PaNOSC
User Guide

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This user guide contains information on using the back-end (admin) section of the Word Press Gutenberg site. The scope of this guide is limited to the usage of the site and assumes the user has a basic knowledge of using a PC/Mac and the basics of uploading files to a website.

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Site structure - pages and post-types

The main content of the site is divided into two main types: a **page** and a **post-type**.

Pages are used for one-off pages or informative non repetitive content as follows:

- The home page
- About Panosc
- Contact page/Thank you page

- Data Policy/FAIR Principles/PaNOSC data policy framework
- E-learning platform
- Events Calendar
- Privacy Policy

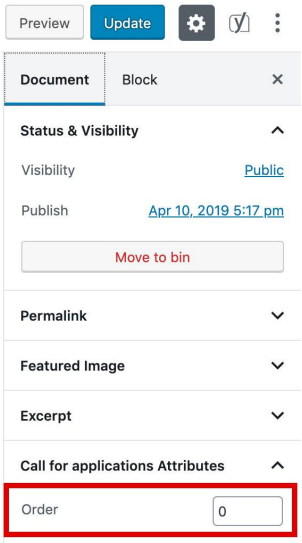
Post-types are used for repetitive content, content that requires multiple pages and an archive such as news content.

The predefined **post-types** are as follows:

- Call for applications
- Deliverables
- Developments
- Events
- Job offers
- News
- Partners
- Presentations
- Related projects
- Services
- Training courses calendar
- Use cases
- Women in science
- Work packages

The logic for adding content is the same for all types - the interface is always the same, bar occasional form fields relative to the post-type being used (for example the Events post-type has the “Event date” field).

Content order



All content is ordered by specifying its order in the order field which can be accessed via the “Quick Edit” view of the post-type or page list or in the right hand column under the “Document” tab. By default each new post is given “0” as its order number.

News, Events and Training courses do NOT follow this logic:

News

Is ordered by the date of publication of the post.

Events and Training courses

Are ordered by the date of the event.

Archive templates

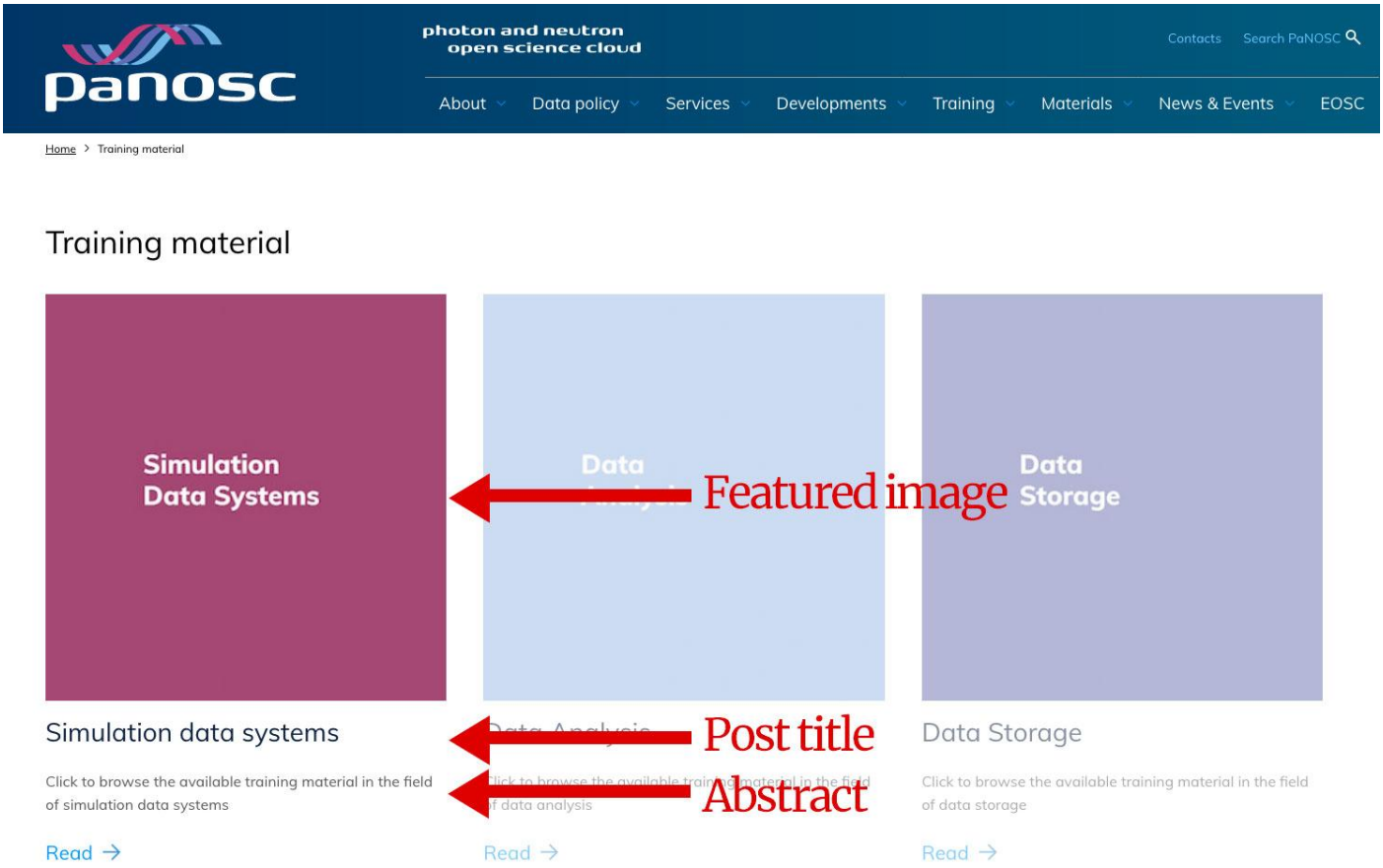
For **post-types** there are currently **5 different types of archive template** used. *To change the archive template for a specific post-type it is necessary to contact **Sintesi** to carry out this change as the software does not permit the change of archive templates.*

