



WIMS HANDBOOK EDITORIAL

WIMS – Web Information Management System

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Editorial handbook for WIMS August 2017.

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Editorial

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1 INTRODUCTION - BASICS

The basics give you an overview about WIMS. Please follow the precautions if you have external access to WIMS.

1.1 Use WIMS to Create websites

WIMS is an editorial system to create and update the HZB websites. The WIMS supports teamwork and is optimized for the website editorial team to the editorial the most possible support. It is possible to have internal and external access to WIMS.

- You can reuse content elements and you can reference content elements.
- You update all languages at one point.
- WIMS has an access and release rights system. You can always see which rights you have on a page.
- You can use notes to communicate with your team.

1.2 About the Manual Language

The English of the manual follows the rules of the ASD Simplified Technical English (STE). The standard is created to write easy to read English manuals. Therefore the standard has a set of writing rules and a dictionary of controlled vocabulary.

1.3 Login / Logout / Access

1.3.1 Technical Requirements

Browser

Browser	Version
Firefox	25 or higher
Internet Explorer	10 or higher
Microsoft Edge	12 or higher
Chrome	45 or higher
Safari	9 or higher
Other Browsers	WIMS shows an error message for the editorial.

Hardware

Personal Computers and mobile devices

1.3.2 Precautions

Website and Intranet contain data that only authorized persons have permission to edit. Follow these instructions to protect your access:

- Follow the HZB rules for a password (see "HZB Password Rules" on page 12).
- Close the browser and not only the tab when you complete your work with WIMS.

Caution: The access to WIMS stays possible if you close only the tab.

- Lock your PC if you leave your office this protects your data.

Caution: WIMS has **no** automatic log off.

Work on a public PC (Internet Café)

- Start WIMS always in a new private browsing session.
- **Do not** save your password on a public PC.
- After work empty the cache of your browser and then close the browser.

Caution: The access to WIMS stays possible if you close only the tab.

1.3.3 Start WIMS

WIMS is a web application that you start in your browser.

Web link: <https://www.helmholtz-berlin.de/bin/cms/cms> <https://www.helmholtz-berlin.de/bin/cms/cms>

You have three possible accesses to WIMS:

- Internal
 - User credentials:** Web password
- SSH from external to your internal computer (for example Putty)
 - User credentials:** Password for remote access, web password
- Internet
 - User credentials:** Web password

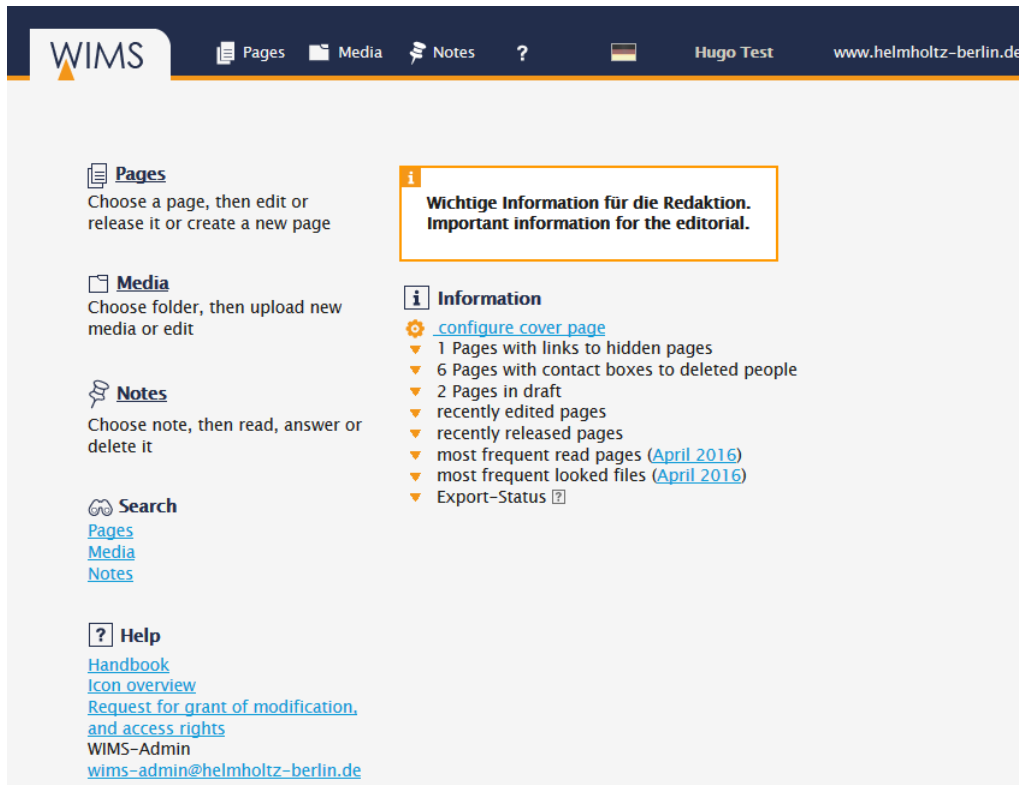
Important: Consider the technical requirements and precautions.

Follow this procedure to start WIMS:

1. Open your browser.
 - Public PC:** Open always a new private browser for WIMS. Close the browser when you leave the PC.
2. Copy the web link into the address bar.

3. Register with your user credentials. The home page comes into view.

Public PC: Do not save your web password on a public PC.

The screenshot shows the WIMS home page with a dark blue header containing the WIMS logo, navigation links (Pages, Media, Notes, ?), a user profile (Hugo Test), and the website URL (www.helmholtz-berlin.de). The main content area is divided into several sections:

- Pages:** Choose a page, then edit or release it or create a new page.
- Media:** Choose folder, then upload new media or edit.
- Notes:** Choose note, then read, answer or delete it.
- Search:** Links for Pages, Media, and Notes.
- Help:** Links for Handbook, Icon overview, Request for grant of modification, and access rights, WIMS-Admin, and wims-admin@helmholtz-berlin.de.
- Information:** A section titled "Wichtige Information für die Redaktion. Important information for the editorial." followed by a list of system statistics:
 - [configure cover page](#)
 - 1 Pages with links to hidden pages
 - 6 Pages with contact boxes to deleted people
 - 2 Pages in draft
 - recently edited pages
 - recently released pages
 - most frequent read pages ([April 2016](#))
 - most frequent looked files ([April 2016](#))
 - Export-Status [?](#)

1.3.4 Change Password

To get access to WIMS your web password is necessary.

Hint: Use the HZB password rules to create your web password (see "HZB Password Rules" on page 12).



Follow this procedure:

1. Open one of these websites:

HZB internal: <https://www.helmholtz-berlin.de/hzbin/pin-vergabe.pl>
<https://www.helmholtz-berlin.de/hzbin/pin-vergabe.pl>

External: <https://www.helmholtz-berlin.de/pubbin/pin-extern.pl>
<https://www.helmholtz-berlin.de/pubbin/pin-extern.pl>

2. Change the password.

Not permitted: Umlauts (äöü), \$ and the apostrophe.

1.3.5 HZB Password Rules

A save password has:

- A minimum of eight characters.
- Letters and digits.
- Special characters.
Not permitted: Umlauts (äöü), \$ and the apostrophe.
- Upper and lower cases.
- No words from a common language.
- No simple sequence of characters.

Hint: Change your password in irregular periods. If you think that your password is known, you have to change the password **immediately**.



1.3.6 Close WIMS

Close the browser window to close WIMS.

Caution: The access to WIMS stays possible if you close only the tab.



1.4 Access and Edit Rights

To get access to WIMS it is necessary to have a HZB IT account. WIMS has users and groups to control the rights.

- **Group**

You get rights for page subtrees and media subtrees.

- **User**

You can get rights to edit pages and media for one or more groups. You can get release rights for the page subtrees of the group. You can have page subtrees with and without release rights.

Right	Functions
Without release right	<ul style="list-style-type: none"> • Create and edit pages from your own page subtree. • Request a responsible to release pages. • Insert your own media or public media. • Upload media to your own media subtree. • Create folders in your own media subtree. • Edit your own media. • Delete your own not used media. • Create, edit and delete notes.
With release right	<ul style="list-style-type: none"> • All functions without release rights (see above). • Release a draft version. <p>Batch processing of pages possible</p> <ul style="list-style-type: none"> • Release page and all subpages • Copy page and all subpages • Show page and all subpages • Hide page and all subpages • Show page and all subpages in the menu • Hide page and all subpages in the menu
POF-Right	<ul style="list-style-type: none"> • Assign POF themes to a page. You can see this function only on pages where the assignment of POF themes is released.

1.5 Overview of the WIMS-GUI

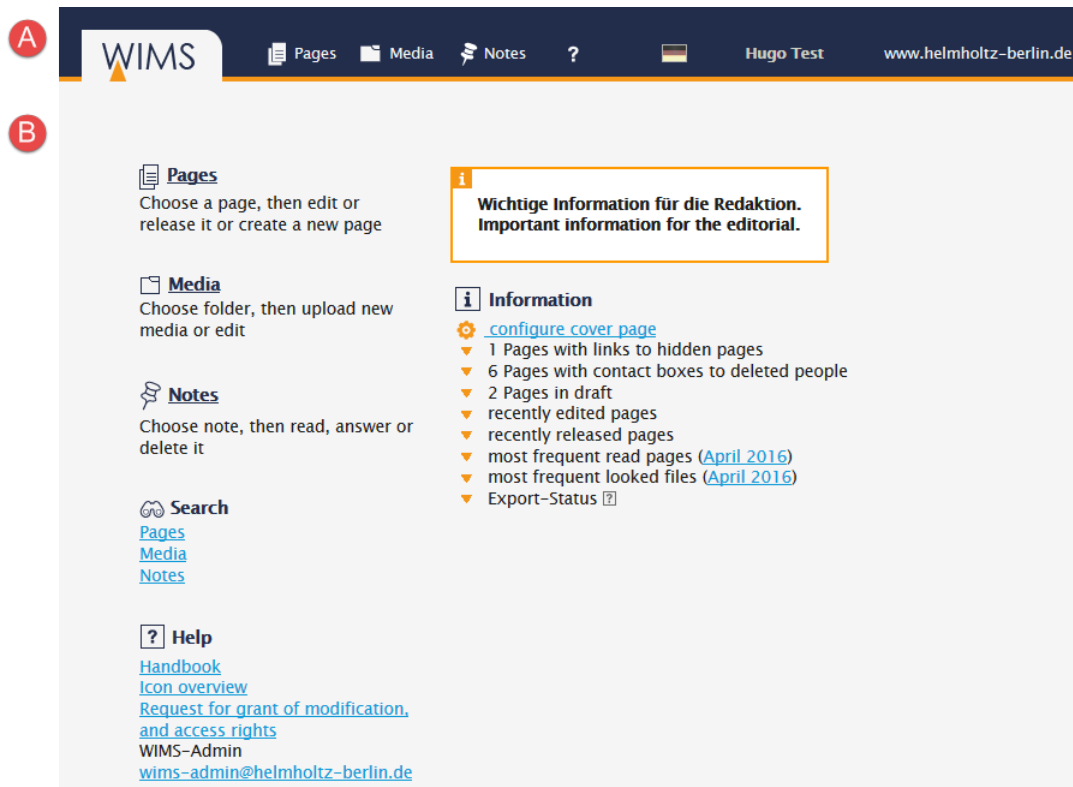
1.5.1 Start Page

The start page is the central starting point for your work with WIMS. From here you can change to the other areas and you see the status of your work.

The start page has two areas:

A Head area

B Main area.



A

WIMS Pages Media Notes ? Hugo Test www.helmholtz-berlin.de

B

Pages
Choose a page, then edit or release it or create a new page

Media
Choose folder, then upload new media or edit

Notes
Choose note, then read, answer or delete it

Search
[Pages](#)
[Media](#)
[Notes](#)

Help
[Handbook](#)
[Icon overview](#)
[Request for grant of modification, and access rights](#)
WIMS-Admin
wims-admin@helmholtz-berlin.de

Wichtige Information für die Redaktion. Important information for the editorial.

Information

- ⚙️ [configure cover page](#)
- ▼ 1 Pages with links to hidden pages
- ▼ 6 Pages with contact boxes to deleted people
- ▼ 2 Pages in draft
- ▼ recently edited pages
- ▼ recently released pages
- ▼ most frequent read pages ([April 2016](#))
- ▼ most frequent looked files ([April 2016](#))
- ▼ Export-Status

1.5.2 Start Page - Head Area

WIMS-Logo	WIMS Show Start Page
Pages, Media, Notes (Areas)	<p>Pages Show page tree and pages. You can see the full page tree but you can only edit "your" pages. You can create notes for pages.</p> <p>Media This is the media administration. You get access to some folders. You can upload files and edit meta data. You can create notes for media.</p> <p>Notes Overview about all notes for your pages and media. You can create, answer or delete notes for persons. Hint: Use notes for teamwork.</p>
?	Show or download manuals and overviews in PDF format.
Flags	Change the language for the WIMS GUI.
Name	Your user name.
Web-Address	The current domain in progress.

1.5.3 Start Page - Main Area

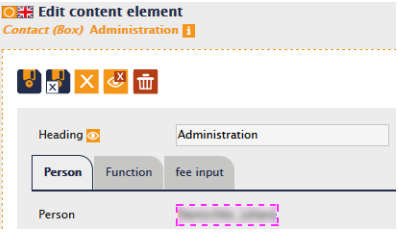
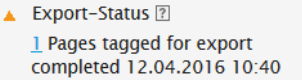
Left Column

- You open the areas for pages, media or notes.
- You search for pages, media and notes.
- You open manuals and overviews.
- Use the [Request for grant of modification and access rights](#) if it is necessary to have another person for the editorial.

Right column

Information is only for your page areas.

Info-Field	Important information from the administration.
configure cover page	Select the default language for the WIMS. Show information boxes open or closed.
links to deleted pages	The HZB website has no deleted pages. WIMS do not create links to deleted pages. Remove links from these pages or set a new link.
links to hidden pages	The HZB website has no hidden pages. WIMS do not create links to hidden pages.

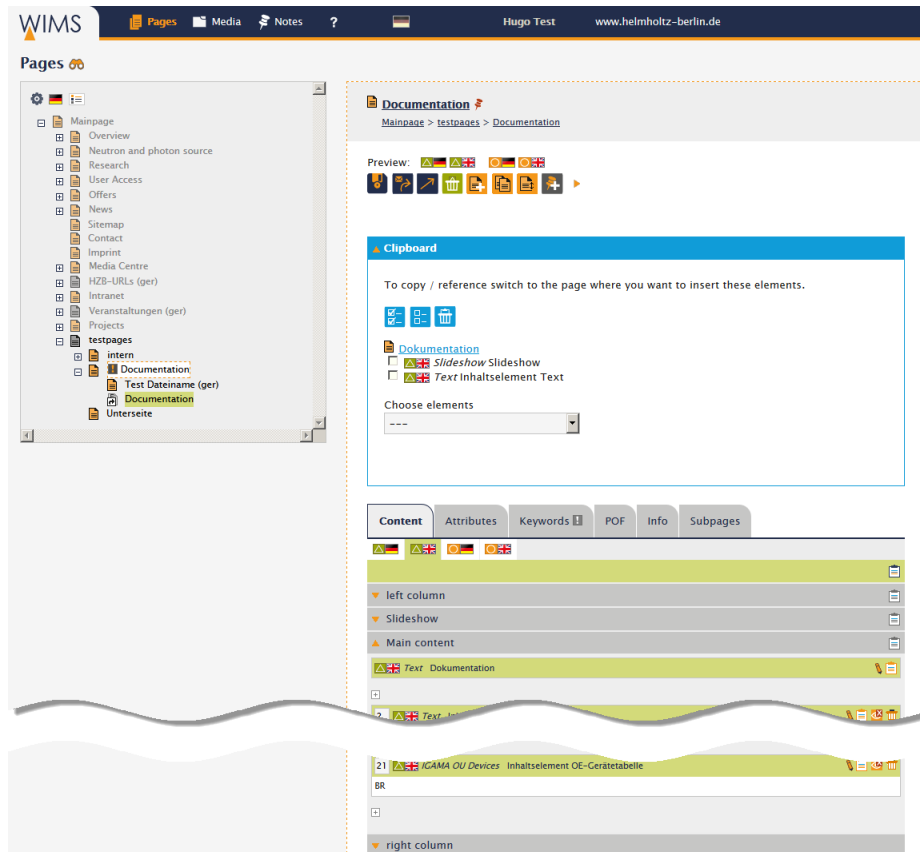
<p>contact boxes to deleted people</p>	<p>In a Contact box you can insert persons from the staff database. If a person is deleted from the staff database, this person stays in the Contact box.</p> <p>Show the page and open the content element. The contact has a frame. Select a different contact.</p> 
<p>in draft</p>	<p>Shows all pages of this page subtrees which have a draft version. To release a page open the page and release it.</p>
<p>recently edited pages</p>	<p>Shows the recently edited pages from your page subtrees.</p>
<p>recently released pages</p>	<p>Shows the recently released pages from your page subtrees.</p>
<p>most frequently read pages</p>	<p>Shows the most frequently read pages from your page subtrees.</p>
<p>most frequent looked files</p>	<p>Shows the most frequently looked files from your media subtrees.</p>
<p>Export-Status</p>	<p>Shows the times when the last exports started and finished. If there are pages tagged for export, you can see the number of pages. Click the number to show which pages are tagged for export.</p> 

1.5.4 Pages Area

On the left side you see the page tree. You cannot edit the gray topics but you can see them. On the right side is the work area. You can see the page and you can switch between the draft and live version or between the language versions. Orange tags a live version and green tags a draft version.

Use the clipboard to hide and show or delete content elements of a page. You can copy or reference content elements form one page to a different.

For full description see chapter pages on page 28.



Page Tree

- Set start page
- Search page
- Legend for page type icons

Status Page





- Protection: password necessary
- Internal page
- Draft
- Live


Page

- Save page
- Create draft
- Request a responsible for release
- Release page
- Delete draft
- Create page







Page and Subpages

- Release page and all subpages
- Copy page and all subpages
- Show page and all subpages
- Hide page and all subpages
- Show page and all subpages in the menu
- Hide page and all subpages in the menu








-  Copy page
-  Relocate page
-  Create note
-  Delete page

-  Tag page and all subpages for export

Content Elements




-  Add content element
-  Edit content element
-  Hide content element
-  Show content element
-  Delete content element
-  Edit content element administration only

Window Edit Content Element

-  Info about date of creation and last change
-  Save content element
-  Save and close content element
-  Hide content element
-  Show content element
-  **Heading** hide on the web
-  **Heading** show on the web




Reference Content Element

Use the same (unchanged) content element on different pages.

-  Element is a reference - Show information (more references, initial element)
-  Make a local copy from the reference
-  Element has a reference. (more references, initial element)

Clipboard

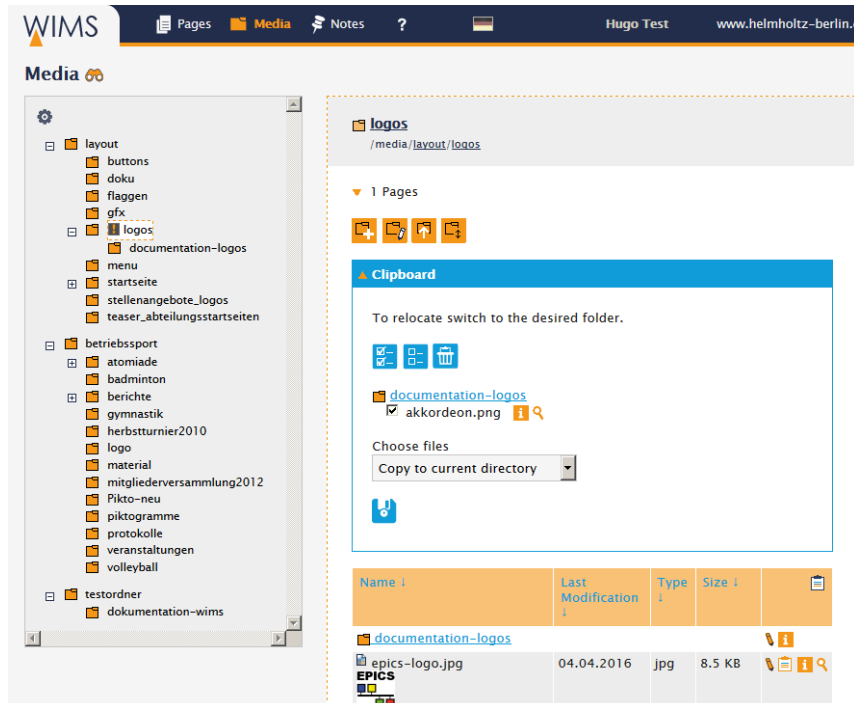
Copy, reference, show, hide or delete content elements.

-  Copy all elements to the clipboard
-  Copy all elements of this section to the clipboard
-  Copy one content element to the clipboard


1.5.5 Media Area

The media area has a folder tree and a work space. The image shows the folder view. Use the clipboard to move or delete files. If folders are part of an Image Collection, you can see this at "x Pages"



Full description at chapter note - see "Notes - Work in a Team" on page 135.












Media Tree

-  Set start page for media tree
-  Search media








Status

-  Protection: password is necessary
-  Internal folder




Media

-  Edit media
-  Information about URL, ALT-Text, copyright, size, used on pages (number)
-  Show preview
-  Save media
-  Replace media
-  Delete media
-  Create a note for this media
-  Edit image
-  Go to next or previous folder




Folder

-  Open folder
-  Information about date of creation and numbers of sub folders and files
-  Create new folder
-  Rename folder
-  Upload file
-  Move folder
-  Delete folder (visible if folder is empty)

Clipboard

-  Copy all media of a subfolder to the clipboard
-  Copy all media to the clipboard
-  Copy one media to the clipboard

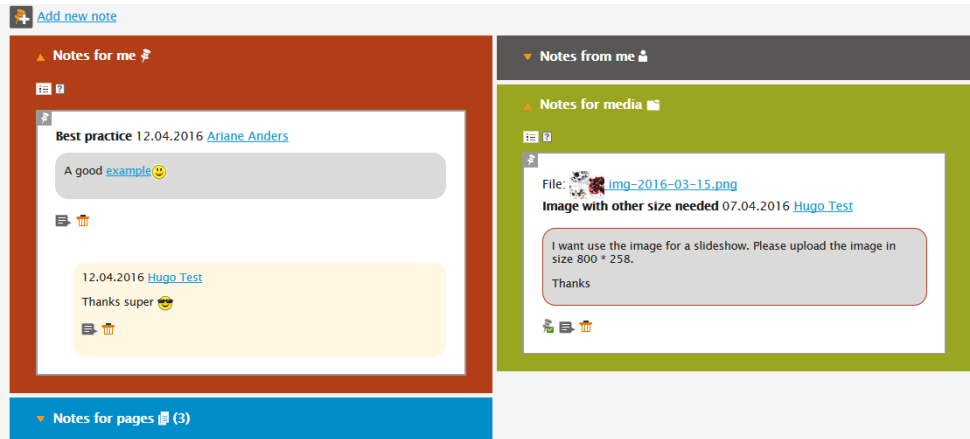
Function

-  Tag all
-  Remove all tags
-  Clear clipboard

1.5.6 Notes Area

You make notes for pages, persons or media. You can see all your notes for pages and media in the notes area.

