) section – but [see note](#) on what can be edited for blocks provided by the system.
- Save the block.

Delete a Block

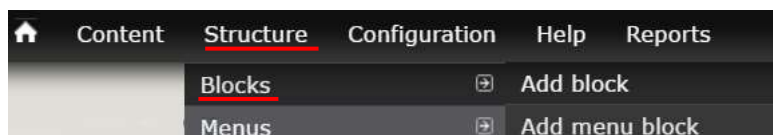
- To delete a block, select *Structure > Blocks* from the top black admin menu.



- The appearing [Blocks](#) window lists all existing blocks. For each block, a [Delete](#) link is available and clicking on it, the delete confirmation page opens – [see image below](#). But as stated in the [note above](#), blocks provided by the system cannot be deleted.

Rearrange Blocks

- As seen in the [Create Block](#) section, a block visibility can be assigned at [Region](#) and [Page](#) level. For instance, two blocks can be made to appear on the right sidebar of some pages. To rearrange the order of these blocks, you have to go to the Blocks window that lists all existing blocks, by selecting *Structure > Blocks* from the top black admin menu.



- In the appearing [Blocks](#) window, blocks are grouped by [Regions](#). The available regions are: [Header](#), [Navigation bar](#), [Highlighted Help](#), [Content](#), [Left sidebar](#), [Right sidebar](#), [Footer](#) and [Page bottom](#) (the last five usually being the most used ones). You can have a look at how these regions are organized in a webpage by clicking on the [Demonstrate block regions \(Zen Cochrane\)](#) link at the top of this [Blocks](#) window.

There are two ways to rearrange a block using this interface, but only through the first one you can specify the vertical sort-order of the blocks within a region:

- By dragging, moving and dropping the anchor icon before each block.
- By selecting a different region from the [Regions](#) drop-down list that is attached at each block. Note that selecting [None](#) you are disabling blocks, that is blocks not assigned to any region are never shown.

After any modification, always remember to click on the *Save blocks* button at the bottom of the [Blocks](#) window.

Blocks

This page provides a drag-and-drop interface for assigning a block to a region, and for controlling the order of blocks within region. In the same way, blocks are positioned on a per-theme basis. Remember that your changes will not be saved until you click the *Save block* button. You can also click on the *configure* link to configure its specific title and visibility settings.

[Demonstrate block regions \(Zen Cochrane\)](#)

[+ Add block](#) [+ Add menu block](#)

[Show row weights](#)

BLOCK	REGION	OPERATIONS
Header		
+ 1 Funder	Header	configure
Navigation bar		
No blocks in this region		
Highlighted		
No blocks in this region		
Help		
+ System help	Help	configure
Content		
+ Newest CBN publications	Content	configure delete

The *Funders* Block

Like on the [cochrane.org homepage](http://cochrane.org/homepage), you can have one or more [Funder](#) logo displayed on your homepage. To manage these logos:

1. Locate the [Funders](#) block: it should be under the [Footer](#) area.
*Note: **The block won't** display correctly if placed under another area.*
2. Click on the corresponding *Configure* link to edit it.

Footer

[+ Funders](#) Footer [configure](#)

3. It is possible to add up to 4 logos. For each logo, provide:
 - o A [Name](#).
 - o A [Logo's path](#), i.e. click on the *Browse* link to open the [File browser](#) window and to upload and/or to select the image to be used as a logo – see [how to use the File browser](#).
 - o If available, a [URL](#), i.e. the address of the [Funder's website](#) – that way the image will be clickable and will redirect to that website.

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FUNDER 1

Something

Name

NHS - NIHR

Logo's path

public://uploads/nihr_grey-60.png [Browse](#)

URL

http://www.nihr.ac.uk/

Funder's website URL.