In the case of templates 1, 2 and 3 it's possible to specify the abstract text that appears in the archive. This is located on the right hand column of the post page under "Document" -> "Abstract". If this is left blank, by default the first few lines of the post will otherwise be used.

The archive templates are as follows:

1. News archive style template

Three column layout, with "Featured image" displayed (when used), followed by the post title, abstract and link to single page.

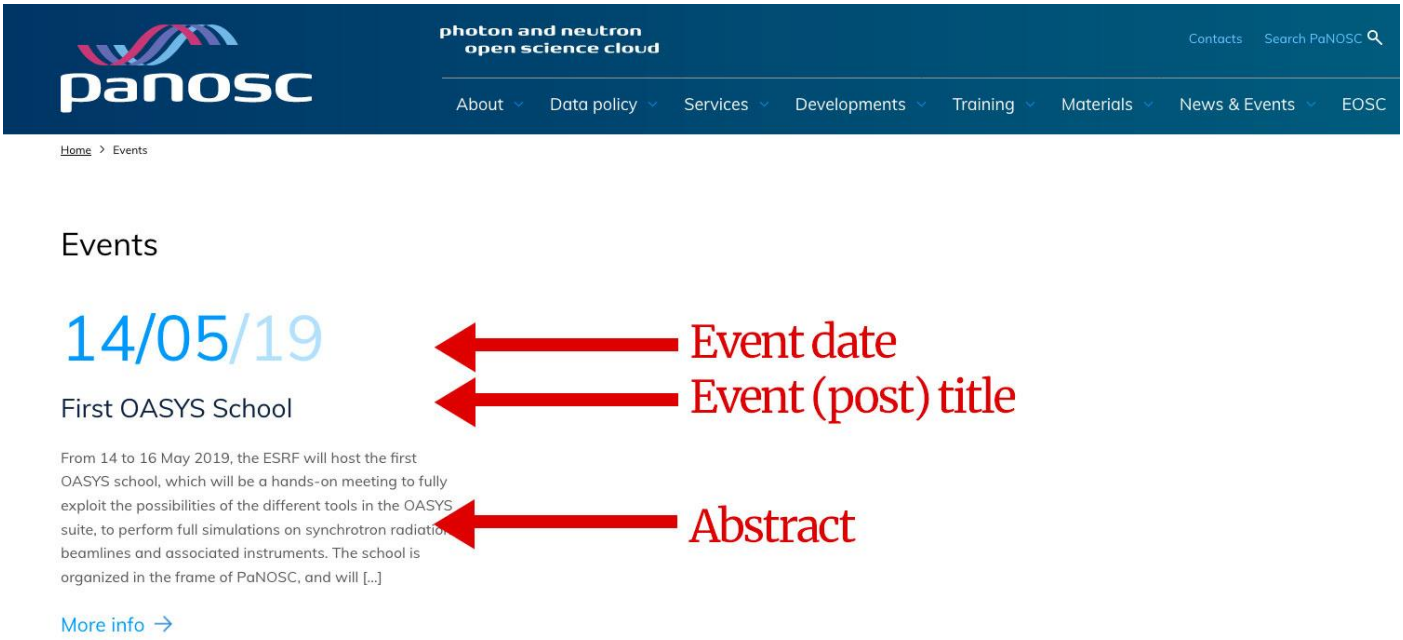


Used for:

- Developments
- News
- Related projects
- Training Material
- Women in Science
- Work packages

2. Calendar archive style template

Three column layout, with large date of event displayed, followed by the event title, abstract and link to single page.