Full description at chapter note - see "Notes - Work in a Team" on page 135.



1.5.7 Colors, Icons and Information

Colors

WIMS has a color system:


- Orange: Live page.
- Green: Draft page.
Pages with draft version have a green background on the page tree.
- Light blue: Clipboard.

Icons

Icons have a description on the GUI.

- At the icon - Move the cursor above an icon.



- In legends.

- At the question mark and at the icons overview in this manual.

Information

You can get information for pages and media.

- See tab Info.
- Use the icon information.



- You can show referenced content elements.
 - ☒ At the initial element.
 - ☒ At the reference.
- Show rights for a page.
Tab **Info > Show page access rights**

1.5.8 Change Language

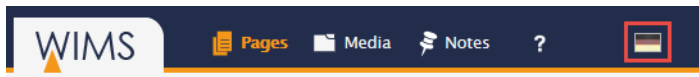
WIMS has a German and an English GUI. You can also view the page tree and one page in different languages.

- Change language permanently
The default language of WIMS is German. You can change the language. The language is used for the GUI and the page tree.

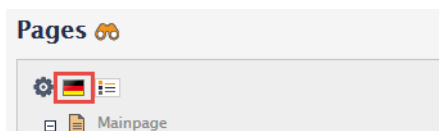
WIMS start page > configure cover page



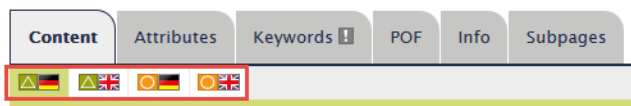
- Change the language of the GUI.



- Change the language of the page tree. The page tree is generated from the German and English page titles.



- Select a language for a page.



- Startseite konfigurieren

2 INFORMATION FOR FORMER USERS OF TYPO 3

WIMS has some innovations to optimize the editorial of the HZB website. In this chapter you get a short overview.

2.1 General Innovations and New Functions

Login and Logout

Start WIMS and login with your web password. There is no automatic logout. You have also access from external - see "Login / Logout / Access" on page 9.

Rights

WIMS has users and groups to control the rights. You can get release rights for page subtrees - see "Access and Edit Rights" on page 13.

Languages Versions

In Typo 3 you created each page in German and if necessary a page in English. In WIMS the languages are parts of the page. You can create only a page in English. If a page has not the preferred language, another language comes into view. You edit all languages on one page - see "Language Variants" on page 31.

GUI

The structured GUI supports you in your work. All icons have tooltips and show the names - see "Page Structure" on page 69.

Main content and columns are side by side. You can change easy between live and draft version - see "Editorial Section" on page 71.

Editorial

The editorial has some new functions:

- Update the page description on the website. You must enter the page description for all pages - see "Add Description" on page 64.
- There are new automatic content elements. And the content elements have a preview - see "Automatic Contents" on page 101.
- Batch processing of pages is possible - see "Batch Processing of Pages" on page 46.
- Use number to remove the sequence of content elements - see "Change the Sequence of Content Elements" on page 118.
- You can restore old versions - see "Restore an Old Version of a Page" on page 43.
- You can restore deleted pages - see "Restore a Deleted Page" on page 45.
- Use the clipboard to hide and show content elements - see "Clipboard" on page 109.

- Use the clipboard to copy and reference content elements. You can insert a content element on different positions - see "Overview Clipboard" on page 109.
- External persons can see a preview of the draft website - see "Information about Pages - Tab Info" on page 36.

Media

- You can replace or rename uploaded files. All links stay correct - see "Replace File" on page 130.
- You can remove files to different folder and the links stay correct - see "Functions" on page 121.

Notes

Use notes on pages, media and persons to coordinate the teamwork - see "Notes - Work in a Team" on page 135.

2.2 Imported Typo3 Pages - Create Old Versions

If you release a page, WIMS creates an old version of the page. All pages imported from Typo3 have no old versions. If it is necessary, you can use the old version.

1. View the page.
2. Create a draft of the page.
3. Release the draft. The page has an old version equivalent to the live version. You can see the old version on tab **Info**.

2.3 Content Elements in WIMS compared to Typo3

Cancelled

- 08 Einfacher Hinweis (inserted in content element text)
- 09 Besonderer Hinweis (inserted in content element text)

Text and Lists

WIMS	Typo 3	Tab	Description
Text	Normaler Text	Text + Lists	editor with all functions Here you can create: 08 Einfacher Hinweis, 09 besonderer Hinweis.
Accordion	10a Teaser einzeln, 31 Akkordeon-Element einzeln	Text + Lists	Give access to other websites for example the home page of your department. Open or closed Accordion is possible.
Link List	05 Linkliste Farbig, 06 Linkliste 10x Farbig	Text + Lists	Insert a list of links with and without background color.

Media

WIMS	Typo 3	Tab	Media
Image	01 Bild (halbe Breite), 02 Bild (volle Breite)	Media	Insert an image (half or full width) and set a link.
Slideshow	30 Slideshow (Ausgabe 800*258)	Media	Insert an image/text animation. You insert all slides in one content element.
Image Collection	–	Media	Insert all images of a folder as list or thumbnail view as a gallery.

Boxen

WIMS	Typo 3	Tab	Description
Contact (Box)	13 Box Mitarbeiterkontakt (HZB DB), 14 Box Mitarbeiterkontakt (freie Eingabe)	Boxes	Accentuate a website section for contacts.
Text Image (Box)	15 Box ohne Bild, 16 Box mit Bild, 19 Box links, 17 Box Tipp, 18 Box rechts aufklappbar	Boxes	Accentuate a website section for text image combination.
Links (Box)	12 Box Verlinkung, 11 Box Downloads	Boxes	Accentuate a website section for link lists.

Layout

WIMS	Typo 3	Tab	Description
Two Columnns	07 Zweispalter	Layout	Insert a Two Column element in the main content.
Separator	Trennlinie	Layout	Insert a colored line to accentuate content.
Layout Separator	Layouentrenner	Layout	Insert a line break for content elements.

Navigation

WIMS	Typo 3	Tab	Description
Sitemap	–	Navigation	Insert an automatic sitemap for subtrees on the website.
Jump Navigation	04 Sprungnavigation	Navigation	Set internal page links to content elements at the main content (anchor).
Link Top of Page	03 Link Seitenanfang	Navigation	Insert a jump to top of page.
Link Language Change	Link Sprachwechsel	Navigation	Insert a language change.

Automatic Contents

WIMS	Typo 3	Tab	Description
OU Employee List	–	Autom. Content	Insert an employee list of organisation units.
Publication List	–	Autom. Content	Insert a list of publication.
Publication Search Form	–	Autom. Content	Insert a search form for publications.
Events (Box)	–	Autom. Content	Insert a box for events.
Events (List)	–	Autom. Content	Insert a list of events.
Job Offers (Box)	–	Autom. Content	Insert a box for job offers.
IGAMA OU Devices	–	Autom. Content	Insert a device overview of IGAMA.

3 PAGES

In this chapter you get information about the page tree and the pages. The editorial of page content has a different chapter - see "Editorial of Page Contents" on page 69.

3.1 Introduction

3.1.1 Page Modes - Draft and Live

A page in WIMS can have a draft and live version.

Icon bar - Page has no draft version



This page has a German live version.

Icon bar - Page has a draft version



This page has a German live version and German and English draft version.

- Live versions of pages are visible at the HZB website if they are not hidden.
- All language versions of a live version are visible on the HZB website. You cannot hide a language.
- Create a draft version and edit the draft if you will edit a page.

Hint: You can edit the live version of a page if you have release rights. Do this only for small changes.

- If you release a draft version, it becomes the live version.
- New pages have the status draft. After the release they become live versions.







3.1.2 Visibility of Pages in the Live System






At the page tree you can see which pages are visible on the HZB website. And you can see which pages are not visible on the HZB website menu.

Hint: On top of the page tree you can see a legend. There you can find descriptions for all page types.



Page tree	Icon	Visibility / Navigation
<ul style="list-style-type: none"> ☐ Neutronen- und Photonenquelle <ul style="list-style-type: none"> ☐ Photonenquelle BESSY II <ul style="list-style-type: none"> ☐ Elektronenspeicherring BESSY II <ul style="list-style-type: none"> ☐ Instrumente BESSY II ☐ Betrieb BESSY II ☐ Operation Accelerator (en) ☐ Seite dahinter ☐ Neutronenquelle BER II ☐ Strahlenschutz ☐ Forschung <ul style="list-style-type: none"> ☐ POF ☐ Forschungsprogramm ☐ Zukunftsprojekte ☐ Kooperationen 		<p>Page without restrictions Visible on the HZB website. Visible on the navigation menu.</p>
		<p>Page hidden on the navigation menu Visible on the HZB website. HIDDEN on the navigation menu.</p>
		<p>Hidden page HIDDEN on the HZB website. Hint: Is a page hidden on the website and hidden on the menu you see the icon for hidden page.</p>
		<p>Draft page New page without live version. HIDDEN on the HZB website.</p>
	<p>Neutronenquelle BER II</p>	<p>Green background: Page has a draft version.</p>

3.1.3 Overview Types of Pages

Name	Description
 Standard	This is the usual page that contains content elements. You can insert content elements only to this page. Template: With or without right column.
 Shortcut	Only the administration can set up a shortcut. Jump to different page. In unusual cases the administration can insert pages into the navigation.
 Mirror page	Only the administration can set up a mirror page. The content of a page is visible on different websites. A mirror page references an initial page. You insert the content of an initial page into the mirror page. You make updates in the initial page. Hint: The editorial can only reference content elements.
 HZB-Link	Only the administration can set up a HZB link. An HZB link gains access to GATE or "My Intranet".
 External URL	Only the administration can set up an external URL. Jump to an external website. Examples: www.helmholtz.de (address of the parent organisation) or www.fu-berlin.de (Free University)

3.1.4 Language Variants

You edit the language versions for each page.

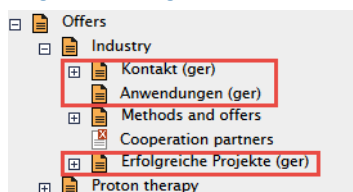
- The responsible person for a page tree selects the available languages. The administration installs the languages for the page tree.
- Language versions are not unique pages they are parts of a page. The example shows a page with drafts for English and German. The live version has only one language.



Missing languages

If a page has not the requested language, the page shows in a different language. You can see the language in brackets near the page title:

Page tree – English



HZB website – English



3.1.5 Live System - Update and Export of Pages

The pages on the HZB website update each 2 minutes automatically.

- All pages with the status visible are available on the HZB website.
- If you release a draft version, each language becomes a live version.
- WIMS checks each 2 minutes for new live versions. If you release a page, it is visible on the HZB website in some minutes.

Exception: The administration can block the automatic export of some pages.

- During the night WIMS exports all released and visible pages.

Important: This is a complete export. Also pages which are blocked for the automatic export will be exported.



3.2 Create and Edit pages

3.2.1 Rules and Hints to Edit Pages

Teamwork

- You cannot see if a person edits a page

Hint: Put a note on the page and tell that you edit the page.



Edit Live Pages

- You can only edit a live page if there is no draft version of the page.
- You can edit the live version of a page if you have release rights. If you have no release rights, you can create a draft and edit the draft.

Edit Draft Pages

- Edit draft pages in the preview or in WIMS.
- Each person can edit draft pages in the preview.
- You can compare the live and draft versions in the preview.
- You can compare and edit language versions.

Hint: Refresh the pages when you finished your work in the preview. In WIMS click page name to refresh the page and the page tree.



The screenshot shows a WIMS page titled "Documentation" with ID 70219. The breadcrumb trail is "Mainpage > Pages > Documentation". Below the page name, there are language selection icons for German, English, and French. A toolbar contains icons for home, back, forward, delete, refresh, and other actions. At the bottom, there are tabs for "Content", "Attributes", "Keywords", "POF", "Info", and "Subpages".



3.2.2 Attributes of Pages - Tab Attributes

The release right and the status of a page give a limit to what the editorial can do on a page.

Important: The administration can lock a page. On locked pages the editorial cannot edit the fields on the tabs keywords and attributes.



Without Release Right

Page has only a live version

The properties are locked.




Preview: 





   


















Content	Attributes	Keywords 	Info
Responsibles 	BSG		
Visibility 	 		
File name	uebungsbetrieb		
Page title *	Übungsbetrieb		
Navigation title 			
Description 			
Template	without right column		

Page has a draft and a live version

You can edit the draft fields.

Preview:   

Content	Attributes	Keywords 	Info
Responsibles 	BSG		
Visibility 	 		
File name	uebungsbetrieb		
Page title * 	 Übungsbetrieb		
	 Übungsbetrieb		
Navigation title 	 <input type="text"/>		
			
Description 	 <input type="text"/>		
			
Template	 without right column 		
	 without right column		

With Release Right

Page has only live version

You can edit the live fields.

You can change the visibility if there is **no** draft.

Preview:

Content	Attributes	Keywords	POF	Info
Responsibles ?				
Visibility <input type="checkbox"/> hide page <input type="checkbox"/> hide in the menu				
File name * q-physik				
Page title * Quantenphysik in Festkörpern Investigating quantum physics in solids				
Navigation title ? <input type="text"/> <input type="text"/>				
Description ? <input type="text"/> <input type="text"/>				
Template with right column				

Page has draft and live version

You can edit the draft fields.

You cannot change the visibility.

Preview:

▼ Clipboard

Content	Attributes	Keywords	POF	Info
Responsibles ?				
Visibility ?				
File name q-physik				
Page title * ? Quantenphysik in Festkörpern Investigating quantum physics in solids Quantenphysik in Festkörpern Investigating quantum physics in solids				
Navigation title ? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Description ? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Template with right column with right column				

Fields and Functions

Field/Function	Description
Responsibles	Responsible persons for the website. Hint: Speak to the administration if a different person is responsible. The administration can edit the name.
Visibility	Hide page Page is not visible on the HZB website. Hide in the menu On the website the page is not visible in the navigation.
File name	You can edit the file name if you have release rights. Condition: There is no subpage.
Page title	Name in the page tree of the editorial. The name of the navigation title on the website if the field navigation title is empty.
Navigation title	Navigation title on the website. Condition: Page is not hidden in the menu.
Description	Write one sentence to give an overview about the content of the page. Search engines show approximately 140-180 characters of this sentence below the page link.
Template	Default is the template of the page where you clicked "new page". With right column The layout has three columns. Without right column The boxes column on the right side is missing. The main content becomes wider. Hint: If you change the template from "with right column" to "without right column", a query comes into view. You can decide what WIMS will do with this content element.

3.2.3 Information about Pages - Tab Info

Tab Info shows all information of a page. You can see links, embedded pages, old versions, the current and the future web address.

Note: This section is not available if there are no old versions. All pages imported from Typo 3 have no old versions. Create and release a draft to get an old version. If it is necessary, you can use the old version.



Content
Attributes
Keywords 
POF
Info
Subpages

URL  /testseiten/dokumentation-wims/index_de.html
 /testseiten/dokumentation-wims/index_en.html

created on the 15.03.2016 [Ariane Anders](#)

last modified 18.04.2016 [Ariane Anders](#)

released on the 18.04.2016 [Hugo Test](#)

last export 18.04.2016 07:44

tagged for export no www must be exported

is linked on 0 Pages

▼ links to 12 Pages

▼ 8 integrated files

▲ shortcut-target of 1 Pages
  [Dokumentation](#)

▲ old versions
 Only versions that were created as a draft can be restored.
 Old versions are stored for one year.
 18.04.2016  [Dokumentation](#)   
 30.03.2016  [Dokumentation](#)   

[Show page access rights](#)

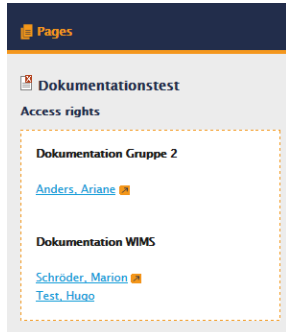
[Page statistic](#)

Password-protected preview of the draft pages and possible live pages is allowed from outside WIMS

Share this link with people to view the preview:
<https://wwwtest.helmholtz-berlin.de/pubbin/cms-vorschau-test?sid=70219>

Login data *Mustermann / 123456*

Field/Function	Description
URL	Shows the page. Note: On draft pages without a live version the URL has no target.
Name of a person	Shows the business card.
Loupe	Shows the website in a new tab.
tagged for export	You can tag a page for export if you have release rights. Check "must be exported" and then save the page. The next export updates the page on the website.

Field/Function	Description
www	<p>The current live version is published. The files are on the web server and users can see them on the internet.</p> <p>Background information: All published websites come into a queue and website for website will be transferred to the web server. If the queue has many websites it is necessary to wait some minutes until you can see the website on the internet.</p> <p>Hint: Press F5 to reload the page. Can users see the page on the internet you see tagged for export no and www instead of yes.</p>
linked page name	Shows the page in editorial mode.
is linked on x pages	Pages that have links to this page.
links to x Pages	Links from this page to other pages.
integrated files	Embedded files on this page. There is a link to the file names.
shortcut-target	Shortcut pages that have links to this page.
old versions	<p>Shows all drafts more recent than one year.</p> <p>You can restore a draft.</p> <p>The sequence ascends from the oldest date. The recent version is on top.</p>
Show page access rights	<p>Persons with permission to edit this page. Tagged persons have release right. You can see the name of the group.</p> 
Password protected preview...	<p>Collaborate with an external person about the draft.</p> <p>The administration installs the password protection.</p>
Page statistic	<p>You can see the statistics of the page in a secondary window.</p> <p>Statistics have a tabular and a graphical view.</p> <p>You can select dates and export the statistics to a CSV-file.</p>

3.2.4 Create a Draft Page

You create a draft if you will change a page. The live version of the page stays on the HZB website and is visible. The release of a draft page replaces the live version. A draft is necessary if you will:

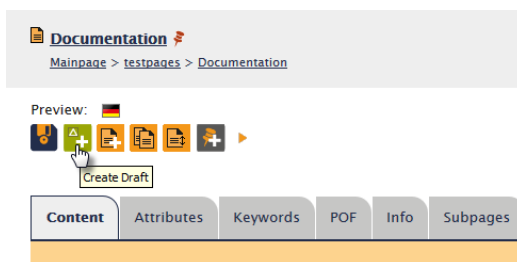
- edit page contents
- add a language
- remove a language

Hint: If it is necessary to hide a live version immediately, delete the draft version and hide the page.



Follow this procedure:

1. View the page.
2. Click **Create Draft**. Create a draft comes into view.



3. Select languages.

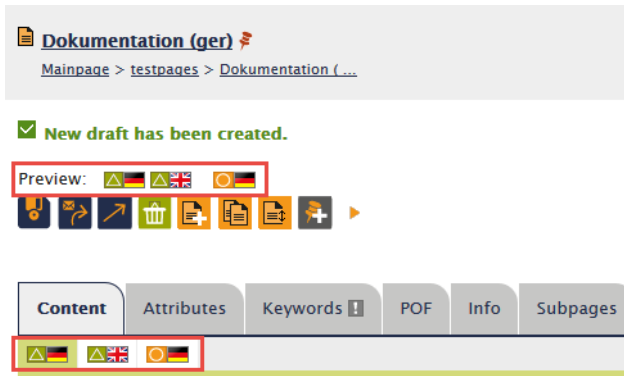
Hint: For a full description - see "Add a Language to a Page" on page 66.



4. The hidden elements are not necessary? Uncheck **Inherit elements into new draft**.



5. Save the draft page. Adjacent to the **preview** and below the tabs you see the drafts for the languages. Drafts have green tags in the page tree, at the content elements and adjacent to the language.



3.2.5 Release Pages

It is necessary to have release rights. You get release rights from your membership of a group. It can be that you have release rights for some page scopes but for others not. If you have no release rights, request the responsible for release.

Important: If you release a page, you release all languages of this page. Release a page only if all languages are correct. As an alternative you can hide page elements with not completed languages. You can insert a "Link Language Change".



Release a page

1. Show the page.
2. Examine the contents of the language drafts.
3. On the tab **Attributes** examine the settings for **Visibility**.
4. Examine the keywords. You see an exclamation mark on the tab **Keywords** if no keywords are added.



5. Click **Release page**. The draft becomes the live version and is visible on the HZB website after the next update.



Request release

1. Show the page.
2. Click **request responsible to release**. The e-mail form comes into view.



3. Select the responsible of the page scope.
4. Edit **Subject** and optional the **Text**.

Give information about:

Release page? Only page or page with subpages.

Visibility of page? Page hide or show.

Visibility on navigation? Hide in menu or shown in menu.

5. Click **send**. The e-mail is sent to the address.

To get release rights

Release rights are necessary for a page scope. The form is stored at the WIMS start page.

WIMS start page > Request for grant of modification, and access rights

3.2.6 Create a new Page

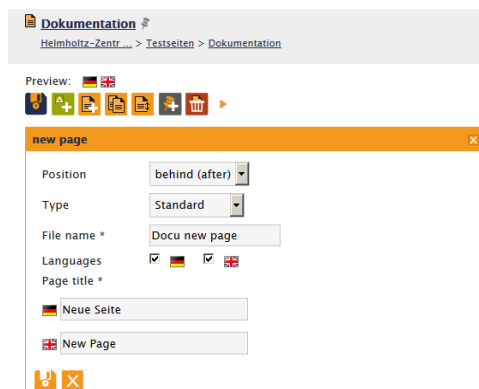
You can create new pages for your page tree.

Rules file names

- WIMS resolves umlauts.
Examples: ö becomes oe and ß becomes ss.
- WIMS replaces special characters and blanks with hyphens.
Example: @ becomes -
- WIMS replaces upper cases with lower cases.
Example: A becomes a
- On the same level file names must have unique names.

Create a new page

1. View the page where you will insert the new page behind or as a subpage.
New page comes into view.
2. Click position:
behind (after) = The new page is on the same level (sibling) but behind the page.
subpage (in) = The new page is a subpage of the page.
3. Enter the file name. On the same level file names must have unique names. WIMS changes blanks, special characters and umlauts to an underscore _.
Hint: Use short and natural file names. WIMS creates the URL from the file name.
4. Select the languages.
Note: Preselected languages are from the page where the new page has been created.
5. Enter a page title for each language.



The screenshot shows the 'new page' dialog box in the WIMS interface. The dialog has the following fields and options:

- Position:** behind (after)
- Type:** Standard
- File name *:** Docu new page
- Languages:** German English
- Page title *:**
 - German: Neue Seite
 - English: New Page



Properties of the New Page

- Tab Contents = First text element in the main content.

The heading of the text element is the page title

Properties of the first text element: You cannot hide, delete or move this text element. The format of the heading is page heading.



