



Physikalisch-Technische Bundesanstalt (PTB)
Technical Cooperation
Working Group for Europe, Caucasus and Central Asia

COOMET Information and Communication Platform

<http://coomet.net>

Editors' Guide for TC Members

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1. Login

The live workspace for online editors is called **backend**. You can access the backend at <http://coomet.net/typo3>

(You need not type “www”, but you may do so).



Your user name: _____

Your password: _____

Please note: This is your **backend** account.

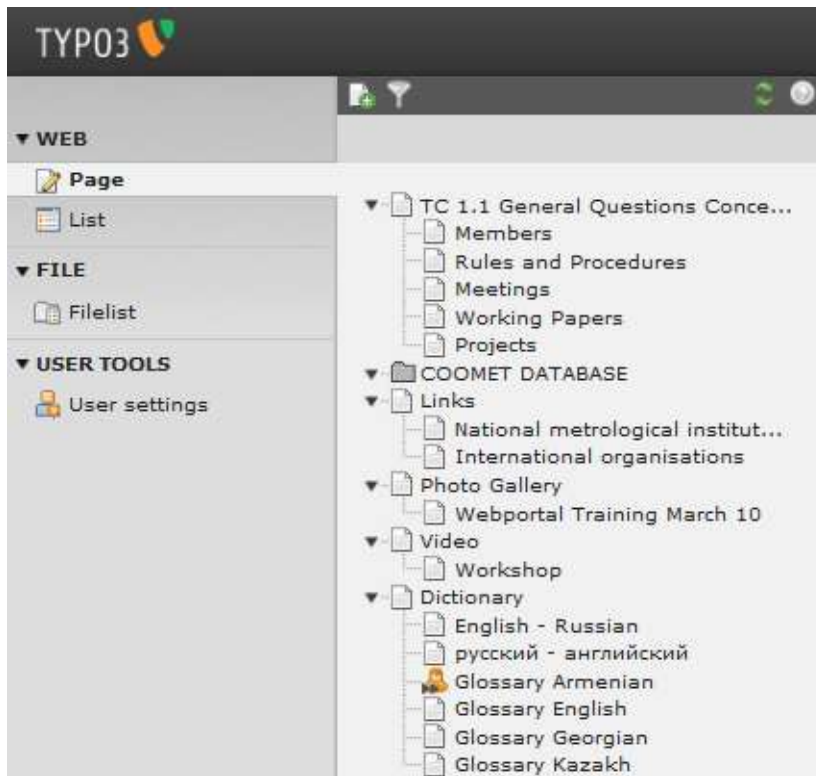
As you also own a **frontend** account, it makes sense to use the same ID + password for both.

Keep your ID + password at a safe place. In case of lose you can demand a new password from the web portal admin.

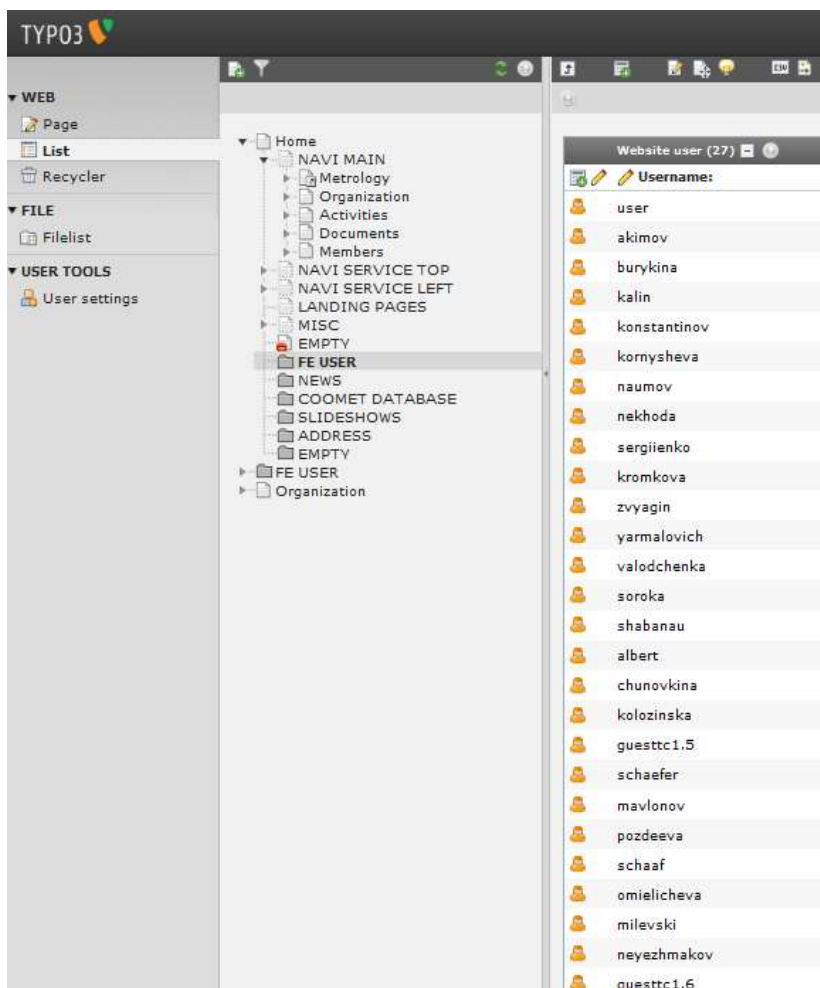
After login, the working area of Typo3 displays your live workspace.

