

PADDLE

Manual

VUB Websites - Paddle CMS



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1. Guidelines vanuit Marcom

Welcome to Paddle, the new websites for research groups. This platform offers you a huge range of possibilities to create a professional online business card for your research group. Since we want to migrate all 150 research groups, it is important to keep the uniformity in mind. That is why we provide a basic template from which you can start building your website. You fill in the content yourself.

Deviations are of course allowed, since one research group has different needs than the other, but for those adjustments Marcom is there to assist you in your choices. **So if you have a question regarding content, do not hesitate to contact deborah.puylaert@vub.be**

1.1. To follow guidelines

1.1.1. Main navigation

We opted for a fixed navigation structure with the possibility of an extra empty tab that can be filled in freely.

HOME STAFF ABOUT PUBLICATIONS PROJECTS PARTNERS NEWS & EVENTS

1.1.2. Top navigation

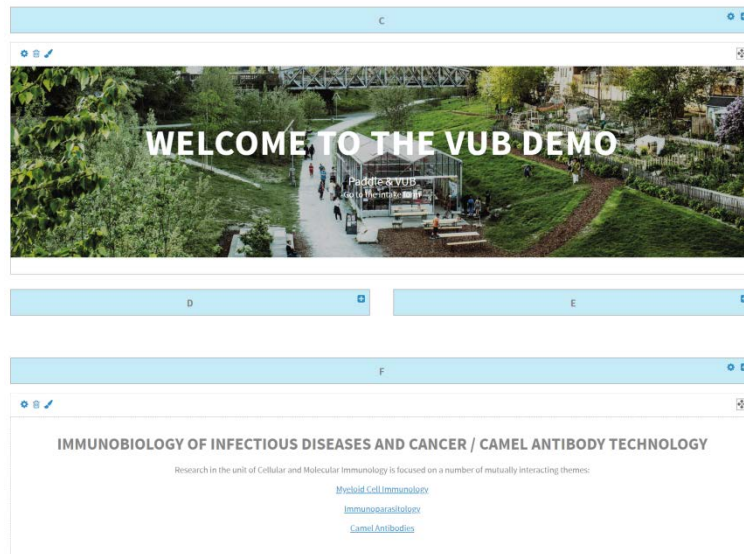
This is the navigation at the top right. External links or general links can be added here, such as vacancies, faq, ...

1.1.3. Homepage

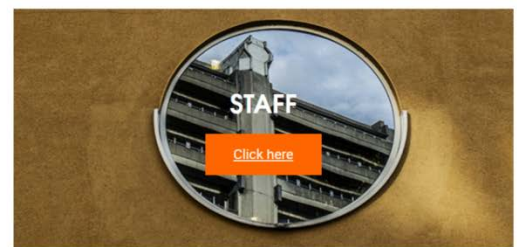
The home page is a landingpage Omega and contains a VUB banner in column C (The configuration of the VUB banner is explained in [section 8.2.1](#)). If you choose to put your research group name on it, do not forget that this must be written in full.

Under the Banner in column F there is a free text field pane where you can write a short intro / wellcome text. For example, explain what your research group stands for in 3 lines. See photo below for an example

Layout: title -> H2 and text -> standard



There are also 2 photo-buttons added on the homepage in column G and H, with an internal link to the project page and to the publication page. If you do not have one of these pages, you can link to another internal page for example 'staff'. These buttons are added with the pane vub region block.




VUB region block
Adds the VUB region block.

The configuration for the vub region block looks like this:

Configure VUB region block

Background image


fv_VUB_jobsite23_250518_hometile.jpg

None

Title

Our publications

Button link

☐ No link
☒ Internal link
☐ External link

Node

Publications (node/34)

Button text

Click here

FINISH

Below the vub region blocks there will be 2 columns J and K for news and events lists with a spotlight view, here it is important that only 3 events are shown and there is a link to the news and events page where all items are. ([Section 7](#) explains how to create a news item, in [section 8.2.2](#) you can find more information about the spotlight display)

In the template at the moment we use the calendar module for displaying event items But for the event items there is a new module called Paddle events which is more extensive than the calendar module (explained in [section 9](#)).

1.1.4. Team

The page staff/team is the overviewpage (landingpage) Omega and again contains a VUB banner in column C

Under the banner in column F a free text field pane is added with anchor links to the various 'Organizatal units' that are listed on the page. In column I the who is who panes are placed (All this is explained in [section 20](#))

Academic staff	Post-doctoral scientists	PhD students	Administrative and technical staff	VIB nanobody service facility
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ACADEMIC STAFF



PROF. DR. CARL DE TREZ

Carl.De.Trez@vub.ac.be
+32-2-6291975



PROF. DR. IR. STEFAN MAGEZ

Stefan.Magez@vub.ac.be
+32-2-6291976



PROF. DR. SERGE MUYLDERMANS

svmuylde@vub.ac.be
+32-2-6291969



PROF. DR. IR. GEERT RAES

Geert.Raes@vub.ac.be
+32-2-6291968



PROF. DR. IR. JO VAN GINDERACHTER

jvangind@vub.ac.be
+32-2-6291979

It is important that you fill in as much information as possible in the contact sheets. You can also add Personal Publications from pure via RSS. How to do this can be found in [section 19](#). The more information is filled in, the better your page looks.

Photo: photo sessions are organized for the research groups. The photos will then be delivered in the correct format and these must then be uploaded in the profiles of the members. We are developing a new content type “researcher” where there will be more fields to add extra links to research pages and a second photo field is added where you can add the 'funny' photo from the photo sessions.

1.1.5. About

The page about is again a landingpage Omega. Here you make a introduction to your research group, this can be done quite simply via a free text field pane. Format: Title -> h2 (or next level: h3,..) and plain text -> standard

1.1.6. Publications and projects

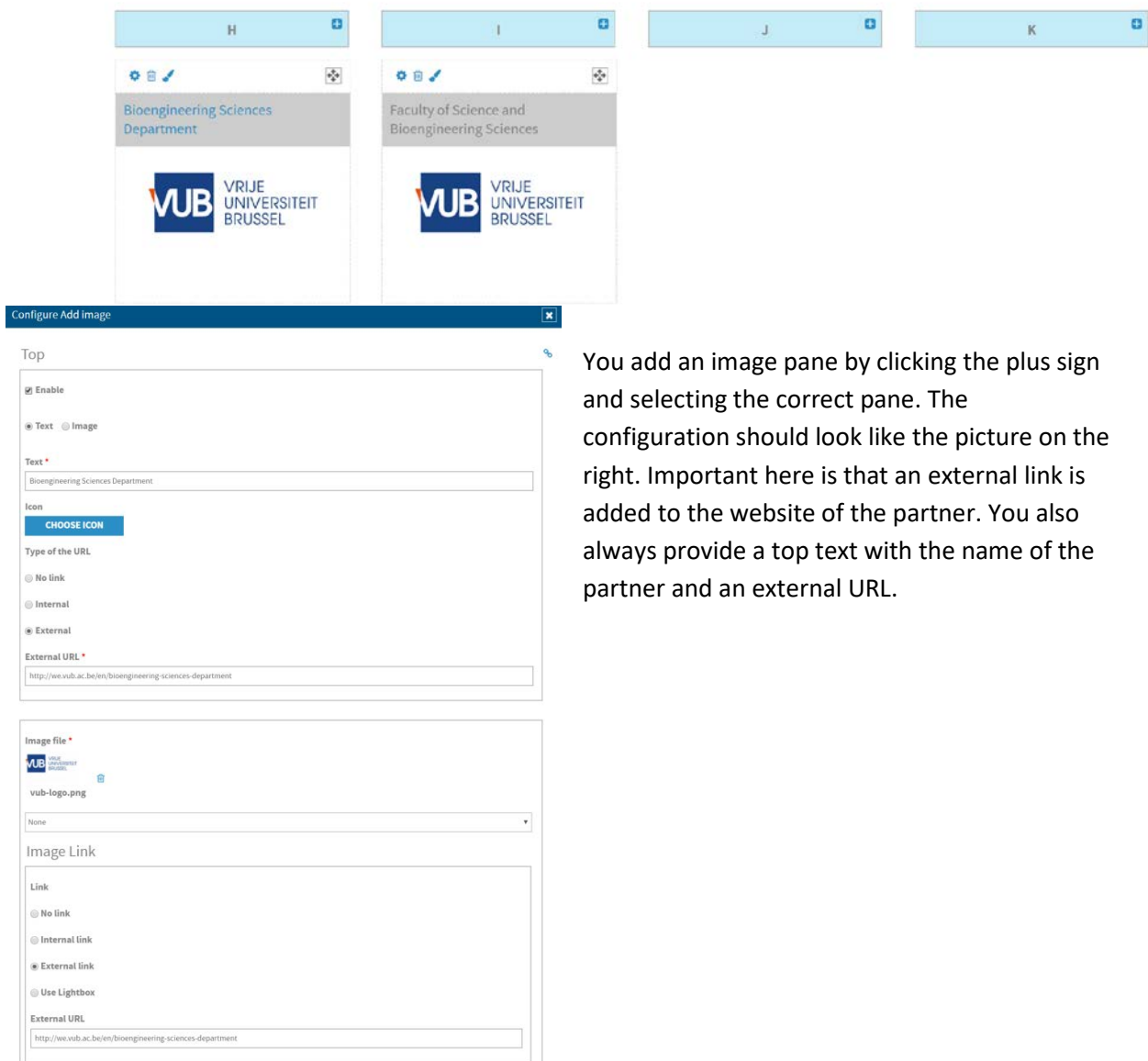
Both pages are landingpages Omega and contain at the top a VUB banner in column C. For publications, there will be a column with the RSS feed coming from PURE and a column for PhD theses (which you can add manually via a free text pane). -> Column D and E

The list of projects then comes under projects. Here you have 2 choices. If your projects

are in pure, you can make an RSS feed for projects from pure. And add the rss feed via a pane to the projects page. Or you can add a free text pane and give in your projects manually.

1.1.7. Partners

The page “partners” is a landingpage CHI where at the top (column A) the VUB banner must be placed. Furthermore, on this page in the row with 4 columns (H, I, J, K) image panes are added where you upload the logo of the partner.



The screenshot shows the Paddle interface with four panes labeled H, I, J, and K. Panes H and I are configured as image panes. Pane H has the title 'Bioengineering Sciences Department' and displays the VUB logo. Pane I has the title 'Faculty of Science and Bioengineering Sciences' and also displays the VUB logo. Below the panes is a 'Configure Add image' dialog box. The 'Top' section of the dialog has 'Enable' checked, 'Text' selected, and the text 'Bioengineering Sciences Department'. The 'Icon' section has 'CHOOSE ICON' button. The 'Type of the URL' section has 'External' selected. The 'External URL' field contains 'http://we.vub.ac.be/en/bioengineering-sciences-department'. The 'Image file' section has 'vub-logo.png' selected. The 'Image Link' section has 'External link' selected and the 'External URL' field contains 'http://we.vub.ac.be/en/bioengineering-sciences-department'.

