

Interreg



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Insights | Instructions

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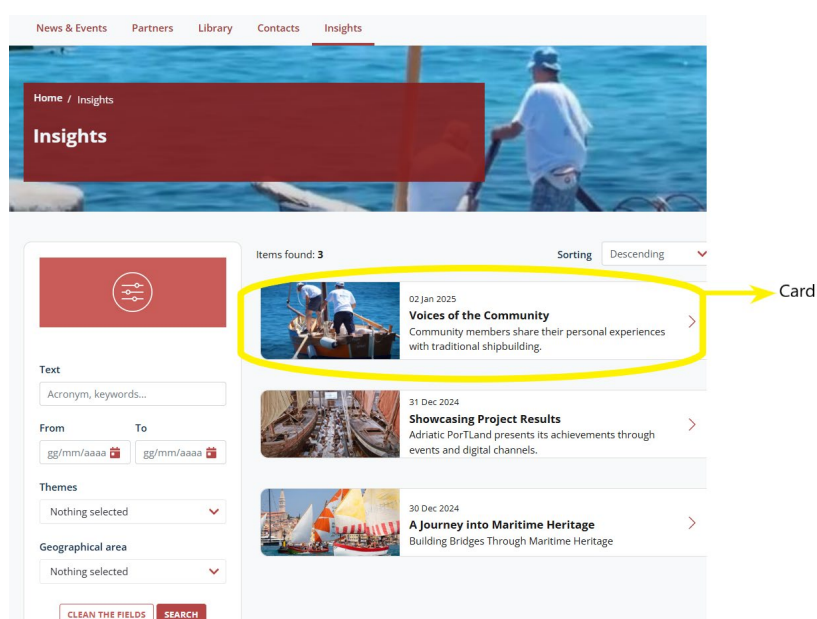
SHARING YOUR INSIGHTS¹

To further enhance the visibility of projects, there is a section of the webpage called „Insights“. While this feature is not available for Small-scale projects, it is for Standard projects (optional) and Operations of Strategic Importance (mandatory).

If Standard projects choose to start using this page, they should send a request to the JS to set it up, enabling them to insert content according to the instructions included in this chapter. Operations of Strategic Importance will already find this page included in their website menu.

Before publishing any content, please **plan what you wish to publish** and create a draft which includes all desired visual materials, content, and titles. This visualisation will help you organise and present the content effectively.

Here you can see how the content of the „**Insights page**“ is organised and presented in the front end. This example will guide us throughout this chapter.



As you can see, the Insights page features several **cards**, each with a specific **image**, **title**, and **subtitle**.

These elements should be visually appealing and convey the content, enabling users to grasp the information they contain quickly. Every card leads you to a new editorial page that can be organised into paragraphs, where you can upload different types of content, alternating texts, video, images, etc.

The card and editorial pages have already been created, you only need to update the names and add the relevant content as outlined below.

¹ These instructions are about the Insight section and will be added to the updated Website Administrator Manual. To use the Insight section properly, we suggest using these instructions along with the Manual.

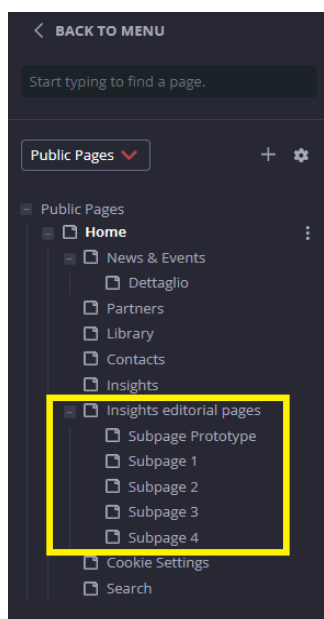
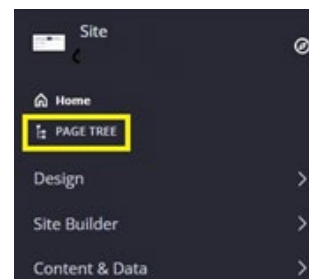


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1.1 Creating the Card

From a technical perspective, the Programme provides the framework for your “Insights” page. You are responsible for adapting it to your content.

