

Interreg



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**INTERREG
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2021 – 2027**

Manual for Web Administrators

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1. INTRODUCTIONS

The Programme provides a website for each approved project, and it is the responsibility of the projects to allocate appropriate resources.

The partnership should appoint a Communication Manager to serve as the main point of contact with the Programme. Additionally, for website administration, the partnership assigns a Web Administrator who may also fulfil the role of Communication Manager. The Web Administrator ensures the website is regularly updated.

The project website primarily serves as a means of external communication with stakeholders and the wider public. Additionally, Programme bodies use the project website as a source of information to monitor the progress of project implementation.

The Manual provides step-by-step instructions and tips to help Web Administrators to maintain and update the project website. Website updating involves various tasks, including adding new content such as project updates, news, events, deliverables, and success stories. Regular updates ensure that visitors to the website are informed and engaged. By consistently updating the project website, beneficiaries can effectively communicate project activities, engage stakeholders, and promote the project's goals and activities.

It is recommended to follow the indications suggested in this Manual and use the video tutorials provided by the Programme in parallel.

The project websites are built using the Liferay platform which comes with an admin area/back-office that enables the Website Administrator to log in and add or change the content. The Web Administrator will undertake the role of a Project Profile Manager within the Veneto Region platform which hosts the Programme website. The Region Veneto will provide Web Administrators with credentials for back-office access and the management of the project website.

This is the link to access the back-office: <https://www.italy-croatia.eu/c/portal/login>.

Please ensure you log out of any other users logged in to any Veneto Region platform on the same computer/browser, as it can cause problems with logging in.

2. WEB CONTENT SECTION – News & Events

On the project website's front end, you will find several modules.

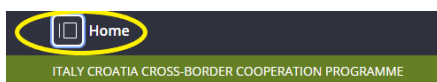
The "**News and Events**" module showcases updates, announcements, and relevant content regarding project news and events.

The "**Library**" module is where project Deliverables are published, while the "**Insight**" module will be created once you are skilled in publishing different content and providing storytelling for your project. The "**Contacts**" module lists the primary contacts of the project management team.

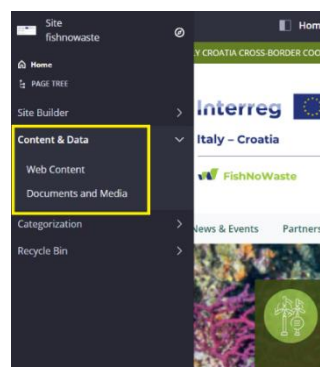
To publish this content, you should first login to the back office by using your Web Administrator credentials.

Once logged in, you can work in the back office.

To access the menu be sure you have chosen this option:



Now you will encounter the menu shown in the picture:



2.1 News - Inserting the Text

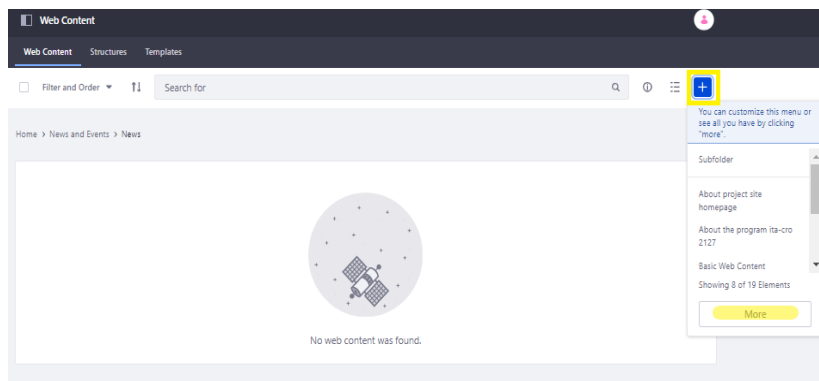
Choose "**Content & Data**" and select "**Web Content**". You will find various folders available within the Web Content menu.

Click on the "**News and Events**" folder, then select the specific subfolder you need ("News" or "Events"). If news or events have already been inserted, you will see them listed in the central part of this page.

To add new content use the plus (+) button.

By clicking on "More", you can access the provided templates for:

- News ("News ita-cro 2127") and
- Events ("Events ita-cro 2127")



All Menu Items

Filter and Order [dropdown] [up/down arrows] Search for [input]

| Menu Item Name | Scope |
|---|---------------|
| Basic Web Content | Global |
| 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 |
| Intestazione Card ita-cro 2127 | Italy-Croatia |
| Partner Search Card Insert ita-cro 2127 | Italy-Croatia |
| News ita-cro 2127 | Italy-Croatia |
| Events ita-cro 2127 | Italy-Croatia |

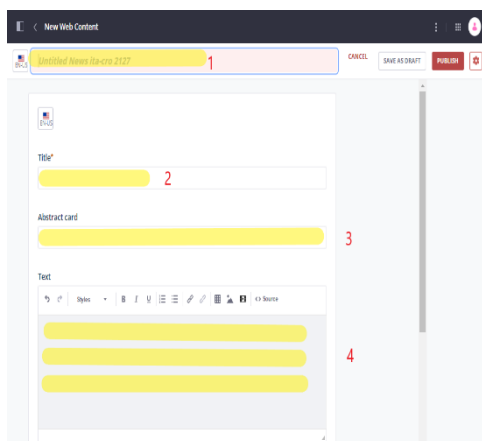
! POINT OF ATTENTION

Please be careful not to mix them up: when in the News folder, select "News ita-cro 2127," and when in the Events folder, choose "Events ita-cro 2127."

The first step in publishing **news** is to prepare the text content that corresponds to the fields specified in the News template.

Choosing "News ita-cro2127" you will be directed to the respective News template to fill out.

Certain fields in the template are mandatory (*asterisk), requiring you to provide the necessary content. Here is the template to fill out:



Fields 1 and 2 are expected to have identical **Titles**.

Field 3 (**Abstract**) is designated for the short summary to be displayed just in the card.

Field 4 (**Text**) is designated for the complete text of the news.

2.2 Events - Inserting the Text

To publish **events**, you should choose "**Events ita-cro 2127**" template and complete the fields outlined in the form:

Fields 1 and 2 are expected to have identical **Titles**.

Fields 3 and 4 are dedicated to the start and end times of the respective event.

Field 5 (**Text**) is designated for the complete text of the event.

2.3 News and Events - Categorising Information

After inserting the text, you can move on to the second step, which enables the proper categorising of your content, making it searchable.

On the right side of the template, you will find the following **categories** where you need to select the respective options as illustrated in the example below.

!/\ POINT OF ATTENTION

The format in "Text" fields of both templates is automatically set when entering text. However, if you intend to copy text from your archive on the hard disk or from other resources (in PDF, Word, or another format), it is recommended to first paste it into **Notepad**. This step helps remove any pre-existing text formats. After pasting the text into Notepad, you can then copy and paste it into the "**Text**" field.

Avoid inserting **hyperlinks**, **images** or **videos** directly into the text. Instructions on how to add this content are provided in paragraphs 3-5.

- 1 – Depending on your content, select News or Events →
- 2 - Choose your Priority and SO →
- 3 - Choose Set of Calls and Type of Project →
- 4 – Choose Project →

PUBLIC CATEGORIES
They can be displayed through pages, widgets, fragments, and searches.