You add an image pane by clicking the plus sign and selecting the correct pane. The configuration should look like the picture on the right. Important here is that an external link is added to the website of the partner. You also always provide a top text with the name of the partner and an external URL.



1.1.8. News and events

The page news and events is a landing page Omega with at the top a VUB banner in column C and in the columns D and E each a list-pane. This list-pane is constructed in the same way as on the homepage with the difference that you do not set a limit on the number of news items or calendar items that are shown here.



2. How to login and difference editor – chief editor

Each website has its own URL for logging in. This URL is always structured using the same pattern: can be done via <https://afkortingonderzoeksgroep-vub.login.paddlecms.net/user>. Also when the website goes live, you will be able to log in via this URL to make adjustments.

Depending on your user role, you will have different permissions in the back end. If your image does not match 100% with the prints in this document, you probably have a different user role.

Editor

The focus of an editor lies in the creation of pages and web texts for the website. In addition, he can also edit non-specifically assigned pages. The editor is not responsible for publishing a page, nor does he / she have access to the Paddle Store and Theme Store. To publish a page, the editor directs his texts to a chief editor who has publishing rights. This role is usually used by larger edits where a validation workflow is important.

Chief editor

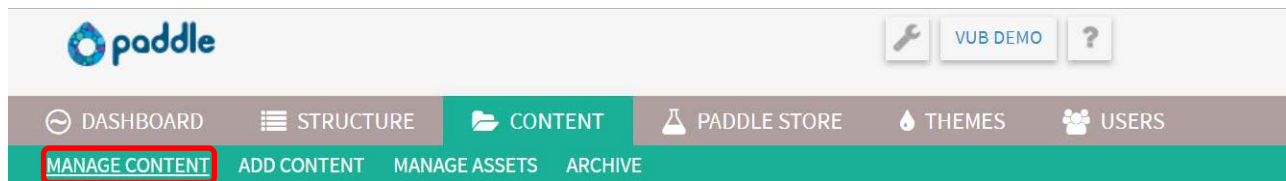
The editorial editor is ultimately responsible for the content of the website. He / she is the one who can create, edit and publish pages. It is the case that the chief editor will be assigned pages. This role has no access to the Theme Store.

Site manager

The site manager has the same rights as the chief editor. In addition, the manager also has access to the Theme Store, the user management and the website settings.



3. Search for existing page



1. Go to "Content"> "Manage pages"

2. If you want to search on page title or type, enter it and click on search and go to step 4. If you want to search by number or something else, click on advanced options (red).

Search all pages

3. Enter the desired parameters. Node number is indicated in red. When you have entered all the parameters, click on apply (green).

4. A list with all the pages that meet your search criteria will now appear. Always check whether the page is the correct page type (that you wanted to edit). You can always view the page type in the column "type"



NID	TITLE	TYPE	STATUS	LAST MODIFIED	TRANSLATIONS	ACTIONS
33	Signal transduction in Inflammation and Immunity: Innate immunity and bey...	Calendar item	Online	24/10/2018 - 09:14	en, nl	
29	ACADEMIC STAFF	Organizational unit	Concept	23/10/2018 - 15:23	en, nl	

4. Copy a page

1. Find your page (see section 3. [Search for existing page](#)).
2. Move your mouse to the plus at the far right of the page you want to copy.

Search all pages

Title: Content type: [Advanced Options](#)

Operations

NID	TITLE	TYPE	STATUS	LAST MODIFIED	TRANSLATIONS	ACTIONS
33	Signal transduction in Inflammation and Immunity: Innate immunity and bey...	Calendar item	Online	24/10/2018 - 09:14	en, nl	
29	ACADEMIC STAFF	Organizational unit	Concept	23/10/2018 - 15:23	en, nl	

3. Click on "clone"

Search all pages

Title: Content type: [Advanced Options](#)

Operations

NID	TITLE	TYPE	STATUS	LAST MODIFIED	TRANSLATIONS	ACTIONS
33	Signal transduction in Inflammation and Immunity: Innate immunity and bey...	Calendar item	Online	24/10/2018 - 09:14	en, nl	
29	ACADEMIC STAFF	Organizational unit	Concept	23/10/2018 - 15:23	en, nl	
27	Vibes in Biosciences 2010	Calendar item	Online	24/10/2018 - 09:15	en, nl	
28	Recent Developments in Invertebrate Immunology	Calendar item	Online	23/10/2018 - 15:23	en, nl	

4. The system will now ask if you are sure you want to copy the page, choose "Confirm"
5. The page will now have the title "Clone of ...". To change the title, click on "page properties" on the new page.

Search all pages

Title: Content type: [Advanced Options](#)

Operations

NID	TITLE	TYPE	STATUS	LAST MODIFIED	TRANSLATIONS	ACTIONS
33	Signal transduction in Inflammation and Immunity: Innate immunity and bey...	Calendar item	Online	24/10/2018 - 09:14	en, nl	
29	ACADEMIC STAFF	Organizational unit	Concept	23/10/2018 - 15:23	en, nl	
27	Vibes in Biosciences 2010	Calendar item	Online	24/10/2018 - 09:15	en, nl	
28	Recent Developments in Invertebrate Immunology	Calendar item	Online	23/10/2018 - 15:23	en, nl	



6. You can now change the title in the "Title" box. Then click on save.

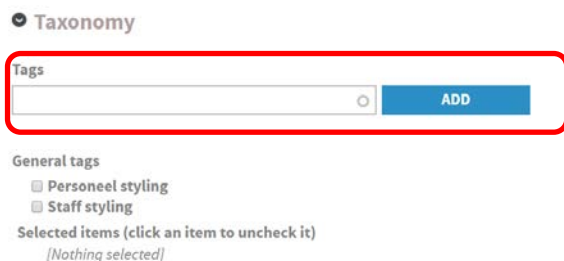
5. Taxonomy

There are 3 types of taxonomy in the CMS: Free tags, General vocabulary and VUB tags. The free tags and general glossary can be adapted by each research group for their own website via Structure> Taxonomy.



The VUB tags are managed on the central platform by the MarComm service.

5.1. Free tags



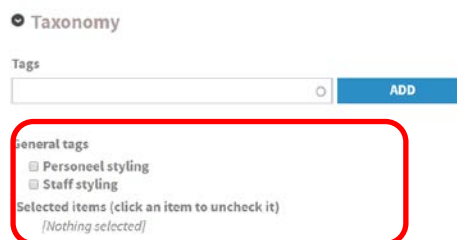
Free tags are mainly used for keywords that do not occur often or when you want to create different calendars. These tags must be manually entered per page and are added in structure> taxonomy> free tags. In this list you can only add or remove.

Screenshots shows the view within a created page

5.2. General vocabulary

The general vocabulary is used for frequently occurring keywords. They appear as check boxes on each type of page under "page content and options".

These items can only be added via Structure> Taxonomy> General vocabulary (see screenshot of the paddle CMS-navigation at the top of this page). It is also possible to add a hierarchy to these items.





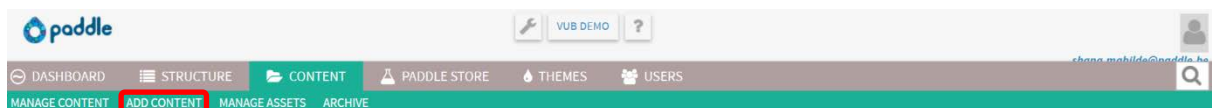
5.3.VUB tags

These are tags were created centrally by the MarComm service and are the same for all research groups. These tags will determine to which sites a news item or event can be sent. (in development, update will follow)

6. Create a basic page

This is the lowest level of pages, mainly used to place texts in a fixed width. In the right-hand column you always have space to add a region with content (see further at "create overview page"). All pages that come directly under the main navigation are not created with a basic page because on such a page it is not possible to add a VUB banner (explained in [section 8](#)). Pages on the second level can be basic pages.

1. Go to content> add content




2. Select "Basic page" in the left column.


Add content


Pages


Add new landing page


Create Media Assets


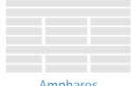
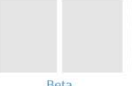












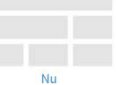
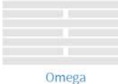

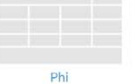

Calendar item
 Add a new calendar item to be shown in calendar views.

Contact person
 This page contains all relevant and professional information about a person. Generally it's used to link content to the right person via a corresponding pane.

Basic page
 This simple page is used to add unstructured content. Generally this is the lowest level in the website and is used to publish detailed content.

News item
 This page is used to communicate news facts on your website. The information is automatically published on a news overview. You can also add this in panes.

Organizational unit
 This page contains all relevant and professional information about an organization. Generally it's used to link content of the right team via a corresponding pane.

 Alfa
 Ampharos
 Beta
 Celebi
 Chi
 Delta
 Digamma
 Education
 Epsilon
 Eta
 Gamma
 Iota
 Kappa
 Lamda
 Mu
 Nu
 Omega
 Omicron
 Phi
 Psi





File
 Add text files such as Word, Excel, PDF, ...

Image
 Add image files.

Video
 Add video files.

