

# USER GUIDE FOR CREATING A PROJECT MICROSITE

icipe

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# 1 NEW MICRO-SITE SETUP

Open the link on digitalbranddistribution.com/user and log in using the following credentials:

- Username admin
- Password 6Qx1sWS0![oO

On the admin menu, hover over Structure and click on Create domain:

1. Then click on the "Create domain" link from the domain listing page:

👌 Domains   ICIPE	×					Ten — 🗇 🗙
$\leftrightarrow$ $\rightarrow$ C (i) itsmeten.t	ech/admin/structure/doma	in		☆ ✿	🕈 🖪 🚺 🖾 f? 🗋	👌 🖻 🕸 🛆 🏑 📾 💁 E
n Dashboard Content	Structure Appearance	People Modules Affiliated content Configuration Re	ports Help			Hello admin Log out
	Blocks 🤄			_		
Home » Administration » Struc	Content types 🛛 🖻					
Domains o	Display Suite 🔹 🖲	DOMAIN LIST SE	TINGS BATCH U	PDATING	CONTENT DEFAULTS	USER DEFAULTS MENU BLOCKS
(	Domains 🛛 🖯	Create domain				
	Menus 🔹	Settings				
<ul> <li>Create domain</li> </ul>	Taxonomy 🕒	Batch updating				
	TB Mega Menu	Content defaults				
The following domains	Viewseen created for D	User defaults rrently active domain is shown in boldface	. You may click on a d	lomain to chai	nge the currently active dor	nain. Your default domain is
<i>itsmeten.tech</i> , which w	vill be used for all requests	Menu blocks				
						Show row weights
ORDER	NAME	DOMAIN	ID ACTIVE		DEFAULT	OPERATIONS
÷	ICIPE	itsmeten.tech	1		۲	edit domain
÷	Push Pull	pushpull.itsmeten.tech	6		0	edit domain
Save						

- 2. Fill in the below fields:
  - a. Project URL in the domain field
    - i. This must be the full link (without the URL scheme select this from URL scheme option box on the same page)
  - b. Project name
    - i. Will be used to identify the microsite among others in the admin area.

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→ C (1) itsmeten.tech/admin/structure/domain/create		Q 12	*	/ 🗖	0	🖸 f		۹ 👌	0 (	4
Dashboard Content Structure Appearance Reople Modules Affiliated content Configuration Reports Help										Helo admi
me > Administration > Structure > Domains										
lit o	DOMAIN LIST	SETTINGS	BATCH U	PDATING	C	ONTENT DE	FAULTS	USE	R DEFAULTS	MENU
Domain *										
pushpull.itsmeten.tech Machine name: pushpull_itsmeten_tech (Edit)										
The allowed domain, using the full path example comformat. Leave of the http:// and the trailing alsh and do not include any paths. Must contain only dots, lowercase alphanumeric characters, dashes and a colon (if using alternative ports).										
Name *										
Push Pull										
The human-readable name of this domain.										
Domain URL scheme *										
http://										
https://										
The URL scheme for accessing this domain.										
Domain status *										
Active										
Inactive										
Must be set to "Active" for users to navigate to this domain.										
Weight *										
2 •										
The sort order for this record. Lower values display first.										
🔲 Default domain										
If a URL request fails to match a domain record, the settings for this domain will be used.										
Save domain record										

- 3. The system will re-direct you to the next page where you can customize the micro-site name, slogan & landing page.
  - \*It's key that 'home' be entered as the default home page as illustrated for the microsite to pick the preset layout.
  - The page can always be accessed via the menu item "site information" also illustrated in case of error or need for modification.
  - \*Each micro-site can have different settings. As such, be sure to specify which record to apply the changes to as illustrated below
  - Save.