- Status of the page = draft
- Page title = navigation title
- Inherited properties from the parent page: responsible person

Hint: The administration can edit the names of the responsible persons.



Next steps

1. Tab **Attributes**: enter navigation title and description.
2. Tab **Keywords**: enter keywords.

Note: You see an exclamation mark on the tab if no keywords are added.



3. Tab **Content**: add content elements.

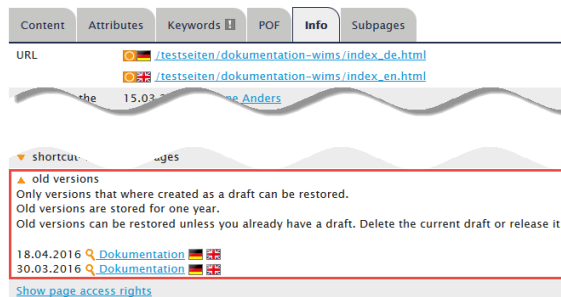
3.2.7 Restore an Old Version of a Page

While a page is not deleted you can restore expired versions if the page has no draft. WIMS deletes expired versions after one year.

Hint: It is also possible to restore a deleted page - see "Restore a Deleted Page" on page 45.

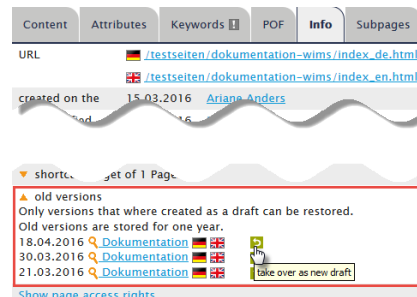


Page has a draft



Missing function **take over as new draft**.

Page has no draft



Function **take over as new draft** is visible.

Characteristics

- New page = only draft page = no expired version available
New pages are draft pages without an expired version. If you release a new page, WIMS creates an expired page.
Hint: Release a page in an early stage to get a snapshot.
- Edit a live version = WIMS do not create an expired version
Only if you release a new page, WIMS creates an expired page. If you edit the live version, WIMS do not create an expired version

Follow this procedure:

1. Delete the current draft version or release the page.
2. Show tab **Info**.
3. Open section **old versions**. All drafts less than one year expired come into view. The most current version is on top.

Hint: Show the preview of the website and compare the old version and the live version.

4. Click **take over as a new version**. The expired version is visible as draft on tab **Content**.



3.2.8 Delete Page

You can delete a page and all the language versions. If you will delete only one language, create a new draft - see "Create a Draft Page" on page 37 .

You can delete a page if the red trash icon is visible. These are the conditions:

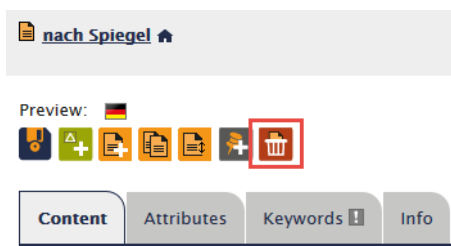
- The page has no subpages.
- You have the release right for the page.
- You created the page today (then release rights are not necessary).

Hint: You can see your release rights on the tab Info.



Follow this procedure:

1. Click trash icon.



2. Confirm. The page is deleted.

Hint: You can restore deleted pages. Search for deleted pages and click restore.



3.2.9 Restore a Deleted Page

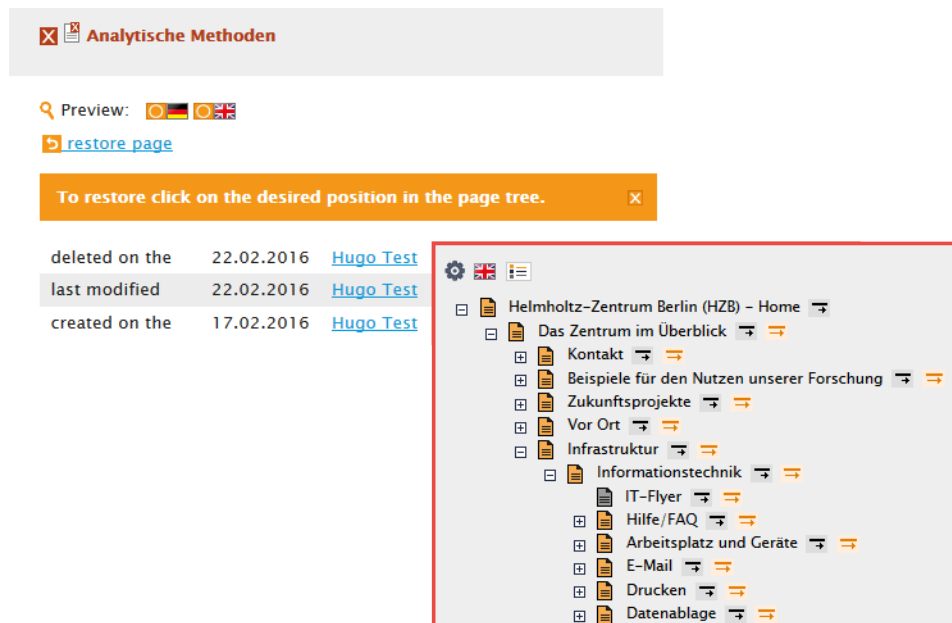
You can restore deleted pages if they are not older than 180 days.

Follow this procedure:




1. Click the **binocular** above the page tree. **Search pages** comes into view.
2. Click **Status deleted**.
3. Click the **binocular**. A list of all deleted pages comes into view.
4. Click the page you will restore. The page opens in a new tab.

Hint: Examine at the preview if it is the correct page.

5. Click **Restore page**. The positions to insert the page come into view.




Analytische Methoden

Preview:   

[restore page](#)

To restore click on the desired position in the page tree. ×

deleted on the	22.02.2016	Hugo Test
last modified	22.02.2016	Hugo Test
created on the	17.02.2016	Hugo Test

- ⚙️  ☰
- 📁 Helmholtz-Zentrum Berlin (HZB) - Home
 - 📁 Das Zentrum im Überblick
 - 📄 Kontakt
 - 📄 Beispiele für den Nutzen unserer Forschung
 - 📄 Zukunftsprojekte
 - 📄 Vor Ort
 - 📁 Infrastruktur
 - 📁 Informationstechnik
 - 📄 IT-Flyer
 - 📄 Hilfe/FAQ
 - 📄 Arbeitsplatz und Geräte
 - 📄 E-Mail
 - 📄 Drucken
 - 📄 Datenablage

6. Click the position you will add the page. The page is at the position and it is hidden.

Next steps

1. Release the page if there is a draft.
2. Show the page.

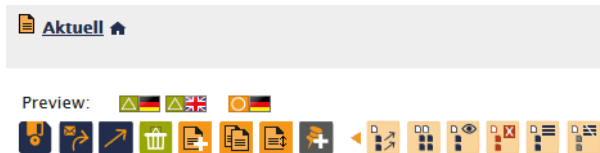








3.2.10 Batch Processing of Pages

If you will edit a page and the subpages, then do a batch processing. You can only see the functions where you have the necessary rights.

Follow this procedure:

1. Select the page.
2. Click the arrow to show the functions of batch processing.



Function	Description
	Release the page and the subpages.
	Copy the page and the subpages. Select the position at the page tree.
	Show the page and the subpages. The pages are visible on the HZB website.
	Hide the page and the subpages. The pages are not visible on the HZB website.
	Hide the page and the subpages in the menu. The pages are not visible on the HZB website and not in the navigation.
	Show the page and subpages in the menu. The pages are visible on the HZB website and in the navigation menu.

3.3 POF Themes on a Page

POF is an acronym for **P**rogramm**o**rientierte **F**örderung. There is an icon for each POF theme. The editorial adds the applicable POF icon to a POF page.

3.3.1 Rules

Select POF icons only on pages you will link to a page of the HZB research program.

- You can put the POF icon on a page if the administration has released the page for POF icons. Usually pages of the subtree Research.



Hint: It is necessary to show POF-Icons on our page? Tell the administration.

- You can put a maximum of five POF icons on a page if the tab POF is visible.
- On the website a POF icon is visible in the right column. The POF icon has a link to the POF page.
- On the website a POF icon is visible in the left column if there is no right column.
- A website that contains a POF icon expands the links POF pages.

3.3.2 Effect of POF Icons to the Links POF Pages

- Expand links POF pages.

A website that contains a POF icon expands the links POF pages.

- Missing link on the links POF pages

On tab **Attributes > Visibility** uncheck **hide in the menu**. If the checkbox is checked no link for the links POF pages will be created.

- Link list across departments.

Each department changes the links POF pages when they add a POF theme to a website.

- Duplication of link names.

WIMS uses the page title or the navigation title to create a link name. If other departments insert a POF icon and use the same page title or navigation title then both links have the same name.

Hint - Correct duplication: On the page which the same name insert a note for your colleagues.



3.3.3 Put a POF-Icon on a Page

Important: If you insert a POF icon on a page you change the link list of POF pages. The links POF pages is a content element. Each department can insert it on each page.



Follow this procedure:

1. View the page.
2. Click **POF**.
3. Put a maximum of 5 POF icons on the page.
4. On tab **Attributes** type in a **navigation title**.

Important: WIMS creates the link name from the navigation title. If there is no navigation title WIMS creates the link name from the page title.

5. On tab **Attributes > Visibility** uncheck **hide in the menu**. If the checkbox is checked no link for the links POF pages will be created and users cannot see the link.
6. Save the page. Only when the page is published users can see the link on the link POF pages.

3.4 Page Tree

The page tree contains all HZB websites. Some groups can edit the pages. You can see all pages. You can edit only pages if you have authorization for them.

3.4.1 Rules

View

- You can see all pages.
- You can only edit pages you have modification rights.
- Some persons can edit the same page.
- The start point for the page tree is the start page. You can change the start point for the page tree.
- You cannot edit the gray topics but you can see them.
- The page tree and the URL are equal but the page tree uses the page title and the URL uses the file name.

Language in the page tree

- At the page tree you can select the language for the page tree.
- All pages are visible in the selected language.
- If a page has not the requested language, the page shows in a different language. You can see the language in brackets near the page title for example (ger).

3.4.2 Page Tree Functions

The page tree shows the pages for the HZB website. You can only edit the pages if you have authorization to them. Some persons can edit the same page.

Startpoint Home - Full page tree

Default page tree.

Advantage: You see all pages.













Startpoint Intranet

Starting page tree selected by user.

Advantage: A subtree loads faster.

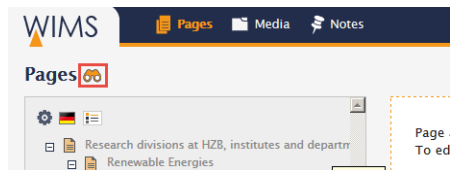


Icon	Note
	Set start point for the page tree. The example above shows the start point Intranet. Hint: The page loads faster if you show only a part of the page tree.
	Change language of the page tree. All languages from the HZB home page are available.
	Legend for page types Shows the status of the page and a list of icons for the page types.
	Insert within The moved or copied page becomes a subpage of the selected page. Requirement: If you move or copy a page, you see this icon behind the page. You can see this icon only on pages you are authorized for.
	Insert behind The moved or copied page becomes a page on the same level as the selected page. Requirement: If you move or copy a page, you see this icon behind the page. You can see this icon only on pages you are authorized for.
	Standard Usual page that contains content elements. There are two templates available: With or without a right column.
	Shortcut (administration) Link this page to a different page.

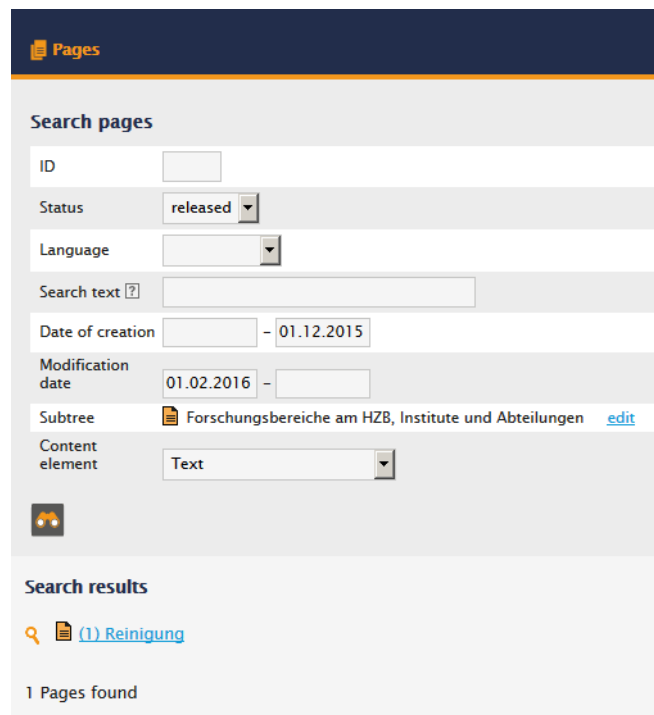
Icon	Note
	Mirror page (administration) Shows the content of a different page.
	HZB link (administration) Links to an HZB link frequently an application, for example GATE.
	External URL (administration) Links to an external website - applications on foreign servers for example to www.fuberlin.de or www.helmholtz.de .

3.4.3 Adjust Page Search

The search icon (binocular) is above the page tree.



Search: Enter the search items and click the binocular. The search results come into view.



The screenshot shows the 'Search pages' section of the WIMS interface. It includes several filter fields: ID (text input), Status (dropdown menu set to 'released'), Language (dropdown menu), Search text (text input with a help icon), Date of creation (range selector set to '01.12.2015'), Modification date (range selector set to '01.02.2016'), Subtree (dropdown menu set to 'Forschungsbereiche am HZB, Institute und Abteilungen' with an 'edit' link), and Content element (dropdown menu set to 'Text'). Below the filters is a search icon (binocular) and a 'Search results' section showing a single result: '(1) Reinigung'. At the bottom, it states '1 Pages found'.


Field	Note
ID	Enter full page ID
Status	Select the status of the page All = All pages but not deleted pages. Draft = New page without a live version. Released = Pages with a live version. Deleted = Search and restore deleted pages.
Language	Select language Pages have the selected language.
Search text	Searches in: Page and navigation title, description, keywords and file name


Field	Note
Date of creation	Adjust a period first field empty: start search from oldest date second field empty: search until the current date
Modification date	Adjust a period first field empty: start search from oldest date second field empty: search until the current date
Subtree	Default is the user defined start page of the page tree.
Content element	Find pages that contain the selected content element.

3.4.4 Move Pages

You can move pages in the page tree if you have authorization on them.

Release rights are necessary to move pages with live version.

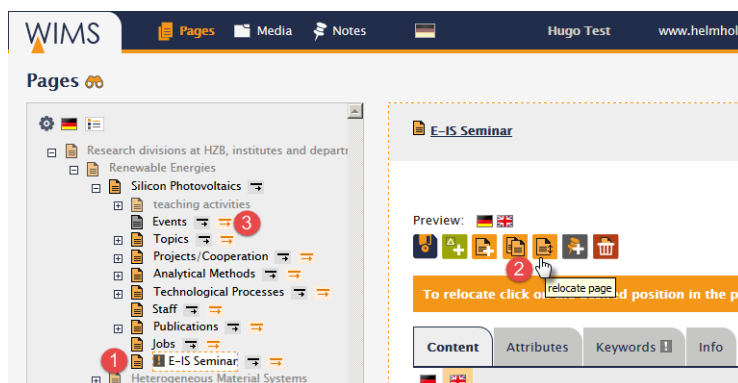
- **Insert (behind)** 

The moved or copied page becomes a page on the same level as the selected page.
- **Insert (within)** 

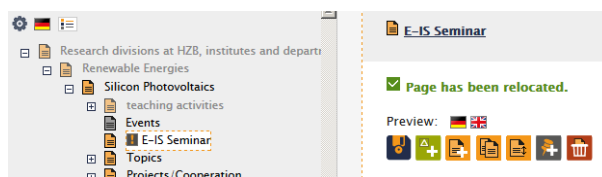
The moved or copied page becomes a subpage of the selected page.

Follow this procedure:

1. Select the page.
2. Click **relocate page**. In the page tree the icons **insert (behind)** and **insert (within)** come into view.



3. Click one of the icons. The page tree reloads. The page is on the selected position. You see a preview of the page.



3.4.5 Copy a Page

In the page tree you can copy a page if you have modification rights.

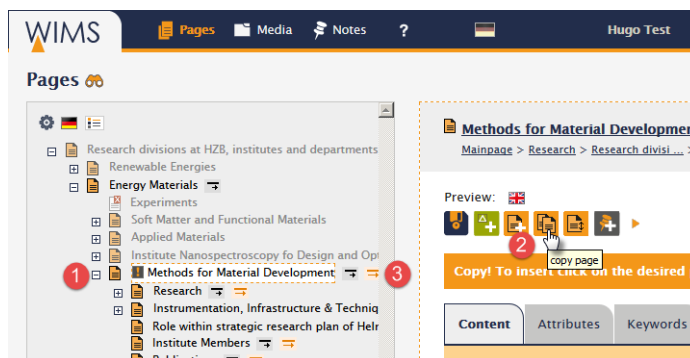
Hint: You can also copy a page with subpages.



- **Insert (behind)** ⇨
The new page is on the same level (sibling) but behind the page.
- **Insert (within)** ⇩
The new page is a subpage of the page.

Copy a page

1. View the page.
2. Click **Copy page**. Arrows come into view.

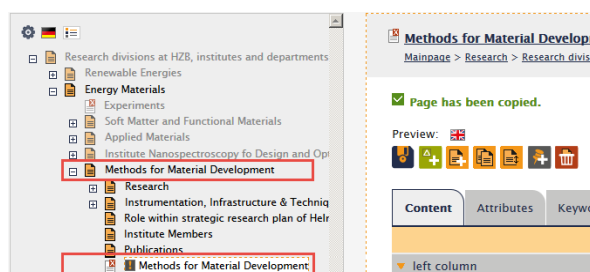


3. Click position. The page is open and you can see the page in the page tree. The page is tagged as hidden.

Not copied properties

- Old versions of a page.

Edit the copied page




- Page is hidden: The page is not visible on the HZB website.
- The page has the same languages, draft and live versions as the initial page.
- Edit page: Edit the content elements of the page.
- Release rights are necessary to show the page on the HZB website. Uncheck tab **Attributes > Hide page**. The page is visible on the HZB website.


3.4.6 Copy Pages and Subpages

You can copy pages with subpages if you have modification rights.

Hint: If you have no modification rights for some subpages, speak to the administration that they copy the pages.



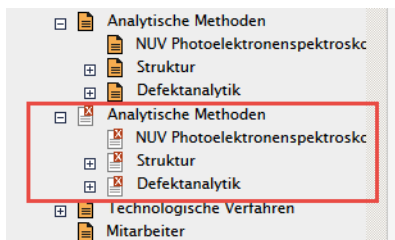
- **Insert (behind)** 

The new page is on the same level (sibling) but behind the page.
- **Insert (within)** 

The new page is a subpage of the page.

Copy pages with subpages

1. View the page.
2. Click arrow **Batch Processing**. More functions come into view.
3. Click **Copy page and all subpages**. Blue arrows come into view.
4. Click position. The page is open and you can see the page in the page tree. The pages are tagged as hidden.



Copied properties

- All pages and subpages you have modification rights.
- Each page has the same languages, draft and live versions as the initial page.

Not copied properties

- Pages without modification rights.
- Old versions of a page.

Edit copied pages

- Pages are hidden: The pages are not visible on the HZB website.
- Release rights are necessary to show the page on the HZB website:

Show one page: Uncheck tab **Attributes > Hide page**.

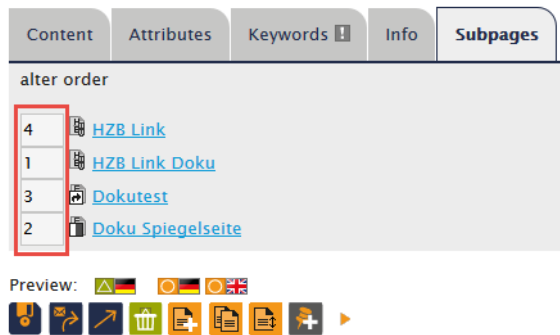
Show all subpages: Function **Batch processing > Show page and all subpages**.

3.4.7 Put Subpages in a Sequence

Release right is necessary to put subpages in a sequence.

Follow this procedure:

1. Select **Subpages**.
2. Change the numbers of the subpages.



3. Save the page. The page tree and the page reload. The subpages changed the sequence.

3.5 Preview







You can compare the draft and live versions or you can compare the language versions. You can only edit the draft version.

3.5.1 Overview Preview for Draft Page

Show a draft page in the preview. Draft pages have a green frame.



Functions

Icon	Description
	Configure preview. Enable editorial and comparison of pages.
	Request a release from a responsible person.
	Release a page. The page and all the language versions are visible on the HZB website.
	Edit a content element. A secondary window that contains the content element comes into view. At configure preview you check display editing pencil yes or no.
	Only for the administration. Only the administration can edit this content element.
	Hide Separator, Two Columns or Layout Separator element. Only layout elements have this icon. You can hide a layout element immediately. Hint: To show a layout element go to WIMS and edit the page.

Configure preview

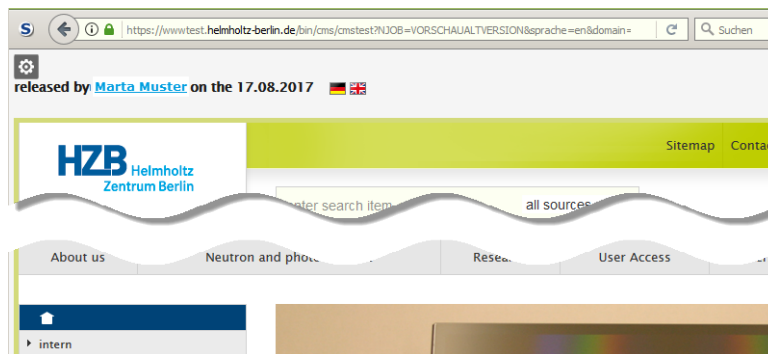


- Display **editing pens** yes or no.
- Check the **display**.
- Set the **preview mode** from draft to live.
- Show **Draft + Live** to compare them.
- Check the **language comparison** and check the languages.

3.5.2 Overview Preview Old Version

Open the page in WIMS. Delete the draft page and go to the live version to tab Info. There you can open old versions. If you publish a draft page WIMS always creates an old version.

The old version is tagged with a green frame.



Function

Icon



Description

Configure preview.

Move between old versions and save an old version as draft.

Adjust preview

configure preview

Compare with Live no yes

Display side by side one below the other

old versions
 Only versions that were created as a draft can be restored.
 Old versions are stored for one year.
 17.08.2017 [Dokumentation](#)  
 05.08.2017 [Dokumentation](#)  
 03.08.2017 [Dokumentation](#)  

- **Compare with live** yes or no
- **Display** side by side or one below the other.
- Move between some **old versions**. You can save the shown version as draft. The shown version is tagged with an exclamation mark.

