

# Start-DSP Toolbox

## Content Editor Guide

*A Step-by-Step Guide for Non-Technical Users*



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# 1. Introduction

Welcome to the Start-DSP Toolbox Content Editor Guide! This document will help you edit and translate content on the Start-DSP Toolbox website, even if you have no technical background.

## 1.1. What You'll Learn

By following this guide, you will be able to:

- Create a GitHub account (required for access)
- Log in to the content management system
- Edit tool translations in your language
- Edit user interface (UI) translations
- Preview and publish your changes

## 1.2. What You Need

- A computer with internet access
- An email address
- About 30 minutes for initial setup
- No programming or technical knowledge required!

### Important Note

You only need to complete the setup steps (creating a GitHub account and requesting access) **once**. After that, editing content is quick and easy!

## 2. Getting Started

### 2.1. Step 1: Create a GitHub Account

GitHub is the platform that stores our website's content. You need a free account to edit content.

#### 2.1.1. Visit GitHub

Open your web browser and go to: <https://github.com>

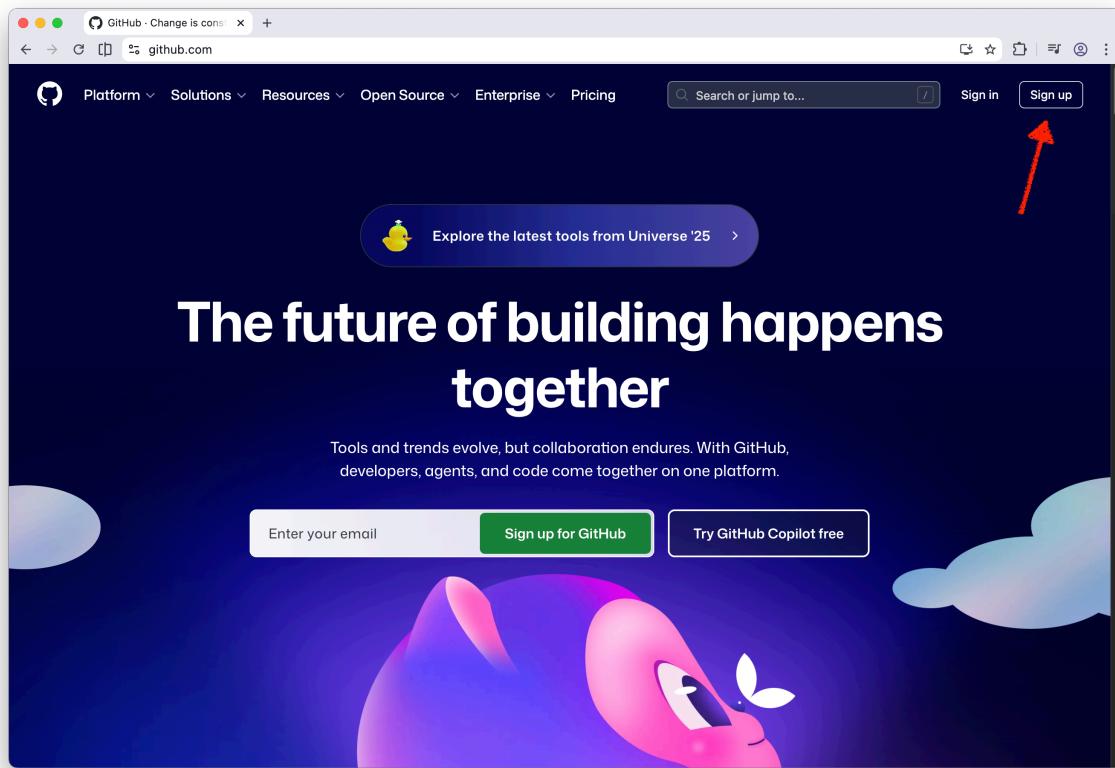


Figure 1: GitHub homepage

#### 2.1.2. Click “Sign Up”

Click the “Sign up” button in the top-right corner of the page.

#### 2.1.3. Enter Your Information

You'll be asked to provide:

- **Email address** - Use your work email (e.g., your university or organization email)
- **Password** - Choose a strong password
- **Username** - Pick a username (this will be visible to others)

#### Username Tip

Choose a professional username, preferably based on your name (e.g., “john.smith” or “jsmith”). This helps us identify you when granting access.

#### 2.1.4. Complete the Verification

GitHub will ask you to:

1. Verify you're human (solve a puzzle)
2. Verify your email address (check your inbox for a verification email)

Click the verification link in the email GitHub sends you.

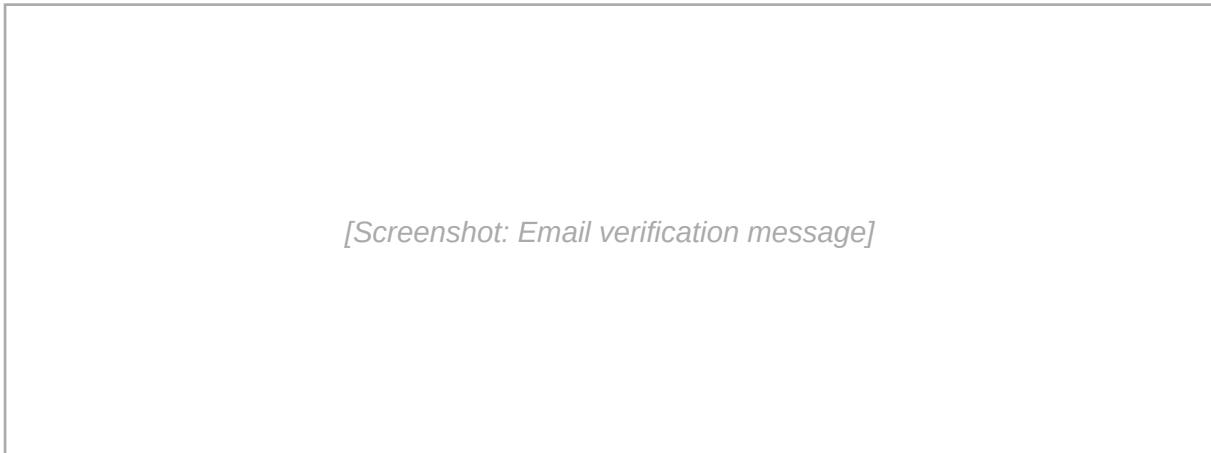


Figure 2: GitHub verification email

### 2.1.5. Finish Setup

After verification, GitHub may ask you a few questions about how you'll use GitHub. You can skip these questions or answer them briefly - they won't affect your ability to edit the toolbox.

## 2.2. Step 2: Request Access to the Toolbox

Now that you have a GitHub account, you need permission to edit the Start-DSP Toolbox content.

### 2.2.1. Send an Email Request

Send an email to:

**Jeldo Meppen**  
**meppen@aceeu.org**

Use this email template:

**Subject:** Request for Start-DSP Toolbox Editor Access

Dear Jeldo,

I would like to request access to edit content on the Start-DSP Toolbox website.

My GitHub account details:

- **GitHub Username:** [your username]
- **Email Address:** [your email]
- **Language(s) I will edit:** [e.g., German, Spanish]

Thank you!