3. Enter the title of the page and click on save

4. Click on page properties to add content to the page


VUB DEMO ?
chuan.muhilde@paddle.be

DASHBOARD STRUCTURE **CONTENT** PADDLE STORE THEMES USERS

MANAGE CONTENT ADD CONTENT MANAGE ASSETS ARCHIVE

PAGE PROPERTIES PAGE LAYOUT TRANSLATIONS TO EDITOR TO CHIEF EDITOR PUBLISH ARCHIVE PREVIEW REVISION

5. Fill in all the fields that are needed

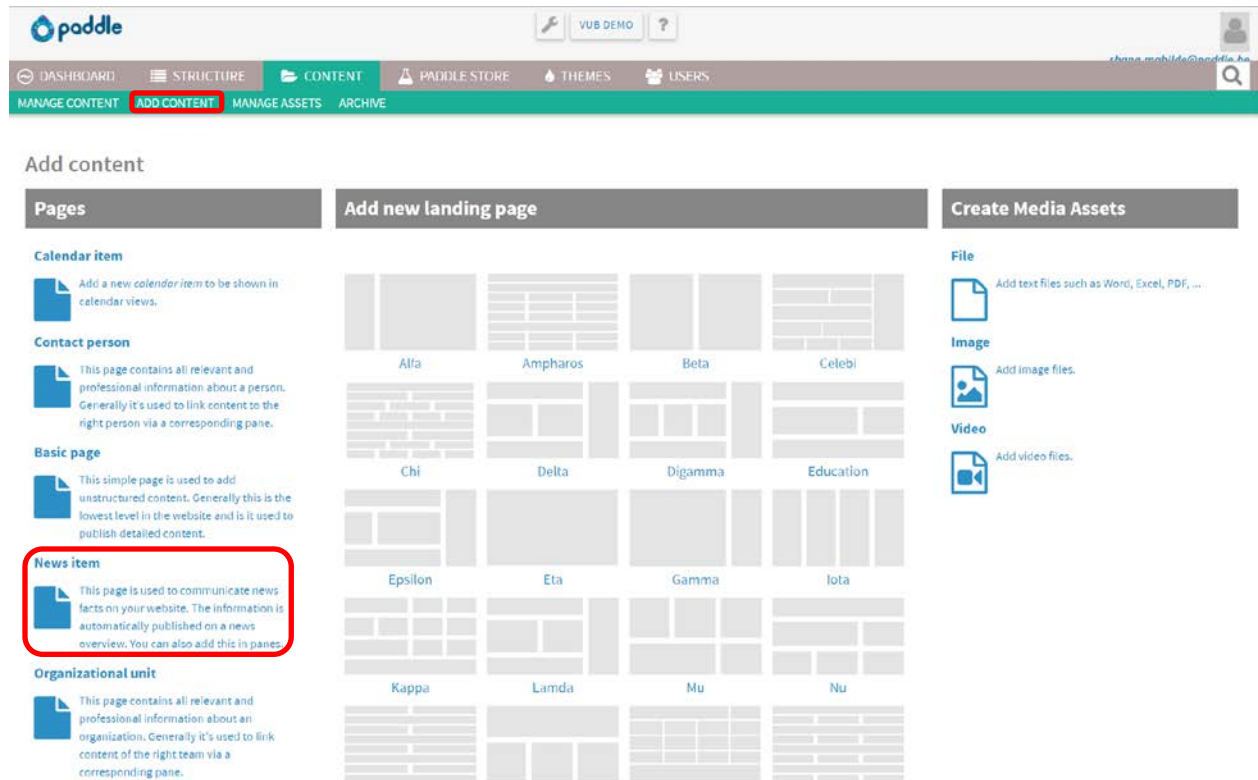
6. Then click Save

7. Send your page to an editor-in-chief (via button "Approve") or publish.

7. Create a news item

A news item has several fields such as title, content (body) and a date. We advise you to fill in the image every time you create news and events. The recommended size for this is an image of at least 400px x 400px

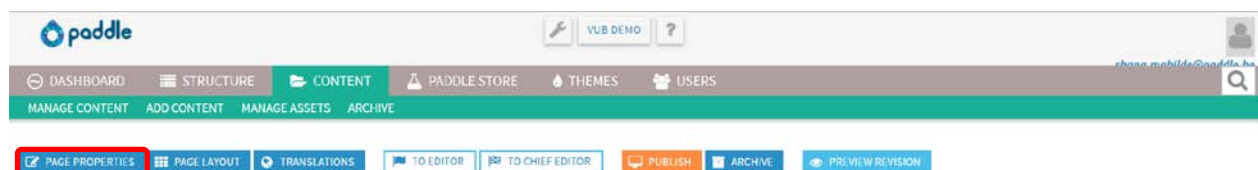
1. Go to content> add content



2. Select "News item" in the left column.

3. Enter the title of the page and click on save

4. Click on page properties to add content to the page



5. Fill in all the fields that are needed

- Body text contains the content of the news item
- Main image contains the accompanying image. Here you use the ratio 'square'



- For the VUB tags, check the themes that apply to your news item. With these themes you can share news items with other research groups (still in development)
- Creation date (at the very bottom) contains the date that is displayed with the news item

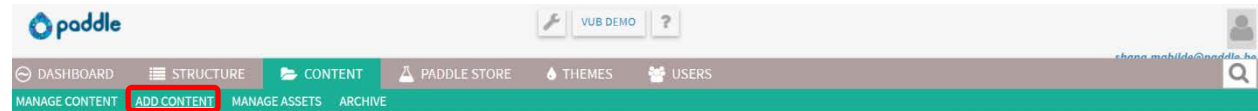
6. Click on save

7. Send your page to a chief editor (if you can't publish yourself) or publish

8. Create landing pages

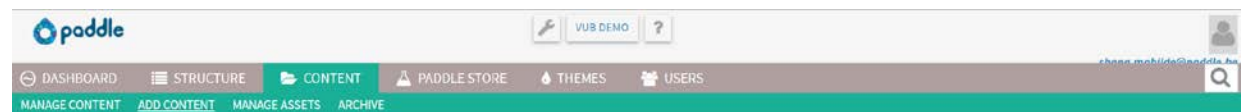
Landing pages (summary pages) have the main purpose of placing an overview for the visitor. Typically, these are built around providing answers by theme or topic, or even a target audience approach. From your landing page (summary page) you will continue to the basic pages.

1. Go to content> add content



2. Choose a structure for the landing page, for example on the photo the structure delta is chosen.

For the VUB styling in the template only the landing pages "Omega" and "Chi" are used



Add content

Pages

- Calendar item**
Add a new calendar item to be shown in calendar views.
- Contact person**
This page contains all relevant and professional information about a person. Generally it's used to link content to the right person via a corresponding pane.
- Basic page**
This simple page is used to add unstructured content. Generally this is the lowest level in the website and is used to publish detailed content.
- News item**
This page is used to communicate news facts on your website. The information is automatically published on a news overview. You can also add this in panes.
- Organizational unit**
This page contains all relevant and professional information about an organization. Generally it's used to link content of the right team via a corresponding pane.

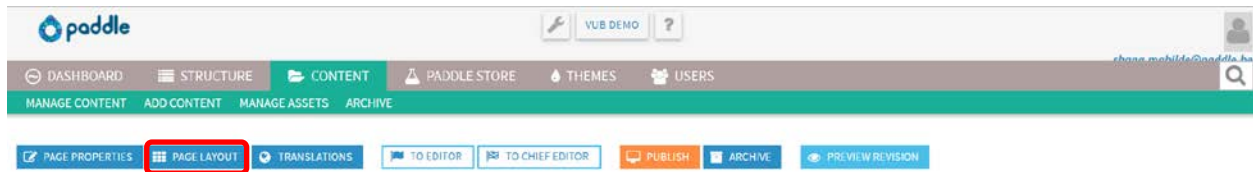
Add new landing page

Alfa	Ampharos	Beta	Celebi
Chi	Delta	Digamma	Education
Epsilon	Eta	Gamma	Iota
Kappa	Lamda	Mu	Nu
Omega	Omicron	Phi	Psi
Rho	Sigma	Tau	Theta
Xi	Ypsilon	Zeta	

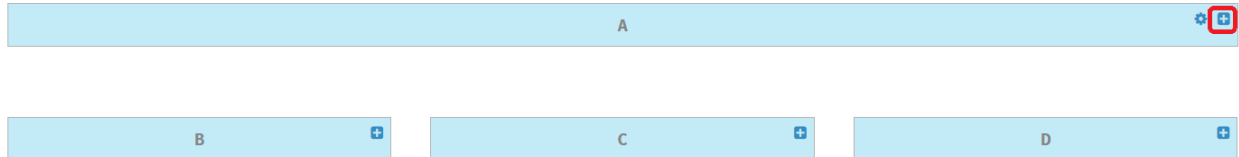
Create Media Assets

- File**
Add text files such as Word, Excel, PDF, ...
- Image**
Add image files.
- Video**
Add video files.

3. Click on "Page layout"



4. You will now see your regional structure. Click on a plus to add content in a specific region



5. Each type of pane ensures that you can add a specific item. Choose the type of pane that you want to use



6. For each pane you can add a top and bottom title

- top: title of the pane, you can also choose to link the title to an internal page/external page
- bottom: a motivation to click through to other pages. Often this is 'read more', 'more info', ...



- Click on save

7. Save your page.

8. Click on page properties

9. Uncheck "Show title", "Show body text".

10. At the bottom, check if the checkbox "Show bread crumb" and "Show next level of menu items "are off.

11. Click on save

12. Send the page for approval to the chief editor or publish

8.1. What is a pane ?

Panes are blocks that you place in the available page layout structure of any page. There are several types of panes that match the content you want to show.

All page types have a region on the right or bottom of the page. For the overview pages, this is different: here you choose which structure you represent in your regions. Press the blue plus to add a pane

8.2. Panes

Standard panes:

- **Page content:** With this pane you can add the content of another page to a region of choice. You can choose to view the summary of that page or the full page.
- **Region Content:** With this pane you can add the contents of a certain fixed region (set via Structure -> Regions) to a region of choice. You can choose to view the summary of that page or the full page.
- **Navigation structure:** Show parts of your navigation structure in an overview page. For example, a sublevel of navigation.
- **Image:** Add an image from the media library
- **List:** Create a list based on filters (taxonomy) and/or based on page type. Choose how much info you want to show and how it should be sorted. (used to show news and events)
- **Custom content:** Write text yourself via a WYSIWYG editor or paste a text from a word document or other website.



- **Download list:** Create a list of downloadable documents and images, you can also create a download list based on taxonomy terms.
- **Video:** Add a video from Youtube or from your PC

Specific panes that are used regularly on the vub template:

- **VUB adress block:** Add contact info in the footer of your website.
- **VUB banner block:** Add a hero image to your page, place a button on it to motivate people to click further.
- **VUB region block:** Add a photo button to your research group website.

Other panes that are used within the VUB template

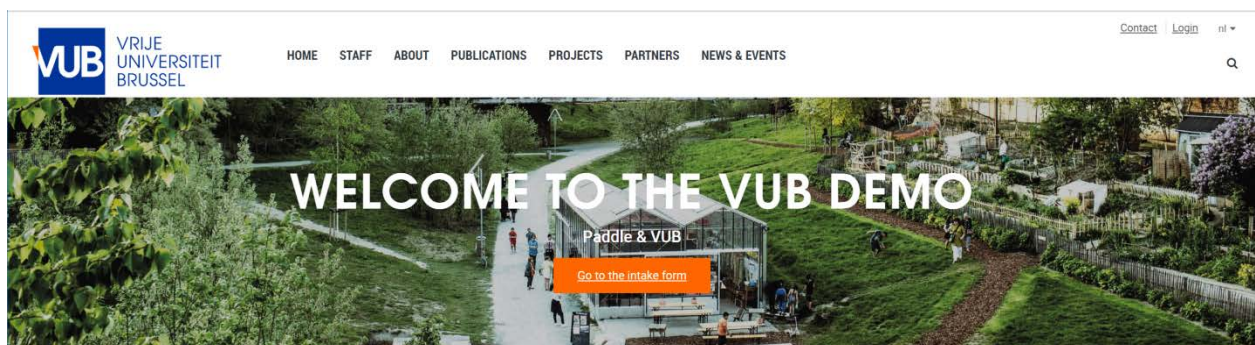
- **Contact person pane** ([section 20.2 contact person](#))
- **Organisational unit pane** ([section 20.1 organizational unit](#))
- **Embed widget pane** ([section 18 embed module](#))
- **Incoming RSS pane** ([section 19 RSS feed](#))

8.2.1. VUB banner block

This banner can be found on every landing page (not possible on basic pages). By default we use this to show the page title. In the media library you will find a number of images that we have prepared for you. You can use those but you can also choose/Upload your own. On the homepage the name of the research group is currently written, but you can replace this if you want to announce something interesting (a new project with an external link, a link to a news item, event) in short a call-to-action.