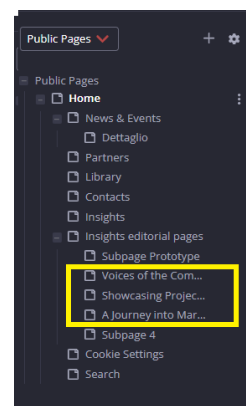
The first thing to do is go to the main menu and navigate to **"Page Three"** where you'll find a list of **subpages** already created in the back office.



The subpages are empty templates with the generic draft titles “Subpage 1,2,3,4”. Keep in mind that the **titles of these subpages** should correspond to the titles of the cards you will create later.

You should rename the subpage to reflect the specific content you plan to publish within the respective Card.

However, the subpage titled **"Subpage Prototype"** should not be changed.



Here are the names of the subpages from the previous example and how they appear in the **Page Tree**:

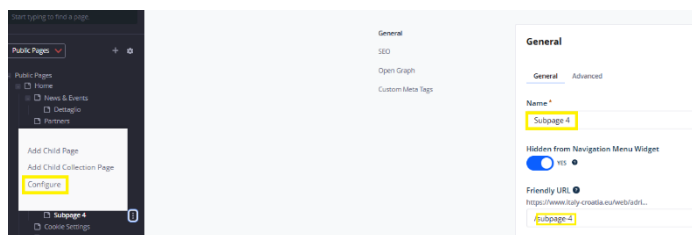


As you can see, this project has published only three subpages.

To rename the subpage, click on the **three dots** next to the respective subpage and select the **Configure** option.

In the new window, update the **"Name"**.

In the **"Friendly URL"** field, keep the **slash symbol (/)** and replace “Subpage” with the title of your subpage.



Store this title, as you will use the same one for the card in the next steps. —————> Click **SAVE**

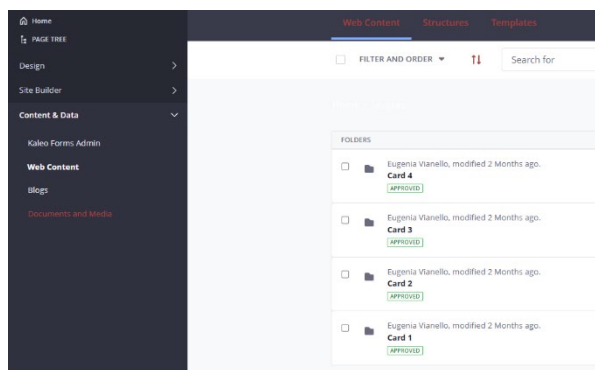


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Now, before starting work on the cards, you should go back to **Content and Data**, click on **Documents and Media**, then **Images**, find a folder named **"Insights"** and upload the images you selected beforehand for your cards.

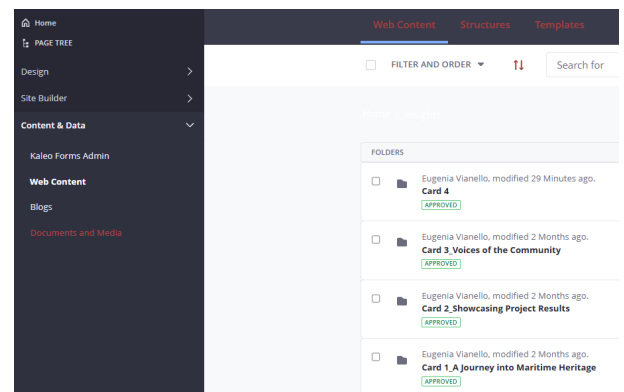
Then, go back to **Content and Data** and select **Web Content**. Here you will find an **"Insights"** folder, where four subfolders pre-configured by the Programme are placed. The Insights folder and its subfolders are a framework for organising and displaying content within cards on the front end.

The subfolders have generic draft titles corresponding to the pre-set subpages ('Subpage 1, 2, 3, 4'), as explained above. These subfolders will be displayed as cards, with each card linked to its respective subpage based on the title.



Edit the subfolder and change the title to align it with the name of the subpages.

Here is how it looks in the previous example →



Once you change the name of the subfolder, consider it as the framework for your card that will be visible in the Insights menu.