Best regards,  
[Your name]

### 2.2.2. Wait for Access Confirmation

Jeldo will grant you access to the toolbox and send you a confirmation email. This usually takes 1-2 business days.

#### What Happens Next?

Once you receive the confirmation email, you're ready to start editing! Continue to the next section.

### 3. Logging In to the Content Editor

#### 3.1. Step 3: Access the Content Management System

The Start-DSP Toolbox uses a system called “Decap CMS” to make editing easy - no coding required!

##### 3.1.1. Open the Editor

Go to the admin page in your web browser:

<https://toolbox.start-dsp.eu/admin>

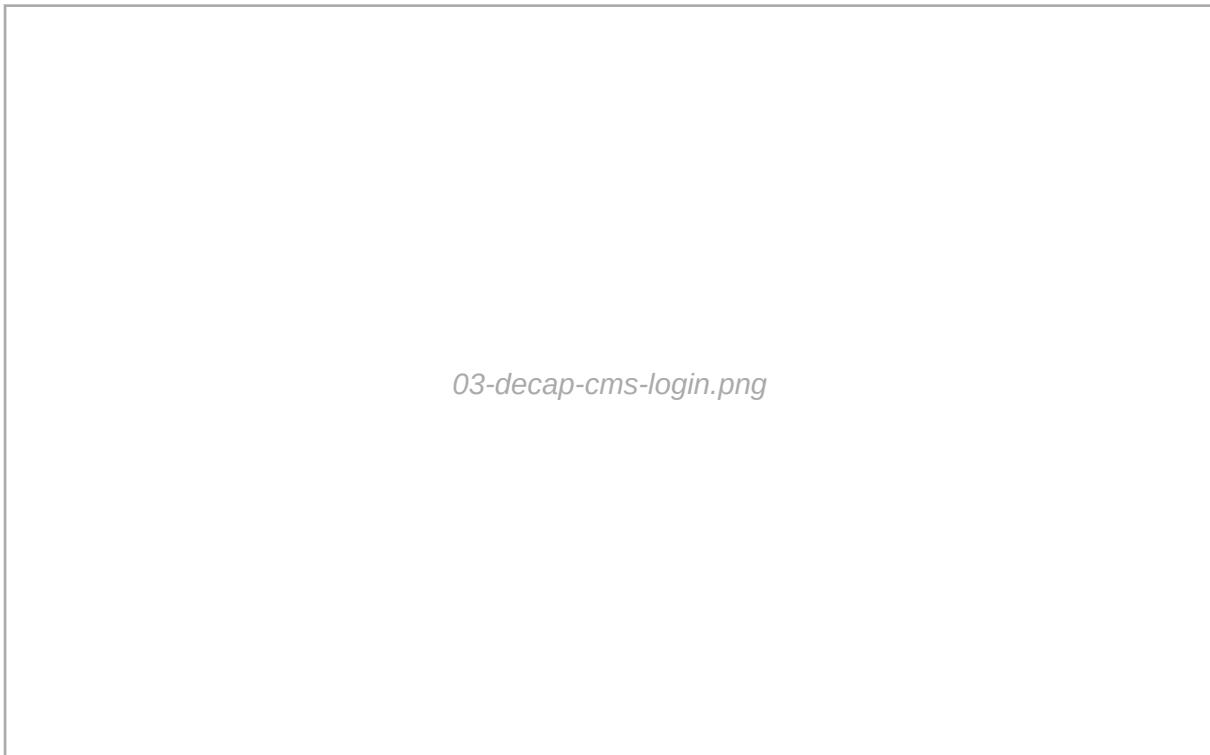


Figure 3: Decap CMS login page

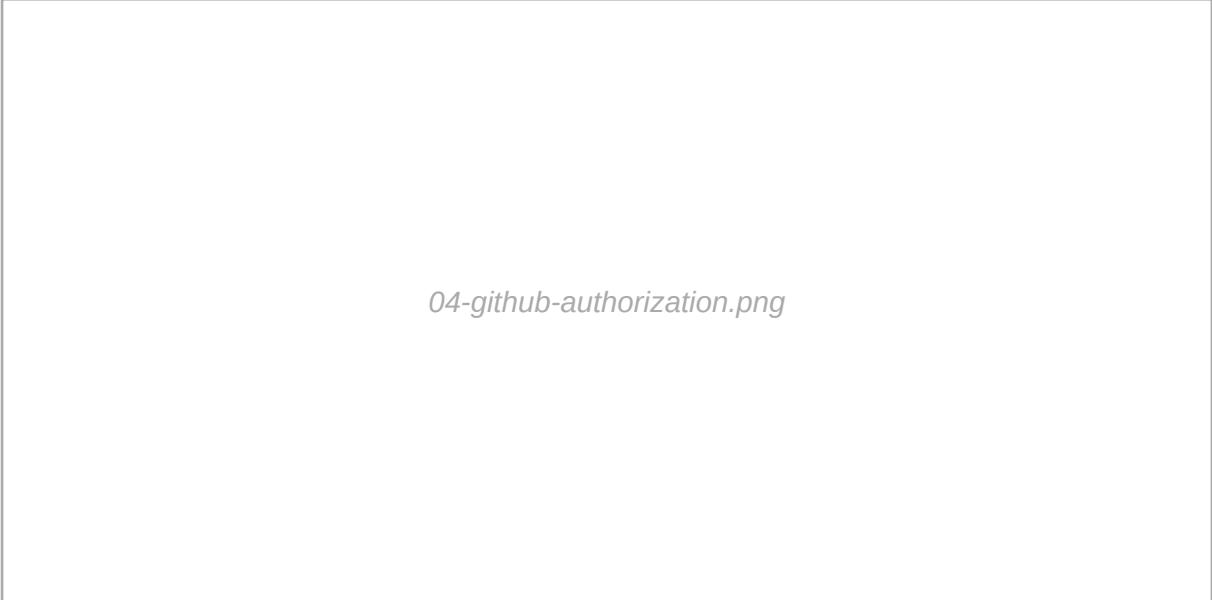
##### 3.1.2. Click “Login with GitHub”

You’ll see a button that says “Login with GitHub” or “Authenticate with GitHub”. Click it.

##### 3.1.3. Authorize the Application

GitHub will ask you to authorize “Decap CMS” to access the Start-DSP Toolbox repository.

Click “Authorize” or “Continue”.