Topic
 SELECT

ITACRO_EXPERTISE TYPE
 SELECT

ITACRO_GEOGRAPHICAL AREA
 SELECT

ITACRO_MINISITO_NEWS_EVENTS
1 SELECT

ITACRO_PARTNER REQUESTED TYPE
 SELECT

ITACRO_PRIORITIES
2 SELECT

ITACRO_SET_OF_CALLS
3 SELECT

ITACRO_SOURCE
4 SELECT

ITACRO_THEMES
 SELECT

The final step is to publish the content. The “Publish” button is on the top of the template →

CANCEL

SAVE AS DRAFT

PUBLISH



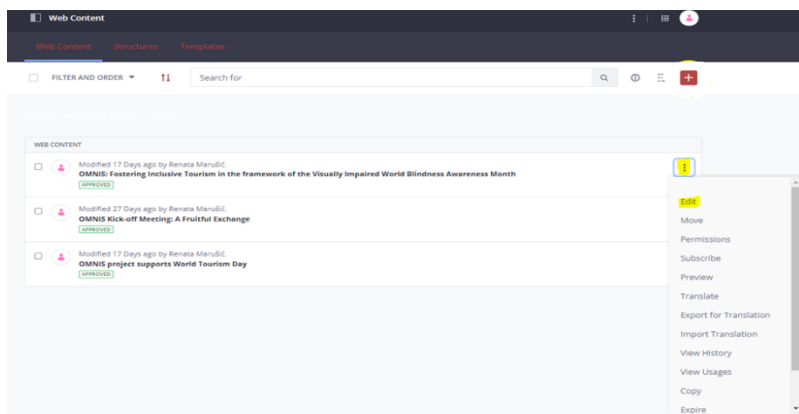
POINT OF ATTENTION

Pressing the 'PUBLISH' button makes your content visible in the back office, but it remains invisible to the public in the front end.

The 'Permissions' function allows you to adjust the visibility, as explained below.

2.4 How to Edit News & Events

When you click on the **News and Events** folder, you can choose between News or Events, where you will find a list of already published texts for news or events. Clicking on the three dots button next to a specific news or event allows you to edit it.

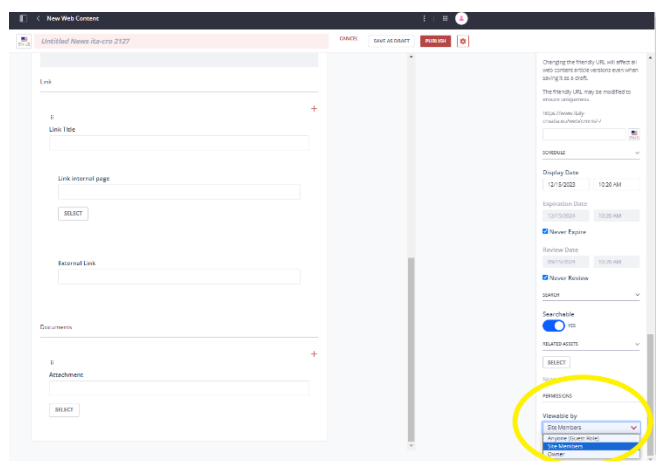


After clicking on the existing news/event, (or the "Edit" function in the three dots menu) you'll find the same template with pre-inserted text that you can modify, adjust, and categorise as needed.

2.5 Permissions

By default, all content we insert is set not to be visible on the front end. To change this, we need to modify the **'Permissions'**. This function allows us to define who can view the published web content, ensuring its visibility on the front end.

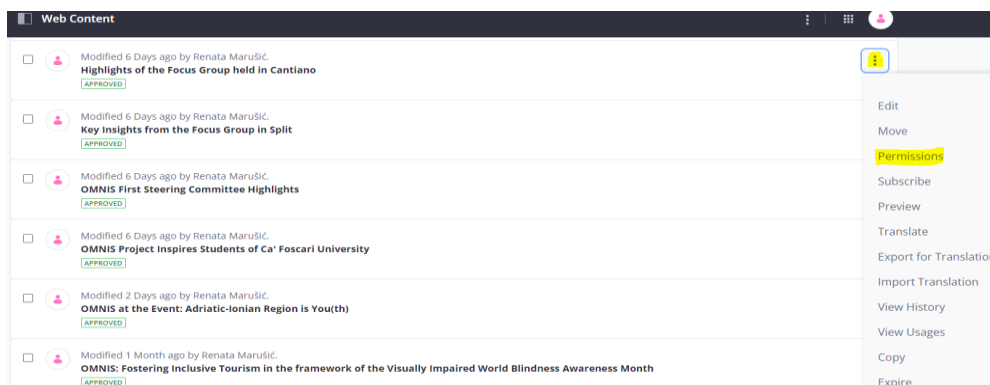
This function is placed at the bottom of the templates of News or Event:



By default, the system selects **'Site Members,'** allowing you to work in the back office and publish web content without it being visible to the public.

Once you are confident about the content, you can then change the permission section to **'Anyone (Guest Role)'**.

If you haven't assigned the permissions to 'Anyone (Guest Role)' during the insertion of the news or event, you can adjust this later after publishing the News or Event. Click on "Permission" in the menu accessible by selecting the three dots next to them.



Selecting '**Permissions**' opens a pop-up window, enabling you to configure the access settings:

Permissions ×

Search for

| Role | Update Discussion | Delete | Permissions | Expire | Delete Discussion | Update | Subscribe | View | Add Discussion |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Administratore Site Template | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Analytics Administrator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Guest | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Owner | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portal Content Reviewer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Power User | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Redattore Forms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Content Reviewer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site Member | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Site configurator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spazio Operatori Editor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| User | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

POINT OF ATTENTION

Always verify published web content on the front end of the website. Remember to access it while **not logged in**, so use another browser or an anonymous tab. If the content is not visible, **check the permissions** of all published content, as often this can be the reason for the absence of desired content on the front end.

If you wait too long before completing the operation, the **page may expire**. Therefore, ensure you have all the necessary content prepared in your archive.

3. DOCUMENTS AND MEDIA SECTION – Files and Images

In addition to the **“Web Content”**, within **“Content & Data”** you will find the **“Documents and Media”** section. This serves as a repository for the content that accompanies your text.

Never change the name of the folders found in the **“Documents and Media”** section, avoid moving them, and refrain from modifying the folders inside, as they are closely linked to the structure of the website. The existing folders include:

- Icons (folder contains priority icons, please avoid making any alterations in this folder)
- **Images** (contains the Hero image and it will serve as a repository for images published on your website.
- **File** (the folder will serve as a repository for documents published on your website)
- Team (folder contains one image, please avoid making any alterations in this folder).

Our focus will be on the **Images** and **File** folders where you will organise your content. These folders are where you will store images and documents related to the text published within News or Events.

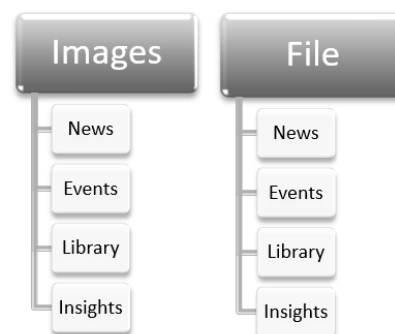
To replicate the front-end structure in the back office and facilitate managing documents and web content, follow this procedure to create subfolders within the existing one:

- Navigate to the **“Documents and Media”** section
- Locate the folder where you want to create a new subfolder
- Click on the folder to select it (**Images** or **File** folder depending on the corresponding content)
- Click the right-top corner **“Plus (+)”** button and look for **“Folder”**
- Enter the name of the new subfolder
- Click on **Permission**, and select **“Anyone (guest role)”** to make its content viewable by your website visitors
- Click **“Save”** to create the new subfolder.

Repeat these steps to create additional subfolders as needed, replicating the front-end structure. In both, the "Images" and the "Files" folders create subfolders for "News," "Events," "Library," and any other modules as required.

Here is the folder and subfolder’s structure you'll need to organise your documents and images for proper placement and connection with their respective modules on the front end.

At this stage, you will only need the "News" and "Events" folders. However, as the project progresses, you will need to create additional subfolders for different Deliverables and Outputs.

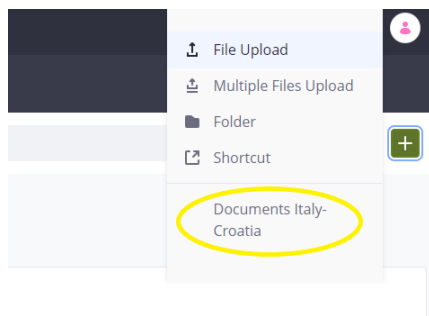


3.1 How to Publish Documents

All documents, such as Word or PDF files, that are correctly uploaded in the **Documents and Media** section can be added to News or Events and will be searchable using the **“Search”** button.