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Card Master_name

EN-US

Image

header-1.png

SELECT CLEAR PREVIEW

Image Description

General image

Date From*

12/20/2024

Date To

mm/dd/yyyy

☐ Disable

Title

Subpage 1

Description

Subpage 1 - Description

Link to Page

SELECT

By entering the subfolder, you will find a preset template containing the data displayed on the front end. The preset is named 'Card Master_name.' Rename the card to match the name of the corresponding subpage to help you manage it more easily in the back office. Keep „**Card Master**“ in the name as it will only be visible in the back office and add the name of the card you will use.

You will find a preset **image**, but you are free to select the one you want to appear on the card from the images you previously uploaded in Documents and Media. To ensure consistent display across all cards, it's recommended to use photos with a 4:3 aspect ratio (**1169 x 568 pixels**).

Add a short **Image Description** for accessibility purposes.

Add the **Title** that will be visible as the title of the card.

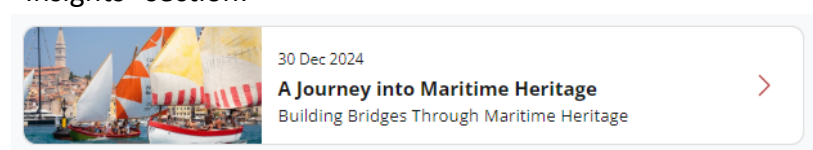
In the Image **Description** add the text that will be visible on the card as the **subtitle**.

To connect this card with the respective subpage created earlier, click on select option below **Link To Page** and select the corresponding subpage.

Publish the changes and set the card's permissions. If everything is configured correctly, it should be visible on the front end.

Here is the filled card (Card Master_A Journey into Maritime Heritage) from the previous example: →

Here is how the inserted data appears on the front end within the “Insights” section:



Card Master_A Journey into Maritime Heritage

Image

Rovinj Regatta 02.jpg

SELECT CLEAR PREVIEW

Image Description

Boats on Rovinj Regatta

Date From*

12/30/2024

Date To

mm/dd/yyyy

☐ Disable

Title

A Journey into Maritime Heritage

Description

Building Bridges Through Maritime Heritage

Link to Page

A Journey into Maritime Heritage

SELECT CLEAR

⚠️ POINT OF ATTENTION

Please be aware that the permissions of the “Card Master” folder allow you to manage visibility on the homepage, not only of the card itself, but also of all the paragraphs within the corresponding card. However, the paragraphs remain accessible via direct link.



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1.2 Implementing „Insights“ page

When implementing the Insights page, please note that it functions as an editorial page, similar to the “Library” section. You can use various paragraph types to structure the content. For detailed guidance, please refer to Paragraph 6.3.

The type of paragraph you choose depends on the content you want to present.

In addition to the previously explained paragraphs, the „Insights“ section offers one more feature, as it allows the use of a „Paragraph accordion“.

Paragraph Link ita-cro 2127	Italy-Croatia
Paragraph Document ita-cro 2127	Italy-Croatia
Paragraph ita-cro 2127	Italy-Croatia
Paragraph accordion ita-cro 2127	Italy-Croatia

To add a new paragraph for your content, create a new Paragraph by selecting the type that matches your content. The new paragraphs will be placed alongside the existing card (Card Master_Name), which has already been updated and stored in the same subfolder. When you insert additional paragraphs, the content of the subfolder should look like this:



As you can see, in addition to the running number, the title of the paragraph also includes the type of paragraph and its title. This improves clarity and helps you understand the relationship between the back office structure and its presentation on the front end.

WEB CONTENT	
☐	Modified 21 Minutes ago by Renata Marušić. Card Master_A Journey into Maritime Heritage APPROVED
☐	Modified 1 Month ago by Renata Marušić. 3 Paragraph link Building Bridges Through Maritime Heritage APPROVED
☐	Modified 1 Month ago by Renata Marušić. 2 Paragraph accordion Heritage & Tourism APPROVED
☐	Modified 2 Months ago by Renata Marušić. 1 Paragraph History and Tradition of Maritime Heritage APPROVED

- History and Tradition of Maritime Heritage
- Heritage & Tourism
- Building Bridges Through Maritime Heritage

History and Tradition of Maritime Heritage

Learn about the history and traditions of maritime and river life, and see how they're being protected and celebrated for future generations.