4. Like on *cochrane.org*, it is also possible to add a 'see more' link to link to a page where [Funders](#) are listed and further information may be given. At the **bottom of the screen**, there's a [Show more link](#) section:
- o Define the [Label](#) of the link (e.g. '*more*', '*see more*', etc.).
 - o Provide the [Path](#) to the [Funders](#) page.
 - o Set the [Height](#) of the area that will display the '*more*' link. You should insert here a value equal to the height of the highest funder logo (this value is used by the system to better vertically align the '*more*' link).
 - o **Determine if the '*more*' link should be displayed [Before or after the logos](#).**

SHOW "MORE" LINK

Label

Text of the link, e.g. "More...". Required to display the "more" link.

Path

Path to the page e.g. "node/123" or "funders". Required to display the "more" link.

Height

px

This is to set the area that will display the 'more' link. Use the height of the highest funder image, e.g. 100.

Before or after the logos?

Show as last ▼

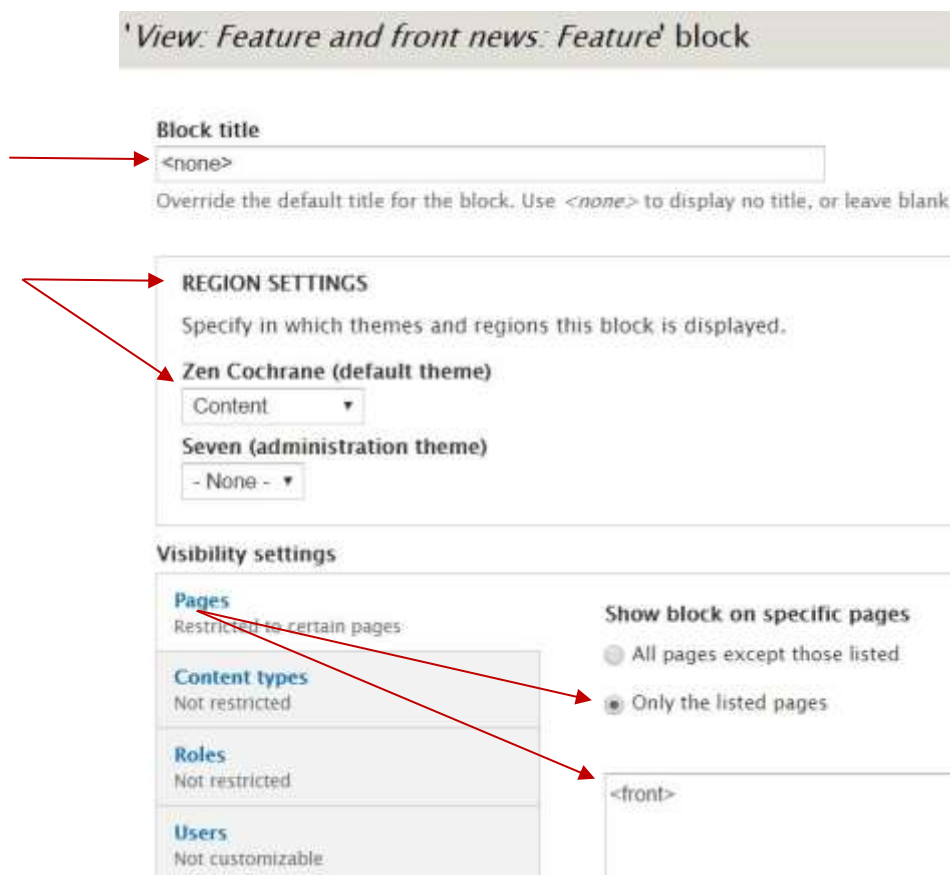
5. Save.

How to set up the *Homepage* to display a *Feature* and (up to four) top news

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

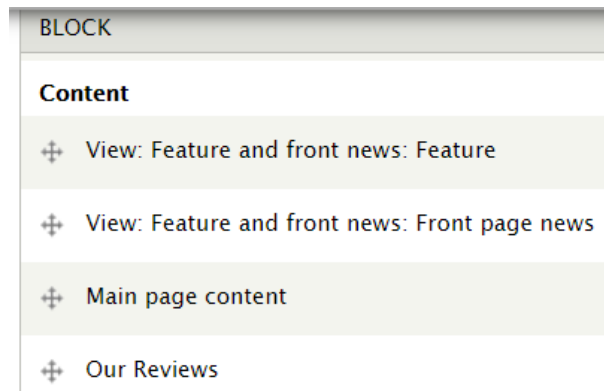
The main things you need to do are:

1. Make sure your homepage is empty – either you want to remove all content from the existing homepage or you create a page from scratch and set it up to be the new homepage – [see how here](#).
2. [Set up the Feature setting of the News item](#) that you want to appear as Feature on the homepage.
3. [Set up the Front page setting of the News items](#) that you want to appear as top stories on the homepage.
4. Set up the [View: Feature and front news: Feature](#) block so to appear on the homepage:
 - o Select *Structure > Blocks* from the top black admin menu.
 - o Locate the block and click on the corresponding *Configure* link.
 - o Following the instructions on [how to create a Block](#), set the following values:
 - *Block title* = <none>
 - *Region settings* – Zen Cochrane = Content
 - *Pages* = **Show block... only on the listed pages... <front>**



- Save the block

5. Do the same thing for the [View: Feature and front news: Front page news](#) block.
6. Back to the list of blocks (see point 1), check that the Feature block is above the [Front page news](#) block. In case, [rearrange them](#) by dragging, moving and dropping the anchor icon before the blocks; and save.



As to how to set the order of the news into these two blocks, [see the corresponding section on the News chapter](#) – especially, points 3 and 4.

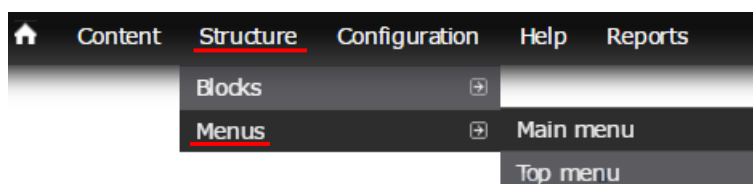
Finally, note that the width of the area on which the Feature and the top stories appear on the homepage can be adjusted to two different values: [see here on how to](#).

How to manage *Menus*

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

Display the website's menu structure

1. **To display the whole site's (menu) structure**, first select *Structure > Menus* from the top black admin menu.



2. A page listing the existing menus appears. Two menus are provided by default by the system, the [Main menu](#) and the [Top menu](#) – [more on the Top menu below](#). For each menu, links to perform operations with the menus are displayed. To display the **site's menu structure**, **click on the [list links](#) link of the [Main menu](#)**.

Menus			
Each menu has a corresponding block that is managed on the Blocks administration page .			
TITLE	OPERATIONS		
Main menu The <i>Main</i> menu is used on many sites to show the major sections of the site, often in a top navigation bar.	list links	edit menu	add link
Top menu	list links	edit menu	add link

Note: the attentive reader will have noticed that one can get to the [Main menu](#)'s structure directly by selecting Structure > Menus > Main menu from the top black admin menu.

*Note: Each of the two menus correspond to a block whose position and display is managed via the [Blocks administration page](#). Both [Main menu](#) and [Top menu](#) are located in the [Left sidebar area](#). **It's recommended not to change this position, nor any other settings of these two blocks.***

3. The administration page of the [Main menu](#)'s structure (i.e. the **website's structure**) lists all menu items, hierarchically ordered – remember that a menu item is always connected to a page. For each menu item, links to [Edit](#) its settings or to [Delete](#) the menu item are presented. A checkbox to enable/disable the menu item, i.e. not to have it displayed in the site, also appears.

*Note: while it is possible to edit the settings of a menu item, or to delete it, via this administration page, **it's always better** [to manage a menu item at page level](#).*