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[ ] [ ] charia and /admin/config/system/site information	Q ☆ 🌩 ¥ 🖪 🚺 © f? 🖸 👌 🕅 Ø 💩 去 🛍 🖏
C	E Help (Hello admin)
Administration	8
Administration » Configuration » System Content authoring nformation o Date API	@ @
Development	
Media     Media     Menu Token	
This form is domain-sensitive, be sure you select the proper domain before saving.     People     Regional and language	B
Search and metadata	8
TE DETAILS System	Site information     Actions
te name * Web services	Google Analytics
Workbench	Special Menu Items Tokens
ogan	Universally unique identifiers
novel farming system for ending hunger and poverty in Africa	Variables 🕀
	Cron
-mail address <sup>★</sup> enneth@farweil-consultants.com	
er From address in automated e-mails sent during registration and new password requests, and other notifications. (Use an addr	ress ending in your site's domain to help prevent this e-mail being flagged as spam.)
RONT PAGE	
umber of posts on front page	
0 •	
e maximum number of posts displayed on overview pages such as the front page.	
efault front page	
ttp://sheria.org/ home //	
admin/config/system/site-information display the default content feed.	
🕭 Site information   ICIPE 🛛 🗙 📃	Ten – G
→ C O sheria.org/admin/config/system/site-information	Q x * * 0 0 0 1? [] & M 0 & A = 1
<ul> <li>→ C O sheria.org/admin/config/system/site-information</li> <li>My Workbench Dashboard Content Structure Appearance People Modules Affiliated content Configuration Report</li> </ul>	Q x * * 0 0 0 1? [] & M 0 & A = 1
← → C ③ sheria.org/admin/config/system/site-information	Q x * * 0 0 0 1? [] & M 0 & a 1
<ul> <li>← → C ③ sheria.org/admin/config/system/site-information</li> <li>My Workbench Dashboard Content Structure Appearance People Modules Affiliated content Configuration Report</li> <li>Default front page</li> </ul>	Q x * * 0 0 0 1? [] & M 0 & a 1
	Q x * * 0 0 0 1? [] & M 0 & a 1
	Q x * * 0 0 0 1? [] & M 0 & a 1
C      Sheria.org/admin/config/system/site-information     My Workberd     Dashbard     Content Structure Appearance People Modules Affiliated content Configuration     My Workberd     Default front page     http://sheria.org/_home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PACES	Q x * * 0 0 0 1? [] & M 0 & a 1
	Q☆ ✿ ♥ ₾ 0 ௺ □ ♠ № % & √ ₪ ¶ (s Hep (s Hep
C      Sheria.org/admin/config/system/site-information     Wy Workbend Dashboard Content Structure Appearance People Modules Affiliated content Configuration Repor     Default front page     http://sheria.org/ [home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PAGES     Default 403 (access denied) page	Q☆ ✿ ♥ ₾ 0 ௺ □ ♠ № % & √ ₪ ¶ (s Hep (s Hep
C      Sheria.org/admin/config/system/site-information     Wy Wirkberd: Dashboard Content Structure Appearance People Modules Affiliated content Configuration Report     Default front page     http://sheria.org/ home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PAGES     Default 403 (access denied) page     http://sheria.org/	Q☆ ✿ ♥ ₾ 0 ௺ □ ♠ № % & √ ₪ ¶ (s Hep (s Hep
C      C      Sheria.org/admin/config/system/site-information     My Workbend Dashboard Context Structure Appearance People Modules Affiliated context Configuration Report     Default front page     http://sheria.org/ home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PACES     Default 403 (access denied) page     http://sheria.org/     This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied     Default 404 (not found) page     http://sheria.org/	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d in S C ts Help (Helpsadmin) Log o
<ul> <li>C (i) sheria.org/admin/config/system/site-information</li> <li>My Workbench Dashbaard Content Structure Appearance People Modules Affiliated content Configuration Report</li> <li>Default front page</li> <li>Default front page</li> <li>Default 403 (access denied) page</li> <li>http://sheria.org/</li> <li>This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied"</li> <li>Default 404 (not found) page</li> </ul>	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d in S C ts Help (Helpsadmin) Log o