Heritage & Tourism

The Adriatic PortLand project unites coastal and hinterland communities to seamlessly integrate tourist offerings, bridging the gap between marine and river navigation heritage. With a focus on traditional shipbuilding and the revival of ancient river-oak houses, the project fosters social inclusion, safeguards natural resources, and promotes shared Adriatic values.

Discover our locations!

- Mošćenička Draga Ecomuseum
- Maritime Museum of Cesenatico
- Rovinj Rovigno
- Civic Museum of River Navigation Battaglia

Building Bridges Through Maritime Heritage

Through captivating videos, the Adriatic PortLand project highlights best practices from partner regions, showcasing efforts to preserve maritime and river intangible heritage.

These videos delve into traditional crafts, history, and traditions, emphasizing their role in fostering sustainable tourism and social inclusion, supported by communities of traditional boat owners, sailors, tourism operators, and other stakeholders.

Explore our highlights and best practices in preserving maritime and river heritage through videos that celebrate traditional crafts, history, and innovative tourism.

LINKS

Title and description	Link
Active Preservation of Rovinj Maritime Heritage	Link

Here is how paragraphs from the example appear on the front end within the card titled *A Journey into Maritime Heritage*.

As you can see from the example, different paragraphs are used and combined to present content within the same card.



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1.3 Adding the Content (Multimedia)

If you want to publish images or videos, you can use the **Simple Paragraph**. Within it you can add an image or a link to a video. The **image** intended for publication should first be saved in Documents and Media, and then selected for insertion as needed.

For videos, upload them to YouTube, then insert the link into the appropriate field to embed the video within the paragraph. To embed the video, go to YouTube and open the desired video. Click on **Share**, then select **Embed**.

Copy the relevant portion of the embed code and paste it into the corresponding field.

Here is an example of a card that contains a single **simple Paragraph** with a title, text, and an embedded video.



To share your video content, you can also use the **Paragraph Link** by inserting the YouTube URL into the designated field for external links, as explained in Paragraph 6.3 of the Manual.



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Building Bridges Through Maritime Heritage

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Explore our highlights and best practices in preserving maritime and river heritage through videos that celebrate traditional crafts, history, and innovative tourism.

LINKS

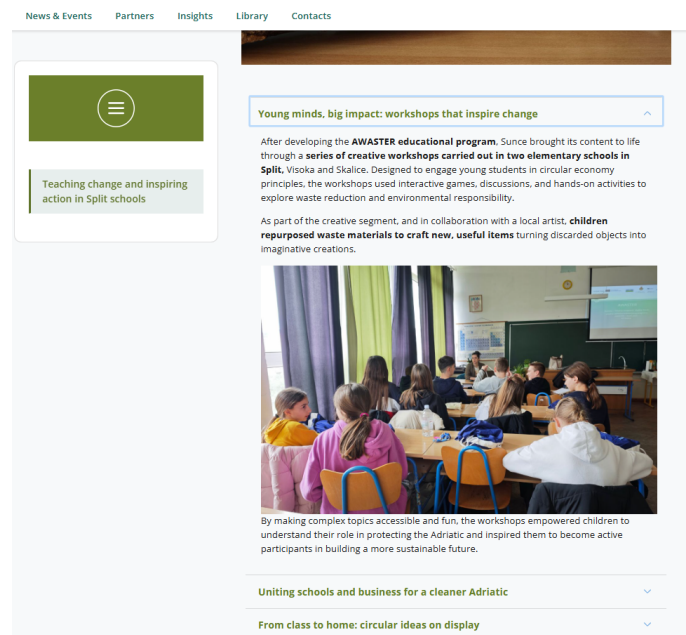
Title and description	Link
Active Preservation of Rovinj Maritime Heritage	[Image]
Maritime Identity of Mošćenička Draga	[Image]

If you use a **Paragraph link**, the links will appear in a separate box.