To add the document to the website repository, follow these steps:

- Navigate to the **“Documents and Media”** section
- Click on the **“File”** folder and select the newly created subfolder (News, Events, Library...) where you intend to publish the document
- Click the right-top corner **“Plus (+)”** button and look for **“ Documents Italy-Croatia”**



Next, you will open the form, where you will find a **“Choose file”** button to select the document from your computer. Ensure to name the document corresponding with its content. The same name will be displayed in the field **“Name”**.

- In the field **“Title”** write the title of the document that will be displayed in the front end. It can be the same as the name of the document.
- Categorise the document by specifying your project's Priority and Specific Objective in **“ITACRO_PRIORITIES”** field
- Categorise your document and choose **“PROJECT”** for **“ITACRO_SOURCE”**
- Click on **Permissions**, and select **“Anyone (guest role)”** to make the document visible on the front end.
- Click **“PUBLISH”**.

!/ POINT OF ATTENTION

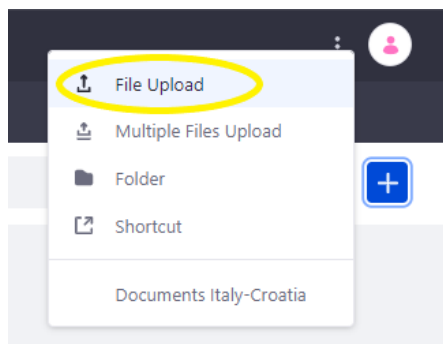
Once you publish a document in the Documents and Media repository and adjust permissions, the document will remain **searchable**. If you want a specific document to be invisible to the public, you have to delete it from the repository of the website or you have to change its permissions.

It is always necessary to **properly categorise** the **documents**, as well as **news** and **events**.

3.2 How to Publish Images

To publish an image follow these steps:

- Navigate to the "**Documents and Media**" section
- Click on the "**Images**" folder and select the newly created subfolder (News, Events, Library...) where you intend to publish the document
- Click the right-top corner "**Plus (+)**" button and look for "**File Upload**"



Click on "**Choose File**" which means select an image from your computer.

- Click on **Permission**, and select "**Anyone (guest role)**" to make the image visible on the front end.
- Click "**PUBLISH**"

Images are not searchable; therefore, there is **no need to categorise** them.

4. HOW TO ADD IMAGES, DOCUMENTS AND LINKS TO NEWS & EVENTS

Images and documents uploaded in the **Documents and Media** repository can be incorporated into the respective news or event by selecting **Web Content** in the **Content and Data** menu.

Select **News and Events** and then choose the subfolder where you have already created the text content that you want to complement. Choosing the subfolder, you can then select the specific text you want to modify by adding additional content an image, a document, or a link.

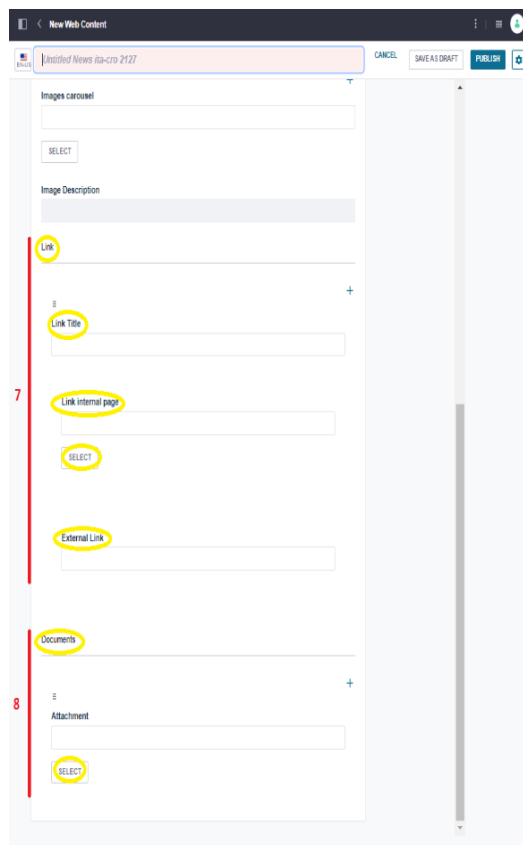
4.1 Images

To add an image to the news or event you have two options:

- **Single image** - Clicking on "Select" you can choose the picture from the repository of the website (Documents and Media section). Ensure to provide an "**Image description**," as it is necessary for accessibility purposes.
- **Image carousel** - using this function to add a series of pictures to the news or event. Click on "Select" to choose the pictures from the repository in the "Documents and Media" section. Utilize the plus (+) button to add as many images as necessary. Any time you insert an image, please provide an "**Image description**" to ensure accessibility.

4.2 Documents and Links

The next picture shows how to add a link or document to news or event.



There is a single available **Link** section (7).

In the **“Link Title”** field, the title of the link must be inserted. If the intention is to publish a link to a page of the website itself, the option of **“Link internal page”** should be selected. By clicking on **“Select,”** a window will appear, enabling the choice of the internal page from the website to be linked.

For external links, the **“External Link”** option should be chosen, and the URL of the external link should be added.

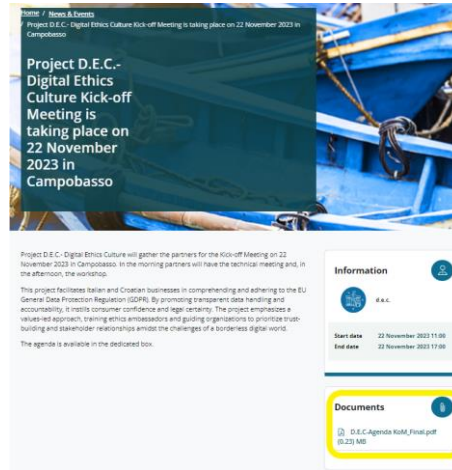
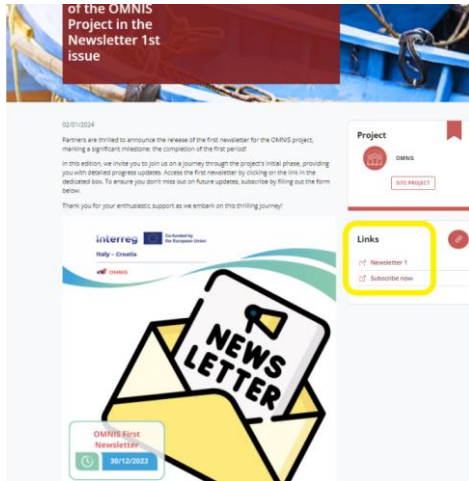
By clicking the plus (+) on the right side, you can add a new Link section. Each section allows the inclusion of either one external link or one internal link into our web content.

In the **Document** section (8) you can add the documents already downloaded in the **“Documents and Media”** repository.

Clicking on **“Select”** you can choose the document from the repository. For more documents create a new section by clicking on **“Plus (+)”**.

Images, documents or links can be added when inserting text related to news or events, or they can be added later by editing the text and following the same procedure.