C      C      Sheria.org/admin/config/system/site-information     My Workbend Dashboard Context Structure Appearance People Modules Affiliated context Configuration Report     Default front page     http://sheria.org/ home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PACES     Default 403 (access denied) page     http://sheria.org/     This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied     Default 404 (not found) page     http://sheria.org/	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
C      Sheria.org/admin/config/system/site-information     My Workbard Dashboard Centert Structure Appearance People Modules Affiliated content Configuration: Report     Default front page     http://sheria.org/ home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PACES     Default 403 (access denied) page     http://sheria.org/	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
C      C      Seria.org/admin/config/system/site-information     My Workbewd Dashbard Cortext Structure Appearance People Modules Affiliated context Configuration: Report     Default front page     http://sheria.org/ home     Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.     ERROR PACES     Default 403 (access denied) page     http://sheria.org/     This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied     Default 404 (not found) page     http://sheria.org/     This page is displayed when no other content matches the requested document. Leave blank to display a generic "page not found     -DOMAIN-SPECIFIC SETTINGS	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
Wy Wekkend       Dashboard       Content       Structure       Appearance       People       Modules       Affiliated content       Configuration       Report         Default front page       http://sheria.org/       This       Default front page       Default foot found) page       This page is displayed when no other content matches the requested document. Leave blank to display a generic "page not found"         • DOMAIN-SPECIFIC SETTINCS       Save settings for *       Save settings for *	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
<ul> <li>C (i) sheria.org/admin/config/system/site-information</li> <li>Wy Wicklend Dashbard Context Structure Appearance People Modules Affiliated context Configuration Report Default front page http://sheria.org/ home Optionality, specify a relative URL to display as the front page. Leave blank to display the default content feed.</li> <li>ERROR PACES Default 403 (access denied) page http://sheria.org/</li></ul>	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
<ul> <li>C is sheria.org/admin/config/system/site-information</li> <li>Wy Wolkberch Dashbard Context Structure Appearance People Modules Affiliated context Configuration Report Default front page http://sheria.org/home</li> <li>Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.</li> <li>ERROR PAGES</li> <li>Default 403 (access denied) page</li> <li>http://sheria.org/</li> <li>This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied</li> <li>Default 404 (not found) page</li> <li>http://sheria.org/</li> <li>This page is displayed when no other content matches the requested document. Leave blank to display a generic "page not found"</li> <li>DOMAIN-SPECIFIC SETTINCS</li> <li>Save settings for *         <ul> <li>All domains</li> <li>ICIPE</li> </ul> </li> </ul>	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
<ul> <li>C ( sheria.org/admin/config/system/site-information</li> <li>W Wirkberd: Dashbard: Content Structure Appearance People Modules Affiliated content Configuration: Report Default front page http://sheria.org/ home Optionality, specify a relative URL to display as the front page. Leave blank to display the default content feed.</li> <li>ERROR PACES</li> <li>Default 403 (access denied) page http://sheria.org/</li></ul>	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo
<ul> <li>C ( sheria.org/admin/config/system/site-information</li> <li>Wy Wokkend Dashbard Content Structure Appearance People Modules Affiliated content Configuration: Report Default front page http://sheria.org/ home Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.</li> <li>ERROR PACES</li> <li>Default 403 (access denicd) page http://sheria.org/</li></ul>	Q ☆ ☆ ♥ █ O © J? I ☆ M @ & d m N I Co Its Help (Helpsachnic Logo