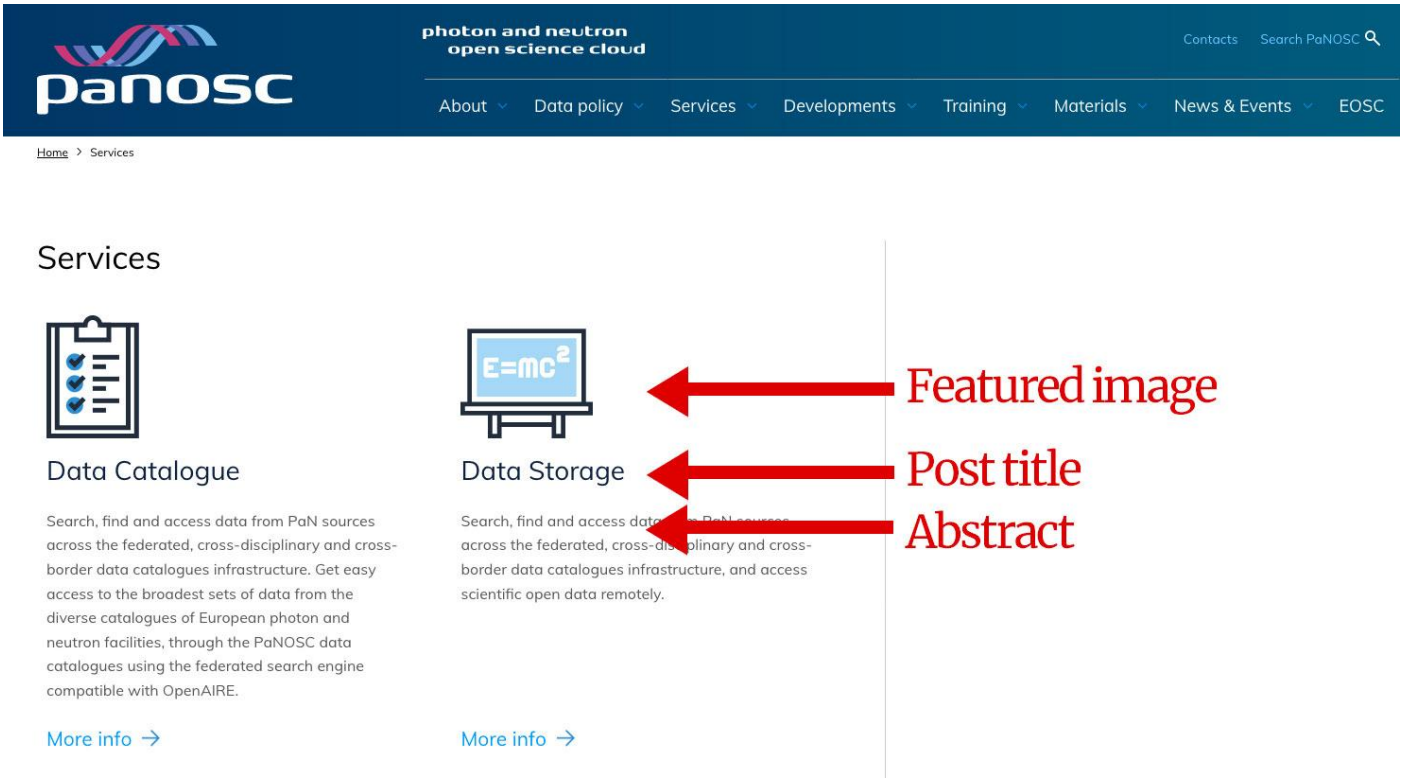


Used for:

- Events
- Training courses calendar

3. Services archive style template

Two column layout + sidebar, with icon, followed by the post title, abstract and link to single page.