3.5.3 Compare old Version with Live Version

If on tab Info of a page old versions are available then you can compare old version with live version.

Follow this procedure:

1. Open tab **Info** of the page. If **old versions** are available you see them.
2. Open section **old versions**.

▲ old versions
 Only versions that were created as a draft can be restored.
 Old versions are stored for one year.
 05.08.2017 [Dokumentation](#)  
 03.08.2017 [Dokumentation](#)  

3. For the German version click the link or the German flag. In a new tab of your browser the version comes into view.
4. In the preview section open configure preview.
5. **Compare with live** check **yes**

configure preview

Compare with Live no yes

Display side by side one below the other

old versions
 Only versions that were created as a draft can be restored.
 Old versions are stored for one year.
 17.08.2017 [Dokumentation](#)  
 05.08.2017 [Dokumentation](#)  

6. Click **Save**. You see the old version and the live version.

Hint: If you see an old version in the preview you also see all old versions of the page in the window configure preview. You can show more old versions. The shown old version is tagged with an exclamation mark and you can save it as draft.





3.5.4 Move a Content Element in the Preview with your Mouse

In the preview you can move content elements with pressed mouse button from one place to a different place (drag&drop).

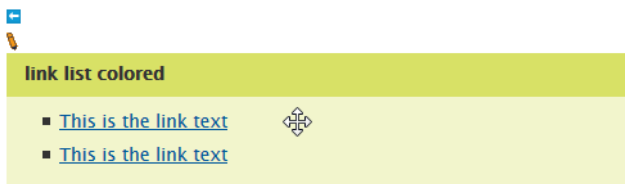
Rules:

- You see the pencils in the preview.
- You can move all content elements the mouse cursor shows a symbol for move.

 testpages > Documentation

 Documentation 

- You cannot move the first content element of the main section.



- You can move content element only into applicable page sections.

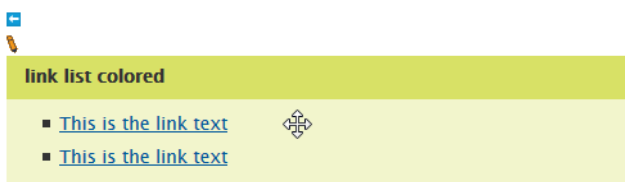
Example: It is not possible to move a slideshow into the main section of a page.

- It is possible to move a content element to a not applicable position but you cannot save.

If you save WIMS examines whether the position is applicable. Have you moved a content element to a position that is not applicable it will be removed to the old position.

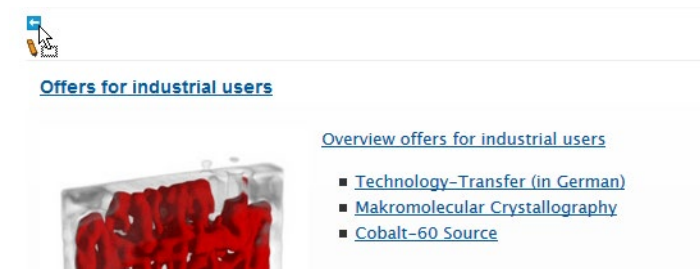
Follow this procedure:

1. Move the mouse cursor over a content element. The mouse cursor becomes a move symbol.



2. Press the left mouse button.

3. Keep the mouse button pressed and move the content element over the arrow symbol. The mouse cursor changes.



4. Release the mouse button. The content element is on the new position.
5. Save the page. WIMS saves the page only if the new position is applicable.

Important: If you do not save WIMS when you reload the page or when you edit a different content element. The content element will be removed to the old position.

3.6 Search Engine Optimization (SEO)/Meta Tags

Websites optimized for SEO have a better ranking in search engines.

3.6.1 Hints and Rules

Search engines have software to create a ranking of websites. The better the ranking the better is the position on the list a search engine creates for a search request. If a website has a very good ranking for example on Google the website is on top of the list.



You can find more hints at: [Intranet](#) > [Communication](#) > [Web Editorial \(CMS\)](#)

Page heading

- Use only one page heading on a page.
- The page title must have a reference to the text and must contain a keyword.
- Promotional headings get bad reviews because frequently they have no reference to the text.
- Chapter headings, paragraph headings and image captions with a reference to the text and image get better reviews.

Description of a page

- Pages imported from Typo 3 have no description.
- The description should have a maximum of 180 characters.
- The description is visible below the link the search engine shows.
- The description effects the ranking of a page.
- The ranking is better if you use keywords in the description.

Keywords

Keywords are important for the HZB search and for some search engines.

- Use accurate keywords.
Example: "Research in solar energy" is too common mix with a more special keyword.
- A keyword can contain some words.
- Use a keyword at many positions: page title, chapter title and text.

Image description and ALT-Text

The description is important for search engines and web accessibility.

- Search engines show the description below the link.
- Search engines examine the description for relevance of the theme.
- Search engines read the ALT-Text of images.





Text editorial

- Structure your text into small paragraphs. Use chapter headings, paragraph headings and image captions.
- Write text that is so important that it is worth to set a link to that website (info pages).
- Refresh your text regularly.
- Use short and natural page names (URL).





3.6.2 Add Keywords

Edit the keywords on Tab Keywords.

Preview:  







Content	Attributes	Keywords	POF	Info
necessary for the page to be found				
				
Silizium-Dünnschicht-Solarzellen				
Silizium-Heteroemitter-Solarzellen				
Silizium-Photovoltaic				
				
Chrystalline silicon thin-film solar cells				
Silicon heteroemitter solar cells				
Silicon Photovoltaics				

- **Missing keywords** - There is an exclamation mark on the tab.

Preview:    



Content	Attributes	Keywords	POF	Info
necessary for the page to be found				
 				
 				

- **Enter keyword** - Enter one keyword in each row. A keyword can contain some words.
- **Additional rows necessary?** Click [save](#). More rows are available.

3.6.3 Add Description

Important: You could not edit a description for pages in Typo 3. You must add a description to all pages imported from Typo 3. You can use a maximum of 180 characters.



You must edit a description for each page and language.

1. Click [Attributes](#).
2. Enter a sentence that describes the page.
3. Save the page.

3.7 Languages

3.7.1 Rules for Language Variants

Organisation of language versions

- The responsible person for a page tree selects the available languages. The administration installs the languages for the page tree.
- Language versions are not unique pages they are parts of a page.
- If you will edit a language, show the page and select the language versions.
- If you release a page, all language versions of the page are visible on the HZB website.

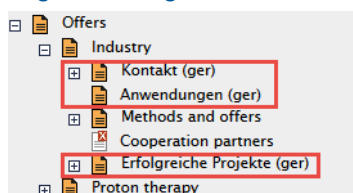
Select languages

- If you will add a language to an existing page, create a draft and enable the language.
- If you create a new page, the page has the same languages as the initial page. You can change the languages.

Missing languages

If a page has not the requested language, the page shows a different language. You can see the language in brackets near the page title:

Page tree – English



HZB website – English

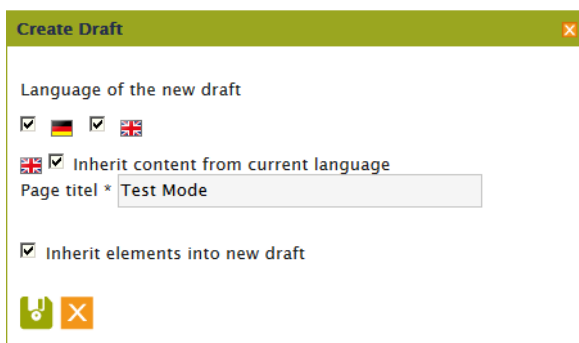


3.7.2 Add a Language to a Page

When you create a new draft you can set the languages for the page. You will add a language to an existing page.



Follow this procedure:


1. Open the page.
2. Click **Create Draft**.
3. Select the languages.
4. **Optional:** Select **Inherit elements into new draft**.
5. Enter a **Page title**.



Create Draft



Language of the new draft

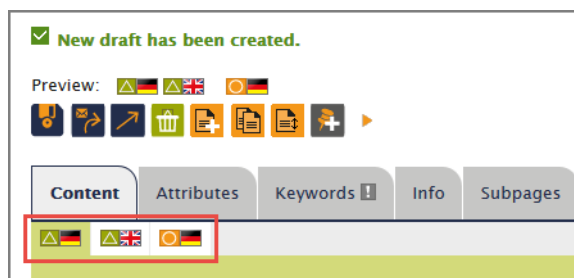
 Inherit content from current language

Page title *

Inherit elements into new draft

6. Click **save**. The language for the page is created as a draft. For the live version only German is available.



7. Edit the draft version of the language.
8. Release the page. The new language is available on the HZB website.

3.7.3 Remove a Language from a HZB Website

Create a new draft and remove a language.

Follow this procedure:

1. Create a new draft for the page.
2. Uncheck the language.
3. Save the draft. The language is not available on the draft.
4. Release the page. The language is not available on the HZB website.

Hint: You will use a language from an old draft? You can do this on tab Info.

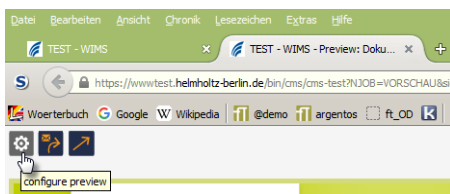


3.7.4 Compare two Languages

You can compare two languages in the preview.

Follow this procedure:

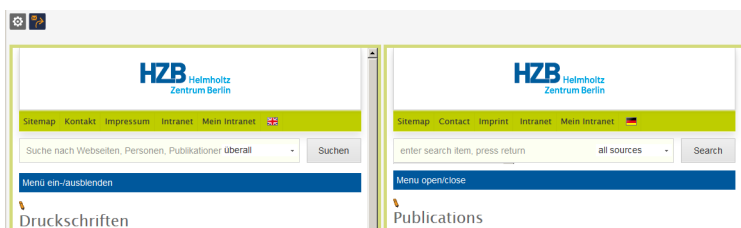
1. Open the preview of the page. You can see the preview in a new tab of your browser.
2. Click **configure preview**.



3. Set **Display**.
4. Set the **language comparison**.



5. Save the configuration. You see the two languages side by side.



3.8 Make Notes for Pages

Only in the Pages area you can make notes for pages. You can see the note in the notes area at "Notes for Pages". All persons with page modification rights can see this note.

Hint: You cannot use a note for pages to collaborate with persons. Use a note for pages only for notes about a page. If you will tell a person about general work, create a note for this person - see "Make a New Note for a Person" on page 136.


Example: If you work on a page, another editor can also work on it. To prevent conflicts make a note for the page to inform other editors about your work.

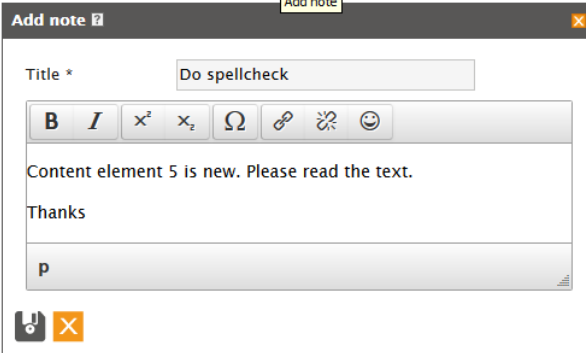


Follow this procedure:

1. At the **Pages** area show the page.
2. Click **Add Note**. An editor comes into view.
3. Enter your text.

2

Preview: 



3

4

4. Click **Disk icon**. The note is saved at the file. You can see the note at the **Notes area > Notes for media**.

Hint: Adjacent to the page name you see a pin. A click on the pin shows the section note above the page. Clean up the section note: Delete notes and answers if the process is complete.

 **Documentation** 

[Mainpage](#) > [testpages](#) > [Documentation](#)

Preview: 

 Unread note exists

 Note exists



4 EDITORIAL OF PAGE CONTENTS

You create the content for the website. You insert and edit content elements.

4.1 Overview Editorial with WIMS

Examine the GUI.

4.1.1 Page Structure



A page has four areas:



(A) Head area

Icon for page type and page status, page title, symbol house for internal pages, pad lock symbol for password protected pages, breadcrumb for the page.

(B) Function area

Preview:  Draft and  live versions

Functions: Edit pages, new pages, notes and batch processing.

(C) Tabs

Standard: Content, Properties, Keywords, Info

Optional: POF, Subpages

(D) Editorial area - Tab Content

Select page version, insert and edit content elements, clipboard

Content sections: left column, slideshow, main content, right column (optional).

4.1.2 Tabs

You can see some tabs always and others are optional.

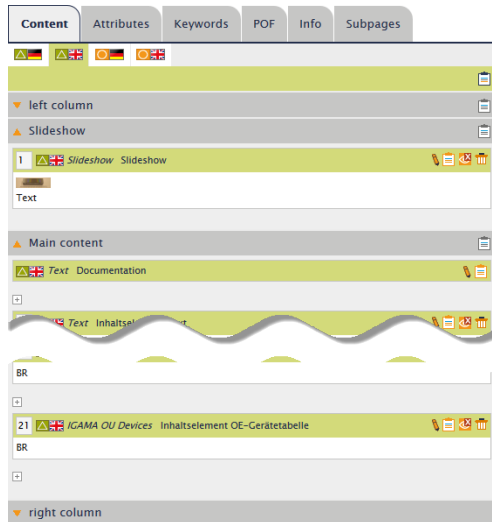


Tab	Description
Content	Edit content. You see the content of the selected language and version.
Attributes	Adjust the attributes of the page. You can see only functions you are authorized for. Full description (see "Attributes of Pages - Tab Attributes" on page 33).
Keywords	Add keys words for the website. You see an exclamation mark on the tab if no keywords are added. Full description (see "Add Keywords" on page 64).
Info	You see all information.
POF	Optional Visible if the page is released for POF. Full description.
Subpages	Optional Visible if the page has subpages. You can change the sequence of the subpages. Full description (see "Put Subpages in a Sequence" on page 56).

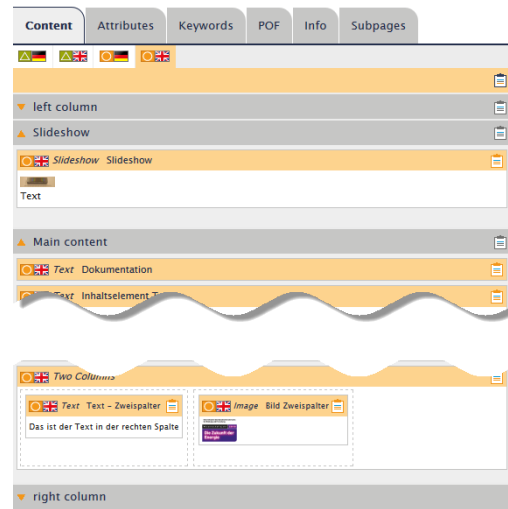
4.1.3 Editorial Section

The editorial section of the content tab contains the content elements of the website. You can view the draft version, the live version and the language versions.

Editorial Draft Page



Editorial Live Page



Function/Field	Description
Flags	View the draft or live versions in their languages.
gray background	Content sections of the website. The content section "right column" is optional. You can select "without right column" on the tab Attributes.
orange background	Content element of a live version. The functions operate on this content element. For hidden content elements the functions are dim. Edit live version <ul style="list-style-type: none"> • There is no draft version. • You have release rights.
green background	Content element of a draft version. The functions operate on this content element. For hidden content elements the functions are dim.
+	Is only visible when you can edit the version. Insert a new content element on this position.

4.2 Select a Page Template

On the tab Attributes you select the template for the page. You select the template only for this page. There is **no** inheritance for subpages. You must select the template for each page.

Template	Structure, Behavior and Hints
with right column	<p>Structure: Left column, main content, right column</p> <p>Behavior: The columns position on small screens is one below the other.</p> <p>Hints:</p> <ul style="list-style-type: none"> • Do not put content into the left column because it confuses the visitors of your website. • Prevent large tables for example lists of staff.
without right column	<p>Structure: Left column, main content</p> <p>Behavior: The columns position on small screens is side by side.</p> <p>Hints:</p> <ul style="list-style-type: none"> • You can use large tables for example lists of staff. • Put POF themes into the left column. • You can put content into the left column.

Hint: If you change the template from with right column to without right column, a query comes into view. You can decide what WIMS will do with this content element.



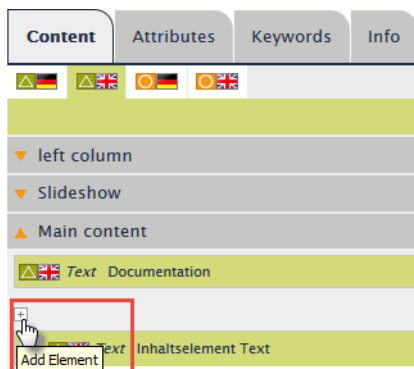
4.3 Insert a new Content Element

On the tab Content you see the page sections of the page. The administration selects which content elements you can insert to a page section. You can see only available content elements.

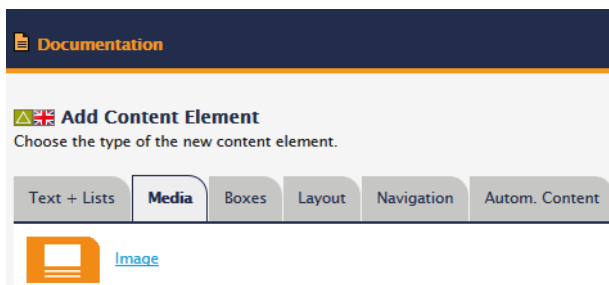
Example: You will insert an image to the main content.

Follow this procedure:

1. Click the **plus icon** where you will insert the content element. The window **Insert content element** comes into view.



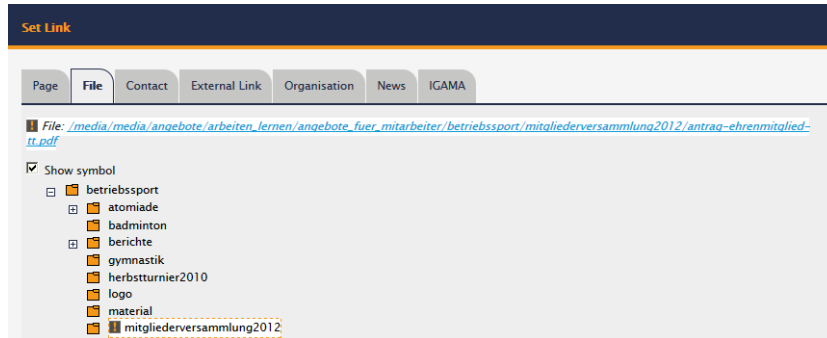
2. Click **Media**. You see only content element types you can insert at this point.



3. Click **Image**. You see the content element in the window.
4. Adjust the content element.
5. Save and close the content element. The content element is in the main content.

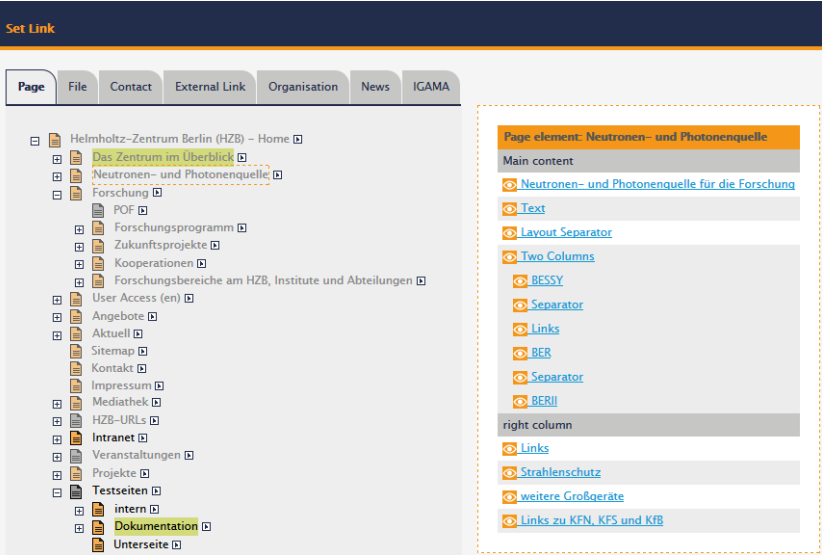
4.4 Overview of Possible Links

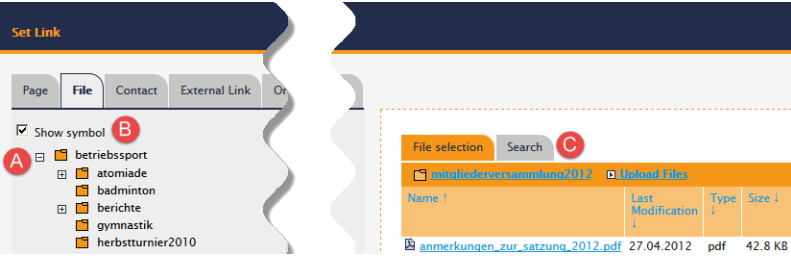
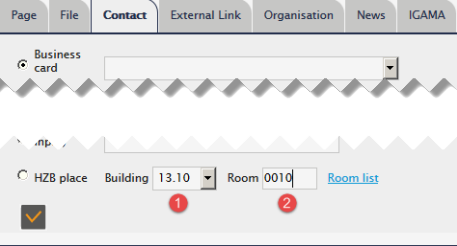
Always you create a link you can select from all possible links. The example shows in the window **Set link** a linked file

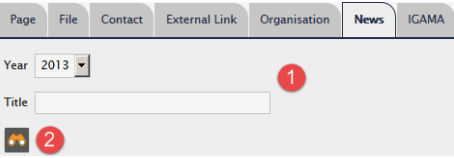
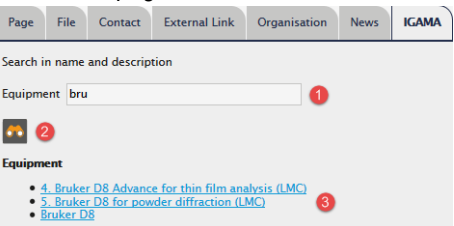


Hint: You can also set a link into the page. There is a content element for that - see "Put a Sitemap on the Website" on page 99.



Link to	Description
<p>Page</p>	<p>Link to a page in the page tree or to a content element of a page.</p>  <p>Link to a page Click page name to set the link.</p> <p>Link to a content element of a page Click the arrow adjacent to the page name. The content elements come into view. Click a content element to set the link.</p> <p>Not visible pages The link is not visible on the website if you link to a hidden page.</p>

Link to	Description
<p>File</p>	<p>Link to a file.</p>  <ul style="list-style-type: none"> • You see your media folder (A). • You see your files and public files. • Show symbol (B) shows a symbol for the file type in front of the link. If you link to an image, no symbol is visible. • Search (C) finds public files in the media tree. Bericht Mitgliederversammlung anzeigen
<p>Contact</p>	<p>Link to a business card or the e-mail form of the HZB. WIMS enters the e-mail address into the e-mail form. Note: You can only set one Contact (Box).</p> <p>Business card or E-mail</p> <ul style="list-style-type: none"> • WIMS imports all persons from the staff database into a pull-down menu. <p>E-mail (free input)</p> <ul style="list-style-type: none"> • Enter the full e-mail address. • Respect the data privacy of the person. Speak to the person to get permission to publish the e-mail address. <p>HZB place</p> <p>A link to the plan of buildings will be inserted. The building and the room are tagged.</p>  <ul style="list-style-type: none"> • Select the building. Optional insert the room with the accurate room number. • You can find the room number on the room list. You have only access to the room list from inside HZB or through a secure https-connection from outside HZB.