In the **left column** you can choose between **four modules**:

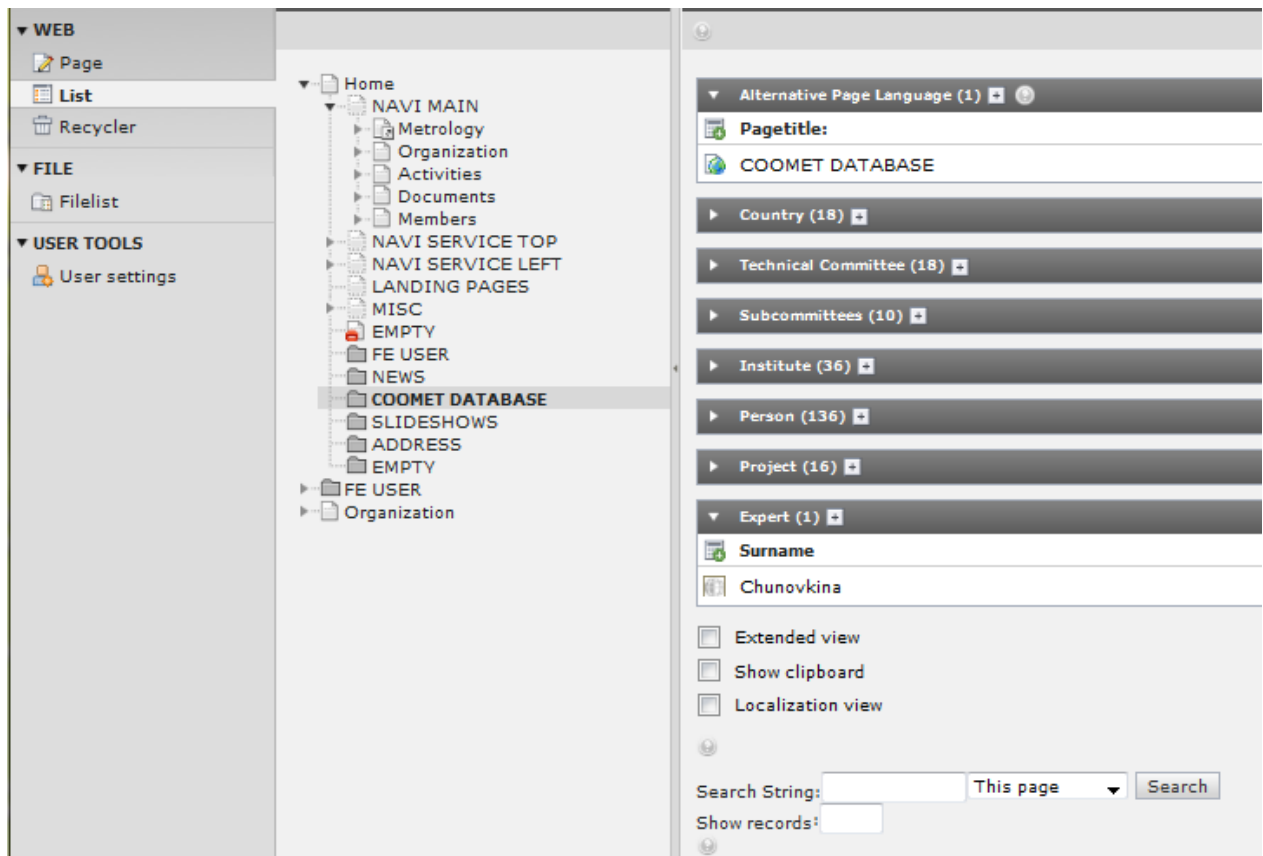
1. **Page** opens the tree diagram where you can create or edit pages
2. **List** is needed for listing and editing datasets:
 - FE Users
 - COOMET Database
3. **Filelist** opens the directory of files, either **documents** or **images**
4. **User settings**: Here you can choose your password, your language and other preference.



Page tree



List FE Users



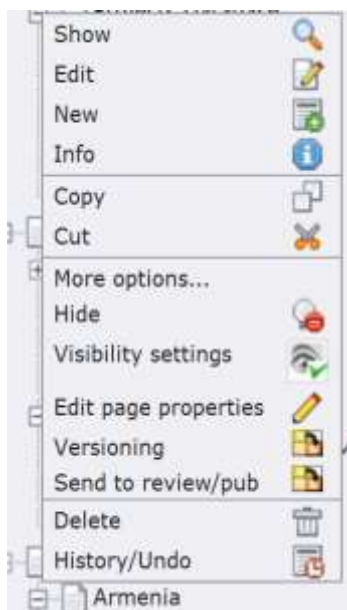
List: COOMET Database

Click on the + right to the database name in order to open and edit it.
Click on the arrow left to database name in order to open/collapse the directory.

2. Creating and Editing Pages

2.1 Editing Page Properties

- Click on the **page** icon if you want to edit the **page properties** (cut, copy, move, hide...)



2.2 Editing Page Content

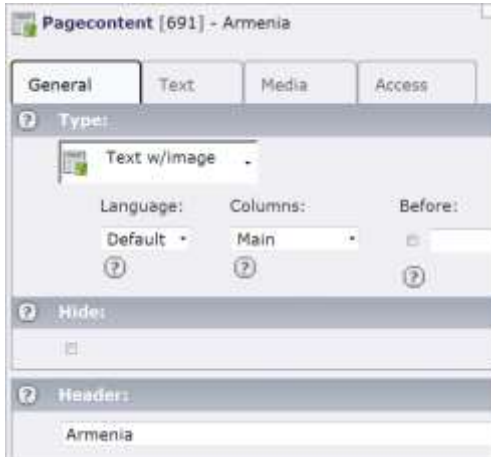
- Click on the **name** in order to edit the **content***:



Click the pen icon next to the element that you wish to edit:



A menu with 4 tabs appears:



- **Tab “General”:** Title
- **Tab “Text”:** Rich Text File (RTF) Editor (text, format, links to downloads)
- **Tab “Media”:** Insert images from filelist/images
- **Tab “Access”:** Restrict the access to a frontend user group

Bulgarian Institute of Metrology (BIM) is an independent legally defined body to the Council of Ministers. The establishment of the institute is envisaged in the Law amending the Law on Measurements (State Gazette, issue 95/2005). BIM is responsible for the fundamental and legal metrology activities in Bulgaria that has to:

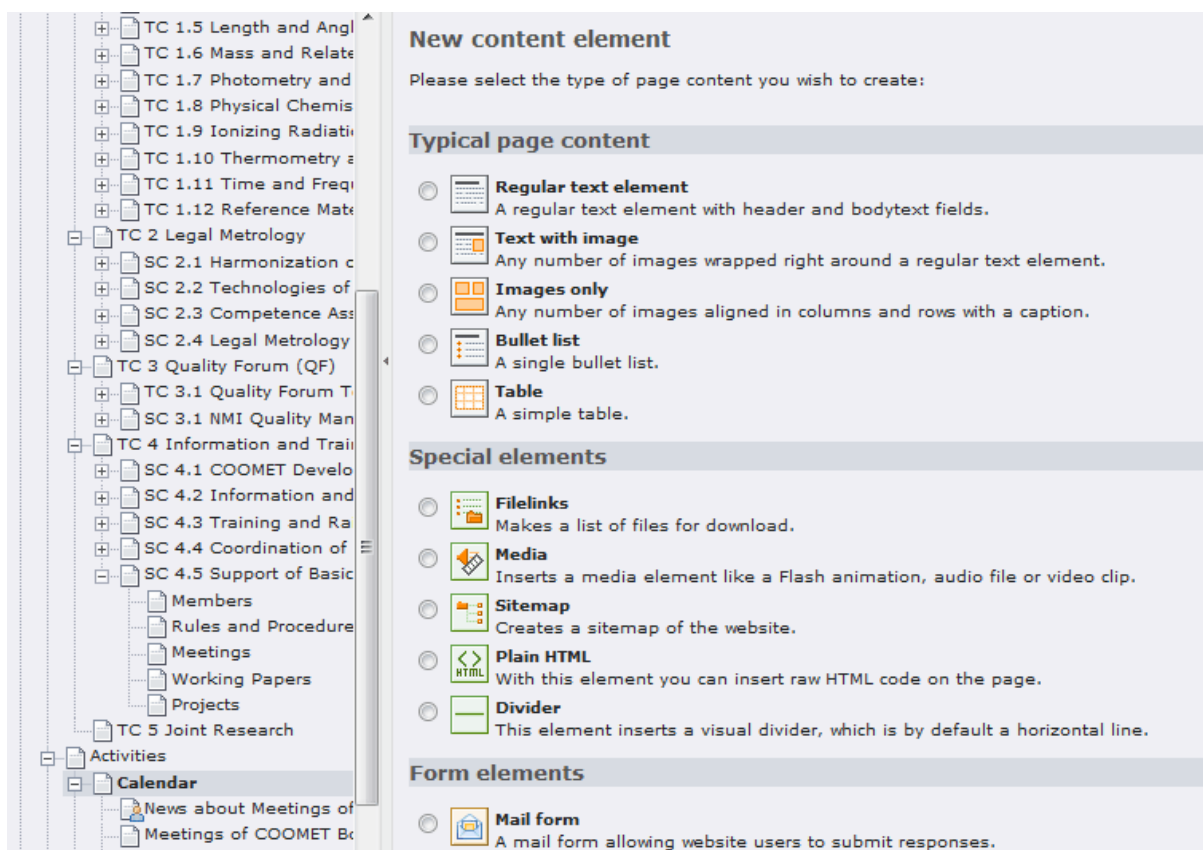
- Perform functions in compliance with the Law on measurements;
- Assist the government bodies in exercising their powers on measurement-related issues;
- Conduct and implement metrology research and provide services related to measurements and measuring instruments in fields of public, scientific and economic interest;
- Conduct and implement activities related to the international recognition of measurements carried out in Bulgaria.

BIM consists of three directorates; two specialized in metrology activities and one dealing with administrative matters (**DG "NCM, DG "MMI" and D"GA" respectively**).
The total number of staff is 326.

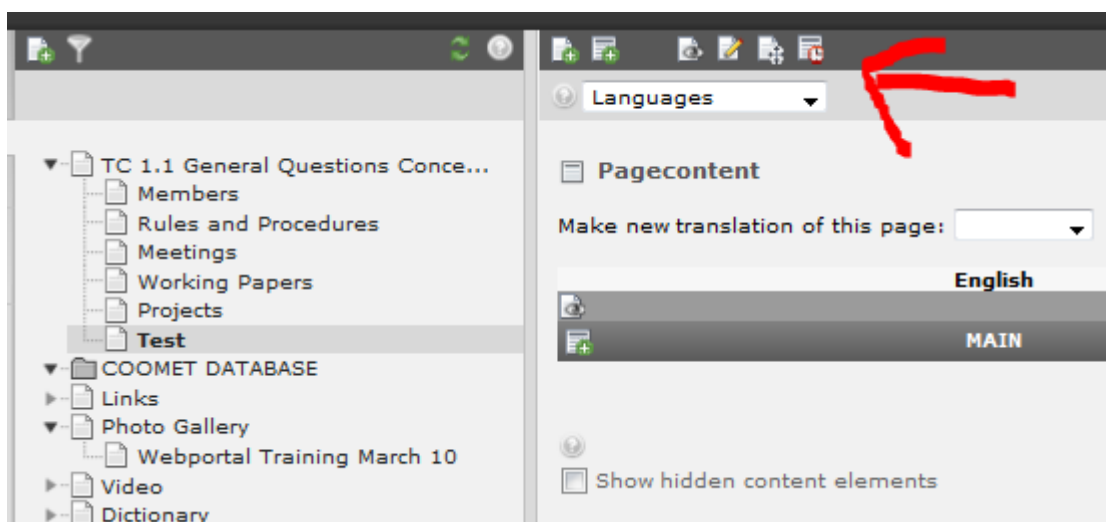
2.3 Creating New Pages/Content Elements

If the page layout does not yet exist you will first be asked to **create the page content**, i.e. **select the content type** out of a list:

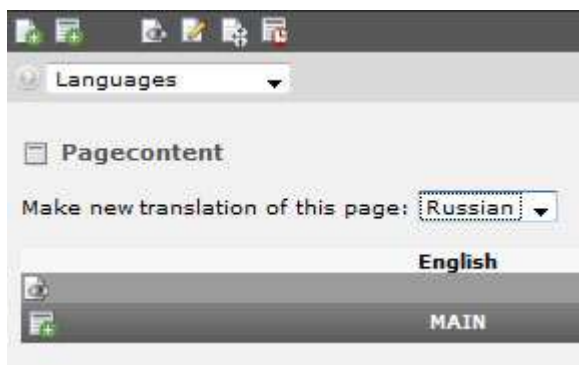
- Text**
- Text with image**
- Images only (Photo Gallery)**
- html (see below: 4.5)**
- Filelinks**
- Form**



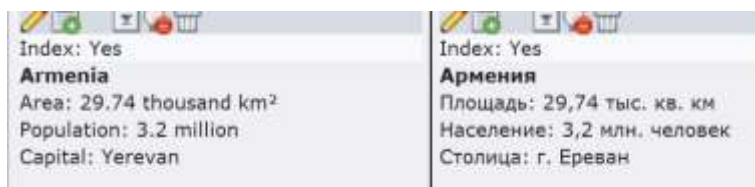
When creating a new page, you should **always start with the English content**, even if you should only have a text in Russian. In that case put a headline and a text “For the time being this page is only available in Russian [switch to RU]. Translation is planned.” Place all images into the English version first. Only then, and not earlier, create the Russian page, as follows.