Main menu

MENU LINK	ENABLED	OPERATIONS
+ Welcome (disabled) ←	<input type="checkbox"/>	edit delete
+ About Us First level page	<input checked="" type="checkbox"/>	edit delete
+ Scope Second level page	<input checked="" type="checkbox"/>	edit delete
+ Our History	<input checked="" type="checkbox"/>	edit delete
+ Our Funders	<input checked="" type="checkbox"/>	edit delete
+ Editorial Team	<input checked="" type="checkbox"/>	edit delete
+ Associate Editorial Board Third level page	<input checked="" type="checkbox"/>	edit delete
+ Editorial Base Staff	<input checked="" type="checkbox"/>	edit delete
+ Newsletters	<input checked="" type="checkbox"/>	edit delete
+ Our Evidence	<input checked="" type="checkbox"/>	edit delete
+ Published Reviews (disabled)	<input type="checkbox"/>	edit delete
+ Get involved	<input checked="" type="checkbox"/>	edit delete
+ Online Membership form (disabled)	<input type="checkbox"/>	edit delete
+ Contact us	<input checked="" type="checkbox"/>	edit delete
+ News	<input checked="" type="checkbox"/>	edit delete

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

- The image above shows how, in our website, **the site's menu structure is organized in three levels**:
 - The first level of the [Main menu](#) is made of the *About Us*, *Our Evidence*, *Get Involved*, *Contact Us* and *News* pages (or better to say, their corresponding menu items). This first **level of the menu's structure corresponds to the main horizontal menu bar displayed on every page of the website**. Each of this top level pages can be seen as main sections of the website.
You may have noticed that the *Welcome* page, which for this website is set up to be the homepage (see Settings on [how to set a page as the homepage of the website](#)), is disabled, and therefore does not appear on the menu. In fact, it is good practice not to have a link

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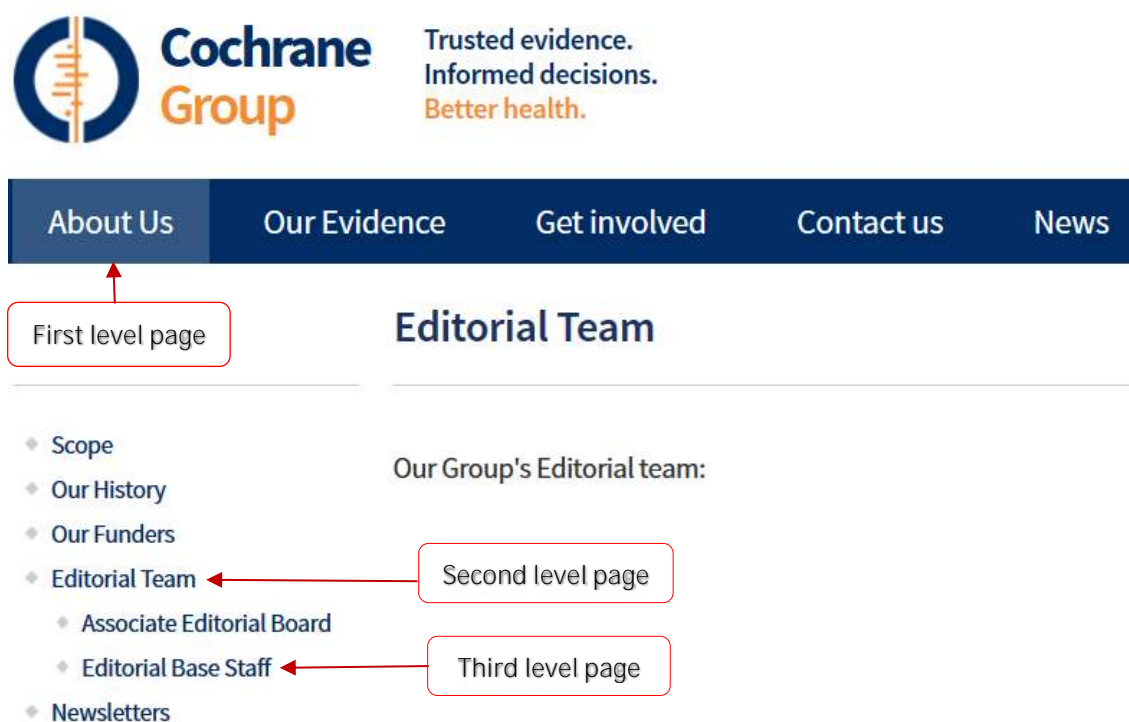
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pointing to the homepage on the menu, since it has become a standard to have the logo of the website (in this case, *Cochrane Group*) to point to the homepage.