- 4. On creating the domain, the system will do the following:
  - Create the domain / project admin
  - Allocate proper pre-defined roles.
  - Assign the domain access
  - Determine the Username format <subdomain/user</li>
     E.g. if project sub-domain during setup was entered as
     pushpull.sheria.org, username will be pushpull.sheria.org/user
  - Default Password will be same as username.

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- i. E.g. if project sub-domain during setup was entered as **pushpull.sheria.org**, password will be admin.pushpull.sheria.org
- Create the microsite-specific menu with sample links & positioned to the property layout region.
- Generate micro-site dummy data.
- ✓ Done. The project admin can now login & commence administering the project.



# 2 CUSTOM MICROSITE / PROJECT LOGO:

5. Click the "Edit domain" link from domain listing page:

	ashboard Content	Structure Appearance	ce People Modules Affiliated content	Configuration Reports	Help		Hello admin Log o
me » Administration » S	Structure	BIOCKS Content types					
omains o		Context	•	DOMAIN LIST	SETTINGS BATCH UPDA	CONTENT DEFAULTS	USER DEFAULTS MENU BLOCKS
		Custom content panes	•				
		Display Suite	•				
🔞 There is a s	security update	Domains	<ul> <li>Create domain</li> <li>Orupation of ensure the security of your security security of your security of your security of your security of your security security</li></ul>	ur server, you should updat	e immediately! See the avai	able updates page for more info	ormation and to install your missing
updates.	/ '	Empty Page callbacks File types	Settings     Batch updating				
		GMap Blocks	Content defaults				
+ Create domain	n	Menus	User defaults				
		Pages	Menu blocks				
The following doma	ains have been crea	ted for your site. The		Idface. You may click on a	domain to change the curre	ntly active domain. Your default	domain is sheria.org, which will be used
The following doma for all requests that	ains have been crea t fail to resolve to a	Panels Path Breadcrumbs		<b>ldface</b> . You may click on a o	domain to change the curre	ntly active domain. Your default	domain is <i>sheria.org</i> , which will be used
The following doma for all requests that	ains have been crea t fail to resolve to a	Panels Path Breadcrumbs Quicktabs		<b>ldface</b> . You may click on a (	domain to change the curre	ntly active domain. Your default	domain is <i>sheria.org</i> , which will be used Show row weights
The following doma for all requests that ORDER	ains have been crea t fail to resolve to a NAME	Panels Path Breadcrumbs Quicktabs Taxonomy		Idface. You may click on a d	domain to change the curren	ntly active domain. Your default DEFAULT	-
for all requests that	t fail to resolve to a	Panels Path Breadcrumbs Quicktabs	rently active domain <b>is shown in bo</b>	-	-		Show row weights
for all requests that ORDER	t fail to resolve to a NAME	Panels Path Breadcrumbs Quicktabs Taxonomy TB Mega Menu Views	e fently active domain <b>is shown in bo</b>	-	ACTIVE	DEFAULT	Show row weights OPERATIONS

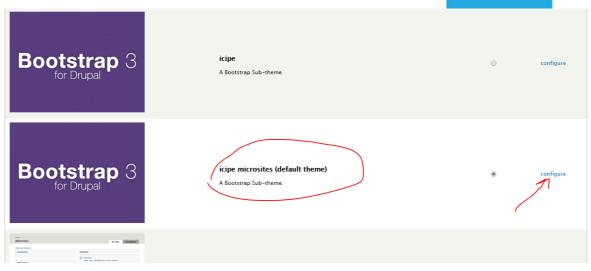
### 6. Click on the "Theme" tab

ome » Administration » Structure » Domains			(	<u> </u>
dit pushpull.sheria.org 💿		EDIT	MENUS SETTINGS	THEME DELETE
			×	2
There is a security update available for y to install your missing updates.	our version of Drupal. To ensure the security of your server, you should update immed	iately! See	the available updates page for r	nore information and
Domain *				
pushpull.sheria.org	Machine name: pushpull_sheria_org [Edit]			
The allowed domain, using the full <i>path</i> .example.co. Leave off the http:// and the trailing slash and do no Must contain only dots, lowercase alphanumeric cha	include any paths. acters, dashes and a colon (if using alternative ports).			
Push Pull	]			
The human-readable name of this domain.				
Domain URL scheme *				
http://				
https://				
The URL scheme for accessing this domain.				
Domain status *				
Active				

7. Click on "configure" link for the "icipe microsites" theme entry.

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8. Under "LOGO IMAGE SETTINGS" , click on "Upload logo image " and select your custom logo.