Make sure the upper field is set to “languages”. In case it shows “columns” just click and change it to “languages”. Open the drop-down menu after “Make new translation of this page” and choose “Russian”.



- Click the save icon.
 - Click again on the page name inside the tree diagram.
- Now the third column of the Typo3 working area displays the two language versions next to each other.
- Click the link “Copy default content” (= English version incl. images) into the Russian version. This makes it easy for you to translate all the content without omitting anything. Open the Russian version and start translating and editing.



2.4 Creating Tables

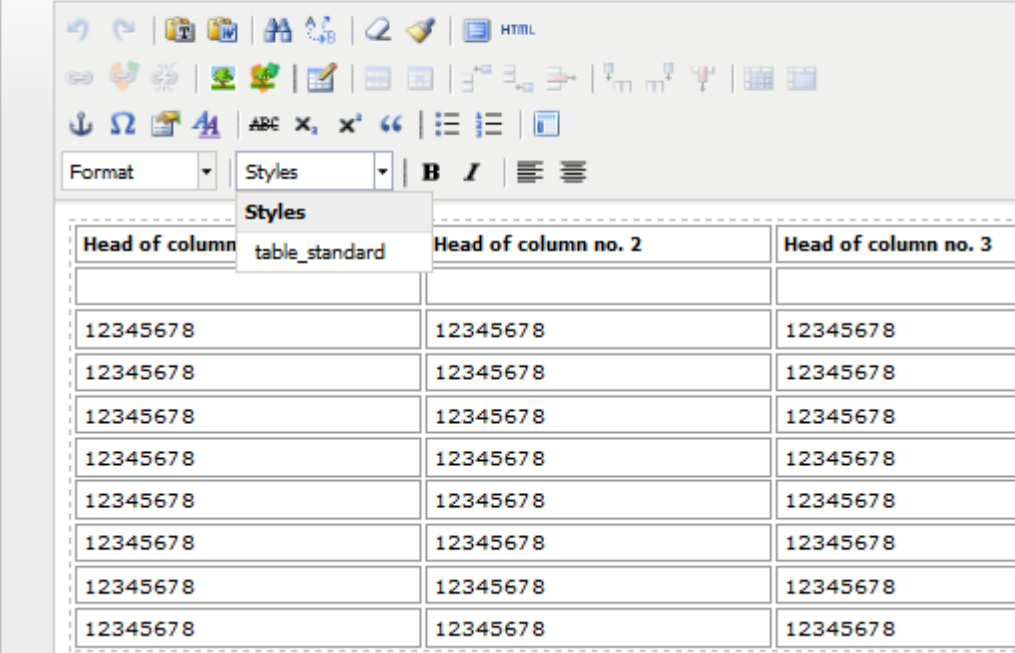
We do not advise to use the Typo3 page/content type “Table”, but to **use the RTF editor**, instead.

Click on the **“insert table” icon** in the RTF editor menu item (second row in the centre). A window pops up where you define the number of rows and columns. Then insert the content into the table cells. After editing the content select the whole table, click on the drop-down menu **“styles”** and select **“table_standard”**:

Edit Pagecontent "Test table" on page "Exercise"

General Text Access

Text:



Format Styles **B** *I* [List icons]

Head of column	Head of column no. 2	Head of column no. 3
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678
12345678	12345678	12345678

You may as well create your spreadsheets outside Typo3 in MS Excel or Word and then copy the tables directly into the RTF editor via the “M” link. This may filter inappropriate code, but this is not guaranteed.

2.4 Creating Forms

You can create your own online forms, e.g. for registration to events. When you are on a page where you want to add a form just click the green + icon:



Then choose “Form” out of the list of content element options. The form wizard helps you create the form you need:

Preview of element:	Element type:	Detailed configuration:
Name	Type: Input field Label: Name Required: <input checked="" type="checkbox"/>	Field: name Size: 40 Max: Value:
E-Mail	Type: Input field Label: E-Mail Required: <input checked="" type="checkbox"/>	Field: email Size: 40 Max: Value:
Phone	Type: Input field Label: Phone Required: <input type="checkbox"/>	Field: phone Size: 40 Max: Value:
I want to register for	Type: Text area Label: I want to register for Required: <input checked="" type="checkbox"/>	Field: message Columns: 40 Rows: 5 No Wrap: <input type="checkbox"/> Value:
	Type: Label: Required: <input type="checkbox"/>	
Special configuration for mail forms: ?		
Send button label:	Send	
HTML mode enabled:	<input type="checkbox"/>	
Subject:	COOMET Contact-Form	
Recipient email:	coomet@metrology.kharkov.ua	

3. How to Create Professional Looking Pages

3.1 Prepare your content and structure the page layout

- General principle: Help the visitor’s eyes scan the page.
- Chop your manuscript into small chunks of text (“micro content units”) by applying line breaks every 5 – 10 lines.
- Insert as many subtitles as possible (Apply headers and not just “Bold!”).
- Create only one <Heading2 > on each page and not more; use many H3 or even H4.