The following images illustrate how the published link/document appears on the front end:



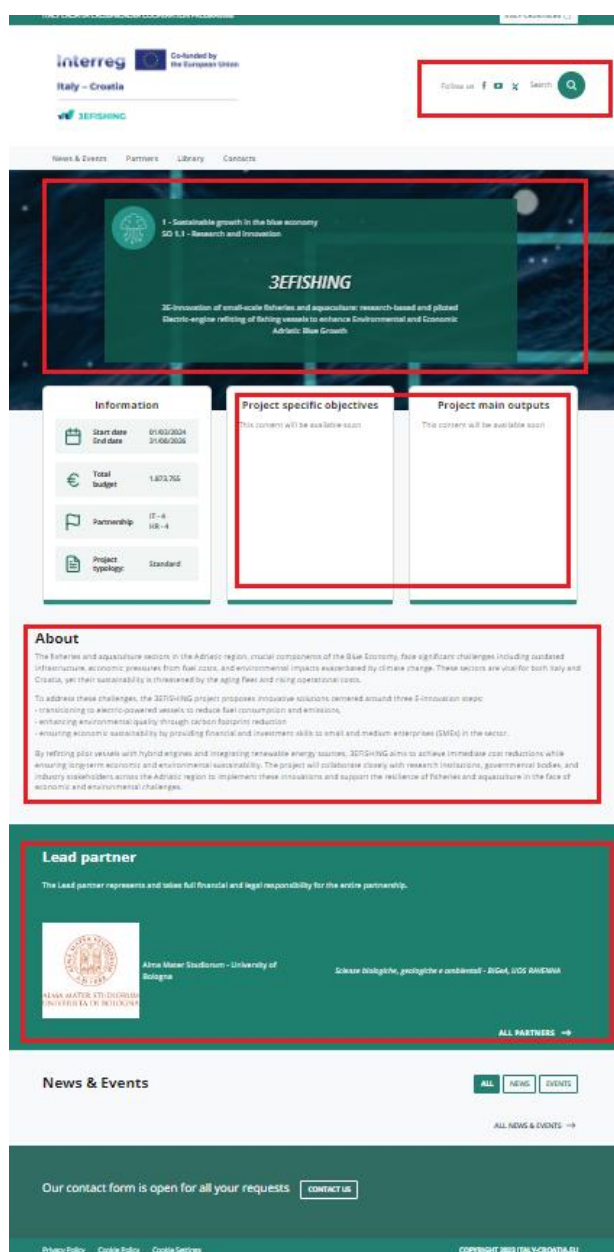
/!\ POINT OF ATTENTION

Please ensure that all content is published properly.

Always **verify your updates** by opening your website in anonymous mode or in another browser where you are not logged in.

5. HOW TO MODIFY THE HOMEPAGE

The homepage is the front page of your project website and the first page visitors see when they access the website's URL. It consists of various sections, as indicated in the picture below, which will be explained in the following paragraphs. In this guide, we will explain how to modify the sections that are not predefined by the Programme, allowing Web Administrators to make changes as needed.



→ Social Media Links

→ Hero Image

→ Cards

→ About Section

→ Partners' Data

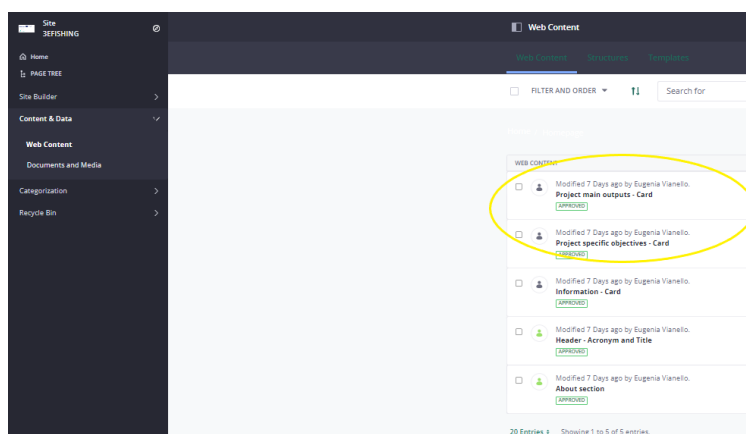
5.1 How to Update the Cards

The homepage features three cards: **“Information”**, **“Project specific objectives”**, **“Project main outputs”**. The “Information” card is predefined, while the other two need to be updated with details from your project application.

To update these cards:

1. Go to the "Web Content" menu.
2. Select the "Homepage" folder, where you'll find the three cards.
3. The "Information" card is set by the Programme so you should update the other two cards.

In the respective cards, you'll find a field labelled „Card Body”. Enter the information as defined in your Application Form in this field.



To publish the cards press the **“PUBLISH”**.

POINT OF ATTENTION

Please remember: First, paste the text into **Notepad** to remove any pre-existing text formatting. After pasting the text into Notepad, you can then copy and paste it into the "Card Body" field.

5.2 How to Update the “About” Section

The homepage of the project website includes an **“About”** section, designed to provide a brief description of the project. Although this section is initially set by the Programme, you have the flexibility to update it to ensure that it remains relevant and accurate.

To update the content, follow these steps within the **Web Content** menu:

1. Select “Homepage” folder
2. Click on “About Section”.

Once you are inside the “About” section you just need to write in “Description” the text you want to have to describe your project and press the “**PUBLISH**”.

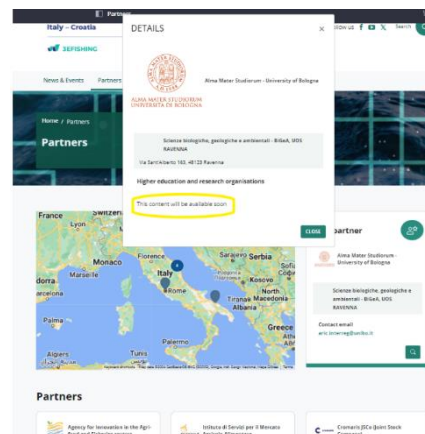
/!\ POINT OF ATTENTION

Please provide in this section a brief overview of what your project aims to achieve, its positive impacts, and any other relevant details you wish to share. Please use clear, non-technical language and a storytelling approach.

5.3 How to Update Partners’ Data

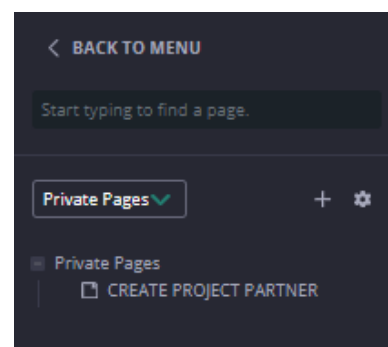
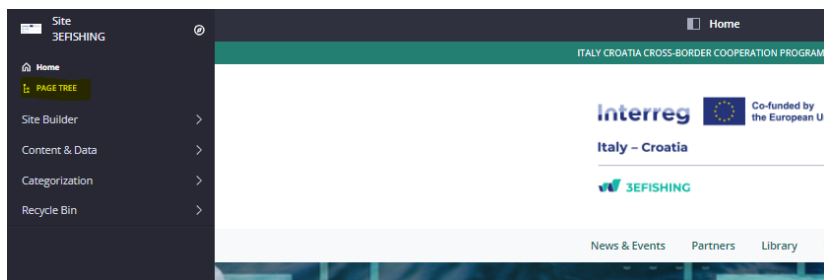
The next section is the **Partners** module, where you can add information about your partnership. The Programme has already inserted the partners belonging to the projects, and you can view each partner by clicking on the magnifier icon on their card.

Clicking on the magnifier icon opens a new window that provides more information. As you can see, the text in this section has been left blank for you to insert each partner's description.



To do so on the main left menu select:

1. **“PAGE TREE”** located just below “Home”
2. **“Private Pages”** and then
3. **“CREATE PROJECT PARTNER”**.



In this template, you can see the partners already inserted. To edit the data, move the bottom ruler all the way to the right. There, you will see the „ACTION“ button with the "Edit" option. Clicking on it will

allow you to edit the data, including the "Description" field. Replace the existing text ("This content will be available soon") with a brief overview of each partner, highlighting their main activities and role in the project. Bear in mind that just 500 characters are allowed.

!/\ POINT OF ATTENTION

If you want to make any changes, please contact us. Only the "Description" field is editable by yourself.

5.4 How to Change the Hero Image

All projects have a predefined Hero image displayed on their homepage. This image is set by the Programme based on the Programme priority for the respective project.

Projects are welcome to replace this image with a different one that is produced or related to the project. To do so, you need to upload the new image properly.

Place the new image in the **Documents and Media section**, specifically in the folder labeled **Images**, alongside the existing default images that you will find there.

The procedure for uploading the image is the same as explained in paragraph 3.2 "How to Publish Images."