	✓ User pictures in comments
	🗹 User verification status in comments
	Shortcut icon
	Main menu
	Secondary menu
	LOGO IMAGE SETTINGS
	If toggled on, the following logo will be displayed.
	Use the default logo
	Check here if you want the theme to use the logo supplied with it.
$\setminus$	
	Path to custom logo
	5.PNG
	The path to the file you would like to use as your logo file instead of the default logo.
/	Upload logo image
	Choose File No file chosen
	I you don't have direct file access to the server, use this field to upload your logo.
	n jou son chare anece in elecess to the server, use this near to uplote your logo.
_	SHORTCUT ICON SETTINGS
	Your shortcut icon, or 'favicon', is displayed in the address bar and bookmarks of most browsers.
	🗹 Use the default shortcut icon.
	Check here if you want the theme to use the default shortcut icon.

## 9. Save.

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#### Path to custom logo

5.PNG

The path to the file you would like to use as your logo file instead of the default logo.

#### Upload logo image

Choose File No file chosen

If you don't have direct file access to the server, use this field to upload your logo.

#### SHORTCUT ICON SETTINGS

Your shortcut icon, or 'favicon', is displayed in the address bar and bookmarks of most browsers. Use the default shortcut icon.

Check here if you want the theme to use the default shortcut icon.

#### JQUERY UPDATE

You can optionally select a different version of jQuery to use for pages that are rendered using this the

#### Theme specific jQuery version

v

2.1

Save configuration



# 3 MENU LINKING

- 3.1 Adding new links:
  - 1. Click the "Edit domain" link from domain listing page:

Administration » Strue	ture	Blocks Content types Context		DOMENNUT		DATING CONTENT	DEFAULTS USER DEFAULT	
units Q		Custom content panes Display Suite		DOMAIN LIST	SETTINGS BATCH UP	DATING CONTENT	DEFAULTS USER DEFAULT	TS MENU BLOCKS
There is a security of the sec	urity update av	Domains Empty Page callbacks	<ul> <li>Create domain</li> <li>Settings</li> </ul>	ır server, you should upd	ate immediately! See the av	vailable updates page for	more information and to inst	all your missing
updates.		File types	Batch updating					
		GMap Blocks	<ul> <li>Content defaults</li> </ul>					
+ Create domain		GMap Blocks Menus	Content defaults     User defaults					
		Menus Pages	User defaults     Menu blocks					
+ Create domain e following domain:		Menus Pages Panels your site. The	🖲 User defaults	<b>ldface</b> . You may click on a	a domain to change the cur	rently active domain. You	ir default domain is <i>sheria.or</i>	g, which will be used
		Menus Pages Panels your site. The	User defaults     Menu blocks	<b>ldface</b> . You may click on a	a domain to change the cur	rrently active domain. You	ır default domain is <i>sheria.or</i>	g, which will be used
e following domain:		Menus Pages Panels your site. The	User defaults     Menu blocks	<b>idface</b> . You may click on a	a domain to change the cur	rrently active domain. You	ır default domain is <i>sheria.or</i>	g, which will be used
e following domain:		Menus Pages Panels Path Breadcrumbs	User defaults     Menu blocks	<b>Idface</b> . You may click on a	a domain to change the cur ACTIVE	rrently active domain. You	r default domain is <i>sheria.or</i> OPERATIONS	
e following domain: all requests that fa DRDER	Il to resolve to a	Menus Pages Panels Path Breadcrumbs Quicktabs	User defaults     Many blocks     ently active domain is shown in bol	-	ACTIVE	DEFAULT	OPERATIONS	
e following domain: all requests that fa	il to resolve to a	Menus Pages Panels Path Breadcrumbs Quicktabs Taxonomy	User defaults Menu blocks rently active domain is shown in bol	-	_	-		