- When arranging the content elements and paragraphs on a page try to follow the structure and look of comparable pages in order to maintain a consistent look & feel throughout the web portal.
- Do your best to maintain a consistent look of the webportal. Don't try to introduce hard coding such as a new font colour... This is not your personal website, yet the property of all COOMET members. Your colleagues will appreciate your endeavours and discipline in maintaining the overall look of the webportal and your contribution to make the COOMET webportal a landmark in the world of metrological websites.
- Start with the most important information at the top (result, summary, conclusion): "inversed pyramid" style of writing)
- When your text is long: create two or three content elements on one and the same page.
- When your page becomes too long (ideally, it should not exceed app. 2.5 x the screen height): create a submenu and distribute the content over several pages.
- Attention: For usability reasons the structural depth of the webportal is limited to 5 levels. So, when you are already on a 5th level page you cannot create a sub-menu underneath it.
- Reduce the volume of text by eliminating "hot air": all that is redundant.
Example:
Instead of creating a header phrase "The main activities are as follows:"
Simply put: "Main Activities" (Without article and without colon)
- Maintain the submenu structure in chapter "Organization/Technical Committee" as it was agreed upon at the Braunschweig Typo3 training session in December 10:

TC 1.1 [Introduction, general information]

1. Members
2. Meetings
3. Annual Reports
4. Draft Projects [may be protected by FE User password]

3.2 Typographic Thumb Rules

- General principle: Optimize screen readability.
- Apply bullet list of RTF Editor (erase the dots left over from Word doc)
- In lists the lines should start with a capital letter.
- If the list is not composed of complete sentences but rather a few key words, do not add a semi-colon at the end.

- Never apply a link to a headline.
- Don't add a colon to a headline.
- Don't place a headline in the middle ("justify centre"). NB The whole webportal is based on a left justified layout.
- Strictly apply left justified text.
- Do apply bold format carefully (don't over-use „digital ink“); use it for highlighting key-words in paragraphs, so that the eye can easily scan then page, e.g. one word per paragraph.

4. Editing Images and Video

4.1 Images

Attention: Never insert images via the "Images" drag-and-drop icon in the RTF editor menu. Use the "Media" tab instead. (The page type must, of course, be "text with image" in order to show the "Media" tab. In case the page type is still "Text only" you can change without any problem to "Text with image").

- Only there you can fully control the position, wrapping of text, and the size; only there you can create captions, alternative text ("alt tags") and trigger the Lightbox "Click-Zoom" effect.
- Only then you can guarantee an overall consistent look of the portal's pages. If images are placed by the drag-and-drop method every editor will do what he/she wants, and in the end the whole web portal will look like a patchwork carpet.

4.2 Prepare Your Photos Before Uploading

- **Basis steps**
 - Crop (eliminate all parts which are not essential, focus on the essential elements)
 - **Resize to max. 800 px wide – Never upload original files of MB size!!**
 - Tone control (Level adjustment)
 - Brightness and contrast
 - Sharpen (if necessary)
 - Save as JPG, PNG or GIF (never BMP!)
 - **Save under a semantic name !!!!**

Instead of: DSC_123.jpg

Better: Webportal-Training_Braunschweig_March10.jpg

so that other backend users can easily identify images.

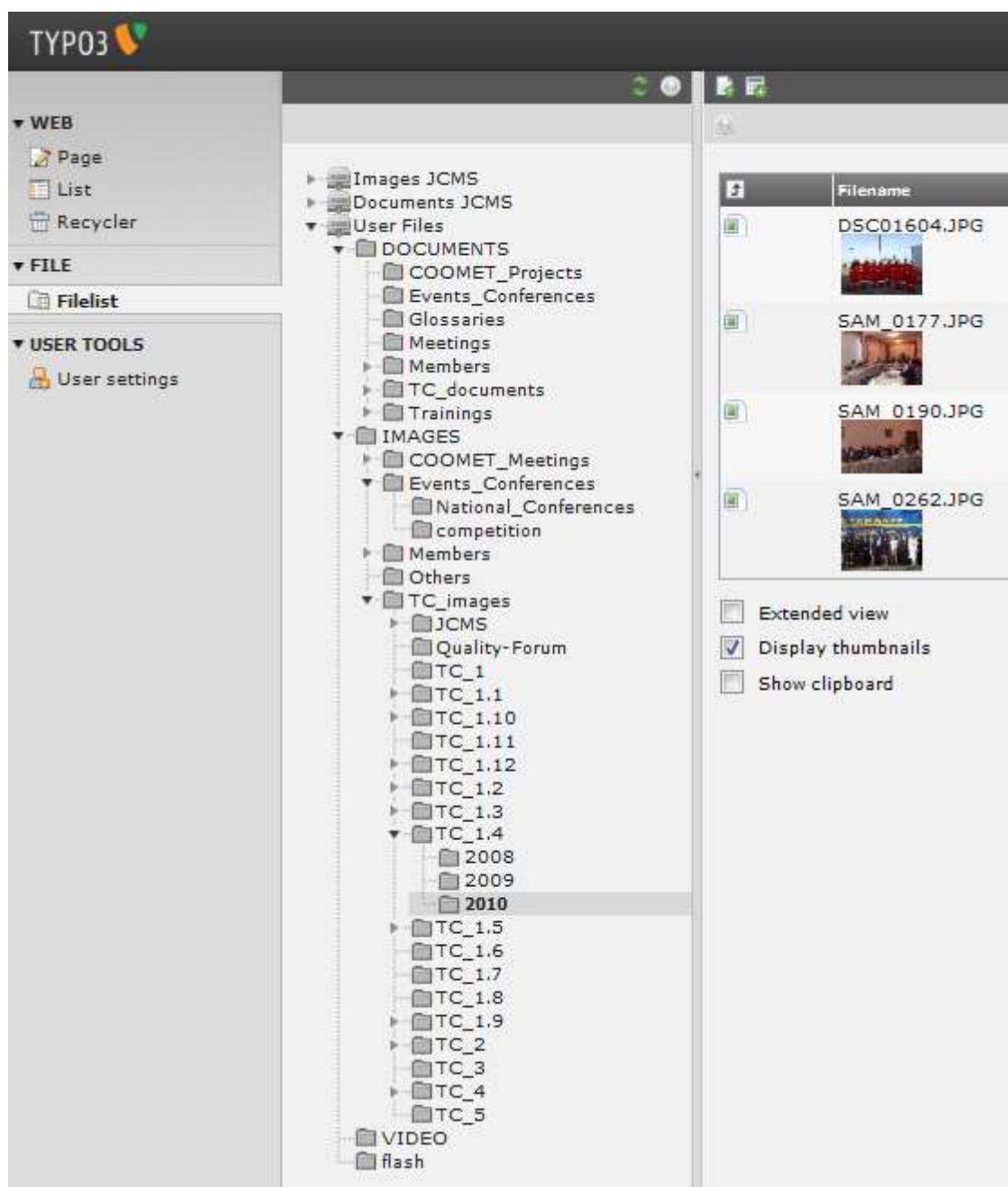
- **Photo Editing Tools**

- Free software such as Free Image Resizer or IrfanView (as example – there are dozens of photo editors on the Internet for download)
- The innovative online editing software pixlr.com/express
- Professional software: Photoshop or Gimp (opensource).