After uploading the image, navigate to the Home page and enter the page **editing mode**, instead of using the main menu on the left side.

You will use a new edit tool, the "pencil" icon, located in the upper right corner, as shown in the picture below. Click on this icon to enter the page editing mode.



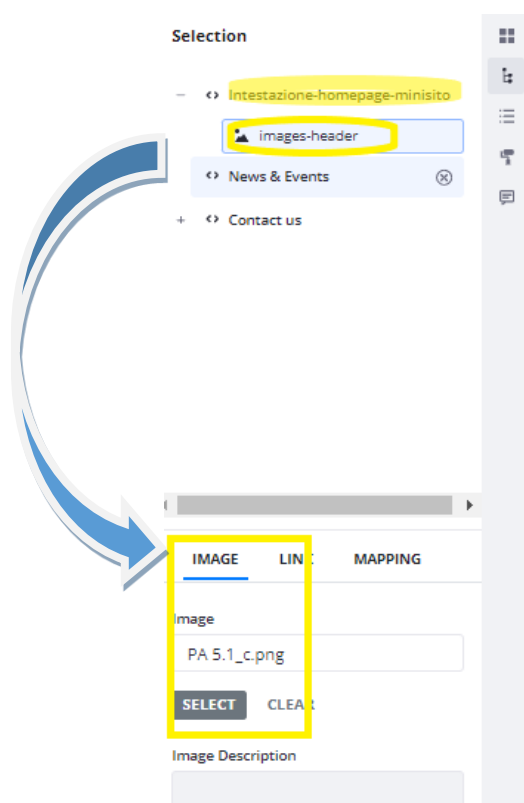
When you are in editing mode, a new column will appear on the right side, activating the editing function.

Click on the hero image that is in the background of your screen to select it. This step will open a new selection on the right side.

This selection is titled "Intestazione-hompaga-minisito."

On the right side, you will see it along with the subtitle "**image-header**".

You should click on it to open the section below, where you will be able to "**Select**" a new image that you've already uploaded in the Documents and Media section (folder „Images“).



When selected, click on the "**Publish**" button.

In addition to the homepage, you can also change the hero images in all other modules by following the same procedure.

5.5 How to Add Social Media Links

Links to social media accounts are available through icons in the upper right part of your webpage. By default, these icons lead to the Programme's social media accounts.

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To add your social media channels to your project website, follow these steps within the **Web Content** menu:

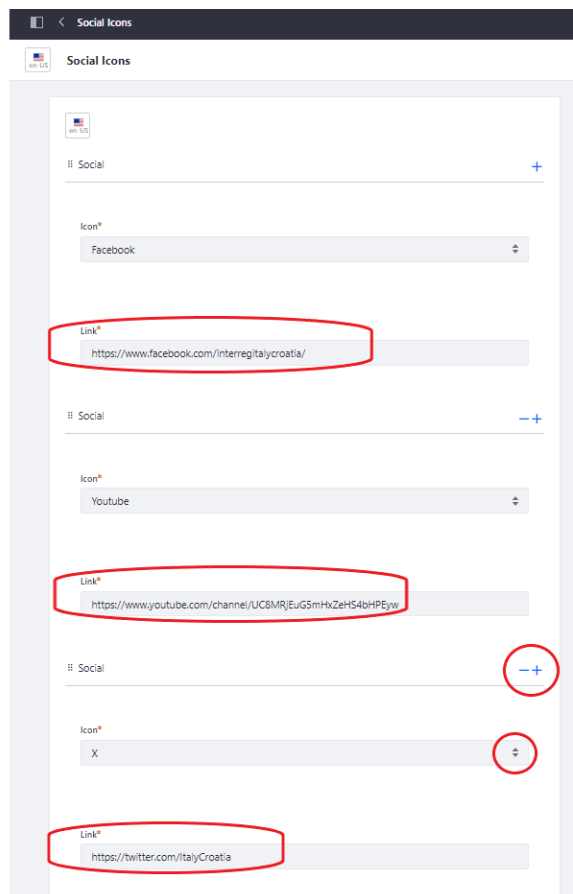
1. Select the **“Social”** folder.
2. Click on **“Social Icons.”**

The template that opens contains three of the Programme's social media channels with links to **Facebook, YouTube, and X** (ex Twitter). If your project has channels on the same platforms, you'll need to update the respective links.

If you have social media accounts on **Instagram** or **LinkedIn**, you can add them by creating a new section.

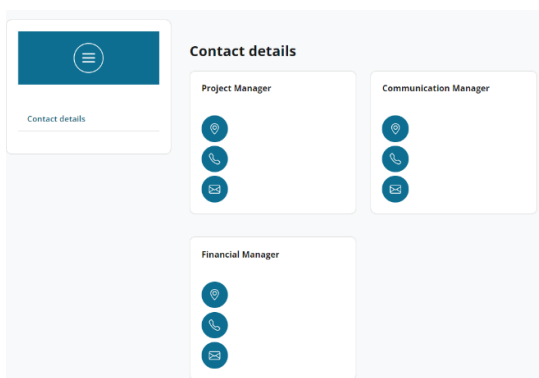
To do this, click the **plus (+)** button and select the desired platform from the drop-down menu.

Currently, the available options are listed in the drop-down menu. If you would like to add more social media options, please send us your request.



5.6 How to Update Contacts Module

One of the modules you will find on the project website's front end is the **Contacts** module where you can add contacts of the Project Management Team.

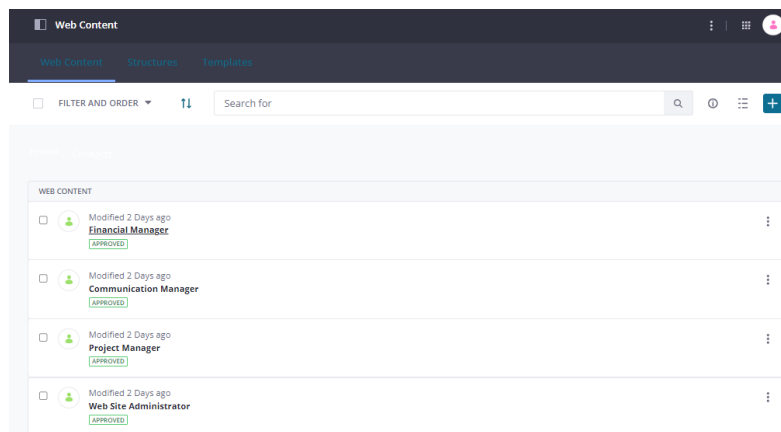


There are three cards foreseen to be visible in the front end of the page with the contact data of three team members.

To add their contacts in the Contacts module, you need to follow these steps within the "Web Content" menu:

1. Choose **"Web content"**
2. Select **"Contacts"**

Here you will find the following:



You should retain the Title that corresponds to the project team member and insert the contact data in all fields. To save the data, click on **"Publish"**.

6. HOW TO USE PARAGRAPHS IN THE LIBRARY SECTION

The Library module is a section where your Thematic Deliverables should be presented. This module is organised into paragraphs, allowing it to incorporate various types of web content, including documents, links, and images. A clear and intuitive structure improves navigation and effectively presents information, allowing users to quickly find relevant materials.

You will primarily work with documents in PDF format, but occasionally you may need to publish links, images or graphics in other formats.

6.1 Planning the Library

Before publishing in the Library, visualise its structure to ensure it is clear and easy for your page visitors to navigate. Consider how your **Work Packages, Activities, and Deliverables** are organised in the Application Form, along with their links to project **Specific Objectives** and **Outputs**. Use the same logic to structure your content, starting with a framework based on the Application Form.