- Size: 350px high – width : preferably at least 2000px, more is also allowed

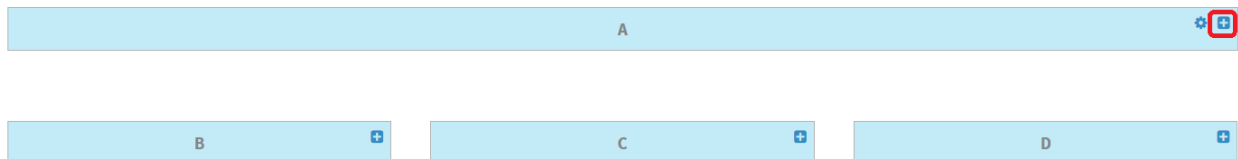
This is an example of such a hero image:



How to ? -> go to your landing page and click on page layout



1. Click on a plus button with a full width region



2. Select the pane 'VUB banner block' from the list of panes


3. You can then add a number of items

- Choose your image from the media library
- The best ratio for your image is "3: 1" or if its already the right size : no ratio
- Title is the big text (for example: "First VUB demo session")
- Subtitle : smaller font above the title (for example: "21 August 2018")
- Content comes under the title
- A button to link to another page :
 - Internal link = link to a page within your website
 - To create this link select 'Internal link' and enter the title from your page under 'Node'
 - Click on the title as soon as it appears in the suggestion list
 - External link = link to another website

The configuration of the pane should look similar to this

Configure VUB region block

Background image



fv_VUB_jobsite23_250518_hometile.jpg

None

Title

Our publications

Button link

☐ No link

☒ Internal link

☐ External link

Node

Publications (node/34)

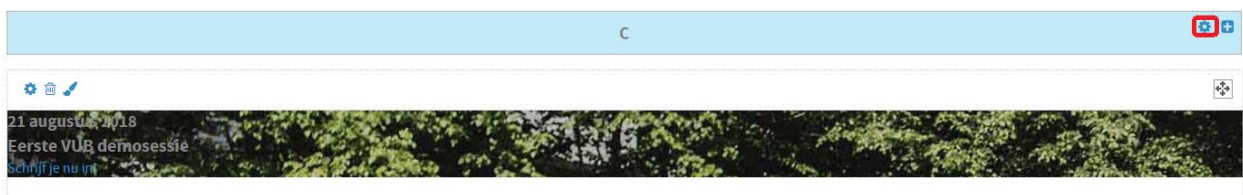
Button text

Click here

FINISH

- Click on save

5. Now click on the gear wheel icon on your page-wide region



6. Choose 100% page width and click on next

Style settings for style 100% Page wide (Region "C")

Add An Image To The Entire Region (Optional)

Image

CHOOSE IMAGE...

None

Space above and below the image
(Default 50px)

0

☐ Transparent background for content

SAVE

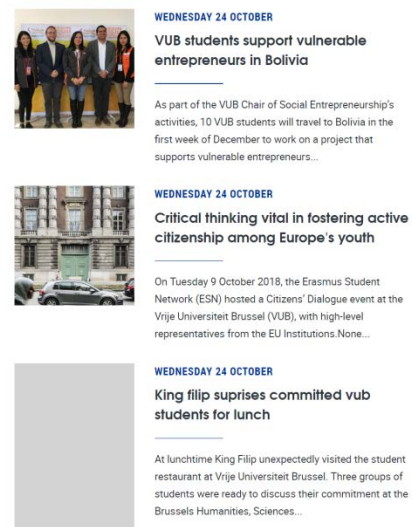
CANCEL

7. under 'space above and below the image' put 0 and uncheck the box for transparent background for content
8. Click on save
9. Save the page
10. Send the page to the chief editor or publish

8.2.2. List pane with spotlight display

A spotlight display is the specific VUB display that's used for news items and events (but can be used within other lists to). This view is used for example on the home page (where max 3 items are shown) and on the news & events page where all items are shown

Recent News



WEDNESDAY 24 OCTOBER
VUB students support vulnerable entrepreneurs in Bolivia
 As part of the VUB Chair of Social Entrepreneurship's activities, 10 VUB students will travel to Bolivia in the first week of December to work on a project that supports vulnerable entrepreneurs...

WEDNESDAY 24 OCTOBER
Critical thinking vital in fostering active citizenship among Europe's youth
 On Tuesday 9 October 2018, the Erasmus Student Network (ESN) hosted a Citizens' Dialogue event at the Vrije Universiteit Brussel (VUB), with high-level representatives from the EU Institutions. None...

WEDNESDAY 24 OCTOBER
King filip surprises committed vub students for lunch
 At lunchtime King Filip unexpectedly visited the student restaurant at Vrije Universiteit Brussel. Three groups of students were ready to discuss their commitment at the Brussels Humanities, Sciences...

[More news >](#)

To make this go to your overview page and click on page layout to go to the regions



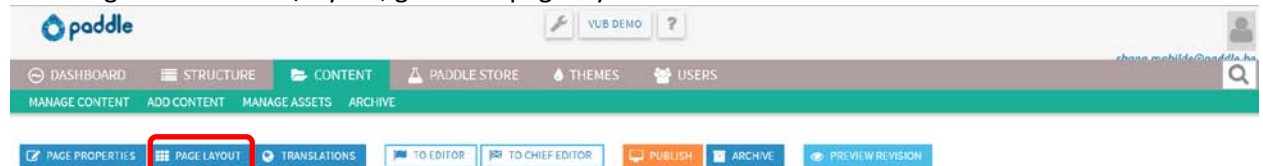
1. Click on the plus icon in the region where you want to place the list
2. Choose a list pane "add listing"
3. You can filter the list based on taxonomy or content/page type
4. At "Display" choose "spotlight display"
5. Place at "number of items to display" how many items you want to display
6. Sort: you can enter how you want to sort
 - Publication date = date on which the page went live
 - Creation date = date on which the page was created -> date of the news/events item
 - Alphabetical = based on the page title
7. Click on "Save"
8. Save the page
9. Send the page for approval to the chief editor or publish

8.2.3. Change region structure

You can always change the structure of your landing page to a new regional structure. The existing content won't be lost.

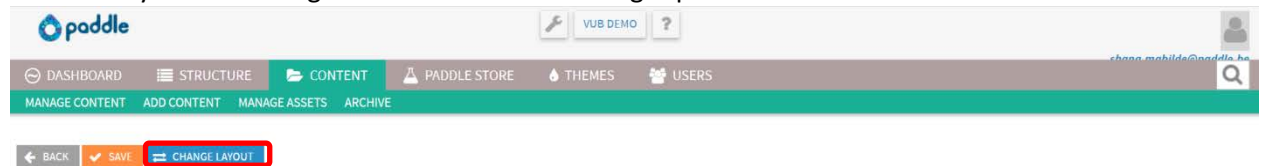
NOTE: publish your page first before changing the structure

To change the structure/layout, go to the page layout

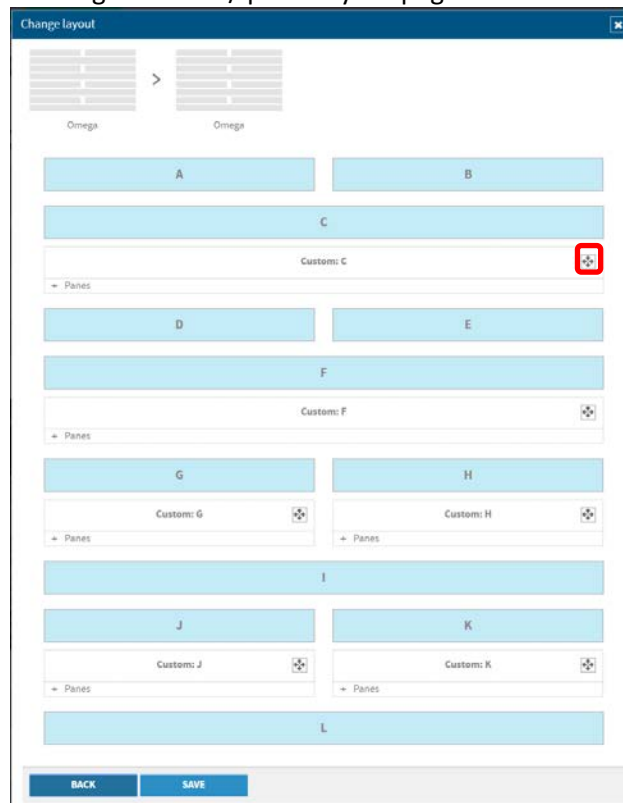


Then click on "change layout"

Choose a new region structure from the list. The CMS will then tell you in which regions there was already content. Drag it with the arrow to the right place in the new structure.



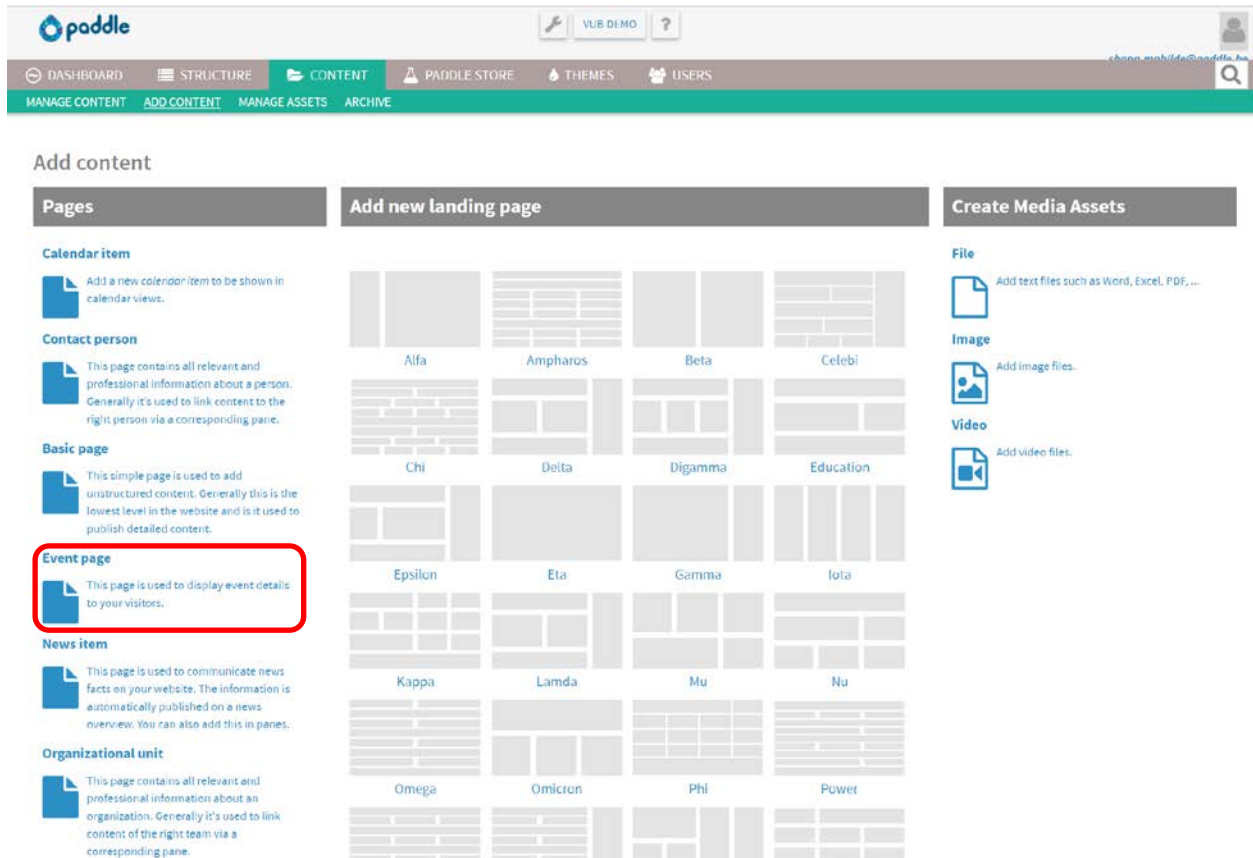
Then click on save. The CMS will automatically change the structure as you have requested. Do not forget to save / publish your page.