4.3 Upload the Image Files Before Linking

Think well where you store the file!

In case you have a series of images of a new events, meeting or workshop, you better first create a new sub-folder named after the event before you upload the images into this folder.



4.4 Image with Text

In case you want to add a single image to a page (type “text with images”), click on the tab “Media”

- Leave “1” as number of columns
- Choose “top left inside text” as position
- Choose the width (leave the “height” box empty)
- Fill in the caption (if needed) and the <alt tag>.

4.5 Photo Gallery

coomet.org/documents/photo_gallery

- Create a submenu page named after the event or the subject area of the photo gallery that you want to create (e.g. “seminar_X_placeY_date”)
- Define as content element “Images only”.
- Inside the editing area make sure you have checked at the bottom the box “extended page options”: this shows the data fields for “Columns”.
- Enter “4” (columns) and “130 px” as size (width)
- Enter into the “Captions” field the captions for each picture, in plain text, **one underneath the other**
- The same way you add the <alt tag> into the “Alternative text” box: This is important for handicapped people and for presentation of the webportal without images, for instance on smartphone (mobile Internet becomes more important in the future).
- You should also add the **mouse-over title** into the “Title text” box.
- Add one of the two possible **links**:
 - In most cases you check the box “click-zoom” (which links to the “Lightbox” Module)
 - Alternatively you may want to place a link to an external website (URL), for instance in case of a logo.
 - NB You can only apply the one or the other link ☺, not both...

4.6 Video

coomet.org/documents/video

- Create a non- personal account at **YouTube** for a user named COOMET_Metrology_TCxxx”
- Change the file name of your video file to something with “comet_ ...”.
- Upload the video file to that account.

- On the right of the video frame (in FF) respectively underneath (in IE) you can obtain the html code for **embedding** this video into the COOMET web portal.
- Copy this code.
- Create a new “Text only” content element on the page coomet.org/documents/video
- Click the “HTML” link in the RTF editor menu which opens a window for inserting plain html code.
- Insert the code. Check whether the format (width=“... px”) exceeds 592px. If so, change the value to 592, don’t touch the height value and check the box “Keep proportion” instead, which will automatically adapt the height proportionally.
- In case of a purely social event (after workshop dinner...) do limit the access to TC members only?
- In addition, you may create a text only content element where you put the description for that video.
- Of course, video frames taking a lot of space on a page, it makes sense to create submenu pages which contain not more than 3 video start frames.

NB

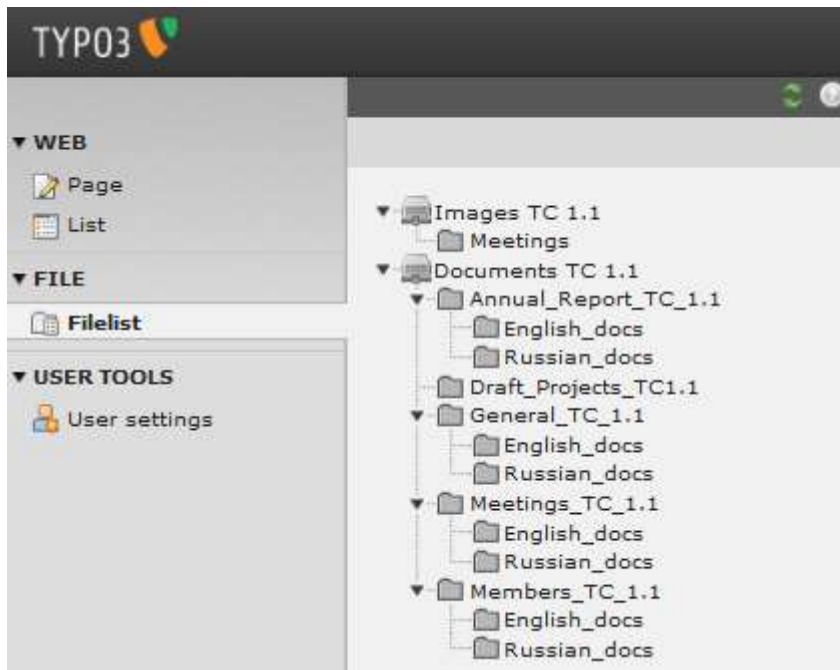
- The great advantage of embedding YouTube videos is the fact that YouTube does all the conversion job necessary when uploading the file. You literally have nothing more to do to get the best result. However, YouTube puts at the end of the video playback a proposal of “similar” videos. In order to protect COOMET against any legal claims you better put underneath each posted video clip the disclaimer:

This website provides hyperlinks or references to other sites or servers such as YouTube. Such links imply, on behalf of the Euro-Asian Cooperation of National Metrology Institutions (COOMET), neither responsibility for, nor approval of, the information contained in those other websites.

5. Uploading Documents for Download

Think well where you store the file!