Here is an **example** featuring an extraction of the Work Package and its logical framework from an Application Form:

| | |
|---|---|
| Work Package | WP 1 Cross-border participative educational program on marine litter and waste prevention |
| Project Specific Objective | SO 1 Increased knowledge, skills, and active participation of the youth of the two cross-border high schools in the fight against marine litter pollution |
| Project Outputs | Output 1.1 Developed and implemented a joint cross-border educational program for youth on marine litter and waste prevention principles and active participation. Output 1.2 Jointly organised public events across borders |
| Activity 1.1 - Cross-border exchange of knowledge and experience | D.1.1.1 - Review of educational programs on environmental education and active participation in partner school D.1.1.2 - Report on assessment of the level of youth environmental awareness and knowledge D.1.1.3 - Online cross-border workshop for sharing experiences |
| Activity 1.2 - Development of joint participative cross-border educational program | D.1.2.1 - Online cross-border meetings D.1.2.2 - Methodological scheme for the implementation of the joint cross-border educational program |
| Activity 1.3 - Implementation of participative cross-border educational program | D.1.3.1 - Seminar series for students D.1.3.2 - Study trips on marine litter and the principle of reducing waste D.1.3.3 - Youth pilot actions implemented in Croatia and Italy |
| Activity 1.4 Communication activities of WP1 | D.1.4.1 - Articles on the youth pilot projects D.1.4.2 - Media announcements on the youth pilot projects |

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Your Library will primarily include Thematic Deliverables linked to project activities and relevant for **external** communication.

To create your Library structure, please use the “Template for the Library Structure” provided by the Programme.

Start by identifying the type of Deliverables included in each Work Package: they can be Thematic, Communication and Management Deliverables. While **Management Deliverables** are intended just for internal communication and are not published on the website, Communication and Thematic Deliverables may be used for both internal and external communication.

!/\ POINT OF ATTENTION

Please note that reports on events or meetings are for internal communication (Jems) only, whereas an article on the main outcomes of an event may again be the content for a News.

Continue by reviewing the Thematic and Communication Deliverables and identify those intended for publication.

Communication Deliverables such as meetings, workshops, events, etc, should be published in News&Events, as they are relevant for your public. Some Communication Deliverables such as newsletters, podcasts, videos, graphic productions, etc. should be uploaded into your Library (for Small-Scale projects and Standard projects) or Insights (for Standard projects and OSIs). However, they should also be announced in News section.

Selected key **Thematic Deliverables** for external use should be published in the Library. All produced Deliverables should also be announced in the News section. If the deliverable is published in the Library, add an internal link to the relevant paragraph in the designated box within News. If it's for internal use only, you may consider publishing news about it if you think the deliverable would interest your audience. In this case, there's no need to upload the deliverable as an attachment to your News

Here is an overview of the identification process:

| Type of Deliverables | Use | Library Section | News & Events Section |
|----------------------|----------|-----------------|-----------------------|
| Management | Internal | | |
| Communication | Internal | | |
| | External | | |
| Thematic | Internal | | |
| | External | | |

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Once you have identified what you want to publish, you can focus on the titles of Work Packages, Activities, and Deliverables: they are often long and contain technical vocabulary that may be difficult for the general public to understand. You are encouraged to modify these titles to make them clearer and more engaging, though maintaining their main meaning. Also, avoid reporting running numbers, which, again, have no meaning for the general public.

Here is our **example** where only Thematic Deliverables intended for publication are extracted. The **Titles** of Work Package, Activities, and Thematic Deliverables have been shortened for clarity, providing a basic content structure to aim for in the Library.

| Work Package | Activity | Deliverables |
|--|---|---|
| TITLE: Cross-Border Educational Activities | TITLE: Cross-Border Learning Exchange | TITLE: Review of educational programs TITLE: Report on assessment of youth awareness and knowledge TITLE: Online cross-border workshop |
| | TITLE: Creating a Joint Education Program | TITLE: Methodological scheme for the educational program |
| | TITLE: Rolling Out the Education Program | TITLE: Youth pilot actions |

As you can see, Deliverables D.1.3.1 and D.1.3.2, as well as Activity 1.4 Communication activities of WP1 are not included in the Library, as they should go into News&Events.

Finally, prepare a **Description** for the Work Package, following this textual structure:

Start with your project's **Specific Objective** and explain how the Work Package is linked to this Specific Objective. Provide a final list of **achieved Outputs** within the Work Package.

Example:

Title: Cross-Border Educational Activities

Description: To increase the knowledge, skills, and active participation of the youth of the two cross-border high schools in the fight against marine litter pollution the project developed a cross-border participative educational programme on marine litter and waste prevention.

These are the final Outputs achieved:

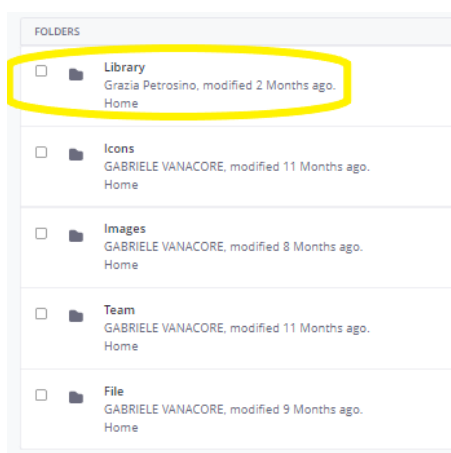
- 1) Developed and implemented a joint cross-border educational program for youth on marine litter and waste prevention principles and active participation.
- 2) Trained educators for the implementation of the participatory environmental educational program

Now that the preparatory work is complete, you can begin implementing the Library section.

6.2 Uploading the Content in the Documents and Media

After setting up the desired Structure, keep it handy for reference during the next steps. Now you can create a folder named '**Library**' within your '**Documents and Media**' section.

The Library will contain your Thematic Deliverables, primarily in document format, and should be easily accessible.



In this folder, you can create subfolders to group further your Deliverables (documents or images).

The subfolders will help you to better organise the Deliverables you want to be displayed in the Library.

The final step is uploading the documents in the „Library“ of your 'Documents and Media' section.

Remember to select "**Documents Italy-Croatia**" as the document type when uploading the document. Follow the procedure already explained in [paragraph 3](#), for both documents and images. Use the title as defined in your Structure of the Library but remember to keep the Deliverable's full title (as in Application Form) on the document's cover page.

When categorising your Deliverables, provide the following information:

- "ITACRO_PRIORITIES": Specify your project's **Priority** and **Specific Objective**.
- "ITACRO_SOURCE": Choose "**PROJECT**".
- "ITACRO_THEMES": Select the appropriate **category** of Deliverable from the listed options.

The categorisation is particularly important for the '**ITACRO_THEMES**' category, which should be defined in advance using the Template for the Library provided by the Programme to help structure your Library.

Select ITACRO_THEMES ×

Search +

- Agreements, Strategies and Plans
- Clusters and Hubs
- Digital Tools
- Investments
- Training, skills and awareness raising

There are several categories available. Please select the one that best fits the content of your Deliverable:

- Agreements, Strategies and Plans
- Clusters and Hubs
- Digital Tools
- Investments
- Training, Skills and Awareness Raising

POINT OF ATTENTION

It is essential to categorise the document and select the appropriate category within **"ITACRO_THEMES"**. This clustering will enable the Programme to work on the capitalisation of project Deliverables/Outputs.