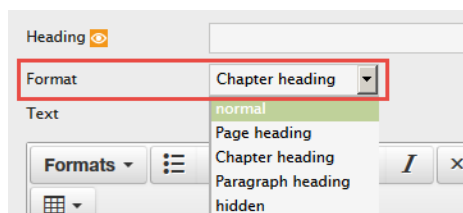
Link to	Description
<p>External link</p>	<p>Link to a different website.</p> <ul style="list-style-type: none"> Enter http-address Do not enter http, WIMS inserts http. <p>URL <input type="text" value="www.helmholtz-muenchen.de"/></p> <ul style="list-style-type: none"> Enter https-addresses or different addresses Enter full URL. <p>URL <input type="text" value="https://www.sparkasse.de/"/></p>
<p>Organisation</p>	<p>Link to a document. Select theme and then select the document.</p>
<p>News</p>	<p>Link to a news page</p>  <ul style="list-style-type: none"> Title makes a full text search in the news title. Fragments are possible. Lets you search for news.
<p>IGAMA</p>	<p>Link to the page of a beamline, a station or an instrument.</p>  <ul style="list-style-type: none"> Equipment is a full text search. Type in a short cut or a term from the IGAMA database of the HZB.

4.5 Use Formats

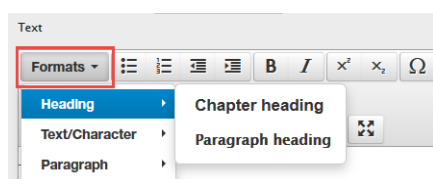
You can select formats at two positions:

- Field Heading (Content elements Text and Sitemap)

Only in some cases it is possible to select the format of the heading.



- editor (Content element Accordion, text)



Headings

Format	Description
Page heading	Related to Heading 1 (H1) <ul style="list-style-type: none"> • Use as first heading of a page. • Use only one time on a page. • Most important heading for search engines. • Should contain keywords from the page.
Chapter heading	Related to Heading 2 (H2) <ul style="list-style-type: none"> • You can use more than one time on a page. • Search engines rate chapter headings higher than bold text or paragraph heading.
Paragraph heading	Related to Heading 3 (H3) <ul style="list-style-type: none"> • You can use more than one time on a page. • Search engines rate paragraph headings higher than bold text.

Paragraph

Format	Description
Notice	Paragraph has a green background.
Special Notice	Paragraph has a red background.
TextGrey	Font color of the paragraph is gray.
Code	Font type of the paragraph is Courier. Recommendation: Use for source code.

Character/Text

Format	Description
Accent	Tagged text has a green background.
Important	Tagged text has a red background.
TextGrey	Font color of the tagged text is gray.
Code	Font type of the tagged text is Courier. Recommendation: Use for source code.

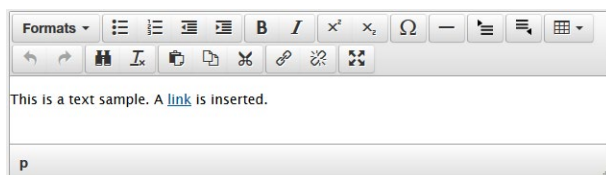
4.6 Use of editor

The editors are available on some content elements.

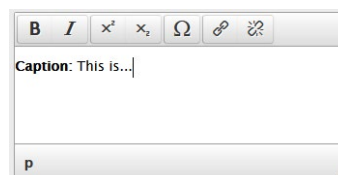
4.6.1 Variants of editor

There are two versions of editors one with all functions and one with fewer functions. With the editor you can format text.





Editor with all functions









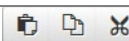




Editor with fewer functions



4.6.2 Overview Functions

Icon	Description
	Select formats There are formats for headings, characters/text and paragraphs. For full description of formats see - see "Use Formats" on page 77.
	Create bullet list Itemizations structure the text.
	Create numbered lists Use numbered lists for procedures. Numbered lists structure the text.
	Decrease indent or increase indent This moves the full paragraph.

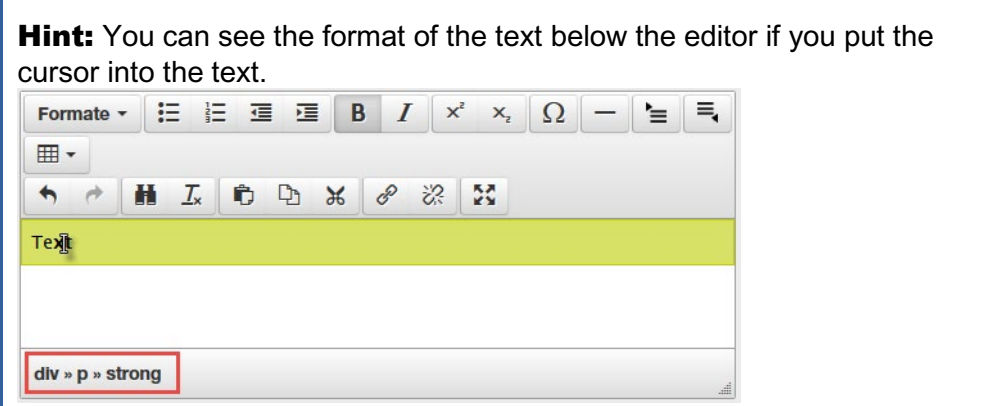
Icon	Description
	<p>Bold Tagged character has a bold font. Points the eye to the text. Do not use frequently.</p> <p>Italic Tagged character has an italic font. Not easy to read on the screen. Do not use frequently. Hint: Use formats characters/text as an alternative.</p>
	<p>Superscript or subscript a character Hint: If you will remove a format, use icon Clear formatting.</p>
	<p>Insert a special character There is only this function to insert special characters. ASCII-Codes are not available.</p>
	<p>Insert a paragraph at the start or at the end of a text Hint: Use this function if it is not possible to set the cursor in front or at the end of the text. For example it is necessary if the last paragraph has the format "note".</p>
	<p>Insert a table Hint: Use tables only when necessary. On mobile devices large tables are not easy to read. Click on the small arrow adjacent to the table to select some attributes. In the table properties you can select from three classes (class).</p> <p>Standard - table with line The lines are not visible in the editor.</p> <p>Layout - table without line Hint: Use the content element Two Columns for a two columns layout.</p> <p>Image archive - Fixed widths and lines Hint: Use content element Image Collection for an image archive.</p> <p>Row color change (after saving) The background of each second row is gray. It is necessary to save the Content element before you see the change.</p> <p>Without row color change (after saving) All rows have a white background. It is necessary to save the Content element before you see the change.</p> <p>Define Table head Select Row > Row properties > Table head. Hint: You can apply color attributes for rows and columns. The color attributes are remaining if you turn the Row color change on or off.</p>
	<p>Undo or redo action</p>
	<p>Search and replace text</p>
	<p>Clear formatting - Remove character format Select the character or put the cursor into a formatted word. Then click this icon.</p>
	<p>Copy and paste clipboard These functions are not available to all browsers.</p>

Icon	Description
	<p data-bbox="424 322 1401 349">Link</p> <p data-bbox="424 360 1401 432">Tag a text and click Link. Adjust the link. For full description of possible links see.</p> <p data-bbox="424 443 1401 470">Remove Link</p> <p data-bbox="424 481 1401 517">Put the cursor into the link and then click Remove Link.</p>
	<p data-bbox="424 533 1401 560">Show/hide full screen</p> <p data-bbox="424 571 1401 607">Show only the editor in a window. Hide full screen if you will save the text.</p>

4.6.3 Remove Formatting

You can remove the formats for characters and paragraphs.

Hint: You can see the format of the text below the editor if you put the cursor into the text.



In the example above the cursor is positioned between "x" and "t". The formatting shows a "div" for the paragraph "note", the p for the regular paragraph and "strong" for the character format "bold".

Character

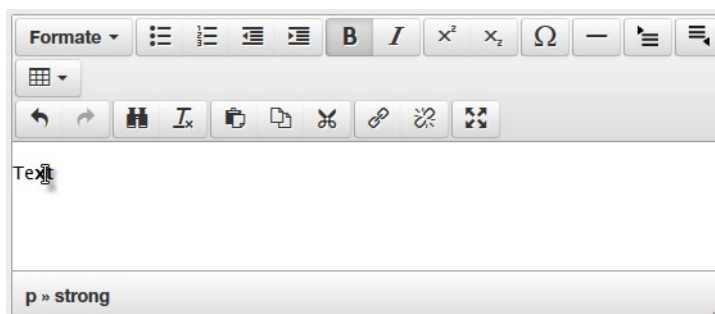
1. Click a word or tag some words.
2. Click **Clear formatting**.



Paragraph or Heading

1. Set the cursor in the paragraph or heading.
2. Select in **Formats** the same format again. This removes the format.

Example: The paragraph has the format "code". Select **Formats > Paragraph > Code**.



4.7 Text and Lists - Content Elements

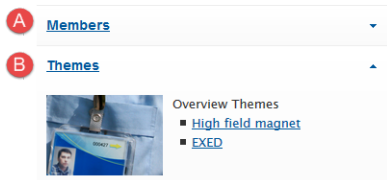
4.7.1 Hints for Website Editorial

Users read websites different than books or magazines.



- Motivate the users to read on.
Take your time to write a good teaser. The first two sentences are important.
- Structuring
Use lists and headings to structure your text that makes it easier to read and understand.
- Do not use too much accentuation.
A text with too many accentuations is not easy to read because the eye "jumps" from accentuation to accentuation.
- Make it easy for the user to read your text.
Use not more than 60 characters in a row. Use columns and lists to structure your text.

4.7.2 Use of Text and Lists

Content Element	Use for / Recommendation
Text	<p>Edit the content for websites.</p> <p>Editorial Insert and format text. Link to pages, files and websites.</p> <p>Recommendation Prevent tables because tables are not easy to read on mobile devices. Use the content element Two Columns if two columns are necessary.</p>
Accordion	<p>Give access to other websites for example the home page of your department.</p>  <p>Example: A = hidden Accordion, B = open Accordion</p> <p>Responsive Functions Accordions are closed by default only on very large screens they are open.</p> <p>Editorial Include Text or a Sitemap.</p> <p>Text: Edit heading, text, lists, insert links or insert a teaser image (optional).</p> <p>Sitemap: Link to a subtree. The sitemap changes if someone adds or removes a page.</p>

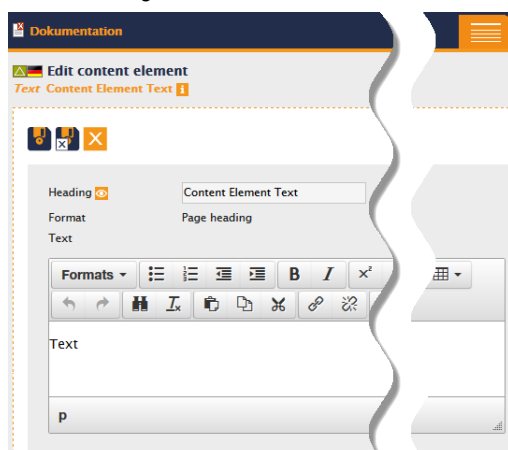
Content Element	Use for / Recommendation
Color link list	<p>Set a background color for your link lists. Organize your link lists with different colors for different themes.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> A link list colored </div> <div style="border: 1px solid black; padding: 5px;"> B <ul style="list-style-type: none"> ▪ This is the link text </div> <p>A = Heading, B= Link list</p> <p>Editorial Edit and put links to websites, contacts and files into a sequence. Set a background color.</p> <p>Hint: Control regularly your links to external websites.</p>

4.7.3 Adjust Text

The content element text contains the text for your websites. You edit the text with the editor (see "Use of editor" on page 78).

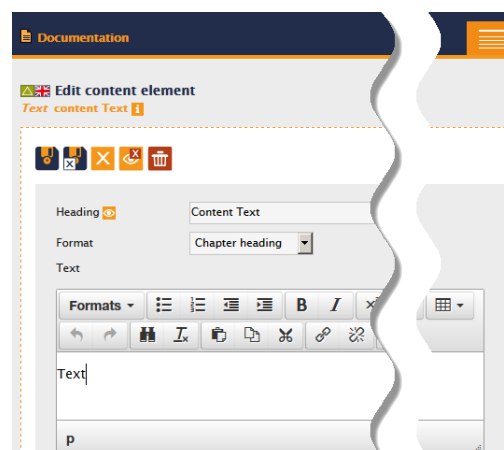
First Content Element Text in the Main content

The format is always "Page Heading". You cannot change or remove it.



Other Content Elements Text

You can select the format and you can move the content element.

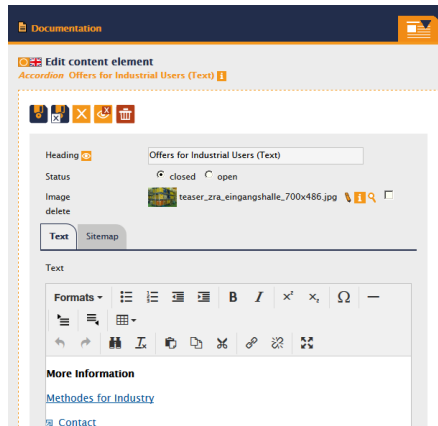


Function/Field	Description
Heading	Heading is visible.
Format	Select a format for the heading: Normal: Usual text Page heading: Heading 1 (H1), do not use Chapter heading: Heading 2 (H2) Paragraph heading: Heading 3 (H3) Hidden: Heading is not visible on the website. Unusual: In the first content element in the main content the format is always "Page Heading". You cannot change it.
Text	Edit and format text.

4.7.4 Adjust the Accordion

Give access to other websites for example the home page of your department. To do this insert links into a text field. You have two alternatives:

Text: Insert text and fixed links.



Type in text or links. You can mix text and links. You are responsible for the maintenance of the links.

[Offers for Industrial Users \(Text\)](#)



More information
[Methodes for industry](#)
[Contact](#)

Sitemap: Insert a dynamic link list.



Select a subtree. The sitemap changes if someone adds or removes a page.

[Offers for industrial users \(sitemap\)](#)



Industry

- [Kontakt \(ger\)](#)
- [Anwendungen \(ger\)](#)
- [Methods and offers](#)
- [Erfolgreiche Projekte \(ger\)](#)

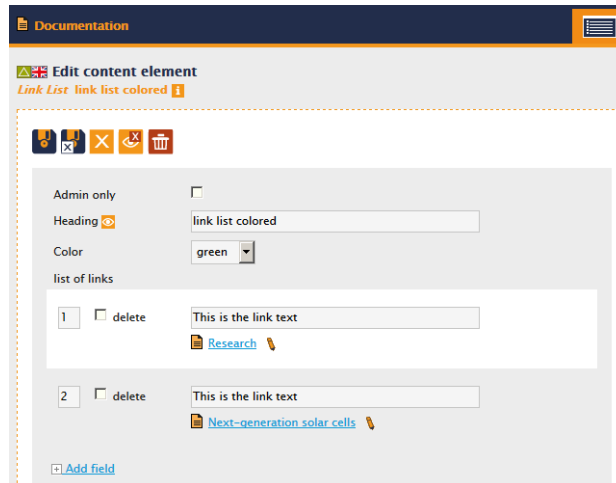
Important: You cannot mix text and sitemap. If you typed in text and then select sitemap and click save this will delete your saved text. If you selected a sitemap and then type in text and click save this will delete the sitemap.



Function/Field	Description
Heading	The heading is visible as a link. It is a special link. WIMS has set this link automatic. Click the link to show the text of the Accordion. Hint: The Accordion heading cannot link to a different page. Use the editor to set links.
Status	hidden (recommended) Only on very large screens the Accordion is open. open (exception) The Accordion is open when the user comes to the website. Use this as an exception for very important information.
Image	Optional The position of the image is on the left side of the text or sitemap. delete Deletes the image from the Accordion.

4.7.5 Adjust the Color Link List

Set a background color for your link lists. Organize your link lists with different colors for different themes.



Function/Field	Description
Heading	The heading is visible.
Color	Set the background color. Use colors consistent and lightly. Hint: If you do not select a special color, WIMS uses the background color of the website. This is good for links to other pages.
Number	The links have a continuous number. The sequence of numbers is the sequence of the links on the website. Save the content element and the new sequence comes into view.
delete	Check delete. Check delete and save the content element to delete a link.
Field "text"	The link text.
Select link	Only visible when the link is not selected. Set a link to a website or a file.
Add fields	More fields for links come into view. Hint: If it is necessary to have more fields, click save to get five more fields.

4.8 Media - Content Elements

4.8.1 Copyright of Images

Check all images for their rights and if it is possible to use them. Upload only images if you are sure about their rights - see "Digital Rights - Know about the Tripping Hazards" on page 120.

You can get good information on the HZB website:

[Intranet > Kommunikation > Web Editorial \(CMS\)](#)

4.8.2 Image Sizes on the HZB Website

WIMS adjusts the sizes of images as set by the administration and creates the thumbnails. To work correct it is important to upload images in the sizes described in the table below. Users can view the images in their initial size when they use the loupe.

The image sizes in the table below are minimum sizes. Upload files that have these minimum sizes. WIMS decreases the files to the best possible size.

Image size for...	Width in px	Height in px
Half size	minimum 500	
Full width	minimum 800	
Image Collection	minimum 800	
Images in boxes	minimum 400	
Mega menu	50	30
Slideshow	800	258
Teaser	minimum 400	

4.8.3 Use of Media

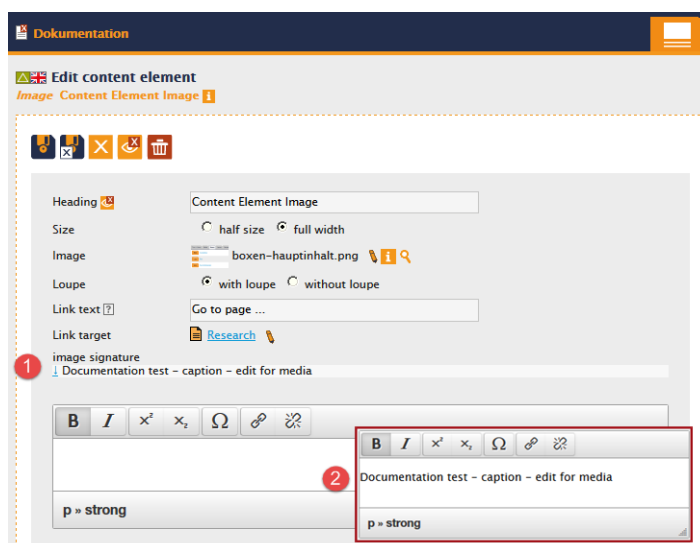
Hint: Media is the area where you organize your images. Here you can edit the ALT-Texts and the legend.



Content element	Usage and Recommendations
<p>Image (half and full width)</p>	<p>Put images into the Main content or the right column.</p> <p>Editorial Insert and link an image in half or full width. Use the loupe and edit the legend.</p> <p>Minimum image width: half width = 500 px, full width = 800 px</p>
<p>Image Collection (image list, image gallery)</p>	<p>Use an Image Collection for many images.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>A</p> </div> <div style="text-align: center;"> <p>B</p> </div> </div> <p>Bildunterschrift für das Logo</p> <p>Bildunterschrift gnu-Logo</p> <p>A = Image gallery, B = Image list The sequence ascends from the file name.</p> <p>Editorial A - Image gallery: Edit ALT-Text and copyright at the media area. B - Image list: Edit the caption on the media area. On the website the caption is visible on the right side of the image.</p>
<p>Slideshow</p>	<p>Insert an image/text animation below the headline.</p> <p>Editorial Slideshow has its own content section. Insert images and text.</p> <p>Image selection: The position of text is on the right side of the image. On small screens the text can overlay parts of the image. Use images where important information in the image is on the left side of the image.</p> <p>Image width * height: accurate 800 x 258 px</p>

4.8.4 Adjust Images

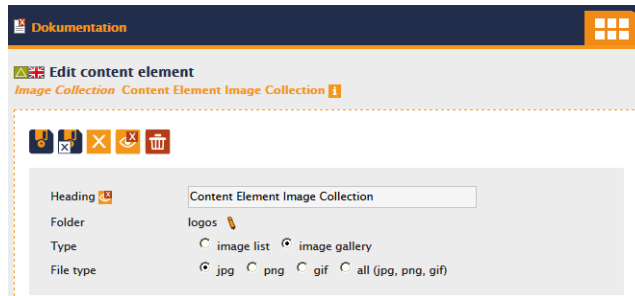
Insert images into the main content and into the right column.







Function/Field	Description
Heading	The heading is not visible.
Size	<p>half size Maximum image width is the half width of the column. This is in one and in two columns.</p> <p>full width Maximum image width is the full width of the column. Caution: WIMS cannot increase small images.</p>
Image	Insert an image, view the preview and show image information.
Loupe	<p>with loupe The user can click the loupe and view the image in its initial size. Use this function only for large images.</p> <p>without loupe Check this for small images.</p>
Link text	Optional: You can set a link on the image. Link text is necessary for links.
Link target	You can link to websites, files or contacts.
Image signature	<p>Optional: You can edit the image signature. The signature is visible on the website when the signature is in the editor.</p> <ol style="list-style-type: none"> 1. Click the arrow. 2. A copy of the image signature is in the editor.

4.8.5 Adjust an Image Collection

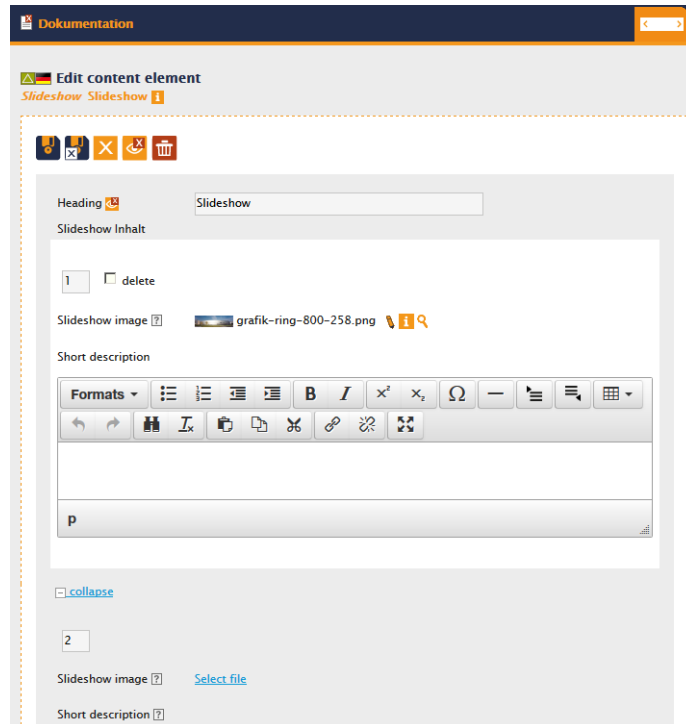
You can insert many images as an image gallery or an image list.