Note: For brand consistency throughout all Cochrane’s web presence, and for the sake of good looking, it’s important that the links displayed on the main horizontal menu bar don’t go over two lines. In case, reduce the number of the links and/or their wording.

- The second level for the *About Us* section is made of the *Scope*, *Our History*, *Our Funders*, *Editorial Team* and *Newsletters* pages; put it differently, they are all children of the *About Us* page. Thus, their corresponding menu items will appear on the left sidebar of all the pages within the *About Us* section.
- The third level for the *Editorial Team* sub-section is made of the *Associate Editorial Board* and *Editorial Base Staff* pages; i.e. they are children of the *Editorial Team* page. Thus, their corresponding menu items will appear on the left sidebar of all the pages within the *Editorial Team* sub-section.

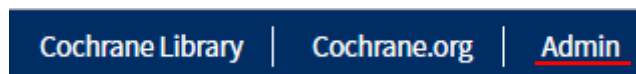
The image below shows how menu items are displayed when on the *Editorial Team* page.



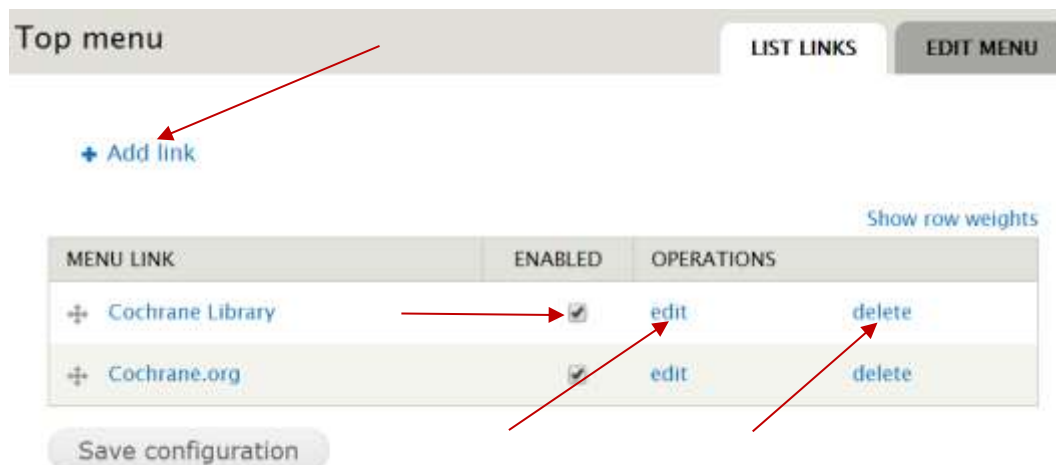
2. The administration page of the [Main menu](#)'s structure also displays, before each menu item, an anchor: you can rearrange the order and the hierarchy of the menu items, by dragging, moving left of right and dropping the anchor.

Top (blue) menu

The [Top menu](#) is the one displayed at the top right-hand corner on every page of the website. It lists links to standard resources like the Cochrane Library or the cochrane.org website. An [Admin](#) link [to log in to the admin interface](#) of the website is also displayed there.



To access this menu and its links, simply follow the instructions given to access the [Main menu](#), i.e. [the website's menu structure](#).



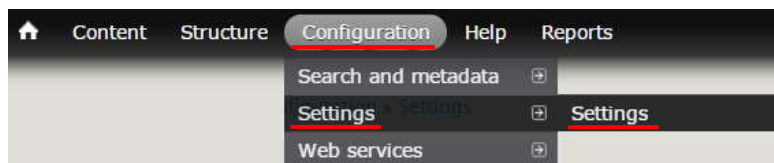
Through the [Top menu](#) page is possible to enable/disable, edit or delete existing menu items, as well as adding a new one. [What has been said](#) for the [Main menu](#), aka **website's menu structure**, is valid for this [Top menu](#).

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

How to manage basic website *settings*

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

You can access them by selecting *Configuration > Settings > Settings* from the top black admin menu.