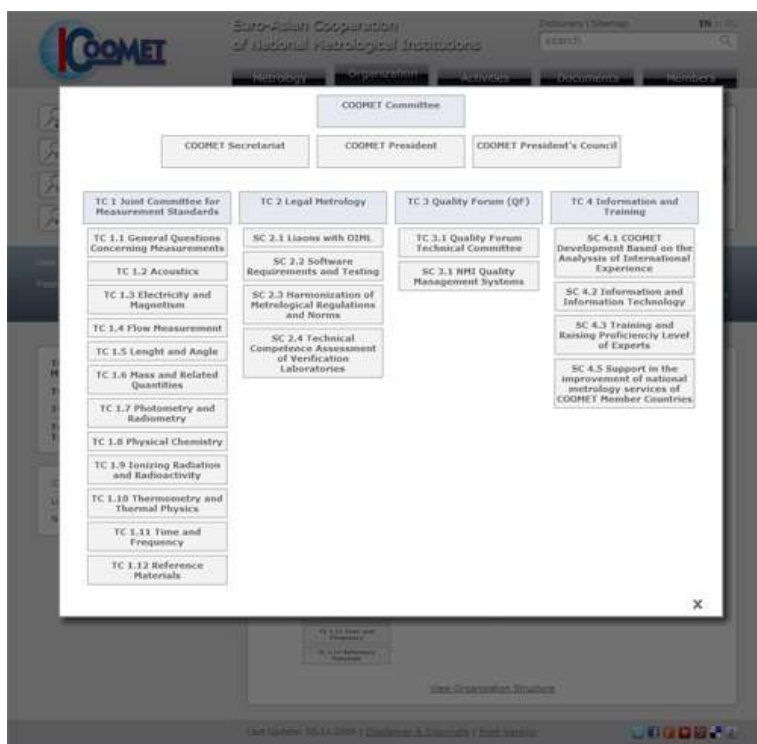
In case you have a series of PDF files of a new event, you better first create a new sub-folder named after the event before you upload the images into this folder. Apply the same logic as for structuring the images filelist).



6. Editing Organization Chart

The COOMET organization chart or organigram in chapter 2 is automatically generated by the submenu of this chapter. So, when updating a submenu page (e.g. creating a new Sub-Committee or renaming it) the organization chart will automatically display the new element.

The mouse-over information on every sub-committee or technical committee can be edited using the datafield "Subtitle": What you put into this field will appear as mouse-over text!

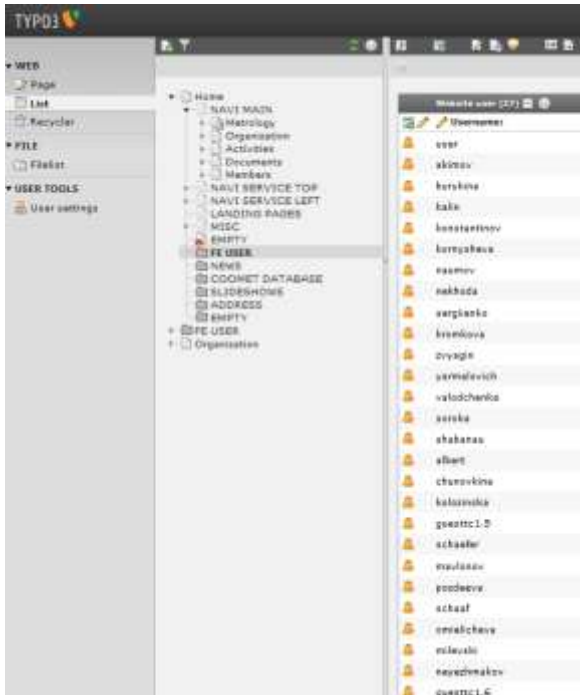


“Lightbox” Zoom

7. Editing Frontend User Accounts & Page Access

7.1 Creating Frontend User Accounts

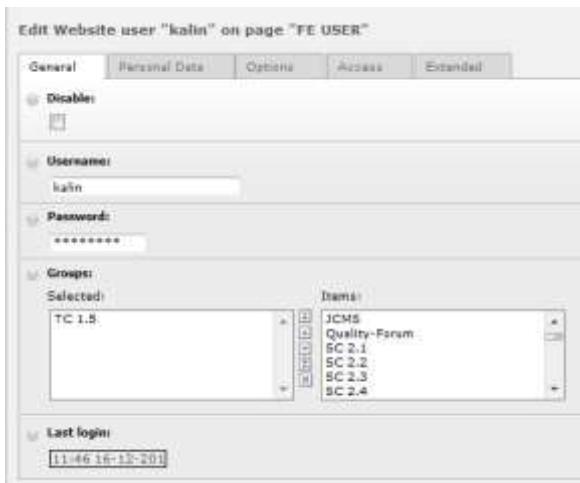
List + Folder at the bottom of the page tree „FE USER“