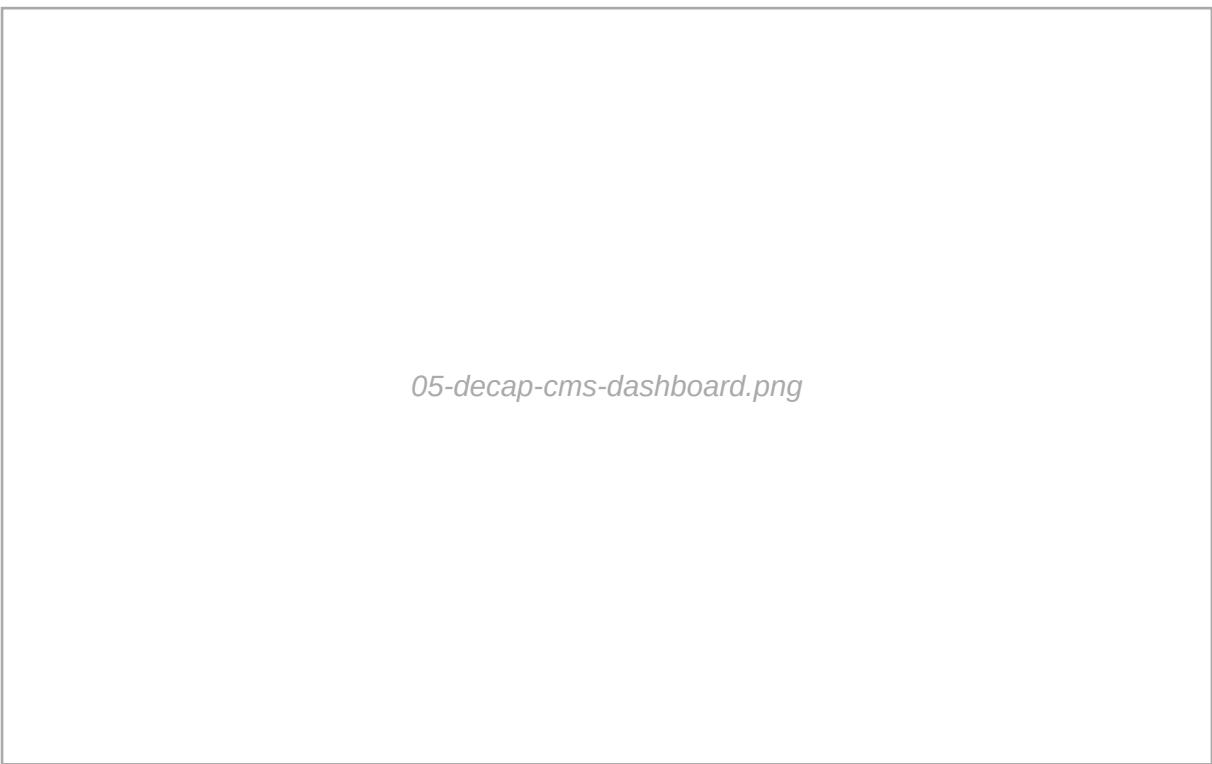


*04-github-authorization.png*

Figure 4: GitHub authorization screen

### 3.1.4. You're In!

After authorization, you'll see the Decap CMS dashboard. This is your editing home base!



*05-decap-cms-dashboard.png*

Figure 5: Decap CMS dashboard - your editing workspace

**Bookmark This Page!**

Save <https://toolbox.start-dsp.eu/admin> as a bookmark in your browser. This is the only page you'll need to access for editing.

## 4. Editing Tool Translations

### 4.1. Step 4: Find the Tool You Want to Edit

The toolbox contains 24 tools, each available in multiple languages.

#### 4.1.1. Navigate to Your Language

On the Decap CMS dashboard, you'll see different collections on the left side:

- Tools (English)
- Tools (Spanish)
- Tools (German)
- Tools (Greek)
- UI Translations

Click on the language you want to edit (e.g., “Tools (Spanish)” if you’re editing Spanish translations).

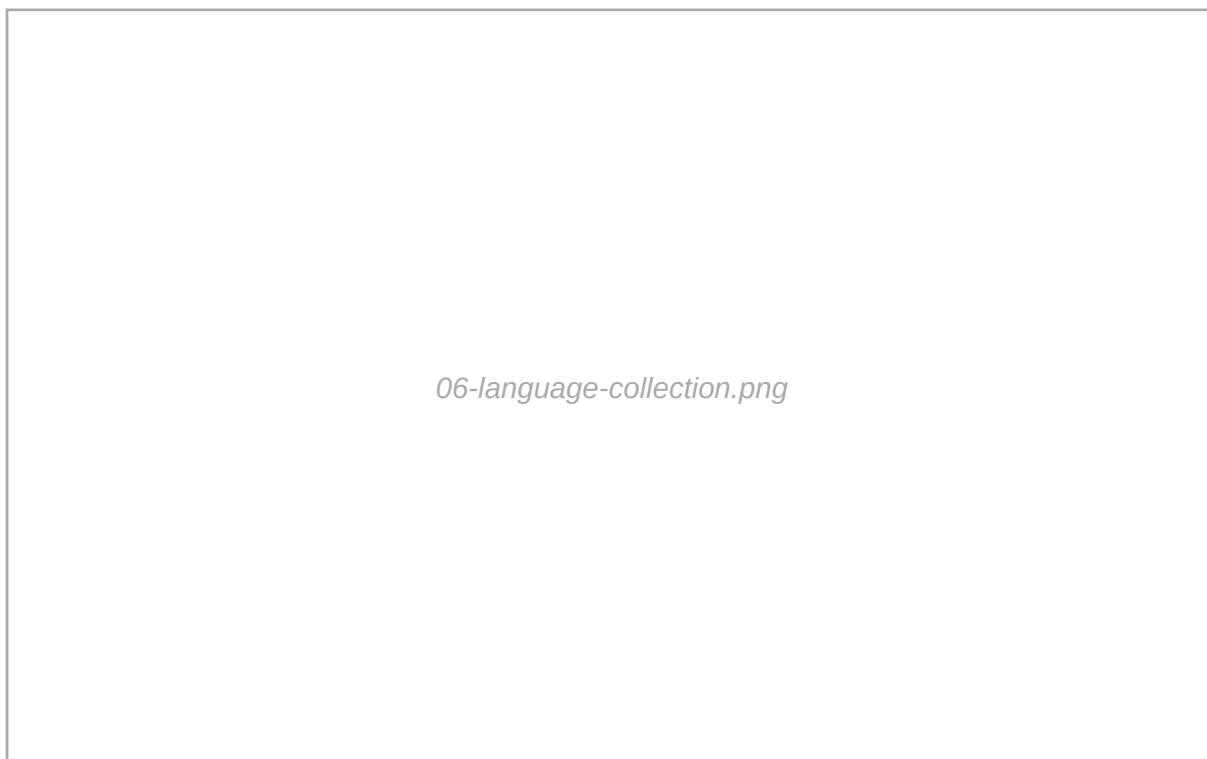


Figure 6: Selecting a language collection

#### 4.1.2. Choose a Tool

You’ll see a list of all 24 tools. Click on the tool you want to edit.