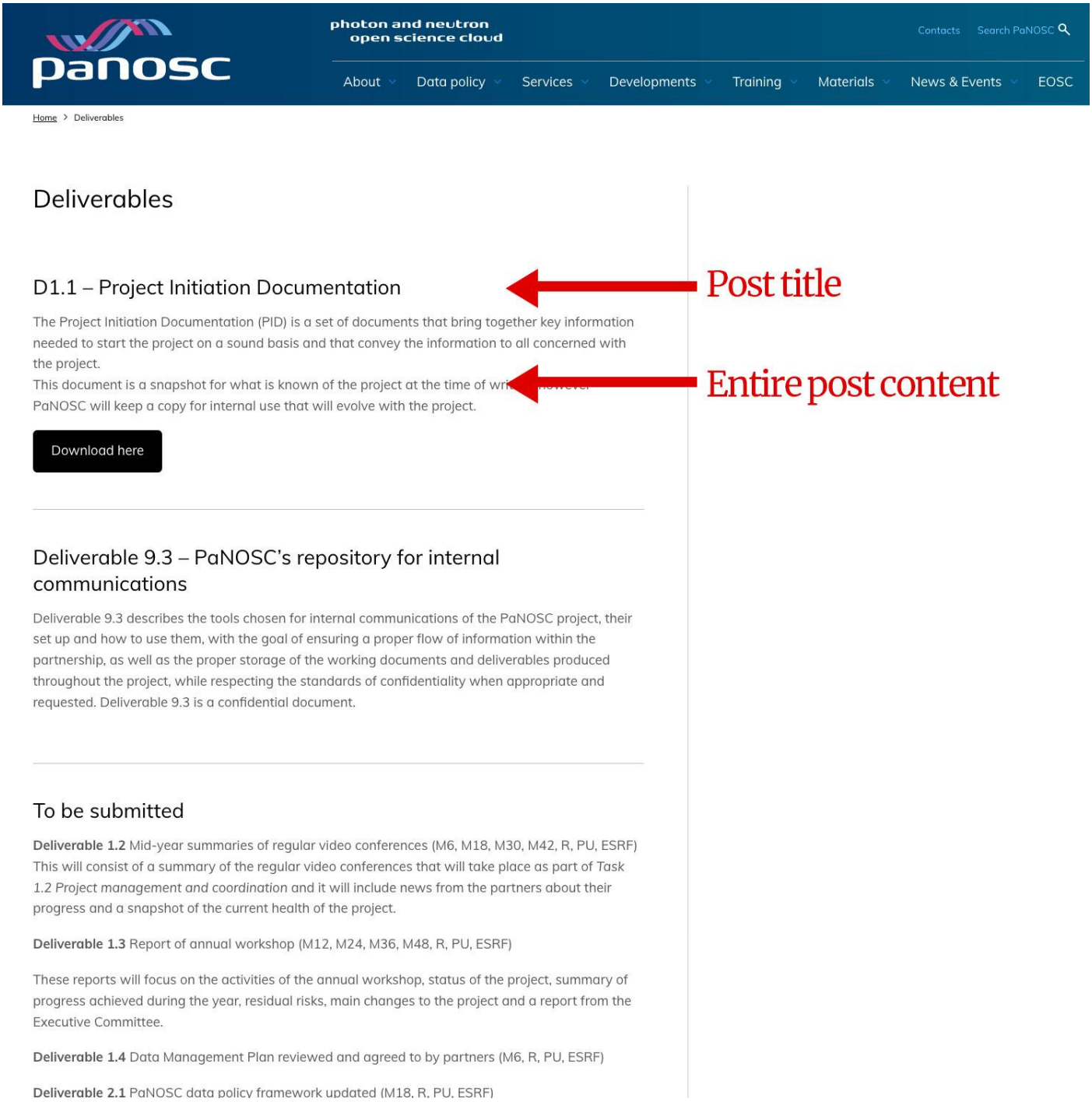


Used for:

- Services

4. Text archive style template with no single post-page

Single column layout + sidebar, all of the post's content is displayed on the page without a link to a single page for the post.



Used for:

- Calls for applications
- Deliverables
- Partners

- Use cases

5. Text archive style template

Single column layout + sidebar, each post title is displayed in a bulleted list with a link to a single page for the post content.

Used for:

- Job offers

Page templates

There are 4 types of page template, when publishing a page the template can be changed from the default template to one of the other three templates in the right hand column under “Document”->“Page Attributes”. It’s possible to change the template whenever you wish.

Default page template

Standard layout with content on left and sidebar on the right.

Home page template

Single column template which displays the Slideshow at the top of the page.

Page, no sidebar

Full width page without sidebar.

Narrow page, no sidebar

As described, good for use with legal text as the narrower column is better for readability.

The sidebar

For each post archive (those which have a space for the sidebar), post and page it is possible to create a specific sidebar to display.