2. From "Menus" tab, click on "add link"

Home » Administration » Structure » Domains » pushpull.sheria.org pushpull.sheria.org o		EDIT	MENUS	SETTINGS	тнеме
There is a security update available for your version of Drupal. To ensure the security of your install your missing updates.	server, you should up	odate immediately! See the av	ailable updates p	page for mor	e informatio
Active menus for <i>Push Pull</i> .					
TITLE	OPERATIONS				
Project Menu for Push Pull Microsite Project Menus for Push Pull	list links	edit menu		add link	t.

- 3. Enter the following details:
  - a. Menu title what users/site visitors will read
  - b. Path
    - i. Manually enter the path to the node you're linking to or
    - ii. Enter the first few characters of the url and choose from suggested links
  - c. No need to alter the 'Parent Link'. This will be auto-selected for you.
  - d. To re-arrange & categorize (eg multi-level) ,follow instructions in the next section.

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Home » Administration » Structure » Menus » Project Menu for Push Pull	
Project Menu for Push Pull o	LIST LINKS E
Menu link title *	
The text to be used for this link in the menu.	
Path *	
The path for this menu link. This can be an internal Drupal path such as <i>node/add</i> or an external URL such as <i>http://drupal.org</i> You may enter the title of the node you'd like to link to to get a list of all possible matches. Matches marked with * are URL alias separator item.	
Use tokens in title and in path.	
Active this option in order to use Menu token.	
Inabled	
Menu links that are not enabled will not be listed in any menu.	
Show as expanded	
If selected and this menu link has children, the menu will always appear expanded.	
Open this link in a new window	
Parent link	
<project for="" menu="" pull="" push=""></project>	
The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting the	m would exceed this limit.

4. Save. The menu link should be visible now.



# 4 EDITING, DISABLING, DELETING & RE-ARRANGING EXISTING LINKS:

1. Click on the "Edit domain" link from domain listing page:

Home » Administration » Structure » Domains » pushpull.sheria.org pushpull.sheria.org o		EDIT	IUS SETTINGS THEME
Active menus for <i>Push Pull.</i>	OPERATIONS		
Project Menu for Push Pull Microsite Project Menus for Push Pull	list links	edit menu	add link

- 2. From "Menus" tab, click on "list links"
- 3. To: Rearrange links:
  - i. Click & drag on the cross-hairs to the left of the menu name & drop at the new desired location.
  - ii. Drag under & slightly to the right of an existing menu to create a multi-level menu
  - b. Enable / disable links :
    - i. Toggle the checkbox under the "enabled" column.
  - c. Edit links:
    - i. Click on "edit" link for the desired menu.
  - d. Delete links:
    - i. Click on the "delete" link for the desired menu item.

Home » Administration » Structure » Menus Project Menu for Push Pull o			
		LIST LIN	IKS EDIT MENU
	$\bigvee$	$\downarrow$	Show row weights
MENU LINK	ENABLED	OPERATIONS	
About	1	edit	delete
⊕ Staff	1	edit	delete
+ Projects		edit	delete
+ Publications	1	edit	delete
+ Brochures & Pamphlets	4	edit	delete
+ Journals	1	edit	delete
∯ Newsletters	1	edit	delete
- <u>+</u> • Sample Page	1	edit	delete
+ News	1	edit	delete
Save configuration			

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# **5 HOMEPAGE SHOWCASED ARTICLES**

The content shown on the homepage is of the type – microsites-homepagearticle.