Each tool shows:

- Tool number (e.g., “01”)
- Tool name
- A preview image

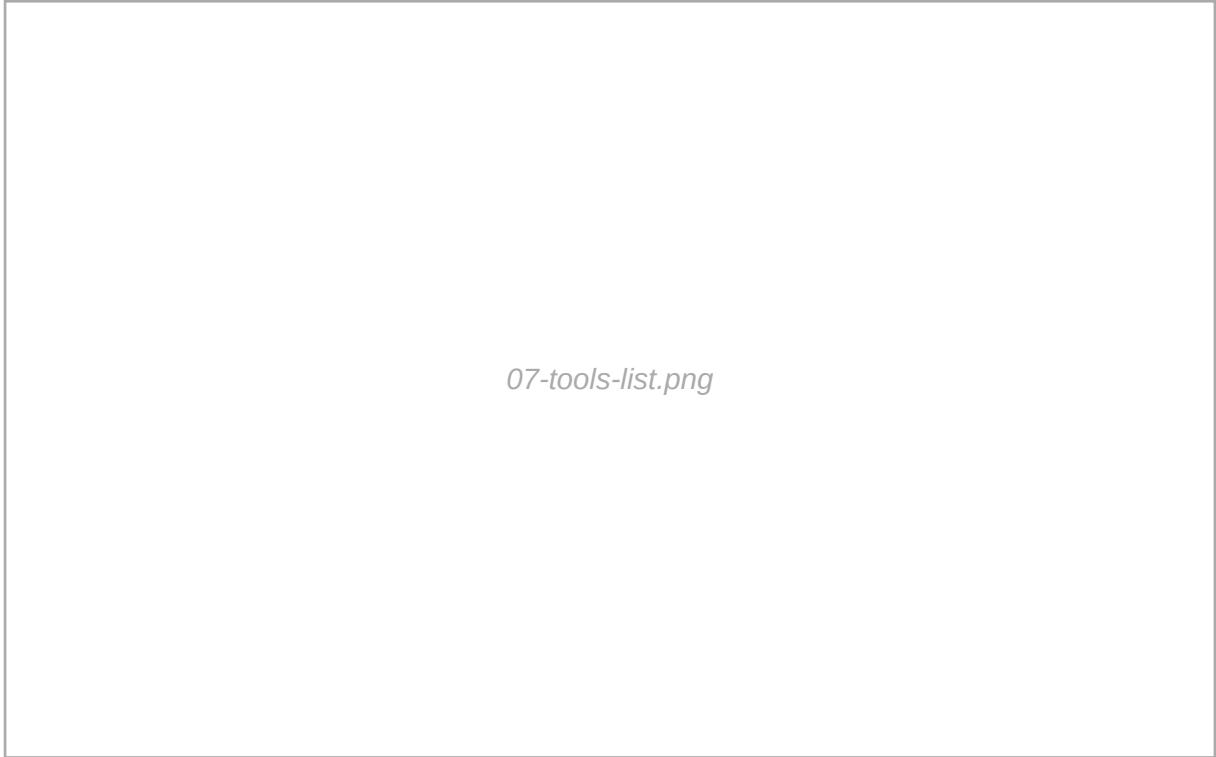


Figure 7: List of tools in your selected language

## 4.2. Step 5: Edit Tool Content

When you click on a tool, you'll see an editing form with all the tool's information.

### 4.2.1. Understanding the Fields

Each tool has these fields:

Field	Description	Editable?
Tool Number	The tool's number (1-24) - Hidden from editors	Hidden
Name	The tool's title	Yes
Image	The tool's visual	Yes
Summary	A brief one-sentence description	Yes
Description	Detailed explanation of the tool	Yes
Outcomes	Expected results from using the tool	Yes
Instructions	How to use the tool	Yes
Benefits	Why this tool is valuable	Yes
Purpose	The tool's category	Yes
Prerequisite Tools	Tools to complete first	Yes
Partner	Responsible organization	Yes
Downloads	Files and resources	Yes

#### Tool Numbers Are Protected

The “Tool Number” field is hidden and cannot be edited. This ensures tools remain properly linked across all languages.

### 4.2.2. Editing Text Fields

To edit any text field:

1. Click inside the text box
2. Make your changes
3. The changes are saved automatically as you type

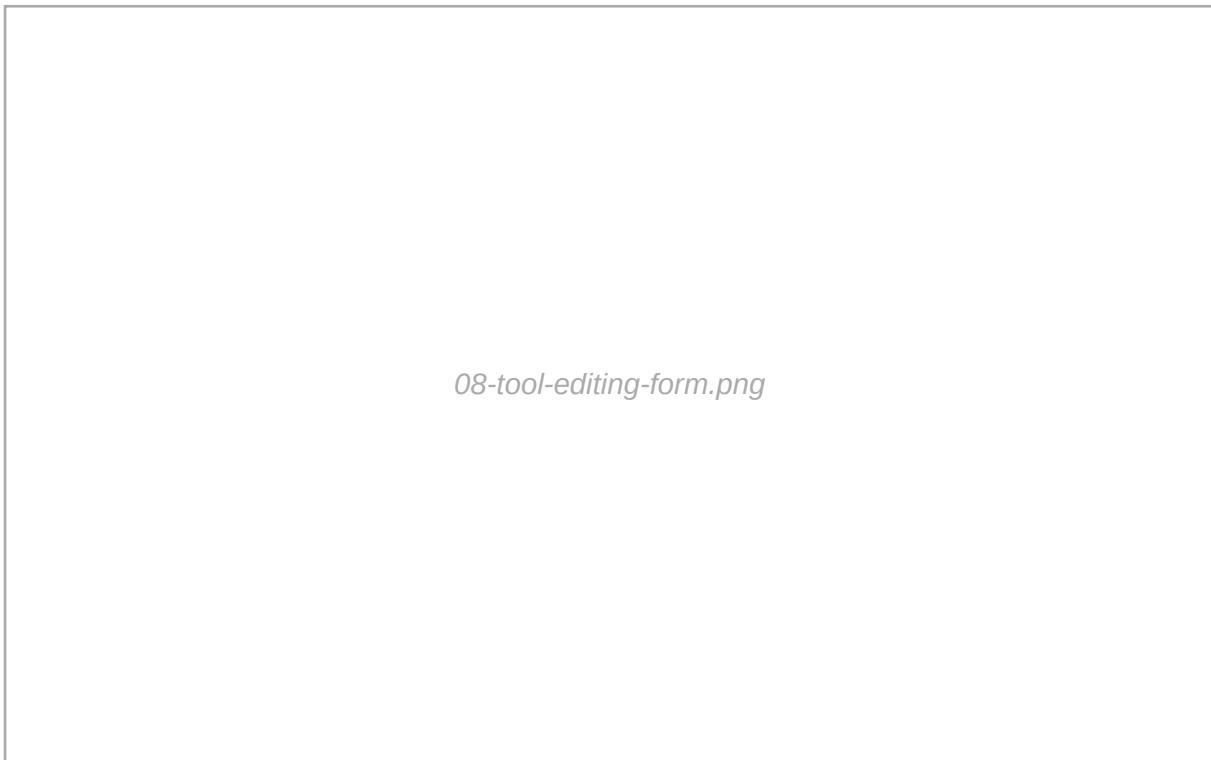


Figure 8: Editing a tool's description

#### 4.2.3. Tips for Good Translations

- **Be consistent:** Use the same terminology throughout all tools
- **Keep the length similar:** Try to match the length of the original text
- **Check formatting:** Preserve any bullet points, line breaks, or special formatting
- **Test readability:** Read your translation out loud to check if it sounds natural

#### 4.2.4. Editing Images

Each tool has an image. To change it:

1. Click on the image field
2. You can either:
  - **Upload a new image:** Click “Upload” and select a file from your computer
  - **Choose an existing image:** Click “Choose existing” to select from uploaded images