6.3 Creating a New Paragraph in the Web Content

Once you have defined the Structure and created the Library folder with uploaded Deliverables, you can create a folder named **'Library'** in your **'Web Content'**. Inside this folder, create corresponding paragraphs using the following templates:

- [Simple Paragraph/Paragraph ita-cro 2127](#)
- [Document Paragraph/Paragraph Document ita-cro 2127](#)
- [Link Paragraph/Paragraph Link ita-cro 2127](#)

All Menu Items

Filter and Order ↑↓ Q

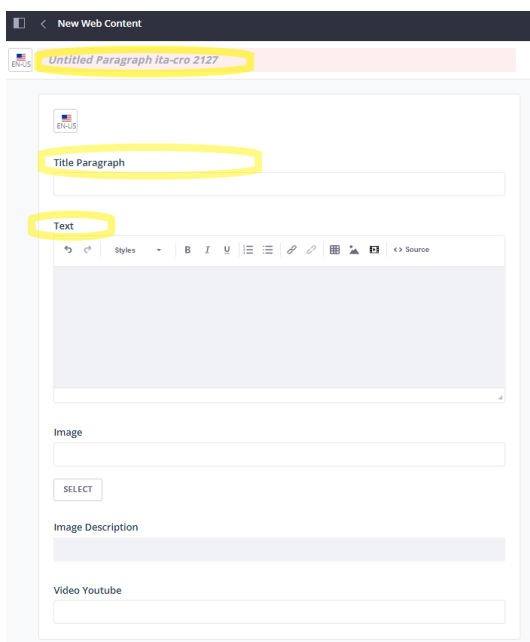
| Menu Item Name | Scope | User | Modified Date | Add to Favorites (0) |
|----------------------------------|--------------|-----------|---------------|----------------------|
| Basic Web Content | Global | | 3 Years Ago | ☆ |
| Paragraph Link ita-cro 2127 | Current Site | Test Test | 1 Year Ago | ☆ |
| Paragraph Document ita-cro 2127 | Current Site | Test Test | 1 Year Ago | ☆ |
| Paragraph ita-cro 2127 | Current Site | Test Test | 1 Year Ago | ☆ |
| Paragraph accordion ita-cro 2127 | Current Site | Test Test | 1 Year Ago | ☆ |

Each paragraph is linked to specific content, i.e., the format of Deliverable. Let's review their features and determine when each should be used.

- **Simple Paragraph** (*Paragraph ita-cro 2127*)

This paragraph type allows you to display a simple title along with corresponding **text** and an **image**. The title will appear as a clickable link in the table of contents on the left, while the associated content will be shown in the main area of the Library module.

Use this template for your work packages. You can create as many paragraphs as there are work packages.



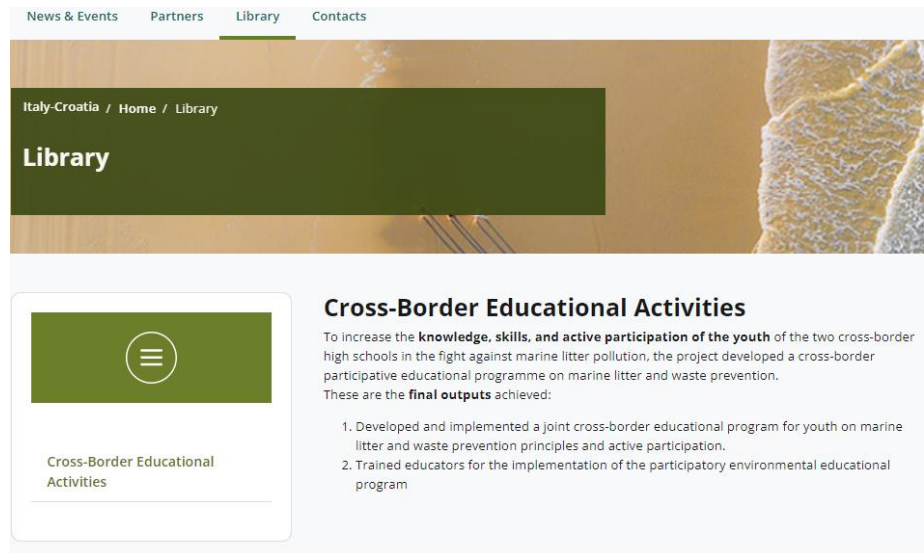
The first field is for the **'Title'** and is used in the back office to identify the content, while the second **'Title Paragraph'** is what appears on the front end. It's recommended to keep the same title in both fields. Remember, this title should already be defined in your prepared structure according to the instructions and the example in [paragraph 6.1](#).

Use the Work Package title you prepared, adapted for external communication.

The third field is **'Text'**: here you can use the brief description you prepared when planning the Library, one per each Work Package.

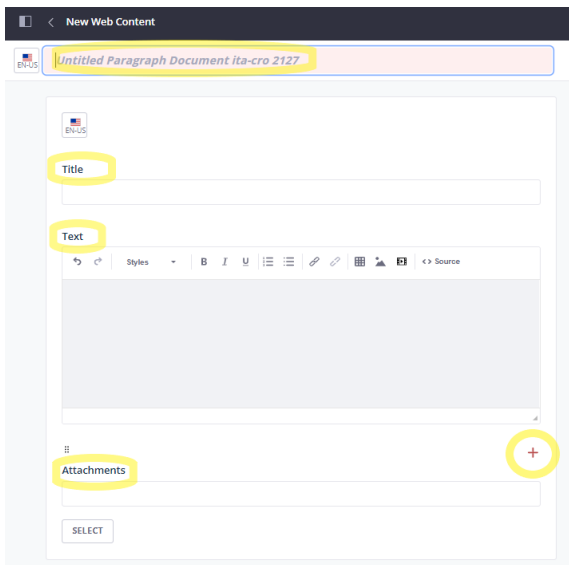
When selecting an image, already uploaded in the 'Documents and Media', you can add it directly to this paragraph to visually enhance the content.

Here is the front-end experience paragraph, structured according to the previous example, using the project Specific Objectives and Outputs to give a clear description of the paragraph:



- Document paragraph (Paragraph Document ita-cro 2127)

As defined in your structure, the Deliverables will be displayed within the corresponding Work Package. To publish Thematic Deliverables in document format, use the "Paragraph Document ita-cro 2127" template.



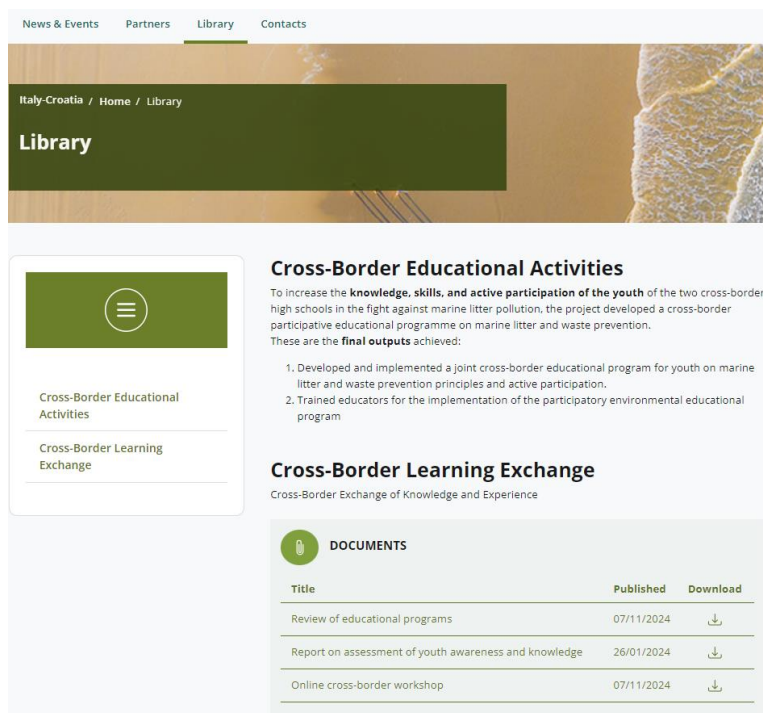
The new paragraph will have the "Title" of the respective activity **shortened** for clarity.

In the "Text" field, you may include the full name of the activity or add a brief description to provide context.

With the plus (+) button, you can add as many documents as needed within the same paragraph.

To add a document, go to "Attachments" and click the 'Select' button. A pop-up window will allow you to choose the Library folder, where you can find the documents you have already uploaded and organised in the 'Documents and Media'.

Here is the Library section with two paragraphs structured according to the previous example WP1 (as explained above) and Activity 1.1:



Title Paragraph: *Cross-Border Learning Exchange*

Text: *Cross-border Exchange of Knowledge and Experience*

Documents listed

- **Link paragraph (Paragraph Link ita-cro 2127)**

To publish videos or other materials available on your website or external platforms, use the 'Paragraph Link ita-cro 2127' template, which allows you to include links to the corresponding content.