9. Create event

Till now we always used the calendar module for creating events. But from now on there is a “paddle event” module in the paddle store.

1. Go to content > add content
2. Select event page and fill in the title of your event



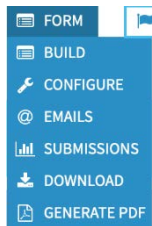
The screenshot shows the Paddle CMS interface for adding content. The top navigation bar includes links for DASHBOARD, STRUCTURE, CONTENT, PADDLE STORE, THEMES, and USERS. The 'CONTENT' section is active, showing options to MANAGE CONTENT, ADD CONTENT, MANAGE ASSETS, and ARCHIVE. The 'Add content' page is divided into three main sections: Pages, Add new landing page, and Create Media Assets. The 'Pages' section lists several content types: Calendar item, Contact person, Basic page, Event page (highlighted with a red box), News item, and Organizational unit. The 'Add new landing page' section displays a grid of 20 landing page templates labeled with Greek letters: Alfa, Ampharos, Beta, Celebi, Chi, Delta, Digamma, Education, Epsilon, Eta, Gamma, Iota, Kappa, Lamda, Mu, Nu, Omega, Omicron, Phi, and Power. The 'Create Media Assets' section lists File, Image, and Video, each with a description of what can be added.

3. go to page properties to fill in your content
4. add the right taxonomy tags
5. Click save
6. Save the page



10. Create webforms

If you want to create a web form (for example a contact form), click on content > add content. Next, you choose formbuilder from the column page types



You will first be asked to enter the name of the web form. You will go immediately to the back-end of the page.

To design/create the form, click on web form and then on build. (see image left)

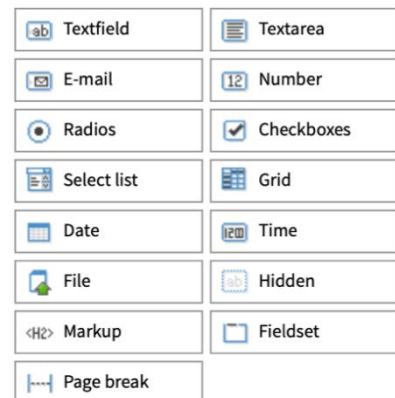
Now you can drag the desired fields onto the web form. Different field types are possible. Every field that you drag on the form must be configured separately after you drag it into the right place.

10.1. Field types

The fields you can add (by dragging the fields) are on the right side of the page:

- ✓ You use a **text field** when the user has to fill in short information such as a name, address line,...
- ✓ You use a **text box** for larger text blocks, such as a question that the user has to ask,...
- ✓ The user can provide his e-mail address with an **e-mail address field**. An @ and extension are automatically provided
- ✓ **Number field** is used to enter a number such as age, phone number or amounts. You can also set the number of decimals when you click on the added field.
- ✓ **Radio buttons** are used when you want to let the visitor select one - and just one - **option** from a set of alternatives. For example gender, marital status, etc. You can also provide a standard value.
- ✓ **Check boxes** are boxes where different options are possible such as which pets do you have, which genres of books you like to read, ...
- ✓ A **select list** is a list where the user must select a possibility. This can also be for the gender, or for the number of family members, ...
- ✓ In a **table** it is possible to put different questions together while using radio buttons for the answers.

Add a field



Tabel

	POOR	AVERAGE	GOOD	EXCELLENT
question one	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
question two	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
question three	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



ate or time. This can be shown by a calendar. You can limit a date field in time via the validation tab of the field. You can set a start date and an end date.

Usually these values are expressed on the basis of the number of years / months. For example, I want the visitor to specify his date of birth. The visitor must be 18+. That is why the date of birth may vary from 100 years ago to 18 years ago. I enter "-100 years" as the starting date and "-18 years" as the end date.

With time you can opt for a 12- or 24-hour display.

✓ Users can also **upload a file** in a web form, for example a resume. At the properties of a file field you can choose to upload the file as a public file or as a protected file.

Public files can be consulted by anyone with the URL. The big disadvantage of this is that the folder cannot be protected against spambots.

A protected file folder is protected against spambots, but to view a file in this folder you have to be logged in. You can also choose in which folder you upload the files.

Via the tab "validation" you can set the maximum size of the files and which file extensions are allowed.

✓ A **hidden field** can be used to add a field that the user is not allowed to see. This is interesting if you are going to publish the same form several times, such as a contact form with multiple contacts. It also goes against spam because spambots fill in all fields.


✓ **Layout/H2 markup** is text that you place between the other fields. This can for example be an explanation of the questions. You can also use HTML code.

✓ A **field group** is a group of fields that belong together. These fields will be placed in a box with a separate title. You must first add a field group and then you can drag fields into it.

✓ A **page break** can be added to place the following fields on a separate page, which can be especially interesting for surveys. These page breaks are also displayed in the progress bar so that the visitor knows how far he has progressed in completing the form.

Once a form has been created, you can further configure it. The options become visible when you click on web form (after you have saved the fields and left the "building environment").

10.2. Configure fields

You can adjust a field by clicking on the pencil  icon. Here you can adjust for example the title,.. via various tabs (Properties, display and validation).

✓ **Properties** contain the basic information about a field such as the title of the field, the value that must be entered (default value) and the description of the field. The description will appear below the field and help the visitor understand what to enter.

✓ The **display** tab will further personalize the field. This way you can enter a prefix. This prefix will appear before the field. Analogously, the suffix will appear behind the field. You can also determine the size of your field and where the label (the title) should be displayed (above or next to the field or not at all). You can also disable or hide a field, making it read-only or only shown to logged-in users. If you want, you can also give CSS classes to the field.

✓ In the **validation** tab you can set whether the field is required. You can also determine the maximum number of characters or require the value in this field to be unique and therefore only



occur once or to be required. For certain fields (such as calendars) you can also make further settings in this tab.

10.3. Further configurations of the form

The options become visible when you click on web form (after you have saved the fields and left the "building environment").

✓ **Conditions** are used mainly in surveys, when a user does not have to answer certain questions according to an answer in a previous question. This can be set here by selecting the desired fields and the answer. You can add multiple conditions to a ruleset via the "And" or "OR" rules

✓ **Configure** : you can change the name of the send and start buttons, enter the desired confirmation message, set submission limits (general or per user), display progress bars and determine the transfer location and status of the form.

✓ **By email** you can set to which addresses the results of a web form are forwarded, this institution is not required. This way you can email the results of the completed form to the user or a person responsible for the form. You can also determine what sender address will be (and therefore the address that you will use when you reply to the received mail).

When you mail to the customer / visitor, make sure that the sender address is an emailaddress from your organization. When you mail to yourself / someone from your organization, make sure that the shipping address is the address of the visitor (eg component: email field).

You can also set what the recipient will see in this mail via tokens:

The most common tokens (variables that are automatically filled in when sending the mail) are already filled in for you. If you want others, click on "Browse available tokens".

▼ E-MAIL TEMPLATE

An e-mail template can customize the display of e-mails.

Default template ▼

Submitted on: [submission: date: long]
Submitted by user: [submission: user]
Submitted values are: [submission: values]
The results of this submission may be viewed at: [submission: url]

[Browse available tokens.](#)

☐ Send e-mail as HTML

☐ Include files as attachments

► INCLUDED E-MAIL VALUES

Please note, when you send a mail to the end user, you have to delete the token "View this message on the website: [submission: url]". This is a direct URL for the site's administrators to view the submission in the back end of the website.

✓ When you click on **submissions**, you can see an overview of the submissions and answers.

✓ The button **download** ensures that you download all entries in an overview. You can download this in Excel format or as text.

✓ Trough **Creating PDF** you can make a pdf of an entry. You can choose to include this pdf as an



attachment in the emails that are sent. The body of the pdf is filled via tokens, just like the email.

11. Place a page in the structure/navigation















Check first and foremost whether your page is already listed in the structure. Go to the structure tab. Click on menu. Check if your page / menu item is already there.

11.1. A page that is already in the menu

Your page / menu item is already listed in the menu but no page has been linked yet or an incorrect page has been linked.

Click on the middle icon (edit) on the line of the menu item you want to adjust.

The screenshot shows the Paddle CMS interface. The top navigation bar includes 'DASHBOARD', 'STRUCTURE', 'CONTENT', 'PADDLE STORE', 'THEMES', and 'USERS'. The 'STRUCTURE' tab is active, and the 'MENU' sub-tab is selected. Below the navigation bar, there are buttons for 'SAVE', 'CREATE MENU ITEM', 'EDIT MENU', and 'CREATE MENU'. The main content area displays the 'Main menu' configuration. On the left, a sidebar shows a tree view of the menu structure. The main table lists menu items with the following data:

TITLE	URL	TYPE	STATUS	ACTIONS
+ Home	/	Frontpage		 
+ Staff	/who-is-who	Landing Page	Published	 
+ About	/about	Landing Page	Published	 
+ Publications	/publications	Landing Page	Published	 
+ Projects	/projects	Landing Page	Published	 
+ Partners	/partners	Landing Page	Published	 
+ News & Events	/news-events	Landing Page	Published	 

Enter the name of the internal page you want to link in the field next to "internal link". Once it appears, click on the suggestion. Then click on save. The menu item is now linked to the internal page.

Edit menu item Home

Title *

Home

Enter the title of your menu item.

Link

Internal link

<front>

External link

Place in the navigation

<Main menu>

Choose where in the navigation this needs to be hung.

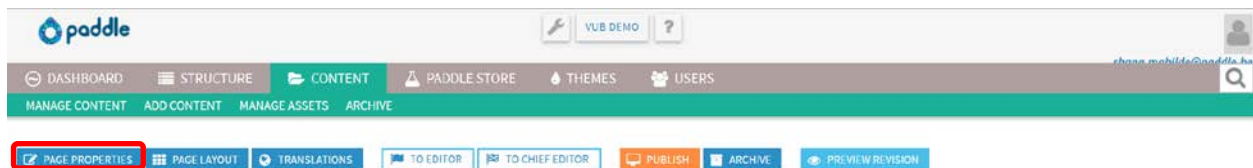
Description

Enter a short description of your menu item.