The [Settings](#) page will look something like this:



Here the individual settings follow.

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

The first setting is about the width of the area on which the Feature and the top stories appear on the homepage – if the [homepage has been set up to show a Feature and top news](#).

From the [Wide second sidebar on front page](#) drop-down list, you can pick up one of the two available options:

- Yes, if you want to display on the homepage a bigger right column – as it is the case for the central Cochrane websites, [cochrane.org](#) and the [Community site](#).
- No, if you want to keep the right column as big as it is on any other page of the website.

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

As for any other settings, remember to click on the [Save settings](#) button if you do make any change.



Set up a page to be the *Homepage*

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

For instance, if you create a new (empty) page that will display Feature and top news – **like it's [the case explained here](#)** – then you will have insert the URL of the page in this field. Or, you can reference

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to this new homepage through its node number (e.g. 'node/1') that is displayed on the browser address bar when the page is edited.

<https://group.cochrane.org/node/1/edit>

Here two examples:

Front page

[http://group.cochrane.org/](http://group.cochrane.org/welcome)

Specify a relative URL to display as the front page.

Front page

[http://group.cochrane.org/](http://group.cochrane.org/node/1)

Specify a relative URL to display as the front page.

Set up the default *Homepage* for a multilingual website

If your *site is multilingual*, you may want to have the default homepage to point to the non-English version of it. To do so, simply insert the two letters language code in the [Redirect on loading](#) <https://.....> field: for instance, if the **default homepage needs to be the German version, then insert 'de'** within the field.

At the same time, you will see that together with the [Front page](#) and [Redirect on loading](#) settings, another setting appears: [Front page \(language\)](#). In this further field, you will have to insert the URL of the German version of the homepage (for instance, something like 'willkommen'). Or, you can **reference to the intended page through its node number (e.g. 'node/1')** that is displayed on the browser address bar when the page is edited.

<https://group.cochrane.org/node/1/edit>

The following picture show those settings for a German website.

Front page

[http://www.cochrane.de/](http://www.cochrane.de/node/3)

Specify a relative URL to display as the front page.

Front page (German)

[http://www.cochrane.de/de/](http://www.cochrane.de/de/node/426)

Redirect on loading <http://www.cochrane.de/>

<http://www.cochrane.de/>

Only for multilingual sites: use if landing page should not be English!
People opening <http://www.cochrane.de/> will be redirected to the specified address.

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To clear the website Cache

When changes to the structure of the websites are made, like when inserting new blocks or rearranging menu items, or when a setting like the default homepage is updated, in order to make those changes immediately available to users, you need to clear the website cache¹⁰: simply hit the [Clear all cache](#) button; a message in green at the top of the screen will appear once the process is completed.

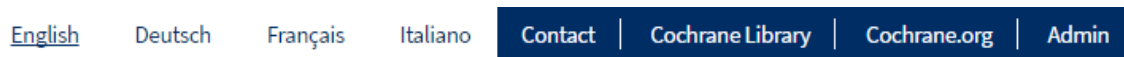


¹⁰ To know what a web cache is, see https://en.wikipedia.org/wiki/Web_cache.

How to manage a *multilingual site*

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

The picture below is taken from the *Cochrane Switzerland website*, which is a good example of a multilingual site:



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

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

How to create a translation of a Page

When you want to translate a page, you basically have two options:

1. **You set the language of the page to anything other than the default 'Language neutral' (this is always the first step with a not yet translated page).**
2. You add another translation.

1. When you [create or edit a page](#) or a news item, a [Language](#) drop-down list is available under the [Title](#) field, the default option being *Language neutral*¹¹.

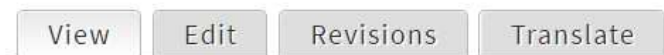
To explain how the system works, let's consider a site that has pages in four different languages.

The following cases may occur:

- You have a page that has only one version and its language is set to *Language neutral*: this version of the page will be displayed *on every four versions of the site*.
- You have a page that has only one version and its language is set say to *French*: the page will be displayed *only on the French version of the site*.
- You have a page with two translations, one in *French* and one for *Language neutral*: this latter version will be displayed *on all the other three versions of the site that are not in French*.