This template also provides a field to add the “**Title**” along with a “**Text**” box where you can describe the specific content. This helps provide context for the material you're linking to, making it clear and informative for users.

If the link is internal, select it by clicking on the “Select” button to choose the appropriate internal page or content. For external links, the “External Link” option should be chosen, and the URL of the external link should be added.

By using the 'Plus' button, you can add multiple links, which will be displayed in the same paragraph and presented in a table format for easy navigation.

! POINT OF ATTENTION

Avoid using technical language and abbreviations in titles and descriptions, as this content should provide clear information to the general public.

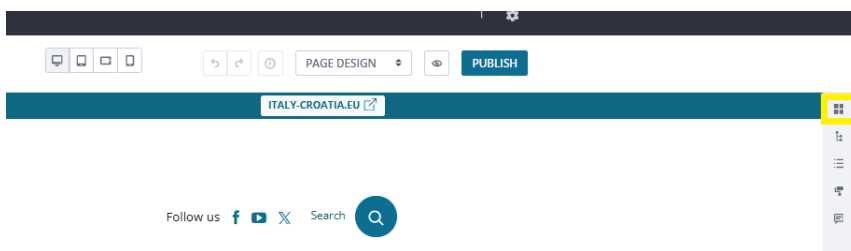
- **Final remarks**

- **Communication Deliverables** can be placed at the bottom of the Library section. These should be grouped according to appropriate criteria and presented together in respective paragraphs.
- If a single activity includes **different types of Deliverables** (documents and videos), you can start by using a Document Paragraph as explained above to list your documents. Then, create a new Link Paragraph without a title and add the corresponding links for the other Deliverables, such as videos.
- By breaking down the overall structure into manageable paragraphs, you enhance the **readability** of your content. This clear segmentation allows users to quickly identify the key themes and topics presented in your Library section, while also helping them connect Deliverables with their respective Activities and Project Objectives.

6.4 Publishing Library Section

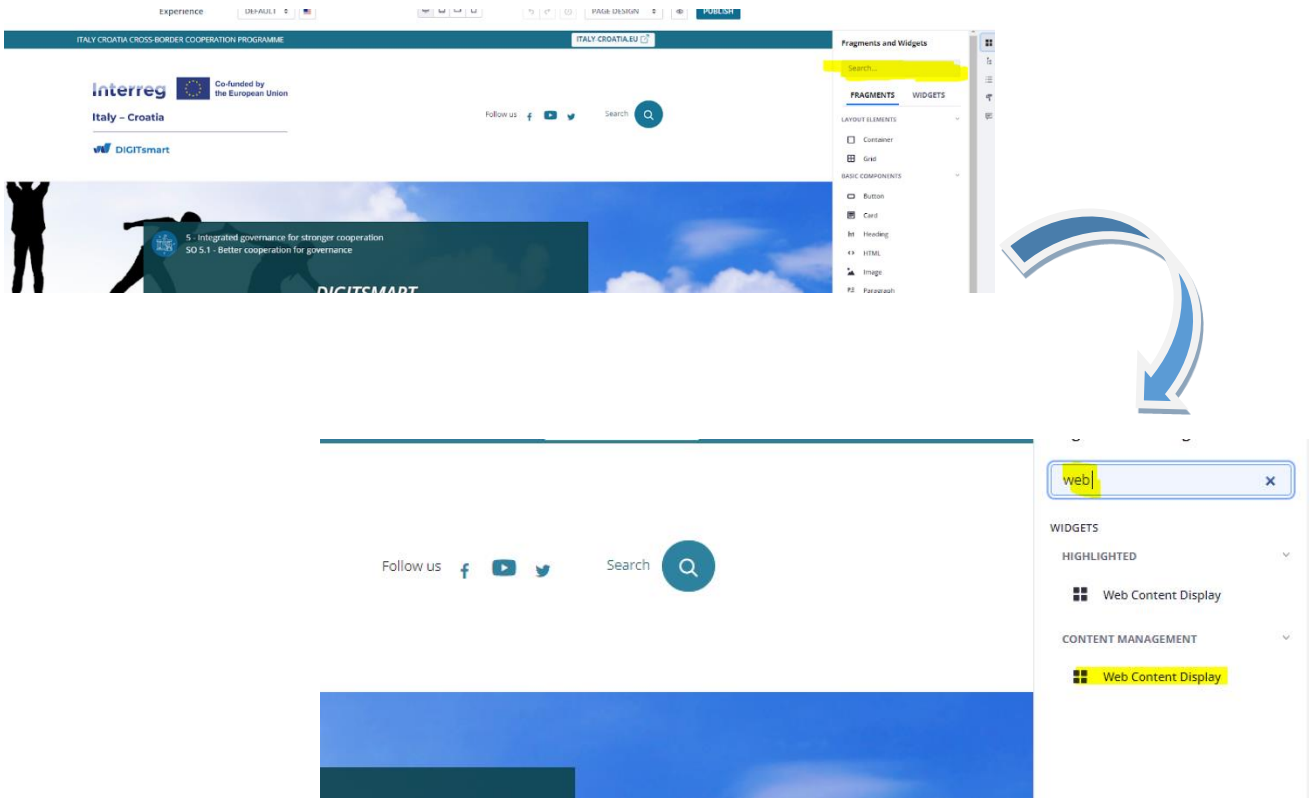
To make inserted paragraphs visible in the front end you have to insert them manually, with the “Drag and Drop” function”.

To do so, you should choose the **Library module** on your homepage and then go into **page editing mode** by clicking the pen icon which you find at the top of the screen on the right.

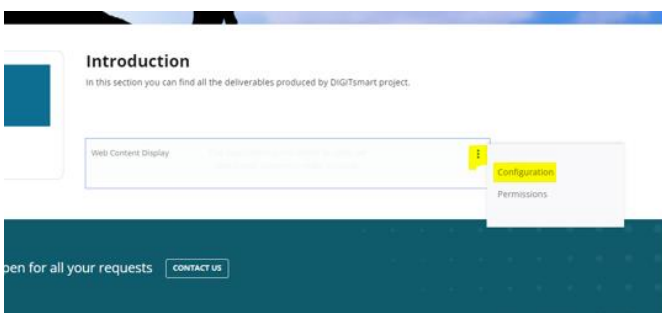


On the right side, a new column will appear. Choose the first icon.

Now, the column is extended, and you see the **"Fragments"** and **"Widgets"** selections with the search bar below. Type "Web," and widget "Web Content Display" will appear below.

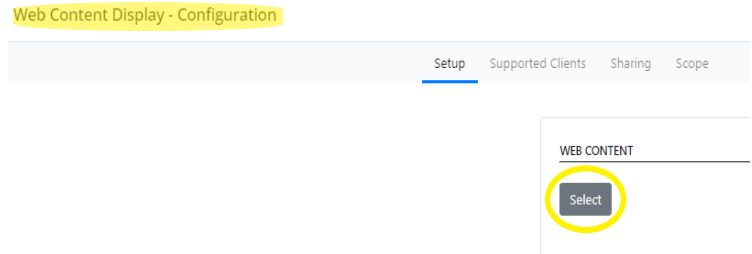


Click on it and drag and drop it in the section of the page you want. When you drag, you will see a thin blue line appearing. This is a signal to let you understand where you are dropping the paragraph: when you see the line and you drop the paragraph, it will be put below that line.



Once you've dropped the content, you need to click on the three small dots, and then select **"Configuration"**.

This will open another section where you have to click on **“Select”** to choose the paragraph you have inserted in the Web Content menu - Library folder. To do so, you can also type the title of your Titled paragraph in the „Search bar“.



Once it appears, click on the paragraph you want, and then click on the **“Save”** button located in the bottom right corner. In the end, please remember always to click **“Publish”**.

/!\ POINT OF ATTENTION

Please ensure that all content is published properly. Always verify your updates by opening your website in anonymous mode or in another browser where you are not logged in.

Also, check the structure that appears on the table of contents on the left to ensure it conveys your project logic.