> Displays list of

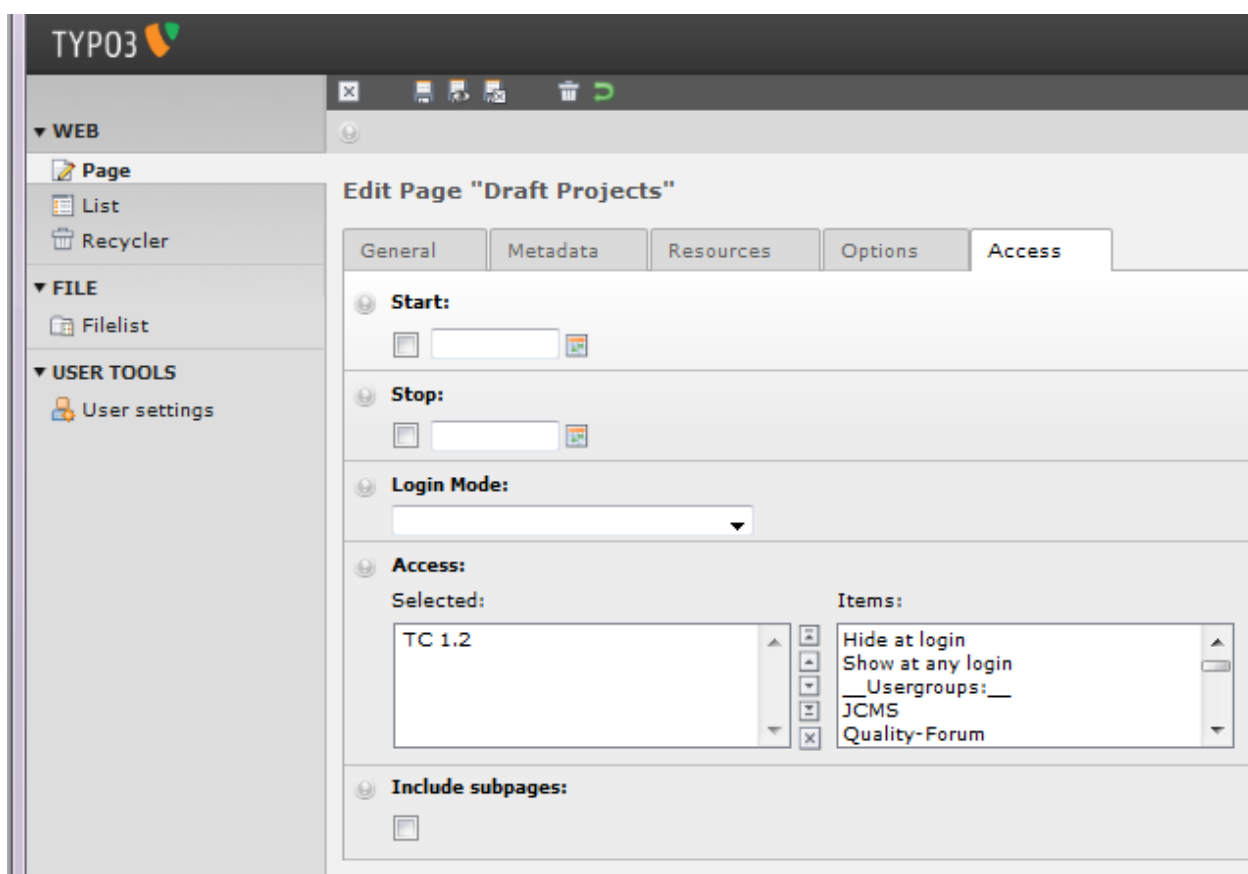
- Website users
- Website usergroups

Click on pen icon for **editing** a usergroup (user name + password) or create a new one (click green +)

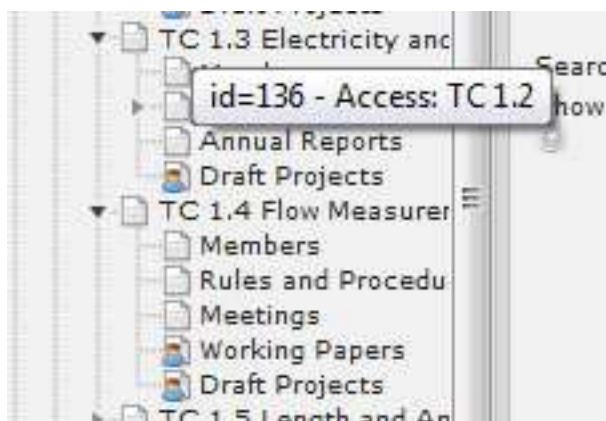


7.2 Limiting Public Access to Specific Pages

Once you have created frontend user accounts you can go to the page concerned. Click the pen icon and open the tab "Access" which opens two fields at the bottom. Click on the appropriate user group inside the right field "Items", the name of it will appear as "selected" inside the left field. Save and watch the page tree: There is now a new icon on top of the page icon. The mouse over tells you to which frontend user group the access to this page is restricted to.



Example: Page "Draft Projects" in Submenu "TC 1.2"



8. Updating the COOMET Projects & Experts Database

Chose the “List” module and click COOMET DATABASE at the bottom of the page tree. Click on pen icon for editing existing datasets or on the + within a green disc for creating new data sets.

The screenshot displays a web-based interface with three main panels. On the left is a navigation sidebar with categories: WEB (Page, List, Recycler), FILE (Filelist), and USER TOOLS (User settings). The central panel shows a hierarchical file tree under 'Home', with 'COOMET DATABASE' selected. The right panel shows a data list for 'Alternative Page Language (1)'. The list has a 'Pagetitle' field containing 'COOMET DATABASE'. Below this are several rows, each with a right-pointing arrow and a count in parentheses: Country (18), Technical Committee (18), Subcommittees (10), Institute (36), Person (136), and Project (16). A section titled 'Expert (1)' shows a 'Surname' field with the value 'Chunovkina'. Below the list are three checkboxes: 'Extended view', 'Show clipboard', and 'Localization view'. At the bottom, there is a search section with a 'Search String' input field, a 'This page' dropdown menu, and a 'Search' button. Below the search is a 'Show records' input field.

The screenshot displays the TYPO3 administration interface. On the left is a sidebar with navigation menus for 'Web', 'File', 'User tools', 'Admin tools', and 'Help'. The main area is divided into two panes. The left pane shows a hierarchical tree structure of the website, with 'COOMET DATABASE' selected at the bottom. The right pane shows a form for editing a page, with the following fields and values:

- Zip: 1040
- City: Sofia
- Country: Bulgaria
- Address Lines: (empty)
- Phone Number: +359 2 873 52 77
- Fax: +359 2 9702 777
- E-Mail: bim@bim.government.bg
- Homepage: www.bim.government.bg
- Photo/Logo: (empty)
- Status: M (Member)
- International Status: National
- Representative: (empty)
- Delegate: (empty)
- National Standards in:

Selected:	Items:
TC 1.2 - AUV	TC 1.1 - GM
TC 1.3 - EM	TC 1.10 - T
TC 1.4 - F	TC 1.11 - TF
TC 4 - IT TR	TC 1.12 - RM
TC 1.9 - IR	TC 1.2 - AUV
TC 2 - LM	TC 1.3 - EM
TC 1.6 - M	TC 1.4 - F
TC 1.7 - PR	TC 1.5 L
TC 1.8 Physical Chemistry	TC 1.6 - M

9. Good to Know

9.1 Clearing the Cache

Both on the side of the server (Typo3) as on the side of your PC (the so called "Client") webpages are being stored in a temporary memory called "cache". This way the pages are processed faster.

Sometimes, however, the cache is responsible for an irritating phenomenon: After updating a page you still see the old version and your alterations are not being displayed. In such cases you should empty the server's cache and afterwards reload the frontend (F5):



If that does not help and the problem persists you should also empty the cache of your webbrowser:

- Firefox: Extras/Delete Private Data
- Internet Explorer: Extras/Internet Options/Delete temporary files

9.2 Simultaneous Users

When several users are working in parallel:

A red exclamation mark indicates the pages of the page tree where another editor is currently working.

If you are accessing a certain page for inspection without saving via "save and exit" link, do click the very left cross icon for letting Typo3 (and your colleagues) know that you are off the page (the red exclamation mark will be turned off).