SAVE

11.2. A page that is not in the menu yet

1. Open your page
2. Go to "Page properties"



3. Scroll down until you see the "add to menu" button and click this button.

SEO Description

Navigation

ADD TO MENU

4. The system now asks for the title of your menu item. Here you enter the title of the page and then click on add menu link.

Add menu link

Title *

nieuws test

Enter the title of your menu item.

Place in the navigation

Disclaimer menu

Choose where in the navigation this needs to be hung.

Description

Enter a short description of your menu item.

ADD MENU LINK

5. The next step is determining where in the structure we will place our page. You first see the first level of the structure. Then click on the big plus next to an item, now you will see the next level(s). Drag your page via the 4 arrows to the correct position and click on save.

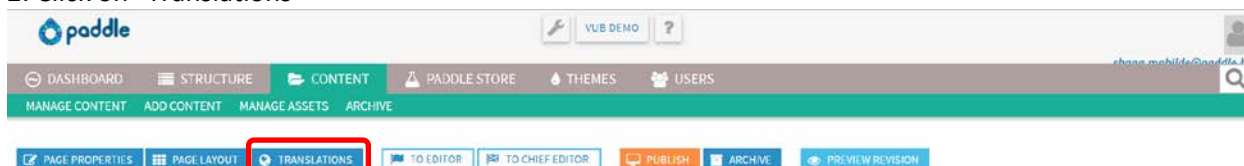
6. Save your page. Your page is placed in the navigation tree.

12. Translating pages

Within the platform it is possible via the "Multilingual" module to offer your website in multiple languages to your visitors (24 European languages, Arabic and Turkish). You can set these languages via the Paddle store> Multilingual module> configure. Tick the desired languages.

12.1. Translate a page

1. Go to the page you want to translate
2. Click on "Translations"

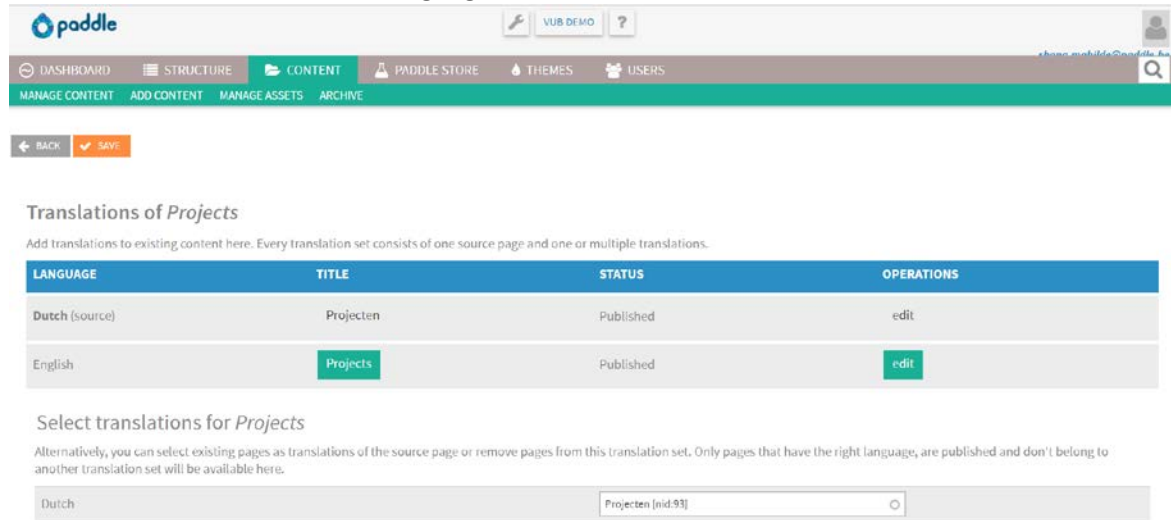


3. Click on add translation in the desired language
4. Enter your title and follow the same steps as when you created your page in the first language

ATTENTION: always first publish the source and then the other pages!

12.2. Edit a translation

1. Go to the page you want to edit
2. Click on "Translations"
3. Click on "edit" in the desired language



Translations of *Projects*

Add translations to existing content here. Every translation set consists of one source page and one or multiple translations.

LANGUAGE	TITLE	STATUS	OPERATIONS
Dutch (source)	Projecten	Published	edit
English	Projects	Published	edit

Select translations for *Projects*




Alternatively, you can select existing pages as translations of the source page or remove pages from this translation set. Only pages that have the right language, are published and don't belong to another translation set will be available here.

Dutch Projecten [nid:93]

4. Follow the same steps as when creating your page.

12.3. View translations via the overview "manage pages"

In the overview of all pages (Content> Manage pages) you can see whether a translation is already made and / or published:

-  Crossed out language means that no translation is available
-  A language in light blue means that the translation is made but not published
-  A language in blue and bold means that the translation is made and published.



13. Copy and paste from another website

Would you like to copy and paste from another website? Always use the button paste as plain text.



Depending on the browser you use, something else will happen: either a window will appear where you can paste your text, or a blue frame will appear with information about which shortcuts you should use. For windows this is the keyboard combination CTRL + SHIFT + V, for Mac this is CMD + SHIFT + V

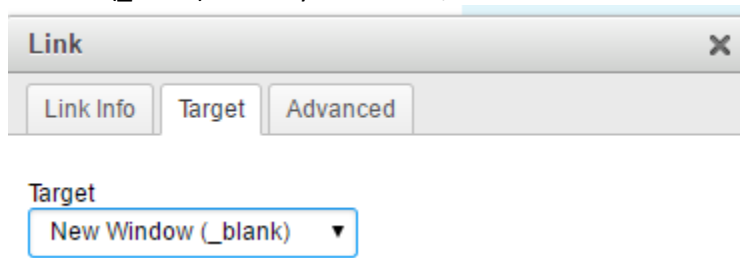
14. Open links in a new widow/tab

To put a link on a word/sentence, first select the word or sentence. Then click on the link icon.



In the pop-up window you can choose an internal link, external link (URL), link to an email address or link in the text (anchorlink).

In the "Target window" or "Target" tab you can set a link to open the link in a new tab. Choose new window (_blank). When you click OK, the link is saved.



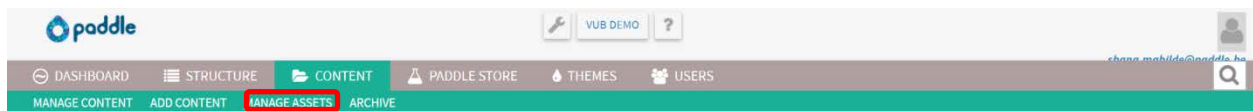
15. Add a document/image/media to the media library

There are 2 possibilities for research groups to request photos:

- You can request a login for the VUB image database via foto.intranet.vub.ac.be (and search for it yourself)
- You can communicate the reference of the photos that you find on Shutterstock to Deborah, then she will order the images for you

To add a photo to the media library, proceed as follows:

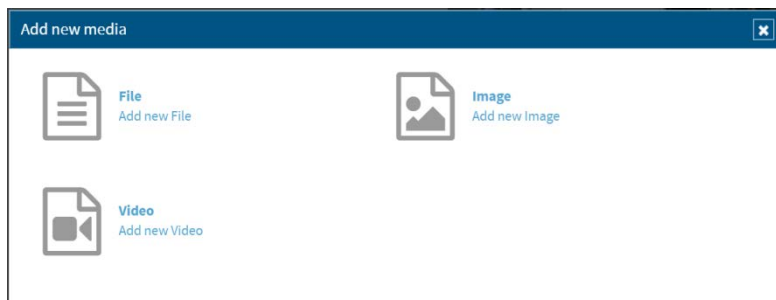
1. Go to the media library via content > manage assets



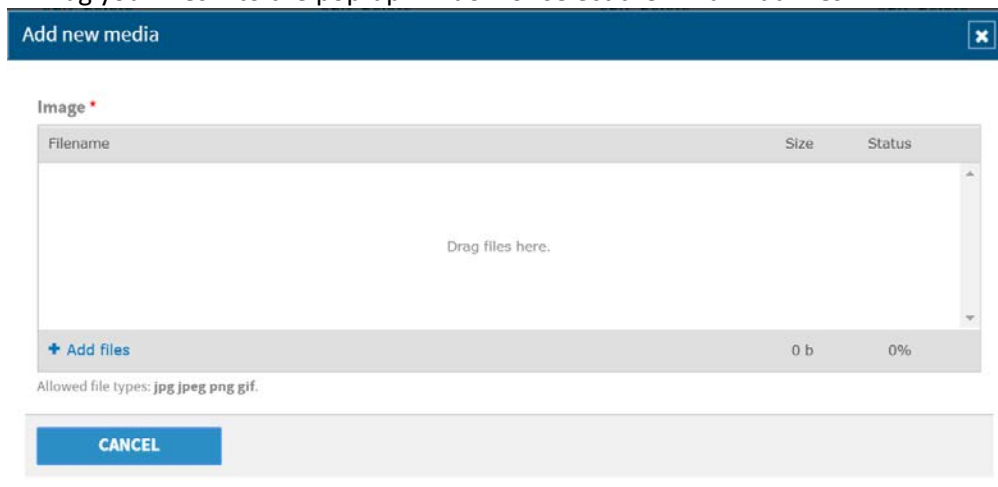
+ ADD NEW ASSET

2. Select "add new asset"

3. Choose the type of file you want to add



4. Drag your files into the pop-up window or select them via "Add files"



5. In case of an image, you are obliged to enter an alternative text. Enter here a clear description of what you can see on your photo. This is read to users who use a screen reader.



Add new media

basic-profile-picture_5 (1).jpg

(27.93 KB)

REMOVE

Manual Crop

Select a style to crop

Select the image style to crop, the corresponding cropping tool will open.

Title

basic-profile-picture_5 (1).jpg

You can only fill out 128 characters for the title.