*09-image-upload-dialog.png*

Figure 9: Uploading or selecting a tool image

##### Image Guidelines

- **Format:** JPG or PNG
- **Size:** At least 800×600 pixels
- **File size:** Under 2 MB
- **Content:** Professional, relevant to the tool

#### 4.2.5. Editing Downloads/Files

Each tool can have downloadable files (PDFs, templates, etc.). To manage them:

1. Scroll to the “Downloads” section
2. Each download has:
  - **Title:** The link text users will see
  - **File:** The actual downloadable file

To add a new download:

1. Click “+ Add Downloads”
2. Enter a title
3. Upload the file

To remove a download:

1. Click the next to the download
2. Confirm deletion

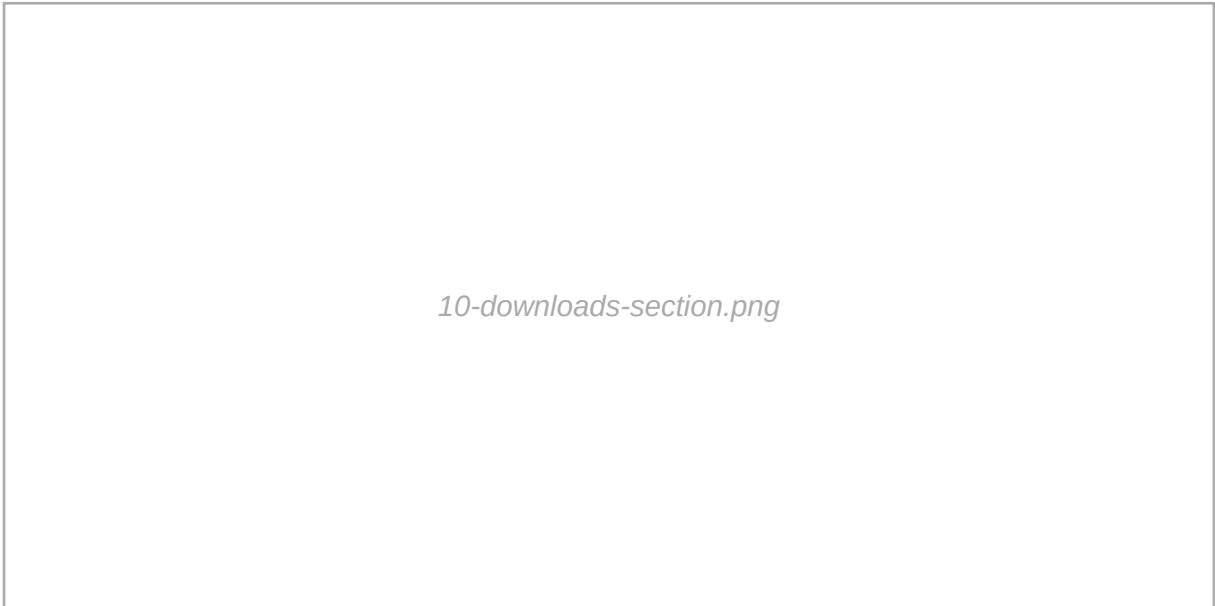


Figure 10: Managing tool downloads

## 4.3. Step 6: Preview Your Changes

Before publishing, always preview your changes!

### 4.3.1. Save as Draft

Your changes are automatically saved as you work. You don't need to click a "Save" button.

### 4.3.2. Check the Status

Look at the top of the page. You'll see:

- "Draft" - Changes not yet published
- "Ready" - Ready to publish
- "Published" - Live on the website

### 4.3.3. Review Your Work

Scroll through all the fields you edited and double-check:

- Spelling and grammar
- Formatting is preserved
- All required fields are filled
- Downloads work correctly

#### Common Mistakes to Avoid

- ✗ Leaving required fields empty
- ✗ Uploading files that are too large
- ✗ Using informal language in professional descriptions
- ✗ Forgetting to publish after editing
- ✗ Not previewing changes before publishing

# 5. Publishing Your Changes

## 5.1. Step 7: Publish to the Website

When you're happy with your changes, it's time to make them live!

### 5.1.1. Click “Publish”

At the top-right of the editing page, click the “Publish” button.

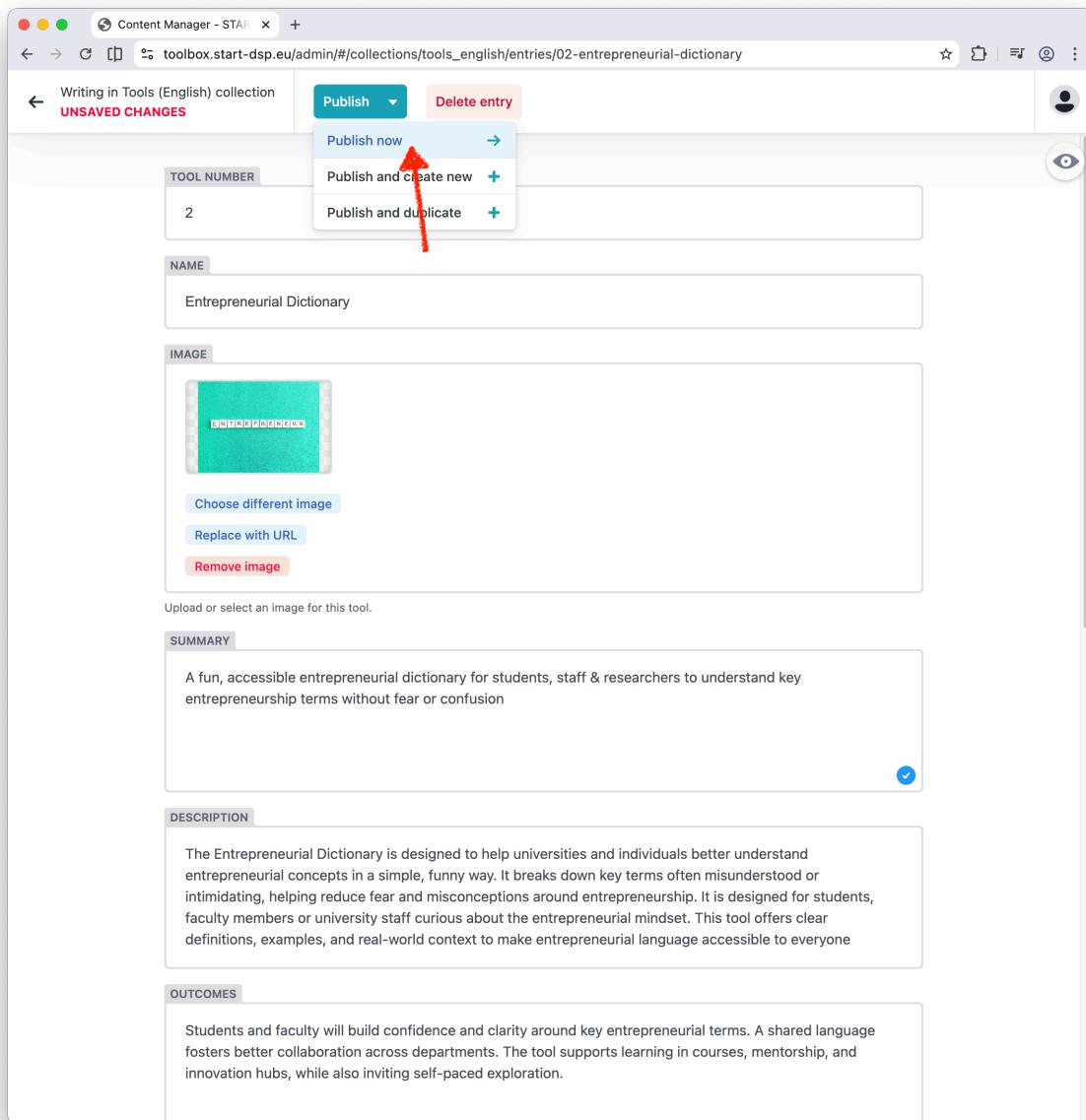


Figure 11: The Publish button

### 5.1.2. Choose “Publish Now”

A dialog will appear asking when to publish. Select “Publish now”.