Function/Field	Description
Heading	The heading is not visible.
Select folder	Only visible when no folder is selected.
Pencil	Select a different folder.
Type	<p>Image list</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">  <p>Title Epics Logo Copyright: HZB display Download (8.5 KB, jpg)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">  <p>Title gnu logo Copyright: HZB display Download (3.1 KB, jpg)</p> </div> </div> <p>Shows the title-/ALT-tag and the copyright on the website. Editorial: Edit file at Media area.</p> <p>Image gallery</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">  <p>Caption Logo</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;">  <p>Caption gnu logo</p> </div> </div> <p>Shows the image signature on the website. Editorial: Edit file at Media area.</p>
File type	Select one file type or all file types.

4.8.6 Adjust a Slideshow

Insert an image/text animation below the header.



Function/Field	Description
Heading	The heading is not visible.
Select file	Select a file from the media area. Image size: 800 x 256 px Caution: Make sure that the images have the correct size of 800 x 258 px. If you upload smaller images, WIMS will increase them. That makes the images grainy.
Slideshow image	Change image, view image information, show preview.
delete	Delete one image from the slide show. Check and save.
Short description	Enter text. The text is visible on the right side of the image. Recommendation: The heading has a white font color and is on the white background of the slide show not visible. Use the paragraph heading with or without a link.
Add field	Add more fields. Hint: If it is necessary to have more fields, click save to get five more fields.

4.9 Boxes - Content Elements

4.9.1 Use of Content Element Boxes

Insert one Contact (Box) to the website. You edit only one tab to insert one Contact (Box) to the website.

Recommendation: Use boxes in the right column. If there is no right column, you can use boxes in the left column. Use boxes in the main content only for contacts in Contact boxes.



Content Element	Usage / Recommendation
Contact (Box)	Include contacts on the website. HZB Persons Enter HZB persons in the tabs Person or Function . External Persons Enter external persons in the tab Free Input . Caution: External persons must give permission for the publication. Please archive the permission email.
Text-Image (Box)	Enter text with or without an image.
Links (Box)	Insert links to websites or download links in a list.

4.9.2 Adjust a Contact Box

Insert contacts on the website.

Sensitive personal information: Each person has a right of self-determination for the publication of their contact details. Persons in the HZB person database adjust the visibility of their data. If you will insert persons, use the tab person or function to show only the approved contact details.

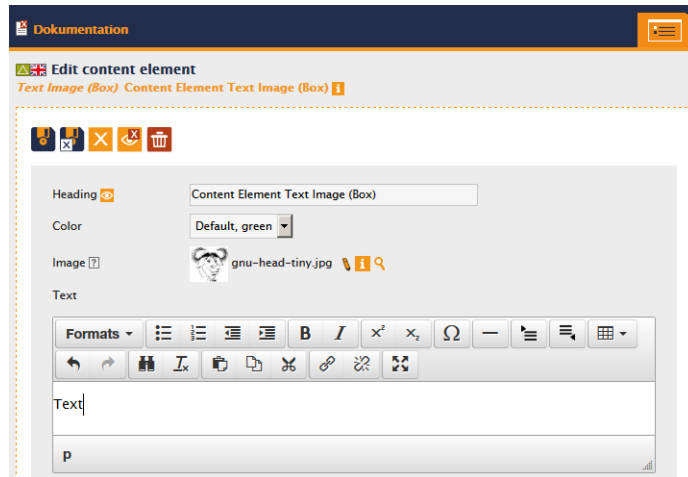
Use the tab free input only for external persons. The person has to approve the publication of their name and other contact details in written form.



Function/Field	Description
Person	Select a person from the person's database. When a person is deleted from the persons database you will see it on the WIMS start page. Click "Pages with contact boxes to deleted people".
Function	Select the Head and the Deputy head of the organisation unit (OU). When the persons change then their names will automatically inserted.
Free input	Edit contacts data. Caution: External persons must give permission for the publication. Please archive the permission email.

4.9.3 Adjust a Text-Image Box

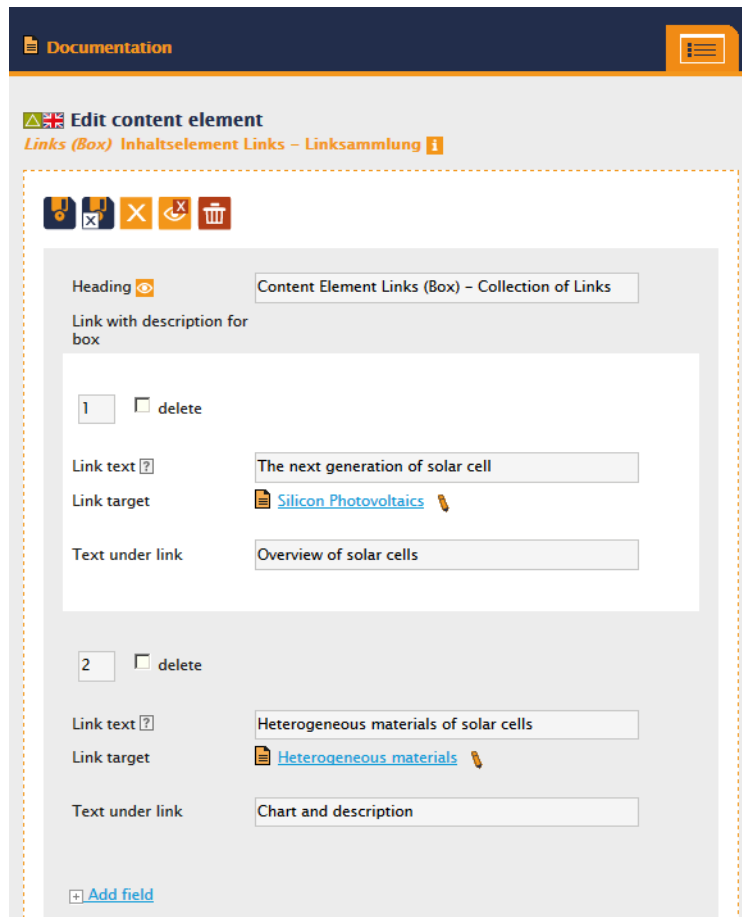
Enter text with or without an image.



Function/Field	Description
Heading	The heading is visible.
Color	Inserts a bold line above the text. Default, green Usual Contact, blue Contact boxes. Caution, red Attention, important - security instruction.
Image	Optional: The image is on the left side of the text. Insert image, view image information, view preview. Image width: 400 px
Text	Enter text.

4.9.4 Adjust a Links Box

Insert links to websites or download links in a list.



Function/Field	Description
Heading	The heading is visible.
delete	Check delete. Check delete and save the content element to delete a link.
Number	Give each link a number. The sequence of numbers is the sequence of the links on the website. Save the content element and the new sequence comes into view.
Link text	The link text. Link text is mandatory.
Select link	Only visible when the link is not selected. Set a link to a website, contact or a file.
Text under Link	Describes the link target and is visible to the users of the website.
Add field	More fields for links come into view. Hint: If it is necessary to have more fields, click save to get five more fields.

4.10 Layout - Content Elements

4.10.1 Use of Content Element Layout

Layout elements have zero to configure. WIMS inserts the element immediately.

Content Element	Usage
Layout Separator	<p>Prevents the overlay of content elements.</p> <p>Editorial</p> <p>The Layout Separator operates as a paragraph mark. The next content element starts in a new row. You can use a Layout Separator to control your layout.</p> <p>Background information</p> <p>The position of content elements changes with the size of the browser window. Floating text and other content elements are on the wrong position.</p>
Separator	<p>Thin green separator line.</p> <p>Editorial</p> <p>Structure your content into logical parts and separate the parts with a Separator.</p>
Two columns	<p>Insert two columns on the Main content section.</p> <p>Editorial</p> <p>The main content section has two columns. You can insert other content element into the columns.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Insert an Accordion always into a Two Column element. • Insert images without floating text. Use for each image/text combination a new Two Column element. Insert the text to the left column and the image to the right column. <p>Columns and the responsive design</p> <p>On websites without a right column the columns position on small screens is side by side.</p> <p>On websites with a right column the columns position on small screens is one below the other.</p>

4.10.2 Edit a Two Column Layout

Create a main content with two columns. In some browsers WIMS shows the columns one below the other or side by side.



Rules

- You can insert a Two Columns element only into the main content.
- You edit a Two Column equivalent to the main content.
- You cannot insert a content element Two Column into a Two Column element.
- Use the clipboard to copy a content element from one column to the other. You can copy the content element you can insert it and you can delete the initial element.

Hints

- Put the content element Accordion always into a Two Column element.
- Insert images without floating text.
- Create for **each** Image/Text combination a Two Column element. Insert the text in the left column and the image in the right column.

4.11 Navigation - Content Elements

4.11.1 Use of Content Element Navigation

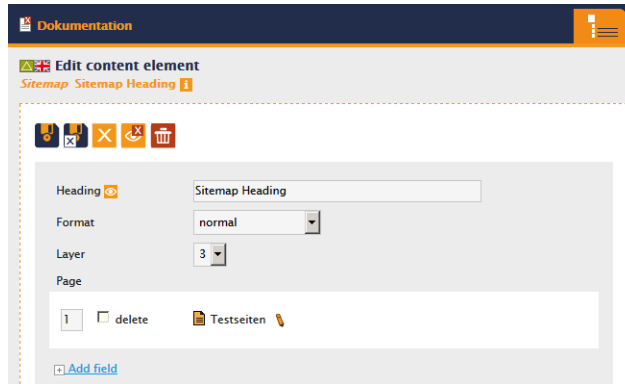
Content Element	Description
Sitemap	<p>Creates a subtree automatically for a page and its subpages.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Sitemap Heading</p> <ul style="list-style-type: none"> ▪ Renewable energies (RE) ▪ Energy efficiency, materials and resources (EMR) ▪ Storage and cross-linked infrastructures (SCI) ▪ Future information technology (FIT) </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Sitemap Heading</p> <p>Show all sections <input type="text" value="▼"/></p> <p>Projects for the future</p> <ul style="list-style-type: none"> - bERLinPro – Energy Recovery Linac - BESSY-VSR – variable pulse-length storage ring </div> </div> <p style="text-align: center;"> A B </p> <p>A = small sitemap, B = large sitemap</p> <p>Editorial</p> <ul style="list-style-type: none"> • Small sitemap Has one level and one starting point. • Large sitemap Has more than one level and more than one starting point. <p>View</p> <ul style="list-style-type: none"> • A - Small sitemap Shows subpages with non colored view. • B - Large sitemap Shows a colored view and a pull-down menu where the users can select and view subtrees. <p>Usage</p> <p>Use for link blocks that contains relative links. The sitemap contains automatically all new subpages.</p>
Jump Navigation	<p>Navigation in a website. Jumps from one content element to another.</p> <p>Editorial</p> <p>Applicable for all content elements.</p> <p>Hint: Hidden content elements get a link if they are visible. When content elements are hidden no link will be created.</p>
Links POF pages	<p>A link list for a POF theme comes into view.</p> <p>Background information: In section Research you can assign POF themes to pages. A maximum of five POF themes on one page is possible. Use the content element to select a POF theme. The link list contains links to all pages a POF theme is assigned across all departments.</p> <p>Editorial</p> <p>You create a link list for a POF theme.</p>
Link Top of page	<p>Jump to the top of the page.</p> <p>Usage</p> <p>Structures the website and makes the usage more comfortable.</p>

Content Element	Description
Link Language Change	<p data-bbox="598 309 1433 392">Insert a language change. Users can change to different languages.</p> <p data-bbox="598 392 1433 539">Usage The link shows the users that more languages are available. This is important if a user expected a German website but the website is only available in English.</p>

4.11.2 Put a Sitemap on the Website

Create a subtree automatically for a page and its subpages.

Hint: The sitemap contains automatically all new subpages of the subtree.

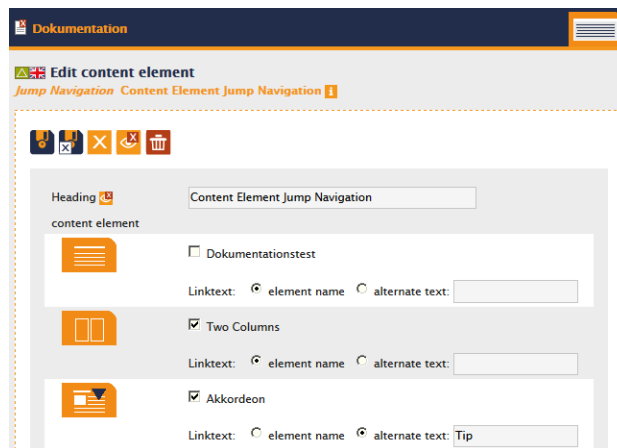


Function/Field	Description
Heading	Heading is visible.
Format	Adjust a format to the heading. Normal: Usual Text Page heading: Heading 1 (H1), do not use Section heading: Heading 2 (H2) Paragraph heading: Heading 3 (H3) Hidden: Heading is not visible on the website.
Layer + Page	Set number of layers and select pages from the page tree. A sitemap can be a simple list or a pull-down menu. That depends on the number of layers and pages. Simple List <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Sitemap Heading</p> <ul style="list-style-type: none"> ▪ Renewable energies (RE) ▪ Energy efficiency, materials and resources (EMR) ▪ Storage and cross-linked infrastructures (SCI) ▪ Future information technology (FIT) </div> Layer = 1 and only 1 page is selected: Users see the subpages of the page as a simple list. List with Pull-down menu to select sections <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Sitemap Heading</p> <p>Show all sections ▼</p> <hr/> <p>Projects for the future</p> <ul style="list-style-type: none"> bERLinPro – Energy Recovery Linac BESSY-VSR – variable pulse-length storage ring </div> > Layer 1 and/or more than 1 page is selected: Users see a pull-down menu. They see links to all subpages. On the list the subpages are accentuated and the users can select one section.

Function/Field	Description
delete	Check delete. Check delete and save.
Add field	More fields come into view. Hint: If it is necessary to have more fields, click save to get five more fields.

4.11.3 Put a Jump Navigation on the Website

Insert a navigation in a website. Jump from one content element to another.



Function/Field	Description
Heading	Heading is not visible.
Content element	You see all hidden and visible content elements. Check all content elements you will use in the Jump Navigation element. Hint: A Jump Navigation element can only link to content elements of the same page. If you will link to a content element of a different page, use a content element that has links. For example: Text or Link (Box).
Link text	Name of the content element: Heading of the content element is the link text. Alternate text: Check to use not the heading. Enter your text. Hint: Hidden content elements get a link if they are visible. When content elements are hidden no link will be created.

4.12 Automatic Contents

4.12.1 Use of Automatic Content

Automatic content is from a different database. The content will be updated in these databases.

Data privacy: On public websites only allowed data is visible. All automatic contents respect the data privacy.

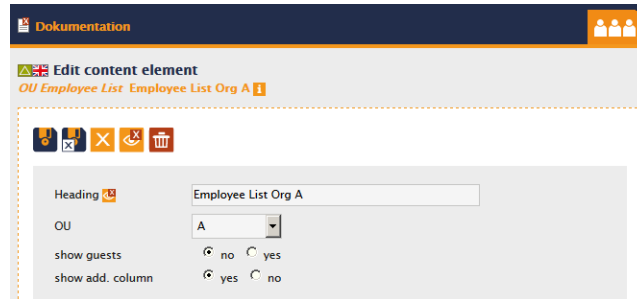


Content Element	Description
OE employee list	<p>Insert an automatic employee list.</p> <p>Database Database of persons. Data is always up to date.</p> <p>Data privacy The personal data privacy settings of the person are respected. Because of this the lists can be different in external or internal views.</p>
Publication List	<p>Insert a list of publications.</p> <p>Database PASTA: Data is always up to date. Only publications with specimen copy are visible.</p>
Publication search form	<p>Search in the PASTA-database of the Org.-Unit. Only publications with specimen copy are visible.</p>
Events (Box)	<p>Show events in a box.</p> <p>Update events A different permission is necessary. Insert events on this website: https://www.helmholtz-berlin.de/bin/events</p> <p>Recommendation Insert the event box to the right column.</p>
Events (List)	<p>Show a list of events.</p> <p>Update events Insert events on this website: https://www.helmholtz-berlin.de/bin/events</p>
Job Offers (Box)	<p>Show a list of job offers.</p> <p>Database Database of the staff department. Data is always up to date.</p> <p>Recommendation Insert the event box into the right column.</p>
Table of IGAMA-OU Devices	<p>Insert a devices overview for BESSY and BER.</p> <p>Update devices overview Update IGAMA-database.</p>

4.12.2 OU List of Staff

Insert automatic employee lists. The lists are automatically up to date.

Data privacy: On public websites only allowed data is visible. All automatic contents respect the data privacy.



Function/Field	Description
Heading	Heading is not visible.
OU	Select the organisation unit. All organisation units from the staff database are visible.
show guests	Persons that have the status guest are also visible on the list.
show add column	Show more information: Position, reference number

4.12.3 List of Publications

Create Publication Lists from the PASTA-database.
 Only publications with specimen copy are visible.



Function/Field	Description
Heading	Heading is not visible.
Org.-Units	Select one or more Org.-Units. Hint: Org.-Units can have new names, join with others or can be divided. In this cases use the initial name of the Org.-Units then you will get the full list.
Year	Enter as a four digit number.

4.12.4 Search Form for Publications

Search for publications of organisation units on the PASTA-database. Only publications with specimen copy are visible. A list of hits is shown on website.



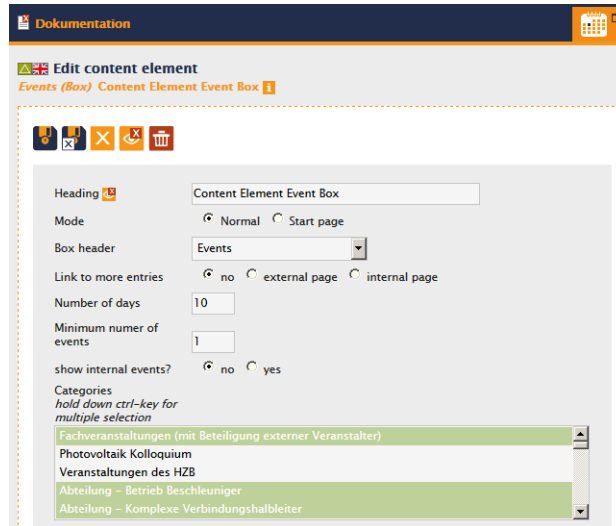
Function/Field	Description
Heading	Heading is not visible.
Org.-Units	Select one or more organisation unit. Hint: Org.-Units can have new names, join with others or can be divided. In this cases use the initial name of the Org.-Units then you will get the full list.

4.12.5 Box for Events

The box shows all events as a list with date and link to a description.

Persons with permission can insert events on this website:

<https://www.helmholtz-berlin.de/bin/events>

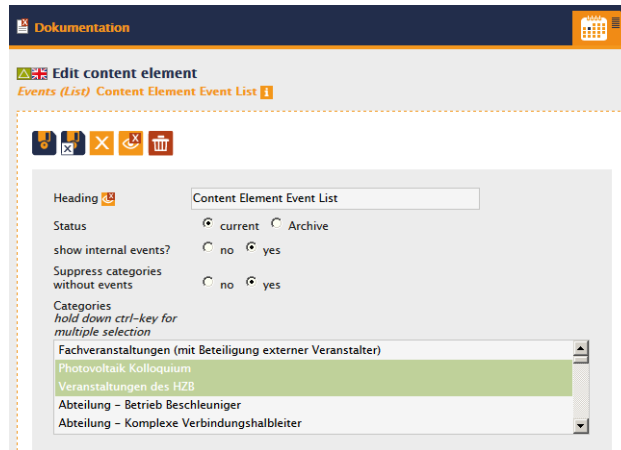


Function/Field	Description
Heading	Heading is not visible.
Mode	<p>Normal Use this mode for all pages but not for the start page.</p> <p>Start page The start page shows only some events but not all events. You can use this mode on each page.</p>
Box header	Enter heading.
Link to more entries	<p>There is an internal and an external page for events. You can link only one of these pages to the box. The link is visible on the website at the bottom of the event box.</p> <p>no = No link is visible.</p>
Number of days	Field empty: The box shows the events of the next seven days.
Minimum number of events	Hint: Enter a number. The list shows always events even if there is a day without events. This prevents an empty box.
Show internal events?	<p>yes The box shows internal and external events.</p> <p>no The box shows only external events.</p>
Categories	<p>Select one or more categories.</p> <p>administration Insert a new category.</p>

4.12.6 List of Events

Events are arranged in categories. The categories are closed on the website. The events come into view if the user opens a category. For each event the date and a teaser is visible.

Persons with permission insert events on this website. <https://www.helmholtz-berlin.de/bin/events>

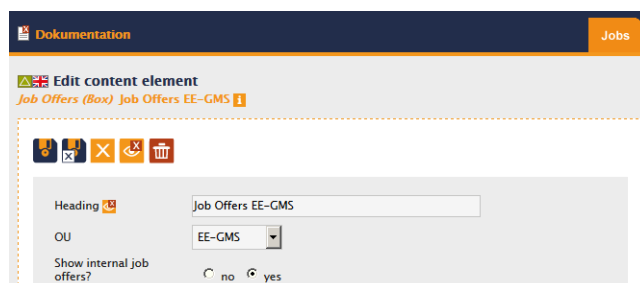


Function/Field	Description
Heading	Heading is not visible.
Status	<p>Current Upcoming or not finished events.</p> <p>Archive Finished events.</p>
Show internal events	Shows external and internal events.
Suppress categories without events	<p>Usage: Select <i>yes</i> that prevents users to see empty categories.</p> <p>The content element is not visible on the website if there are no current events.</p>
Categories	<p>Categories are created in the Event-Tool.</p> <p>Select one or more categories.</p> <p>administration Add a new Category.</p>

4.12.7 Box for Job Offers

The list of job offers from the organisation unit contains the reference number and a job description. The update is done by the staff department.

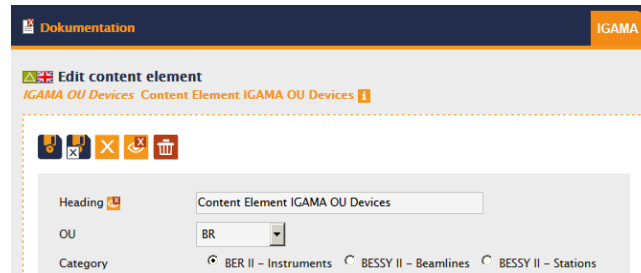
Hint: The box contains always a link to the website of the HZB job offers.