Alternative text

Description

Tags

ADD

General tags

☐ Personeel styling

☐ Staff styling

Selected items (click an item to uncheck it)

Nothing selected

VUB Server SID

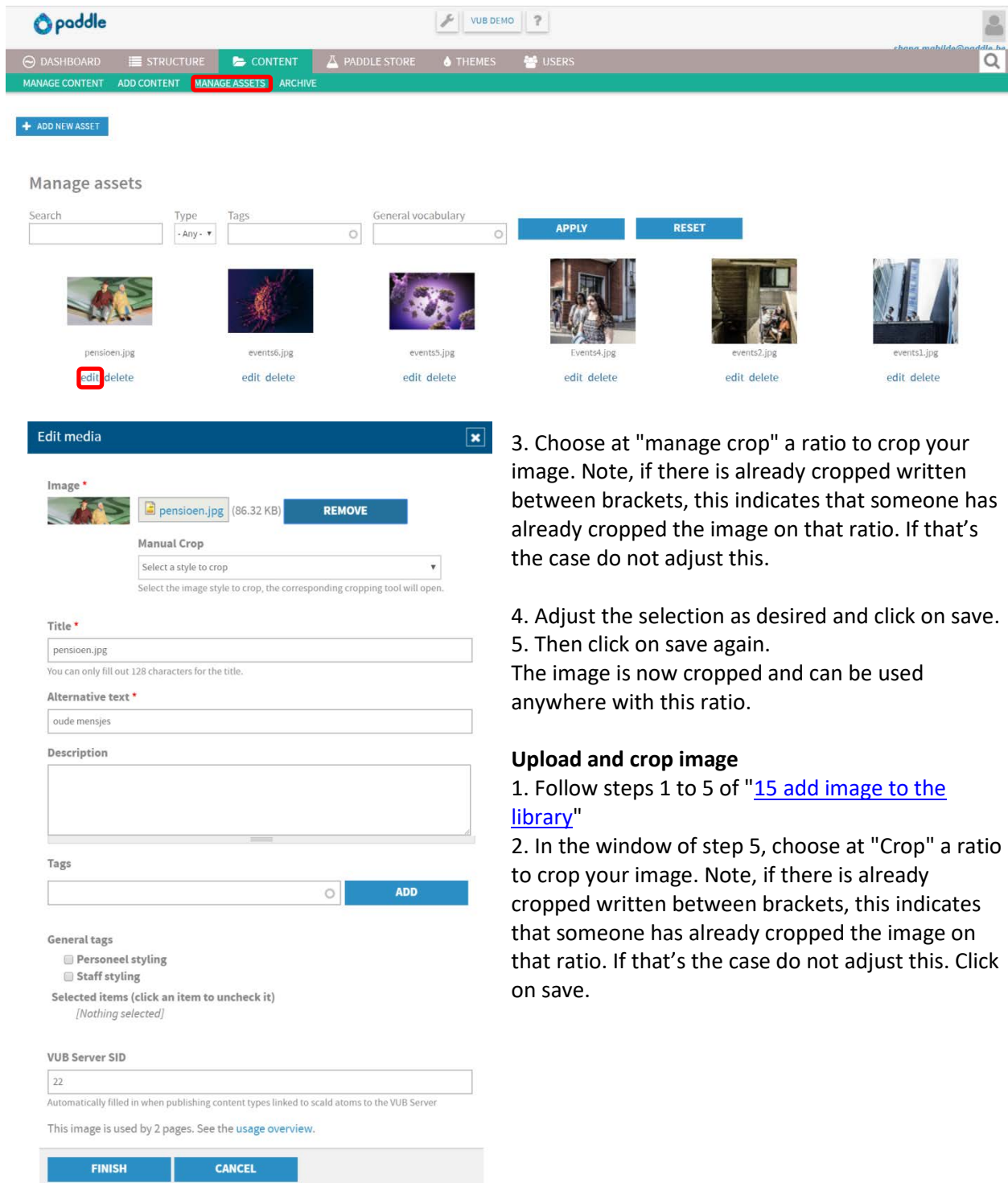
Automatically filled in when publishing content types linked to scald atoms to the VUB Server

FINISH

CANCEL

16. Crop images

1. Go to the media library (manage assets)
2. Find the image you want to crop and click "edit"



The screenshot shows the Paddle CMS interface. At the top, there's a navigation bar with 'DASHBOARD', 'STRUCTURE', 'CONTENT', 'PADDLE STORE', 'THEMES', and 'USERS'. The 'CONTENT' tab is active, and 'MANAGE ASSETS' is highlighted. Below this, there's a 'Manage assets' section with search filters and a grid of image thumbnails. The first thumbnail, 'pensioen.jpg', is selected, and its 'edit' button is highlighted with a red box. Below the thumbnails, an 'Edit media' modal is open for 'pensioen.jpg' (86.32 KB). The modal includes fields for 'Title' (filled with 'pensioen.jpg'), 'Alternative text' (filled with 'oude mensjes'), and a 'Description' text area. There are also 'Tags' and 'General tags' sections. At the bottom of the modal, there are 'FINISH' and 'CANCEL' buttons.

3. Choose at "manage crop" a ratio to crop your image. Note, if there is already cropped written between brackets, this indicates that someone has already cropped the image on that ratio. If that's the case do not adjust this.

4. Adjust the selection as desired and click on save.
5. Then click on save again.
The image is now cropped and can be used anywhere with this ratio.

Upload and crop image

1. Follow steps 1 to 5 of "[15 add image to the library](#)"
2. In the window of step 5, choose at "Crop" a ratio to crop your image. Note, if there is already cropped written between brackets, this indicates that someone has already cropped the image on that ratio. If that's the case do not adjust this. Click on save.

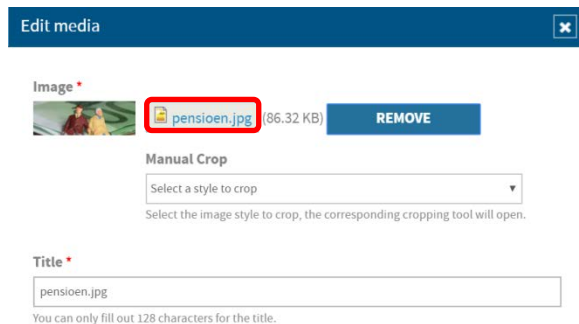


17. Link to a document from the media library

1. Go to the media library



2. Make sure the file is added to the media library. Do not you know how to do this? Then view "section [15 add image to the library](#)".
3. Find the file you need and click edit
4. Right-click on the file (blue text) and select "Copy shortcut" or "Copy link".



5. The copied link is the link to this file. You can use this link as a link to a product page.

18. Embed module

Google maps

Go to maps.google.com and find the address on the map that you want to embed. Then click share> Embed widget and choose the size / dimensions of your map.

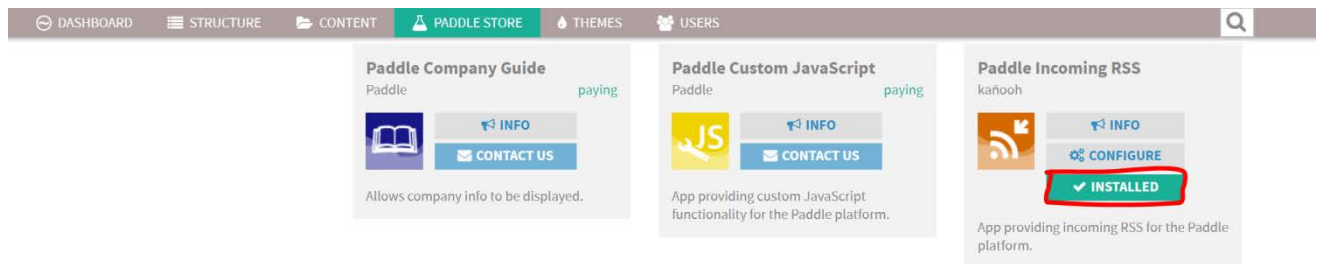
Then go to the embed widget in the paddle store and click on configure. You click on the "new widget" button at the top. By title you enter the title of your widget. Then you paste the Google Maps code in the next field.

Next, look for the following in the code you just copied and pasted: width = "...". Replace the part between the quotes after width by 100%, so that this nicely adjusts to the width of the pane where the card is used.

Then click on save. You can now use this via an embed pane.

19. RSS feeds

You can add a pane that displays an RSS feed. When the visitor clicks on an article in such a feed, an external page opens to the original article. You will mainly use this with Publications and projects from PURE.



You can configure this RSS module via the Paddle store. When this module is installed and you want to add an RSS feed click on set / configure. Then click on the button “add RSS feed”. You then enter a title and URL (for example the URL from an RSS feed in PURE).

Add RSS feed

Title *

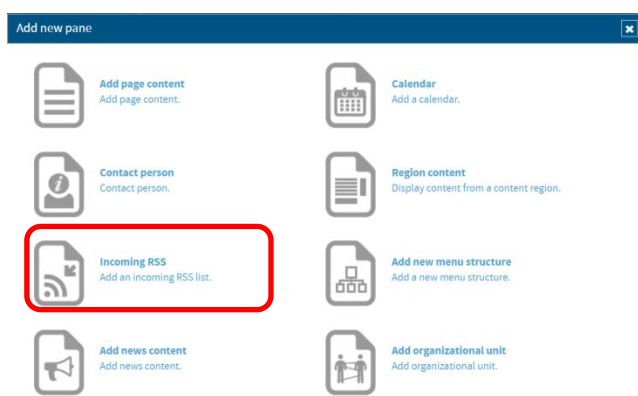
Give the RSS feed a title, which you can edit when creating an RSS feed.

URL *

Enter a feed URL.

SAVE

Now go to the page where you want the RSS feed placed (eg publications page) and go to "Page layout". Click on the plus icon of a region to add an Incoming RSS Pane to the chosen region. Then can configure the pane. Here you select the incoming rss list that you just created in the module. Choose the magazine mode and fill in a bottom text if necessary.



Configure new Incoming RSS

Top

☐ Enable

Select an Incoming RSS list *

Pure

View mode

☐ Titles only

☒ Magazine mode

Number of items to display: *

10

Bottom

☐ Enable

FINISH



20. Researcher type page – How to add staffmembers

Go to the paddle store and search for the paddle VUB researcher module to check whether the module is already installed. If this is not the case, contact Paddle.

20.1. Divide the researchers/staff into different groups/organizations

1. Go to structure > taxonomy
2. Click in de left column on staff type

The screenshot shows the Paddle Taxonomy interface. The top navigation bar includes 'DASHBOARD', 'STRUCTURE', 'CONTENT', 'PADDLE STORE', 'THEMES', and 'USERS'. The 'STRUCTURE' tab is active, and the 'TAXONOMY' sub-tab is selected. On the left sidebar, 'Staff type' is highlighted. The main area displays a table titled 'Staff type' with the following data:

NAME	OPERATIONS
Academisch personeel	[Edit] [Delete]
Administratief en technisch personeel	[Edit] [Delete]
PhD studenten	[Edit] [Delete]
Postdoctorale onderzoekers	[Edit] [Delete]
VIB Productiefaciliteit voor antilichamen	[Edit] [Delete]