¹¹ Of course, this option **doesn't need to** be changed when dealing with a site in a single language.

- You have a page translated in the four languages, i.e. no version is set to *Language neutral*: obviously, *each of the four versions of the site will display the corresponding translation*.
2. Once the [Language](#) value of a page is set to anything other than *Language neutral* (and the page has been saved), a new [Translate](#) tab appears next to the [View](#), [Edit](#) and [Revisions](#) ones.



This [Translate](#) tab displays the list of existing and possible translations for the page. In the example below, the page *Our trainings* has three translations published, one in English, one in French and one in Italian; one more version can be added, German.

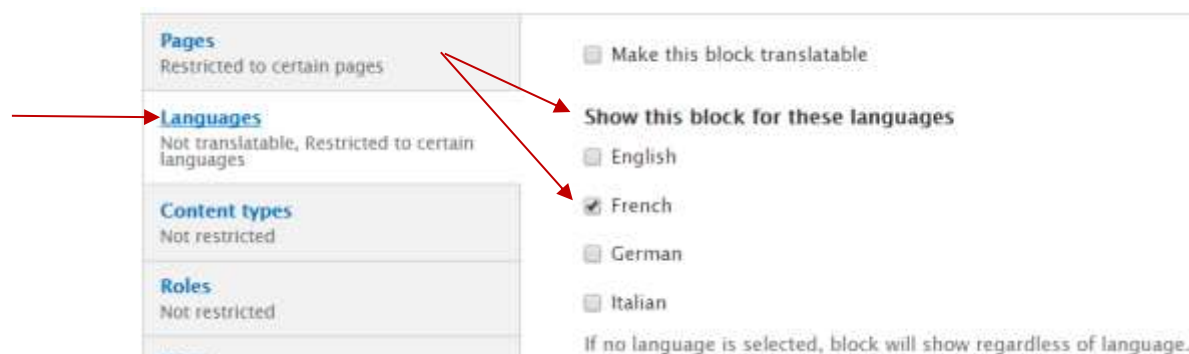
Translations of <i>Our trainings</i>				VIEW	EDIT	REVISIONS	TRANSLATE
LANGUAGE	TITLE	STATUS	OPERATIONS				
English	Our trainings	Published	edit				
French (source)	Nos formations	Published	edit				
German	n/a	Not translated	add translation				
Italian	Formazione	Published	edit				

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

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

How to set up a language of a Block

When [editing a block](#), the [Languages](#) section allows you to set the language for the block, i.e. to make the block appear only on the specified version.



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How to manage Menus in a multilingual site

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

This will create a new menu item for that translation, as you can see on the [Menu Administration Page](#).

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

How to translate strings

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

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

After having logged-in to the website, select [Configuration](#) > [Regional and Language](#) > [Translate interface](#) > [Translate](#) from the top black menu.



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

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▼ FILTER TRANSLATABLE STRINGS

String contains

 Leave blank to show all strings. The search is case sensitive.

Language: Search in: Limit search to:

TEXT GROUP	STRING	CONTEXT	LANGUAGES	OPERATIONS
Built-in interface	Trusted evidence. /de		fr de it	edit delete

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

Edit string

Original text
Trusted evidence.

French

German

Italian

Remember to [clear the cache](#) once the translations are saved.

How to set up the default homepage in a multilingual site

[See instructions under the Settings section.](#)

How to have multilingual *Feature and Four top news*

If you have set up the [homepage to show a Feature and four top news](#) and the corresponding news have been translated, then the system will automatically show the translated news on each of the corresponding versions of the homepage.

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What is left to you to do is to translate the title of the four top news block – **usually** ‘*Latest News and Events*’. **For this, just** see [How to translate strings](#).

How to have multilingual Funders block

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

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

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

TODO

Multilingual -> Only the translate string section

Menu item for News

how to perform bulk operations (from Manage Content)

how to upload images or documents using the external link button

A reference from How to insert an image to best practice for image sizes