Figure 12: Publish confirmation dialog

### 5.1.3. Wait for Deployment

After clicking “Publish now”:

1. Your changes are saved to the repository
2. The website automatically rebuilds (takes 2-5 minutes)
3. Your changes appear on the live website

You’ll see a success message: “**Entry published!**”

#### When Will My Changes Appear?

Changes typically appear on the live website within **5 minutes** of publishing. If you don’t see them after 10 minutes, try refreshing your browser (press Ctrl+F5 or Cmd+Shift+R).

### 5.1.4. Verify on the Live Site

After a few minutes, visit the live toolbox:

<https://toolbox.start-dsp.eu>

Navigate to the tool you edited and verify your changes appear correctly.

# 6. Editing UI Translations

UI translations are the interface text that appears throughout the website (buttons, labels, menus, etc.).

## 6.1. Step 8: Access UI Translations

### 6.1.1. Open UI Translations Collection

From the Decap CMS dashboard, click on “**UI Translations**” in the left sidebar.



Figure 13: UI Translations collection

### 6.1.2. Select Your Language

You'll see four language options:

- English Translations
- Spanish Translations
- German Translations
- Greek Translations

Click on the language you want to edit.

## 6.2. Step 9: Edit UI Text

### 6.2.1. Understanding UI Fields

The UI translations include all text visible on the website interface:

#### Navigation & Headers:

- Header Title
- Navigation Toolbox
- Navigation Project Website

#### Search & Filters:

- Search Placeholder
- Filter All Purposes

**Tool Detail Page:**

- Back to Toolbox
- Purpose, Benefits, Description, etc.

**Other Elements:**

- Cookie consent messages
- Footer text
- Language names
- Error messages

## 6.2.2. Edit the Text

1. Click on any field to edit it
2. Type your translation
3. Changes save automatically

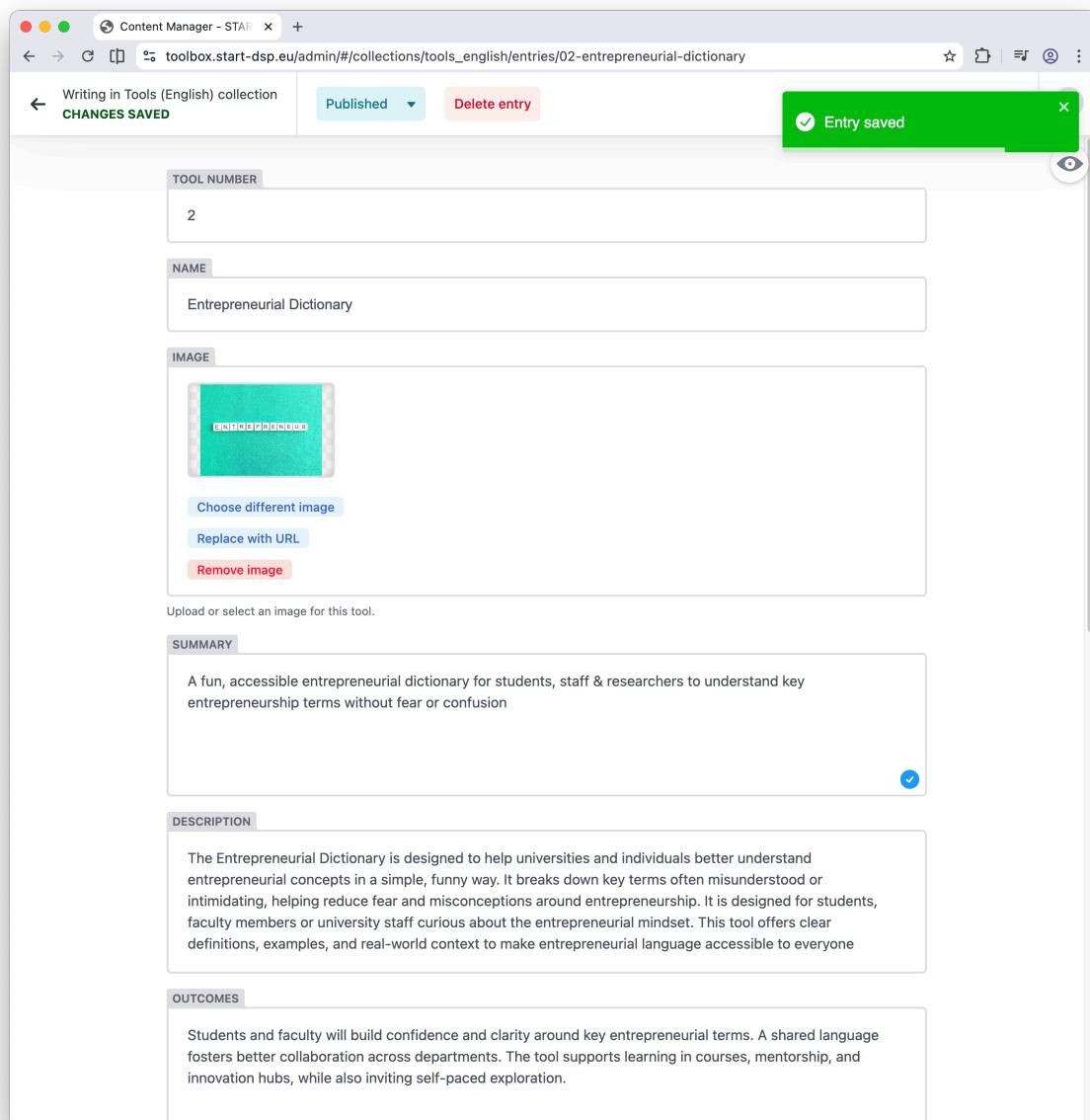


Figure 14: Editing UI translations

### Keep UI Text Concise!

UI text appears in buttons, menus, and labels. Keep translations **short and clear** so they fit in the interface. Avoid long sentences.