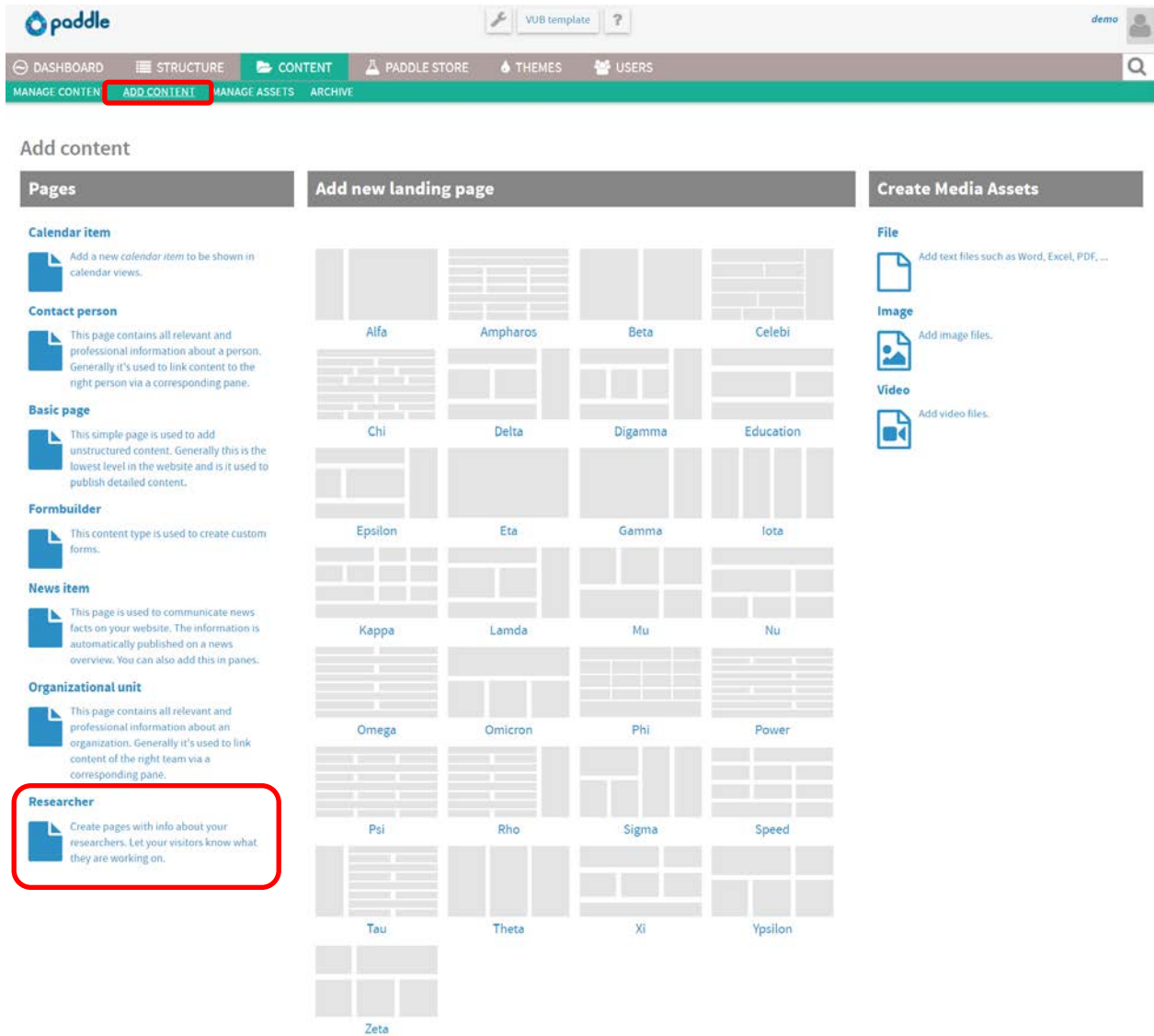
3. Click on create item to add a term (in this case, name of the organization / group). A pop-up window appears, fill in the name and click on save. Repeat the steps above until you have added all groups.

The screenshot shows a pop-up window titled 'Add term in "Staff type"'. It contains the following fields:

- Name ***: A text input field with the value 'Academic staff'.
- Description**: A text area for entering a short description of the term.
- Position in the vocabulary**: A dropdown menu with 'Staff type' selected.
- SAVE**: A button to save the new term.

20.2. Add team members/researchers

1. Go to content > add content
2. Choose the researcher page type in the left column



The screenshot shows the Paddle CMS interface. The top navigation bar includes 'DASHBOARD', 'STRUCTURE', 'CONTENT', 'PADDLE STORE', 'THEMES', and 'USERS'. The 'CONTENT' tab is active, and the 'ADD CONTENT' sub-tab is highlighted. Below the navigation bar, the 'Add content' section is displayed. On the left, under the 'Pages' heading, several page types are listed: Calendar item, Contact person, Basic page, FormBuilder, News item, Organizational unit, and Researcher. The 'Researcher' option is highlighted with a red box. The main area shows a grid of page templates labeled with Greek letters: Alfa, Ampharos, Beta, Celebi, Chi, Delta, Digamma, Education, Epsilon, Eta, Gamma, Iota, Kappa, Lamda, Mu, Nu, Omega, Omicron, Phi, Power, Psi, Rho, Sigma, Speed, Tau, Theta, Xi, Ypsilon, and Zeta. On the right, there is a 'Create Media Assets' section with options for File, Image, and Video.

3. Enter the first and last name of the person you want to add and click on save

Researcher information modal dialog

Language *

Dutch

First name *

Last name *

SAVE

4. Now you are in the created page. Click on page properties to add all the info about the person.



5. Fill in all fields for which you have info. You can also give in 2 images, these are the 2 photos you received from marcom after the photo shoot. (2nd picture is the playful picture). Do not forget for the staff type to indicate to which group / organization (the terms you have created in the structure tab) the person belongs. (shown in green on the screenshot below)



Edit Researcher Voornaam 4 Achternaam 4

Featured image



basic-profile-picture_5.jpg

None

Personal data

First name *

Voornaam 4

Last name *

Achternaam 4

Position

E-mail address

voornaam.achternaam@vub.be

Telephone

02/629.20.10

Photo 1



basic-profile-picture_5.jpg

None

Photo 2

CHOOSE IMAGE...

None

Links

Linkedin

EXTRA LINKS [Show row weights](#)

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

ADD ANOTHER ITEM

Campus

Vrije Universiteit Brussel

Office

Organization Data

Address 1

Pleinlaan 2

Address 2

Postal code

1050

City

Brussel

Staff type

- ☐ Academisch personeel
- ☐ Administratief en technisch personeel
- ☐ PhD studenten
- ☐ Postdoctorale onderzoekers
- ☒ VIB Productiefaciliteit voor antilichamen

Selected items (click an item to uncheck it)
VIB Productiefaciliteit voor antilichamen

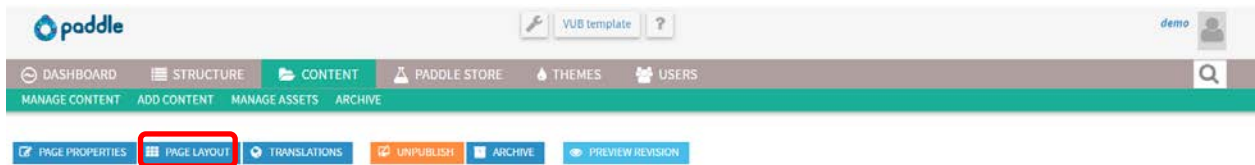
Body (Edit summary)

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

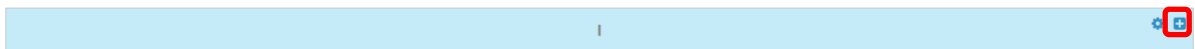
6. If you have added all the information, click on save at the top of the page
7. You can publish the page yourself (click on publish) or forward it to the chief-editor

Add the contacts on the team page

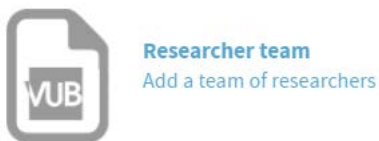
1. Go to the back end of the team / staff overview page (via content> manage pages> find the right page in the list)
2. Click on page layout to add content in the different regions



3. Click on the plus-icon of the region you choose



4. Choose the pane “researcher team” if you want to add all contacts within a certain group (you can also display each contact separately by choosing the researcher pane)



5. A pop-up opens "Configure new researcher team". Tick the top script and enter the name of the organization or group. Choose the staff type eg "academic staff" if you want to show all the contacts within that organization / team. Click on save.

Configure new Researcher team

Top

☒ Enable

☒ Text ☐ Image

Text *

Academic staff

Icon

CHOOSE ICON

Type of the URL

☒ No link

☐ Internal

☐ External

Staff type *

☒ Academic staff

☐ Administrative and technical staff

☐ PhD students

☐ Post-doctoral scientists

☐ VIB nanobody service facility

Bottom

☐ Enable

FINISH

20.3. Anchor links on the staff page

To make anchor links to the different researcher team panes you go to the back end of the page “staff” and click on “page layout”

1. Click on the gear icon of researcher team pane for example the academic staff one.



2. a pop up to configure the pane will appear, then click on the link icon on the top right corner of the pop-up

Configure new Researcher team

Top

☒ Enable

☒ Text ☐ Image

Text *

Academic staff

Icon

CHOOSE ICON

Type of the URL

☒ No link ☐ Internal ☐ External

Staff type *

☒ Academic staff ☐ Administrative and technical staff ☐ PhD students ☐ Post-doctoral scientists ☐ VIB nanobody service facility

Bottom

☐ Enable

FINISH

3. Your browser will probably ask if you want to leave the site; say yes or leave.. you will go to the front end of the page, directly to the academic staff section.

4. if you check the url, you will see something like this:

748536b9104076d2.login.paddlecms.net/en/node/32#fa6151b3-9c9d-4861-89ae-f039b472823a

From that url you only copy /node/32#fa6151b3-9c9d-4861-89ae-f039b472823a (the code after node will be different for each pane)

5. Go back to the back end of the page and click on page layout. In region F a custom content pane is already added; Click on the gear icon to configure this pane.

6. Type the name of researcher team pane (in the example: academic staff)

7. Select the name you just entered and click on the link icon in the WYSIWYG editor



8. Select URL for link type and enter the part of the URL you copied and click on ok

Link

Link Info

Target

Advanced

Display Text

Academic staff

Link Type

URL

Protocol

<other>

URL

/node/32#fa6151b3-9c9d-4861-89ae-f039b47

OK

Cancel

9. Click on finish and save the page.

10. repeat these steps for the other panes.



21. Delete pages

To delete a page you must first move this page to the archive. Only when a page is in the archive, you will see a trash bin appear to remove the page.

You can put a page into the archive via Content > Manage pages > search for the page you want to archive, click on the plus icon and choose to archive.

The system will give you a notification when on other pages a link to the page you want to archive is placed. So you do not break any links without knowing.

As soon as the page is in the archive (you can check the archive via content > archive), you will see a waste bin appear. Click on it to remove the page.

22. Paddle store

In the Paddle Store you can find all modules that Paddle has already developed. Depending on your subscription you can choose more or fewer modules.

Click on "info" to find out more about a particular module. Click Install to install a module. Usually it is installed after a few minutes and ready for use.

23. Theme store

The VUB theme is activated in the Theme store. Here you can change the logo to the official logo of your research group. Furthermore, you should not make adjustments.

24. Users

Via the tab users you can manage all users on your website. The MarComm service automatically has an administrator account on your website.

You can add different accounts via the "Add user" button. You must enter a password, but the user can adjust it himself.

25. Profile configuration

Through your own profile settings you can change your password and e-mail address. The language of the back-end can also be adapted here. In addition, you can also set when you receive notifications from the CMS.

To go to the profile settings, hover over your name at the top right and then choose "My profile".



26. Questions or problems

Technical questions

For technical questions you have several options:

- Come to a (free) demo session to get acquainted with the Paddle CMS
- View the frequently asked questions via support.paddle.be
- Create a ticket in the helpdesk via support.paddle.be
- Sends an email to support@paddle.be
- Call the helpdesk on 02/307 79 08

Questions about content, photos, layout, ...

For all other questions you can contact the Marcomm service.