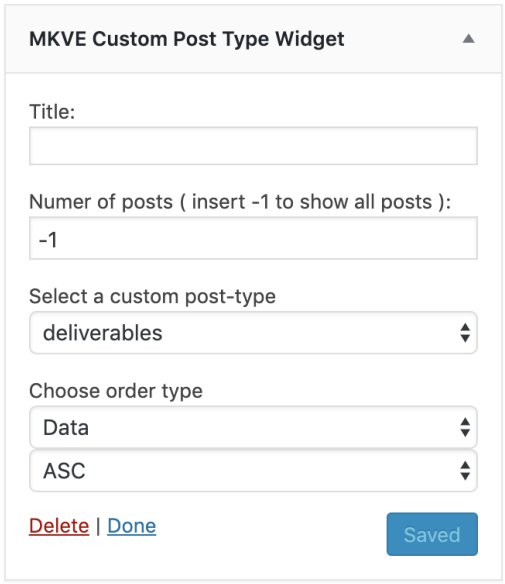
The first step is to create the sidebar “space”, and then “fill” that space with the content you want from the “Widgets” page.

First create a sidebar:

1. Go to “Content aware”.
2. Click “Add new”.
3. Give the sidebar a recognisable name.
4. In the “Conditions” tab select the type of content you want.
5. By default this selects all of the posts of the chosen post-type, by clicking on the text field beside the name of selected post-type it’s possible to choose specific posts. Click on the text field and wait for the posts to load in the pull-down menu.
6. **Under “Action” it is vital that you select “Top Menu” under “Where to display” -> “Target sidebar”**

Then from the “Widgets” page (“Appearance”-> “Widgets”), choose the content you want to add from the the available widgets on the left.

Custom post-type widget



A custom widget has been created for the Panosc site to add quick links to the main post-types of the site.

From the widgets page select the “Custom Post Type Widget” and select the block in which you wish to display the content.
From here, set the type of content you want to display with the following available options:

1. An optional title for the block
2. Select the number of posts to display, we recommended 3-5 posts as these appear in a sidebar with limited space
3. Select the type of content you wish to display from the drop down menu
4. Select the order for the content:
   Data will display the posts based on their publication date
   Order will display the posts based on their specified order
5. From the second pulldown choose ASC for Ascending or DESC for decending.

Once completed click save to add the widget to the site.

Site navigation

The main menu is used for both the header and the footer of the website.

For the Top Menu, any menu items with sub elements only the sub-elements will be clickable. If there are no sub-elements then the element WILL be clickable.

Creating Post and Page content

Select the desired content type from the left hand column. Once chosen the logic for the creation of content is the same for all types.

- Click “Add new”.
- Add the title of the post/page.
- Write your post content. Hitting the return button will split the text content into a new paragraph - which becomes a new “block”. It’s possible to change a paragraph block to a title, or list. To create a different type of block click on the “+” icon that you’ll find top left of the white post/page editor section.
- From here choose the type of content you wish to add, included images, buttons, embeds, shortcodes, columns and more.
- Page/Post images **recommended size 850px width - variable height @72dpi**
- To delete a block, hover over it until the contextual icon menu appears and click on the three dot icon, and select “Delete block”.
- Add a “Featured image” for News posts in the right hand column under “Document”-> “Page Attributes”-> “Featured Image”- **recommended size 500 x 500px @72dpi**
- Once finished insure you click the blue “publish” button type right.

Home page

The home page uses the “Home page template”. This displays the home slideshow and is a wide single column template. This is designed to use the WP standard blocks, and shortcodes have been developed to display blocks of content specific to PaNOSC to ensure a more personalisable home page.

PaNOSC homepage shortcodes

- [mklastnews] - News
- [mklastevents] - Events
- [mklastpartners] - Partners
- [mklastrelatedprojects] - Related Projects

NB these blocks have been specifically designed for use on a single column wide page template and may not display correctly on other templates.

Home Slideshow

To add slides to the slideshow, do the following:

- Go to “Slideshows” section.
- Click “Add new”.
- Add title, short text and text for the call-to-action button, and URL (/name-of-page/).
- Add image - the image will fill all available space regardless of size - **recommended size 1500 x 760px @72dpi.**
- Specify slide order in the right hand column “Post attributes” or from the “Quick View” in the list of published slides.

Recommended image sizes

- Home slideshow image **1500 x 760px @72dpi**
- Page/Post featured image **500 x 500px @ 72dpi**
- Page/Post images **850px width - variable height @72dpi**