## 6.2.3. Special Characters

Some fields may contain special formatting:

- **Quotes:** Preserve quotation marks exactly as shown
- **Placeholders:** Text like {name} should remain unchanged
- **Line breaks:** Preserve paragraph structure

#### **6.2.4. Publish UI Changes**

When finished:

1. Click “**Publish**” at the top-right
2. Choose “**Publish now**”
3. Wait 2-5 minutes for deployment
4. Check the live website

# 7. Troubleshooting

## 7.1. Common Issues and Solutions

### 7.1.1. “I can’t log in”

**Problem:** The login page doesn’t work or shows an error.

#### Solutions:

- Make sure you’re using the correct URL: <https://toolbox.start-dsp.eu/admin>
- Verify you’ve been granted access by Jeldo
- Try logging out of GitHub and back in
- Clear your browser cache and cookies
- Try a different browser (Chrome, Firefox, or Edge)

### 7.1.2. “I don’t see the Publish button”

**Problem:** You’ve made changes but can’t find how to publish.

#### Solutions:

- Scroll to the top of the page - the Publish button is in the top-right corner
- Make sure you’ve made actual changes to the content
- Check if you’re in “Preview” mode - switch to “Edit” mode

### 7.1.3. “My changes aren’t appearing on the website”

**Problem:** You published changes but don’t see them on the live site.

#### Solutions:

- Wait 5-10 minutes - deployment takes time
- Refresh your browser with Ctrl+F5 (Windows) or Cmd+Shift+R (Mac)
- Clear your browser cache
- Try viewing the site in a private/incognito browser window
- Check that you actually clicked “Publish now” and not “Save draft”

### 7.1.4. “I accidentally changed the wrong tool”

**Problem:** You edited the wrong tool or language by mistake.

#### Solutions:

- Don’t panic! You can revert changes
- Click “Workflow” in the top menu to see pending changes
- Find your change and click “Delete unpublished entry”
- If already published, contact Jeldo Meppen for help

### 7.1.5. “The image upload isn’t working”

**Problem:** Images won’t upload or show an error.

#### Solutions:

- Check the file size - must be under 2 MB
- Use JPG or PNG format only
- Ensure stable internet connection
- Try a different image or resize the current one

### 7.1.6. “I’m locked out of my GitHub account”

**Problem:** Can’t access your GitHub account.

#### Solutions:

- Use GitHub’s password reset: [https://github.com/password\\_reset](https://github.com/password_reset)
- Check your email for verification messages

- Contact Jeldo if you need to create a new account

## 7.2. Getting Help

If you encounter issues not covered in this guide:

**Contact:**

Jeldo Meppen  
meppen@aceeu.org

When requesting help, please include:

- What you were trying to do
- What happened instead
- Screenshots if possible
- Your GitHub username

# 8. Best Practices & Tips

## 8.1. Translation Quality

### 8.1.1. Consistency is Key

- Use the same translation for recurring terms throughout all tools
- Keep a personal glossary of key terms and their translations
- Check how terms are translated in other tools before choosing new words

### 8.1.2. Maintain Professional Tone

- Use formal, professional language
- Avoid slang or colloquialisms
- Write in a clear, instructive manner
- Think about your target audience: university faculty and staff

### 8.1.3. Preserve Formatting

- If the original text has bullet points, keep them
- Maintain paragraph breaks
- Preserve bold or italic text where used
- Keep lists in the same format

## 8.2. Workflow Efficiency

### 8.2.1. Work in Batches

Instead of publishing after every small change:

1. Edit multiple tools in one session
2. Review all your changes
3. Publish everything at once

This is more efficient and reduces deployment overhead.

### 8.2.2. Use the Search Function

When editing many tools, use your browser's search function (Ctrl+F or Cmd+F) to quickly find specific text across tools.

### 8.2.3. Regular Breaks

Translation work requires concentration:

- Take breaks every 45-60 minutes
- Review your work with fresh eyes
- Don't rush - quality over speed

## 8.3. Content Guidelines

### 8.3.1. What to Edit

#### ✓ Do edit:

- Translations to your language
- Obvious typos or errors
- Outdated information
- Missing descriptions

#### ✗ Don't edit:

- Content in languages you don't speak fluently
- Technical field names or labels
- Purpose categories (these are standardized)

*Note: Tool numbers are automatically protected and cannot be edited.*

### **8.3.2. When to Add New Downloads**

Only add new download files if:

- You have permission from the tool's owner
- The file is in the correct language
- The file is in a common format (PDF, DOCX, XLSX)
- You've tested that the file opens correctly

# 9. Quick Reference Card

This page is designed to be printed and kept next to your computer!

## 10. Start-DSP Toolbox - Quick Reference

### 10.1. Login

**URL:** <https://toolbox.start-dsp.eu/admin>

**Method:** Click “Login with GitHub”

### 10.2. Editing Tools

1. Click your language collection (left sidebar)
2. Select the tool to edit
3. Make your changes
4. Click “Publish” (top-right)
5. Choose “Publish now”
6. Wait 5 minutes for deployment

### 10.3. Editing UI Translations

1. Click “UI Translations” (left sidebar)
2. Select your language
3. Edit the text fields
4. Click “Publish” → “Publish now”

### 10.4. Important Rules

-  **Always** preview before publishing
-  **Always** keep text concise for UI elements
-  **Always** test downloads after uploading
- i Tool numbers are automatically protected

### 10.5. Common Fields

**Required for all tools:**

- Name, Summary, Description
- Outcomes, Instructions, Benefits
- Purpose, Partner
- At least one Download

### 10.6. Help & Support

**Contact:** Jeldo Meppen

**Email:** [meppen@aceeu.org](mailto:meppen@aceeu.org)

### 10.7. URLs to Bookmark

 **Edit content:** [toolbox.start-dsp.eu/admin](https://toolbox.start-dsp.eu/admin)

 **View live site:** [toolbox.start-dsp.eu](https://toolbox.start-dsp.eu)

# 11. Appendix: Field Descriptions

## 11.1. Detailed Field Reference

This section provides detailed explanations of each field in the tool editing form.

### 11.1.1. Tool Number

- **Type:** Number
- **Editable:**  Hidden
- **Description:** A unique identifier (1-24) for the tool. This field is hidden from editors to prevent accidental changes. The number is automatically maintained across all language versions.
- **Example:** 1, 5, 24
- **Note:** This field will not appear in the editing interface.

### 11.1.2. Name

- **Type:** Text (short)
- **Editable:**  Yes
- **Description:** The tool's title as it appears on the toolbox page and detail page.
- **Guidelines:** Keep concise (under 80 characters). Use title case.
- **Example:** "The Entrepreneurial Wall Pack"

### 11.1.3. Image

- **Type:** Image file
- **Editable:**  Yes
- **Description:** The visual representation of the tool shown on cards and detail pages.
- **Guidelines:**
  - Format: JPG or PNG
  - Minimum size: 800×600px
  - Maximum file size: 2 MB
  - Professional, relevant imagery

### 11.1.4. Summary

- **Type:** Text (medium)
- **Editable:**  Yes
- **Description:** A brief one-sentence overview shown on the tool card.
- **Guidelines:**
  - Keep to 1-2 sentences
  - Maximum 150 characters
  - Focus on what the tool does
  - End with a period
- **Example:** "The Entrepreneurial Wall Pack offers ready-to-print quotes and templates and an AI guide to create tailored content."