Function/Field	Description
Heading	Heading is not visible.
OU	Select 1 organisation unit.
Show internal job offers	yes: Show external and internal job offers.

4.12.8 Table of IGAMA-OU Devices

For the selected org.-unit the device overview for BESSY and BER is visible. The list contains links to the devices description and to a contact person.



Function/Field	Description
Heading	Heading is not visible.
OU	Select an organisation unit.
Category	Select a category.

4.13 Clipboard

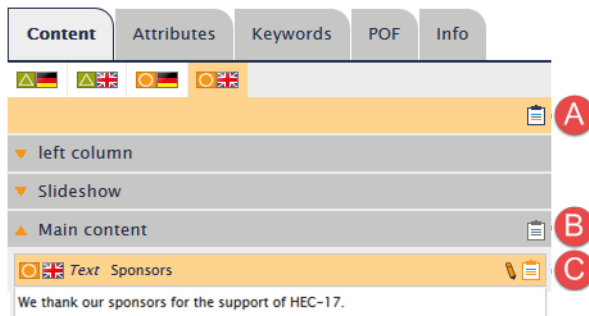
Use the clipboard to copy, reference and move content elements from page to page.

You can also delete, hide and show multiple content elements of a page.

4.13.1 Overview Clipboard

The clipboard comes into view if it contains content elements. In other cases the clipboard is hidden.

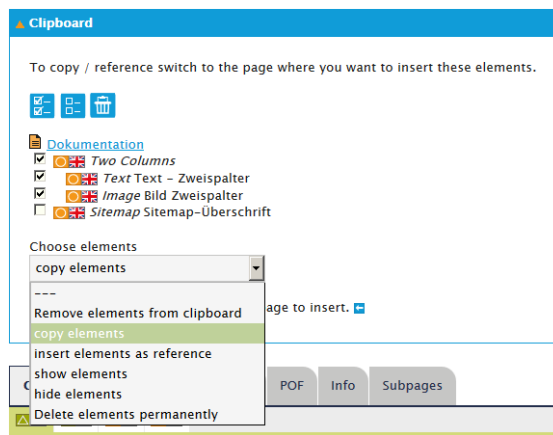
You have some possibilities to move content elements to the clipboard.



A = All content elements of a page.

B = All content elements of a content section.

C = One content element.



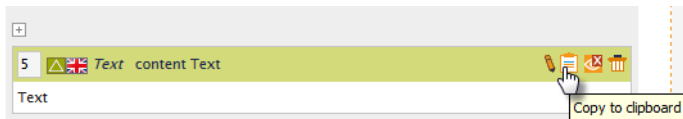
Function/Field	Description
	Tag all content elements in the clipboard.
	Remove all tags from the content elements in the clipboard.
	Delete all content elements in the clipboard. The clipboard goes out of view.
	Start function Select <i>Remove elements from the clipboard</i> , <i>show elements</i> , <i>hide elements</i> , or <i>Delete elements permanently</i> and click disk symbol.
	Select the position to copy elements or to insert elements as reference .
Page name	In the example above it is "Dokumentation". You can see to which page the content element contains. The clipboard can contain content elements from different pages.
Remove elements from the clipboard	Removes all tagged content elements from the clipboard.
Insert elements as reference	Inserts the element as reference make changes to the element at the initial position. You can make a local copy of the referenced element.
Show element	Shows all tagged content elements of this page in the clipboard. Hint: Hidden content elements dim gray.
Hide element	Hides all tagged content elements of this page in the clipboard.
Delete elements permanently	Deletes all tagged content elements of this page in the clipboard.

4.13.2 Copy and Insert Content Elements

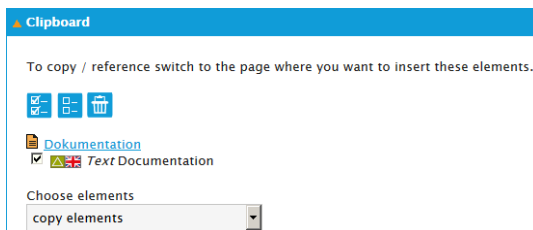
You can copy each content element from a draft or live version into a different page.

Follow this procedure:

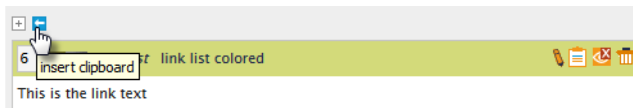
1. At the content element click **Copy to clipboard**. The content element is in the clipboard.



2. Open the page you will copy the element.
3. Show the draft version of the page.
4. Tag the content element in the clipboard.
5. Select *copy elements*. Blue arrows at the content elements come into view. Click the arrow where you will to insert the copied content element.



6. Click **insert clipboard**. The content element is inserted and removed from the clipboard.



4.13.3 Move Content Elements in the Two Column Element

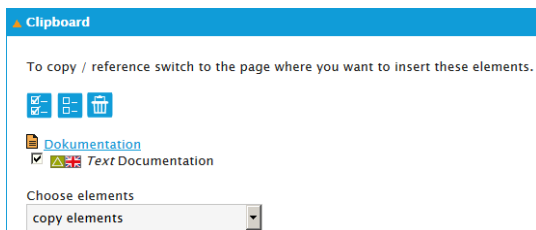
In the two column element you can move a content element from one column to the other. Copy the element to the other column and then delete the initial element.

Hint: Follow this procedure to move a content element from one page to another.



Follow this procedure:

1. At the content element click **Copy to clipboard**. The element is in the clipboard.
2. Tag the content element in the clipboard.
3. Select *copy elements*. Blue arrows at the content elements come into view. Click the arrow where you will to insert the copied content element.



4. In the column click **insert clipboard**. A copy of the content element is in the column.
5. Delete the initial content element in the other column.

4.13.4 Edit Many Content Elements at the Same Time

You can edit some content elements at the same time.

- Show and hide
- Delete finally from the page

Important: You cannot restore deleted content elements. Thus delete content elements in the draft version.

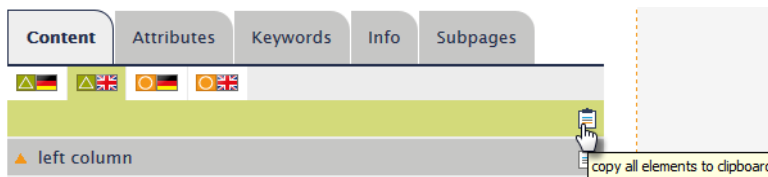
You can copy a deleted content element from a live version or an old version to the clipboard. Then insert the content element into the page.

- Insert a copy or reference

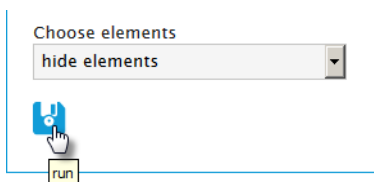


Follow this procedure:

1. Click **copy all elements to the clipboard**.



2. Select the content element.
3. Select **hide elements**.



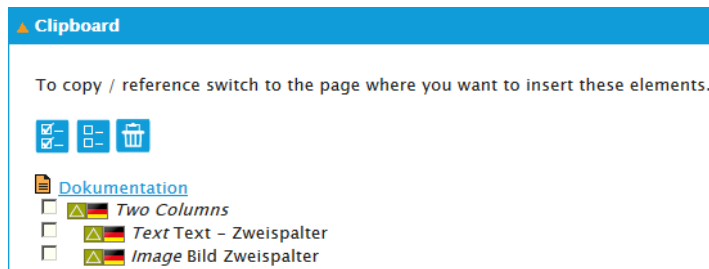
4. Click **run**. The elements are hidden.

4.13.5 Copy and Insert a Two Column Content

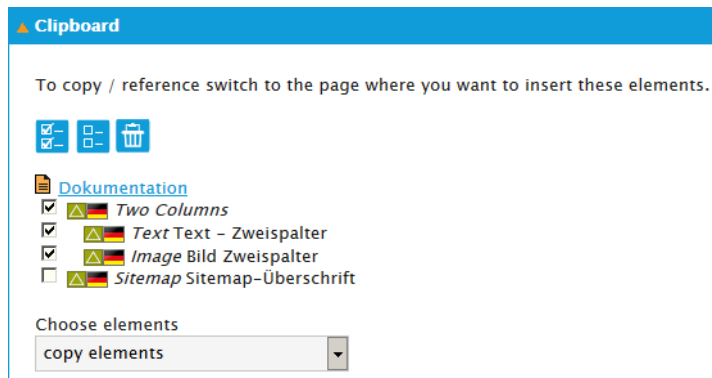
Use the clipboard to copy a Two Columns element.

Follow this procedure:

1. Click **Copy to clipboard** at the Two Columns element. The Two Columns element and its content elements are in the clipboard. The content elements of the Two Columns element are indented.



2. Change to the page where you will insert the Two Columns element.
3. Click **Draft**.
4. Check the Two Columns element and its content elements at the clipboard.



5. Select *copy elements*. Blue arrows come into view.
6. Click **insert clipboard**. The Two Columns element and its content elements are inserted.

4.14 Referenced Content Elements

4.14.1 Rules

No reference possible

- On the page from the live to the draft version of the page and reverse.
- From one language to another language. For example: from the German version to an English version.

Behavior of references

- All references are hidden if the initial content element in the live version is hidden.
- Changes are not visible at the reference if you edit the draft version of the initial content element.
- Only the live version of the initial content element is visible in the references on the live version and the draft version.
- WIMS deletes all references if you delete the initial content element on the live version of the page.

4.14.2 Reference Content Elements

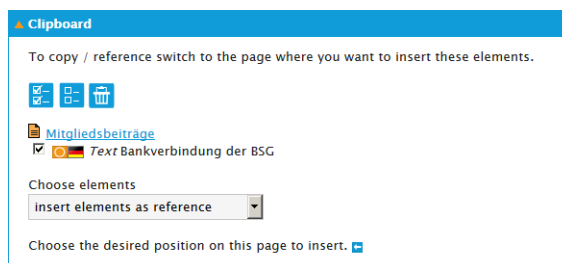
You can use each content element on different pages. It is not necessary to copy the content element because you can reference it. When you edit the initial content element the references will be updated too.

Hint: Ask the administration if you will reference a page.





Follow this procedure:

1. View the page that contains the content element.
2. Click **copy to clipboard** at the content element. The content element is in the clipboard.
3. View the page you will reference the content element.
4. Create a draft for this page.
5. Check the content element.
6. Select *insert elements as reference*. Blue arrows behind the content element come into view.



7. Click **insert clipboard**. The content element is on this position. You cannot edit this content element.

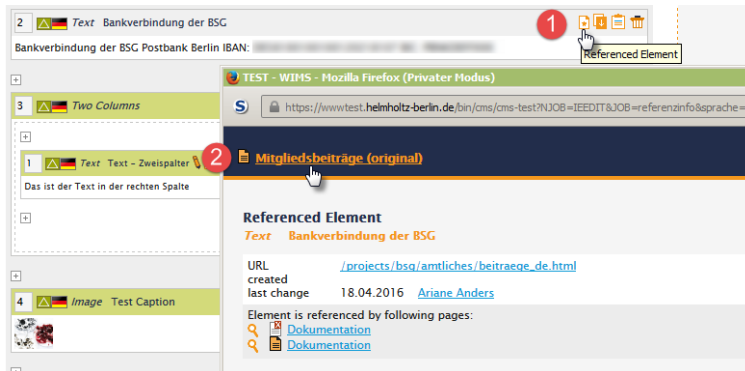
There are icons to see referenced content elements:

-  Referenced content element
-  Initial content element

4.14.3 Show the Initial Element

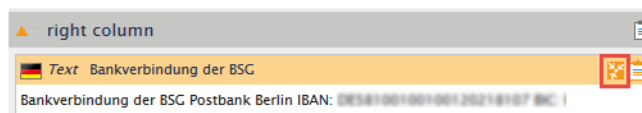
At a referenced content element you can show the initial element.

1. Click **Referenced Element**. A new window comes into view.
2. Click **page name (original)**. A new tab shows the page with the initial content element.



4.14.4 Show a Referenced Element

If a content element is referenced from another page, an icon comes into view.



Follow this procedure:

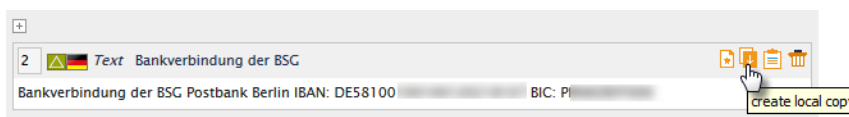
1. View the page.
2. Click **references available**. A new window comes into view and shows the referenced pages.

4.14.5 Make a Local Copy of a Referenced Content Element

Make a local copy of a referenced content element if you will edit the element.

Follow this procedure:

1. View the page.
2. Click **create local copy**. You can edit the copied element.



4.15 Organize Content Elements

4.15.1 Show and Hide a Content Element

You can hide and show content elements.

Hint: Use the clipboard to hide more than one content element.



Hide Content Element

1. View the page in draft mode.
2. Click **hide**. The page reloads and the content element is dim.
3. Release the page or request a release. The content element is deleted from the website.

Show Content Element

1. View the page in draft mode.
2. Click **show**. The page reloads and the content element is not dim.
3. Release the page or request a release. The content element is deleted from the website.

4.15.2 Change the Sequence of Content Elements

Each content element has a number. You can change the sequence of the content elements if you change the number of a content element.

Hint: You can only change the sequence in a content section. Use the clipboard if you will move a content element to a different content section. Example: Move a content element from the main content to the left column.



Follow this procedure:

1. View the page in draft mode.
2. Change the number/numbers.

Hint: The first content element of the main content has no number you cannot change the position.




3. Click **save**. The page reloads and the content elements have a new sequence.

4.15.3 Delete a Content Element

You can delete content elements with the exception of:

- The administration has locked the content element and you cannot edit it in draft version.

Caution  If you delete a referenced element, then all its references will be deleted too. Examine the usage of the content element.



Follow this procedure:

1. View the page in draft mode.
2. Click **delete**.



3. Release the page or request a release. The content element is deleted from the website.

Restore a Content Element

You want restore a content element? Copy a deleted content element from the live version or an old version to the clipboard and insert it.

5 MEDIA - UPLOAD MEDIA

Media has its own area where you can upload, edit and organize your media. It is necessary to have access rights.

5.1 Digital Rights - Know about the Tripping Hazards

The Helmholtz-Zentrum Berlin can get an Abmahnung if you do not respect the digital rights. In this case the Helmholtz-Zentrum Berlin has to pay a penalty charge. You can prevent this if you respect the digital rights.

Look here for full information:

[Intranet > Kommunikation > Web Editorial \(CMS\)](#)

These are the most important tripping hazards:

- Use an image copy from the internet.
The one who made the image is the copyright owner of the image. There is no universal right to use copies of images from the internet. Each image has special copyrights.
- Image from events
You have to respect rights of privacy. Be careful especially with images of children.
- Publish presentation slides
Make sure that all images on the presentation slides have the correct license. Check the rights for the images.
- Use of images from free databases
You must respect the specified copyright rules.
- Scan a passport image and publish it
Make sure that the owner of the passport image bought the right to publish the image in the internet.

5.2 Cause of ALT-Text



The ALT-Text is important for media.

- Universal design
Screenreaders read out the text. Persons with visional impairment get information about the image or file.
- Search engines
Search engines read the ALT-Text. Use keywords from the page that are positive for the ranking of the website.








5.3 Functions





Media tree

Icon/Function	Description
	Search for media Searches in the full media tree of WIMS. Finds all your media and all media tagged as public.
	Configure tree startposition. Configure the folder that opens when you come to media. This folder is also the startposition in the content elements section. Hint: If you will insert some images from the same media folder, configure this folder as startposition. When you insert an image WIMS shows immediately this folder.

Folder

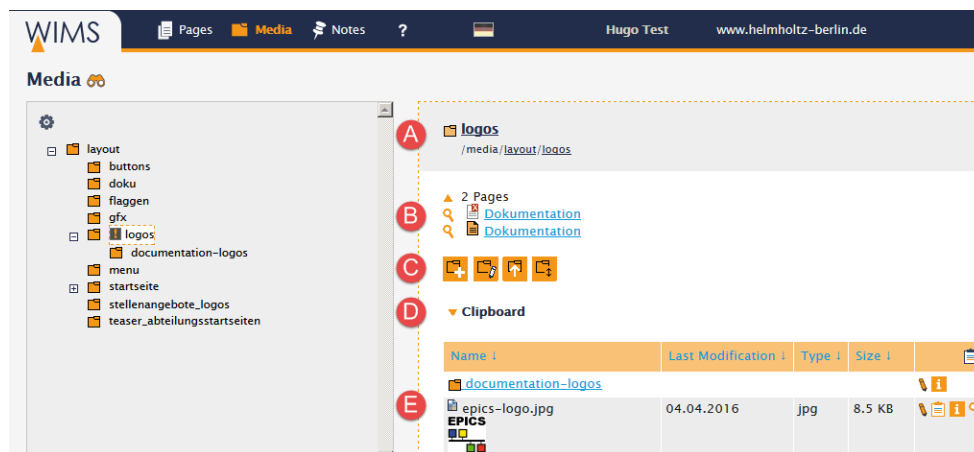
Icon/Function	Description
	Create folder
	Rename folder
	Upload files
	Relocate folder Click the icon and then the position in the media tree.
	Delete folder Only visible if there is no file in the folder.

File

Icon/Function	Description
	Save
	Replace file Full description - see "Replace File" on page 130.
	Delete file Only visible if there is no link to the file.
	Add note to the file Note: Notes for media are not personalized. You cannot use this notes to communicate with persons. Use the note to tell about the file.

5.4 Media Area

The media area has a folder tree and a work area. The image below shows the folder tree.



Media tree

You can see only folders you have access. You cannot open gray folders.

(A) Head area

The open folder and bread crumb to the folder.

Hint: Click a bread crumb to open the folder.



(B) Integrated in X Pages (optional)

If a folder is selected for an image gallery, you can see which pages use the folder.

The section is only visible if a folder is selected for an image gallery.

(C) Functions

Standard: New folder, Rename folder, Upload files, Relocate folder.

Optional: Delete folder.

(D) Clipboard

The clipboard is only visible if the clipboard contains files.

Hint: You can move all files of a folder into the clipboard and then to a different folder. WIMS do not copy the files it moves the files.



(E) List of folders and files

You can change the sequence of the list. The arrows show the direction. All folders are on top of the list.

5.5 Organize Folders

5.5.1 Rules

Rules folder name

- WIMS resolves umlauts.
Examples: ö becomes oe and ß becomes ss.
- WIMS replaces special characters and blanks with hyphens.
Example: @ becomes -
- WIMS replaces upper cases with lower cases.
Example: A becomes a
- On the same level folder names must have unique names.
- If you change a folder name, the links to the media stay correct. WIMS change the links automatically.

Other rules

- New folders are always subfolders.
- You can only create folders in your media subtrees.

5.5.2 Add folder

You can add folders only to your subtree.

Follow this procedure:

1. Click the folder where you will add a subfolder.
2. Click **Create folder**. A text field comes into view.
3. Enter a name.
4. Save the folder. The folder becomes a subfolder. The sequence of the subfolders descends.

5.5.3 Rename Folder

You can rename folders. Follow the rules for folder names - see "Rules" on page 123.

Note: If you change a folder name, the links to the media stay correct. WIMS change the links automatically.



Follow this procedure:

1. Click the folder.
2. Click **Rename folder**. A text field with the current name comes into view.
3. Enter a name.
4. Save the folder.

5.5.4 Relocate Folder

You can move a folder to a different position in your media tree this folder becomes a subfolder. The folders can contain files and subfolders.

Note: If you move a folder, the links to the media stay correct. WIMS change the links automatically.



Follow this procedure:

1. Click **Relocate folder**. In the media tree the icons **insert (within)** come into view.
2. Click the icon at the new position. WIMS reloads the media tree. The folder is at the new position. The folder is open.

5.5.5 Password Protected Folders

The system administration can protect folders with a password. This will reduce the visibility of files. Password protected folders have a padlock icon adjacent to the folder name.

Relevance for the editorial

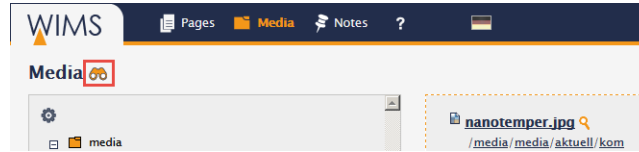
- File upload to protected folders is possible.
- For the editorial a password is necessary to read a file.
- You can delete files from protected folders.
- You can use files on pages.
- Do not check public for files of protected folders because all WIMS users find the files with the media search.

Relevance for the visitors of the website

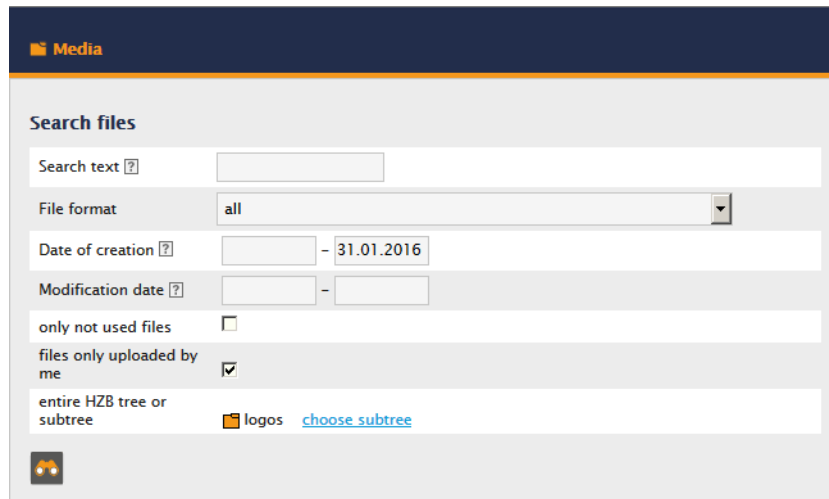
Visitors of the website can open the files if they know the password.

5.6 Adjust the Search for Files

The search icon (binocular) is above the media tree.



Search: Insert conditions and click the binocular. The search result comes into view.



The screenshot shows the 'Media' section with a search interface. It includes a 'Search files' section with the following fields and options:

- Search text:** A text input field.
- File format:** A dropdown menu set to 'all'.
- Date of creation:** Two date input fields, with the second field containing '31.01.2016'.
- Modification date:** Two empty date input fields.
- only not used files:** A checkbox that is unchecked.
- files only uploaded by me:** A checkbox that is checked.
- entire HZB tree or subtree:** A section with a folder icon, the text 'logos', and a link 'choose subtree'.