1.4 Adding the Content (Text)

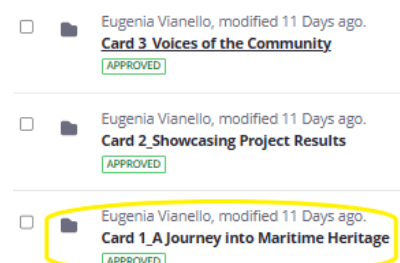
Apart from the “Simple Paragraph”, which is primarily used for text, if you have a longer piece of content, consider using a “Paragraph Accordion”. This enhances readability, allowing users to focus on specific sections without being overwhelmed by the entire text.

This feature organises content into collapsible sections, making navigation more intuitive. It is especially recommended for longer texts that may be less engaging to read, as it allows you to split the content into an accordion, improving readability and user experience. →



Here are the steps to add a “Paragraph Accordion”:

1. Navigate to the appropriate Subfolder - access the subfolder corresponding to your card
2. This subfolder should already contain the one content titled “Card Master_Name”. This is the card with card's image, title, and subtitle.
3. Add a new Paragraph, by inserting the Paragraph Accordion. Click on the plus button (“+” symbol) and select “**Paragraph Accordion**” from the list of available paragraph types. Upon selection, a template with multiple fields will appear.



2 Paragraph accordion_Heritage & Tourism

Title

Heritage & Tourism

Text

The Adriatic PortLand project unites coastal and hinterland communities to seamlessly integrate tourist offerings, bridging the gap between marine and river navigation heritage. With a focus on traditional shipbuilding and the revival of ancient river-sea routes, the project fosters social inclusion, safeguards natural resources, and promotes shared Adriatic values.

Discover our locations!

Accordions

Title Accordion*

Mošenička Draga Ecomuseum

Text Accordion*

Mošenička Draga is a charming small town in the Kuener region, renowned for its perfect harmony. The beauty of its long Sipar beach, the picturesque stone houses overlooking the sea, and the lush, elevated hinterland create an inviting and irresistible atmosphere. A holiday in this town provides an opportunity to explore its rich history, particularly through the Mošenička Draga Ecomuseum.

Accordions

Title Accordion*

Maritime Museum of Cesenatico

Assign a running number to the paragraph title in the first field. This title will be visible only in the back office and should include information that helps you manage the content. In this example, the type of paragraph is also included.

In the **Title** field, enter the heading for the paragraph.

In the **Text** field, provide an introduction and description of the entire content of the paragraph.

In the **Title Accordion**, enter the title for this specific accordion section.

In the **Text Accordion** field, add the content you wish to publish within the accordion section. In addition to text, you can also embed images by using the image icon in the menu. Before doing so, ensure that the respective image has been correctly uploaded and that its description has been added in the Documents and Media section.

To add additional accordion sections, click the plus (+) button. For each new accordion, repeat the process to set its title and add the corresponding content.

1.5 Adjusting the title of the card

Once you click on the desired card from the homepage in the Insights section, it opens and displays all the inserted paragraphs, accessible from the navigation menu on the left side.

At the top of the page, over the hero image, there is a coloured framework where you should manually insert the card title, as it defaults to displaying the "Subpage_number".

Home / Insights / Subpage 2

Subpage 2

To change the title, open the respective card and enter page editing mode by clicking the pen icon at the top right of the screen. Then, highlight the text you want to replace, type the new title over it, and click "Publish" to save your changes.



/!\ POINT OF ATTENTION

The "Insights" page allows you to share a variety of content, offering your target audiences engaging updates on project activities and results.

Here are some examples of how you might organise and describe different types of content to add to the "Insights":

- ✓ **Key Project Achievements** - *Successfully Restoring Historical Landmarks*
 - Share the description and photos of each pilot location
- ✓ **Behind-the-Scenes Stories** - *Discover the Journey of Our Team*
 - Offer insights into the work process, such as "A day in the life of our research team at the marine lab."
 - Share testimonials, like "How our initiative helped 20 marinas adopt a common pollution reduction strategy"
- ✓ **Visual Highlights** - *Capturing the Moments*
 - Add photos or videos showcasing events, such as "Watch the highlights from our field activities"
- ✓ **Key Data and Results** - *Tracking Success: The Numbers That Matter*
 - Use data to inform, e.g., "85% of surveyed participants reported improved skills after our training."
 - Include surveys, polls, or call-to-actions, such as "Tell us your favourite feature of our new Digital tool"