### 11.1.5. Description

- **Type:** Text (long)
- **Editable:**  Yes
- **Description:** Detailed explanation of what the tool is and how it works.
- **Guidelines:**
  - 2-4 paragraphs
  - Explain the tool's purpose and components
  - Use clear, professional language
  - Can include bullet points

### **11.1.6. Outcomes**

- **Type:** Text (long)
- **Editable:**  Yes
- **Description:** What results or outputs users can expect from using the tool.
- **Guidelines:**
  - Be specific and measurable where possible
  - Focus on concrete deliverables
  - Can be a paragraph or bullet list

### **11.1.7. Instructions**

- **Type:** Text (long)
- **Editable:**  Yes
- **Description:** Step-by-step guidance on how to use the tool.
- **Guidelines:**
  - Use numbered or bulleted steps
  - Be clear and sequential
  - Include any prerequisites
  - Mention typical timeframes if relevant

### **11.1.8. Benefits**

- **Type:** Text (long)
- **Editable:**  Yes
- **Description:** Why this tool is valuable and what advantages it provides.
- **Guidelines:**
  - Focus on value proposition
  - Can mention target audience benefits
  - Keep positive and motivating

### **11.1.9. Purpose**

- **Type:** Dropdown selection
- **Editable:**  Yes
- **Description:** The category this tool belongs to.
- **Options:**
  - Entrepreneurial Awareness & Sensitization
  - Entrepreneurial Vision & Institutional Commitment
  - Staff & Faculty Motivation, Incentives & Recognition
  - Fostering an Entrepreneurial Mindset & Culture
  - Entrepreneurship Education Planning & Financing
  - Sustainable & Impact-Driven Entrepreneurship
  - Continuous Innovation in Entrepreneurship Education

### **11.1.10. Prerequisite Tools**

- **Type:** Text (short)
- **Editable:**  Yes
- **Description:** Other tools that should be completed before using this tool.
- **Guidelines:**
  - Leave empty if no prerequisites
  - Reference tools by name
  - Separate multiple tools with commas

### **11.1.11. Partner**

- **Type:** Dropdown selection

- **Editable:**  Yes
- **Description:** The organization responsible for this tool.
- **Options:** ACEEU, EUEI, TVW, MMS, UNEAT, MC

#### **11.1.12. Downloads**

- **Type:** List of files
- **Editable:**  Yes
- **Description:** Downloadable resources (templates, guides, worksheets) for this tool.
- **Each download has:**
  - **Title:** The link text shown to users
  - **File:** The actual file to download
- **Guidelines:**
  - Use descriptive titles
  - Keep file sizes reasonable (under 10 MB)
  - Use common formats (PDF, DOCX, XLSX, PNG, JPG)
  - Test that files open correctly

# 12. Appendix: UI Translation Fields

## 12.1. UI Field Reference

This section explains all the UI translation fields and where they appear on the website.

### 12.1.1. Header

- **header.title** - Main title at the top of every page
  - Example: “Start-DSP Entrepreneurial University Toolbox”
  - Location: Top of page, large heading

### 12.1.2. Navigation

- **nav.toolbox** - Toolbox navigation link
  - Example: “Toolbox”
  - Location: Main navigation menu
- **nav.projectWebsite** - Link back to main project site
  - Example: “Back to Start-DSP Project Website”
  - Location: Main navigation menu

### 12.1.3. Search & Filters

- **search.placeholder** - Search box placeholder text
  - Example: “Search tools by name or description...”
  - Location: Toolbox page, search field
- **filter.allPurposes** - Default filter option
  - Example: “All Purposes”
  - Location: Toolbox page, purpose dropdown

### 12.1.4. Tool Detail Page

- **toolDetail.backToToolbox** - Back button text
  - Example: “Back to Toolbox”
  - Location: Tool detail page, top link
- **toolDetail.purpose** - Purpose section label
  - Example: “Purpose”
  - Location: Tool detail page, section heading
- **toolDetail.benefits** - Benefits section label
  - Example: “Benefits”
  - Location: Tool detail page, section heading
- **toolDetail.prerequisiteTools** - Prerequisites section label
  - Example: “Prerequisite Tools”
  - Location: Tool detail page, section heading
- **toolDetail.description** - Description section label
  - Example: “Description”
  - Location: Tool detail page, section heading
- **toolDetail.instructions** - Instructions section label
  - Example: “Instructions”
  - Location: Tool detail page, section heading
- **toolDetail.outcomes** - Outcomes section label
  - Example: “Outcomes”
  - Location: Tool detail page, section heading

- **toolDetail.responsiblePartner** - Partner label
  - Example: “Responsible Partner:”
  - Location: Tool detail page, partner attribution

### **12.1.5. Badges**

- **badge.fallbackLanguage** - Language fallback indicator
  - Example: “Available in English”
  - Location: Tool cards when content not available in current language
- **badge.externalLink** - External link indicator
  - Example: “External - English only”
  - Location: Download links to external resources

### **12.1.6. Translation Disclaimer**

- **disclaimer.translationTitle** - Disclaimer heading
  - Example: “Translations in Progress”
  - Location: Top banner on non-English pages
- **disclaimer.translationMessage** - Disclaimer text
  - Example: “We are currently translating the toolbox content. Some tools and materials may still be available in English only.”
  - Location: Top banner on non-English pages

### **12.1.7. Cookie Consent**

- **cookie.title** - Cookie banner heading
  - Example: “Cookie Consent”
  - Location: Bottom cookie consent banner
- **cookie.message** - Cookie explanation text
  - Example: “We use Google Analytics to understand how visitors use our site...”
  - Location: Bottom cookie consent banner
- **cookie.accept** - Accept button text
  - Example: “Accept”
  - Location: Cookie consent banner, accept button
- **cookie.decline** - Decline button text
  - Example: “Decline”
  - Location: Cookie consent banner, decline button

### **12.1.8. Footer**

- **footer.euDisclaimer** - EU funding disclaimer
  - Example: “This project has been funded with support from the European Commission...”
  - Location: Page footer
- **footer.euLogoAlt** - EU logo alt text
  - Example: “Co-funded by the European Union”
  - Location: Footer EU flag image alt text

### **12.1.9. Language Selector**

- **language.en** - English language name
  - Example: “English”
  - Location: Language dropdown
- **language.es** - Spanish language name
  - Example: “Español”
  - Location: Language dropdown

- **language.de** - German language name
  - Example: “Deutsch”
  - Location: Language dropdown
- **language.el** - Greek language name
  - Example: “Ελληνικά”
  - Location: Language dropdown

#### **12.1.10. 404 Error Page**

- **notFound.message** - Error heading
  - Example: “Page not found”
  - Location: 404 error page
- **notFound.description** - Error explanation
  - Example: “The page you’re looking for doesn’t exist.”
  - Location: 404 error page
- **notFound.backToHome** - Return link text
  - Example: “Back to Toolbox”
  - Location: 404 error page, return button

## Thank You!

Thank you for contributing to the Start-DSP Toolbox.  
Your translations help make entrepreneurship education  
accessible to universities across Europe.



**Co-funded by  
the European Union**

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