1. From "content" page click "Add content"

en	nt • 1				CONTENT	COMMENTS FILES
+ 4	Add content 4					
e	Туре	Author Publishe	d Vocabulary			
	- Any -	• O - Any -	- Any -	Apply	Reset	
- C	Choose an operation -   Execute					
- C	Choose an operation -   Execute					
	Choose an operation -  Execute TITLE	ТҮРЕ	AUTHOR	PUBLISHED	UPDATED	✓ OPERATIONS
)		TYPE Basic page	AUTHOR	PUBLISHED Yes	UPDATED 27/03/2017 - 09:49	✓ OPERATIONS edit delete
)						
) )	TITLE fcl Sample Basic Page new	Basic page	admin	Yes	27/03/2017 - 09:49	edit delete
	TITLE fcl Sample Basic Page new fcl Sample title 3 new	Basic page Microsites home article	admin admin	Yes Yes	27/03/2017 - 09:49 27/03/2017 - 09:49	edit delete edit delete
) ) ) )	TITLE fcl Sample Basic Page new fcl Sample title 3 new fcl Sample title 2 new	Basic page Microsites home article Microsites home article	admin admin admin	Yes Yes Yes	27/03/2017 - 09:49 27/03/2017 - 09:49 27/03/2017 - 09:49	edit delete edit delete edit delete
- C	TITLE fcl Sample Basic Page new fcl Sample title 3 new fcl Sample title 2 new fcl Sample title 1 new	Basic page Microsites home article Microsites home article Microsites home article	admin admin admin admin	Yes Yes Yes Yes	27/03/2017 - 09:49 27/03/2017 - 09:49 27/03/2017 - 09:49 27/03/2017 - 09:49	edit delete edit delete edit delete edit delete

		A gallery of nodes.
		Gallery Item
	_	A gallery node item.
	>	icipe by numbers
	Þ	Impact
		Impact
	5	International Media and Videos
		Journal
		Journal
	5	Media Contacts
		Media Contacts
	>	Media Coverage
		Microsites banner
1		
(	>	Microsites home article
$\overline{\ }$		Microsites home article
		News Articles
		Use articles for time-sensitive content like news, press releases or blog posts.

- 3. Fill in the fields:
  - a. Title title above content as in the layout provided.
  - b. Header text above the image as in the layout provided.
  - c. Body
  - d. Image the thumbnail image to be used.
  - e. Link the URL to the content to link to.

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Files must be less than 200 MB.	
Allowed file types: <b>png gif jpg jpeg</b> .	
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4. Only the latest four (4) articles that are published and featured (promoted to homepage) will be captured. Thus, under publishing options, check to be visible or uncheck to exclude it.

Menu settings         Not in menu         URL path settings         Automatic alias         Revision information         No revision         Comment settings         Open         Authoring information         By admin         Publishing options         Published, Promoted to front page	<ul> <li>Published</li> <li>Promoted to front page</li> <li>Sticky at top of lists</li> <li>Exclude from search</li> </ul>
Save	

5. You may alter the timestamp under Authoring information as you wish to and then save.



# 6 HOMEPAGE - PROJECT 'BY NUMBERS' SECTION

The content shown on the homepage "by numbers" section is of the type – *icipe*-by-numbers.

1. From "content" page click on "Add content"

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### 2. Click on "icipe by numbers" link.

	Event Event
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>	Gallery Item A gallery node item.
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)	Impact Impact
	International Media and Videos
	Journal Journal
	Media Contacts Media Contacts
•	Media Coverage
>	Microsites banner
	3. Fill in the fields:

a. Title



- b. Value the value to display in numbers.
- c. Link URL of the content to link to.
- d. Background color background color to be used.
  - i. Click to bring the color picker.
- e. Body.

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4. Only the latest four (4) that are published and featured (promoted to homepage) will be captured. Thus, under publishing options, check to be visible or uncheck to exclude it.

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Menu settings Not in menu         URL path settings Automatic alias         Revision information No revision         Comment settings Open         Authoring information By admin         Publishing options Published, Promoted to front page	<ul> <li>Published</li> <li>Promoted to front page</li> <li>Sticky at top of lists</li> <li>Exclude from search</li> </ul>
Save	

5. You may alter the timestamp under Authoring information and then save.