Function/Field	Description
Search text	Full text search (do not use wild cards) Search on: file name, file extension, title, description, keyword and caption. Hint: To search a file format insert the file extension, for example .jpg or .pdf.
File format	Select file format (text, image, zip, film/audio, miscellaneous)
Date of creation	Adjust a period first field empty: start search from oldest date second field empty: search until the current date
Modification date	Adjust a period first field empty: start search from oldest date second field empty: search until the current date

Function/Field	Description
Only not used files	Search for files not inserted on a website. Important: Images for image collection are not tagged as used files because they are embedded through a folder. Thus the search can contain images from image collections.
files only uploaded by me	Finds only your uploaded files.
entire HZB tree or subtree	Set the limit for the tree to search.

5.7 Upload Files

You can upload new files on a server. Then you can insert files to a page. You can upload one or more files in one step.

Hint: Do not use upper cases, umlauts (ä ö ü), blanks and special characters for the file name. If you use such characters, WIMS replaces the characters.

Upper cases become lower cases

Blanks, umlauts and special characters become hyphens -.



Follow this procedure:

1. Select the folder.
2. Click **Upload Files**.
3. Search the file.
4. Insert the **Title / ALT-Text** in German and English.



5. Repeat step 3 and 4 for more files.
6. Click **Upload Files**. WIMS uploads and saves the files. Enter the meta data.

File exists?

Important: A file is not uploaded if a file in the media area has the same file name.



- You will change an existing file? Use replace file - see "Replace File" on page 130.
- The existing file is different? Change the name of the new file and then upload the file.

5.8 Edit Meta Data

Click the pencil icon to edit the file. You edit the meta data in German and English and you can give permission to use the data.

Hint: You want to use the same copyright for some files? You can do this in the clipboard. In the clipboard you can also change the attribute public for some files at once - see "Information about Pages - Tab Info" on page 36.



- **Title / ALT-Text**

The text is important for search engines and screen readers.

- **Copyright**

For photos insert the name of the photographer. The visitor of the website can see the information in the file information.

Hint: If a person downloads the file, the person can see the file attributes with the windows explorer or with graphics software. That is the reason why the information is public.

- **Description**

It is visible on the file information in WIMS. This is an information for colleagues who will use the file.

- **Keywords**

The keywords are visible in the file information.

A search for media also searches in keywords.

In the internet the search engines search for keywords and can find your file easier.

- **Caption**

It is visible for the editorial if you insert an image to a content element. You see the caption and can use it for the image. On image lists the caption is shown on the website adjacent to the image.

- **Author**

It is visible on the file information.

- **Public**

Public checked

It is the default. All colleagues of the editorial can find and insert the file.

Public unchecked

User with the same permission can find the file.

Important: Uncheck public if you upload a file to a password protected folder.



5.9 File - Tab Info

You see the tab Info if you edit a file.

Attributes

Info

URL	/media/media/aktuell/kom/nanotemper.jpg
Size	16.1 KB (185 x 72)
created on the	19.11.2013
modified on the	19.11.2013
▲ integrated in 1 Pages	🔍 Sponsors
File statistic	

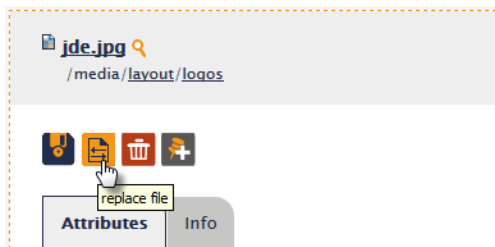
Function	Description
URL	Folder path
Size	Size in KB Size in pixel: width x height
integrated in X Pages	Only visible if the file is used. Exclusion: The content element Image Collection inserts all images of a folder. The pages are not counted here. Loupe: Shows the website. Page name: Shows the page in WIMS.
File statistic	Shows the statistics of the file.

5.10 Replace File

You will replace a file because you have edited the file. It is possible in WIMS also the file name has changed. The meta data and the links for the file stay correct.

Follow this process:

1. At the **Media** area show the file.
2. Click **replace file**. **Replace file** comes into view.



3. Search the new file.

Hint: The file can have a different name.

4. Click **replace file**. The file is replaced. All meta data stays and the file is replaced on all pages.

Note: Delete the browser cache if the thumbnail or the file are not correct on the website.



5.11 Image Editing

With image editing in WIMS you can make small corrections. You can change the image quality - brightness, contrast and saturation, scale or crop images to optimize an image for a slideshow.

Important: If you use image editing in WIMS to change an image you always change the original. Users can see the changes when you click on Save changes. If the image is embedded in other published websites then you change the image on all of them. On the media section on tab Info you can see which websites contain the image.



Follow this procedure:

1. Click **edit image**. The window **Media - edit image** comes into view. Below the settings you can see a preview.



2. Make only one change.
3. Save your change. A new window comes into view and shows the changed image.

Hint: You see the old version of the image? Click reset changes to refresh the image.

4. Optional: Click edit image and make one more change.
5. Save again.

Hints for editing

- **Scale image**

Type in the sizes and select pixel(px) or percentage(%) and click set image size. You can see the result in the preview.

- **Crop image**

Type in the sizes and click crop image. You can see the result in the preview.

- **Reset changes**

If the image is not saved you can reset your changes step by step.

Example: You have cropped an image again and again. A click on reset changes deletes your last change. You can click reset changes again and again. If you see the correct image click Save changes.

- **Save changes**

If you saved an image then you cannot reset to your original.

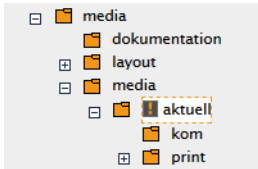
5.12 Media Clipboard

You see the clipboard only if there are files on the clipboard.

5.12.1 Copy Files to Clipboard

In the clipboard you show the files you will edit. You have some possibilities to copy files to the clipboard.

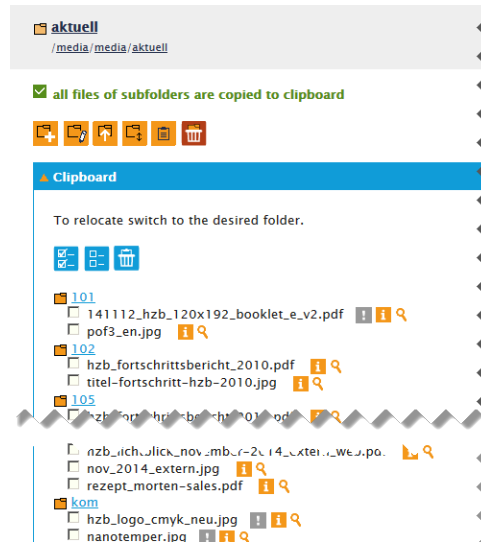
Copy files of a folder and its subfolders.



Select a folder and click the icon.



All files in the folders **aktuell**, **kom** and **print** will be copied. Folder **print** contains subfolders. The files from the subfolders will be also copied. You see the files in the order of the folders.



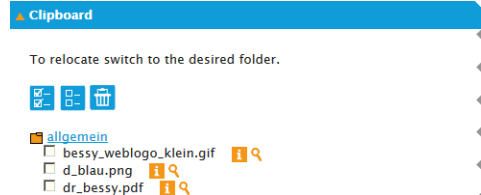
Copy all files of a folder

Name	Last Modification	Typ	Size	Clipboard Icon
logos				[Clipboard Icon]
slideshow				[Clipboard Icon]
bessy_weblogo_klein.gif	18.04.2008	gif	2.9 KB	[Clipboard Icon]
d_blau.png	18.06.2013	png	2.9 KB	[Clipboard Icon]
dr_bessy.pdf	19.11.2008	pdf	3.5 MB	[Clipboard Icon]

Click the icon in the headline of the file list.

Folder **allgemein** is selected.

All files of the selected folder **allgemein** will be copied to the clipboard.

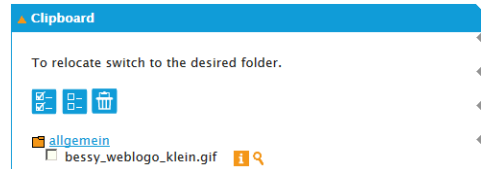


Copy one file

Name	Last Modification	Typ	Size	Clipboard Icon
logos				[Clipboard Icon]
slideshow				[Clipboard Icon]
bessy_weblogo_klein.gif	18.04.2008	gif	2.9 KB	[Clipboard Icon]
d_blau.png	18.06.2013	png	2.9 KB	[Clipboard Icon]

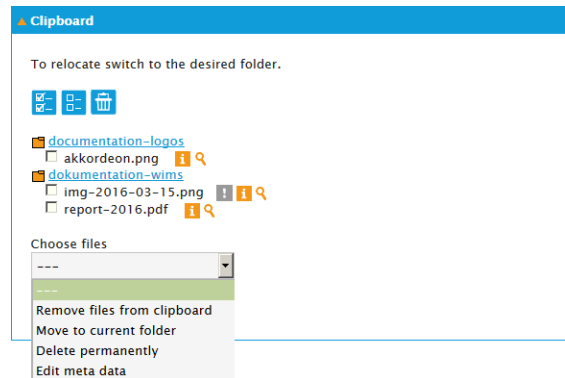
Click the icon near to the file.











File **bessy.weblogo.klein.gif** will be copied to the clipboard.



5.12.2 Overview Clipboard

You see the clipboard only if there are files on the clipboard.



Function / Field	Description
	Tag all files on the clipboard.
	Remove all tags from the files on the clipboard.
	Delete all files on the clipboard. The clipboard is not visible.
	Start function. Click a function and then click the disc.
folder name	The example above shows the folder logo. You see on which folder the files are stored. Files from different folders can be on the clipboard.
file	You can show the file information and the file preview.
Remove files from clipboard	Remove all tagged files from the clipboard.
Move to current directory	Move all tagged files to the current folder. Identify folders for a collection of images.  Delete is impossible  File used. On the tab Info you can see where the file is used  File has the attribute delete protection.
Edit meta data	Change meta data for some files. Choose files Edit meta data Mark the fields you want to change. <input checked="" type="checkbox"/> Copyright  HZB Marta Muster <input checked="" type="checkbox"/> Public  <input checked="" type="radio"/> set <input type="radio"/> remove  Check the meta data that you will change. <ul style="list-style-type: none"> All tagged files will get the same copyright. All tagged files will get the attribute public - see "Edit Meta Data" on page 128.

Delete permanently

Delete all tagged files from the folder media.

Note: You cannot delete linked files. Go to the file and click the tab Info to see which pages use the file.

5.13 Notes on Media

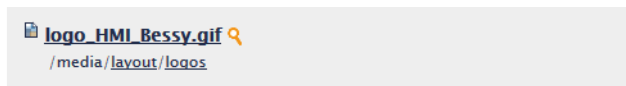
Only in the media section you can make notes for media. You can see the note in the section notes at "Notes for Media". All persons with modification rights for the file can see this note.

Hint: You cannot use a note for files to collaborate with persons. Use a note for files only for notes about a file. If you will tell a person about general work, create a note for this person - see "Make a New Note for a Person" on page [136](#).



Follow this procedure:

1. At the **Media** area show the media.
2. Click **Add Note**. An editor comes into view.
3. Enter your text.



3

Add note ✕

Title *

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😊

The logo is to small.

4

4. Click **Disk icon**. The note is saved at the file. You can see the note at the **Notes area > Notes for media**.

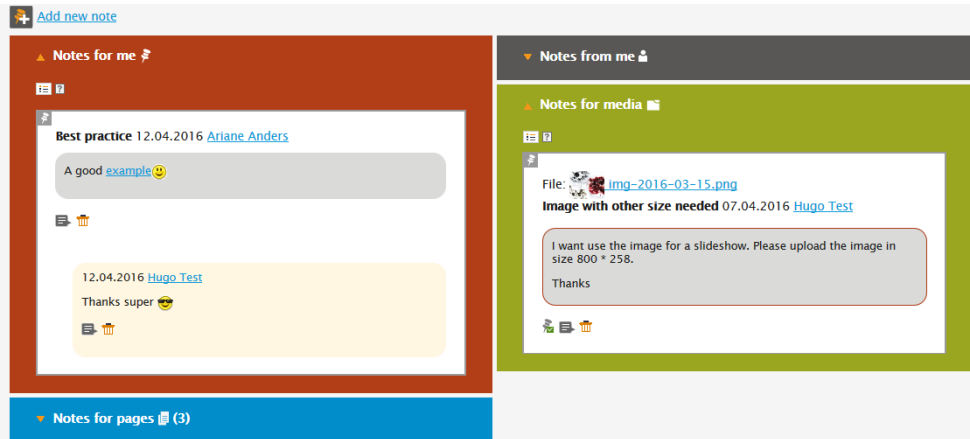









6 NOTES - WORK IN A TEAM

Use notes to organize team work. You write notes for pages, media and persons. In the notes section you see all notes.

6.1 Overview Notes

You write notes for pages, persons or media. At the notes area you see all notes for your page and the media.

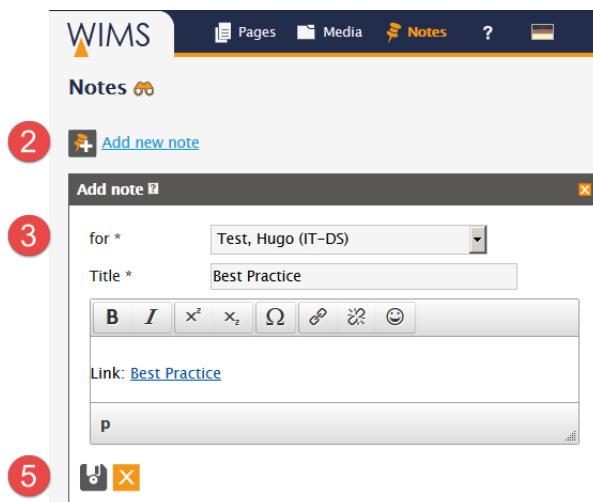


Function	Description
(number)	Number of unread notes
	Legend for notes Colors and frames on notes give information about the status.
	Write an answer Notes for pages and media Each person with permission for the page or media can see the answer. Note for me You, the sender and the administration see the note.
	Delete note Delete the note and all answers for the note.
	Mark as read Tag the note or the not with all entries as read. Read notes are shown in the archive. Hint: You can search for unread notes.
Seite:  Steffi's Webseite	Show the page in the Pages area.
Datei:  img-2498.jpg	Show the file in the Media area.
Hugo Test	Show business card.
Archive	Show the notes in the archive. All read notes are shown in the archive. Exclusion: The note is created today and has the status read.
	Show note.

6.2 Make a New Note for a Person

Only in the note section you can create notes for persons. The person can see the note in the section "Notes for me".

1. Show the section **notes**.
2. Click **Add new note**. **Add note** comes into view.
3. Select the recipient at **for**.
4. Write the note.



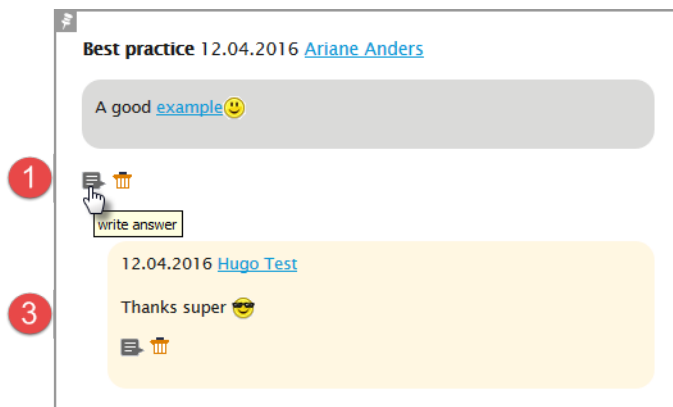
5. Select the **disk icon**. The note is saved. An e-mail informs the person about the note and the person can see the note in the section **Notes on me**. You see the note at the section **Notes from me**.

6.3 Answer a Note

You can answer to all visible notes.

Follow this procedure:

1. Click **write answer**. **Write answer** comes into view.
2. Write the answer.
3. Save the answer. The answer is visible below the note. WIMS sends more e-mails: to the sender of the initial note and to the person you answered.



6.4 Make a Note for a Page

Only in the Pages area you can make notes for pages. You can see the note in the notes area at "Notes for Pages". All persons with page modification rights can see this note.

Hint: You cannot use a note for pages to collaborate with persons. Use a note for pages only for notes about a page. If you will tell a person about general work, create a note for this person - see "Make a New Note for a Person" on page 136.


Example: If you work on a page, another editor can also work on it. To prevent conflicts make a note for the page to inform other editors about your work.




Follow this procedure:

1. At the **Pages** area show the page.
2. Click **Add Note**. An editor comes into view.
3. Enter your text.

2

Preview: 






3

4

Add note [X]



Title *

B *I* x^2 x_z Ω   

Content element 5 is new. Please read the text.

Thanks

P

4. Click **Disk icon**. The note is saved at the file. You can see the note at the **Notes area > Notes for media**.

Hint: Adjacent to the page name you see a pin. A click on the pin shows the section note above the page. Clean up the section note: Delete notes and answers if the process is complete.

 **Documentation** 

[Mainpage](#) > [testpages](#) > [Documentation](#)

Preview: 

 Unread note exists

 Note exists



6.5 Make a Note for a Media

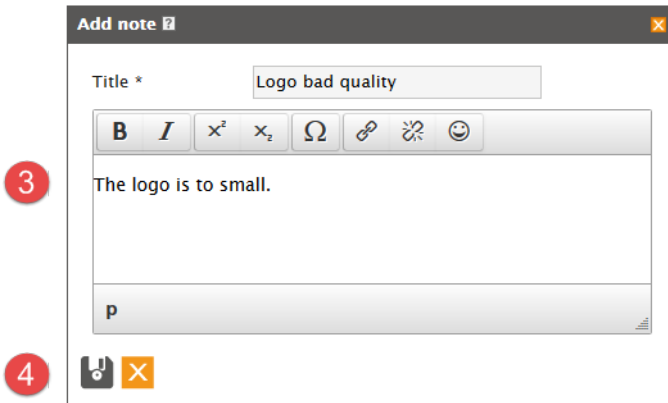
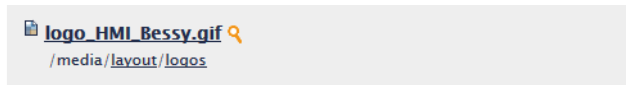
Only in the media section you can make notes for media. You can see the note in the section notes at "Notes for Media". All persons with modification rights for the file can see this note.

Hint: You cannot use a note for files to collaborate with persons. Use a note for files only for notes about a file. If you will tell a person about general work, create a note for this person - see "Make a New Note for a Person" on page 136.



Follow this procedure:

1. At the **Media** area show the media.
2. Click **Add Note**. An editor comes into view.
3. Enter your text.



4. Click **Disk icon**. The note is saved at the file. You can see the note at the **Notes area > Notes for media**.

Hint: Adjacent to the page name you see a pin. A click on the pin shows the section note above the page. Clean up the section note: Delete notes and answers if the process is complete.

 Unread note exist

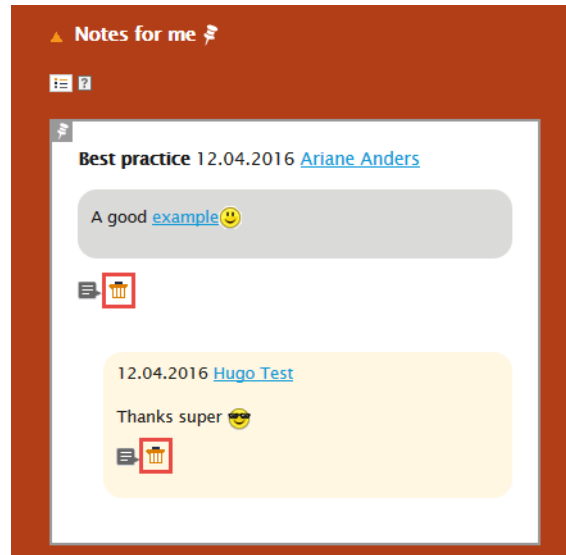
 Note exist



6.6 Delete a Note

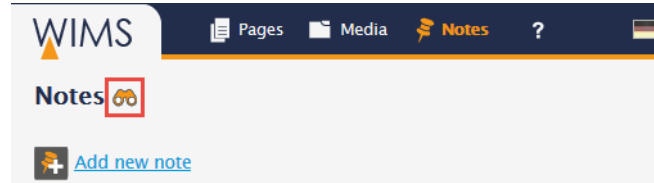
Is the trash icon visible you can delete a note. You can delete your notes and notes of other persons. Delete notes and answers if the process is complete.

Important: If you delete a note with answers, you delete also all answers for this note.

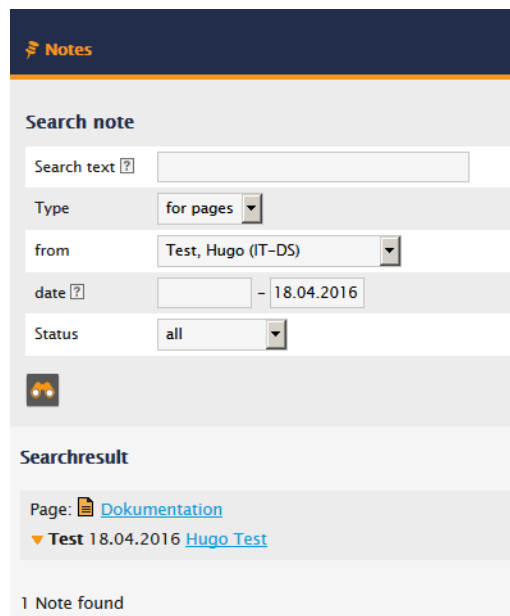


6.7 Adjust the Search for a Note

Use the binocular to search for notes.



Search: Insert criteria and click the binocular. The search result comes into view.



Function/Field	Description
Search text	Search for: Title and note text
Type	Is a filter to find notes for pages, media or persons Search for: all, for me, from me, for pages, for media
from	Select a user.
Date field	Adjust a period. first field empty: start search from oldest date second field empty: search until the current date
Status	Status: all or only unread
▼	Show note.

7 FAQ

7.1 How get I access to the CMS/WIMS?

Use the form "Request for grant of modification, and access rights". Download the form here:

- Start page of WIMS
- Direct link
<https://www.helmholtz-berlin.de/bin/cms/antrag?sprache=en>
- Look at: [Intranet](#) > [Communication](#) > [Internet \(CMS\)](#)

Edit the form and send it. The responsible of your web pages or the responsible of the organisation unit has to confirm.

7.2 How can I contact the administration/support?

Open the startpage of WIMS and write an e-mail to the WIMS-Admin.

7.3 Editorial


I can not hide or move the first text element from the main content.


The first content element Text on the main content is protected.

The first text content element has the format page heading. It is necessary that all websites have a page heading. Thus you cannot change the heading format and the position on the first content element Text. But you can change the content of the element.

How do I create an English / German version for a page?



Make a draft for the page and select the language. A draft exists? Release or delete the draft.

Preview: 



Create Draft


Language of the new draft

Inherit content from current language

Page title *

Inherit elements into new draft



Why can I not delete the format of a text?

You delete the formatting of character and paragraph styles in different procedures.

- **Character**

Set the cursor in the word or tag the full word then click .

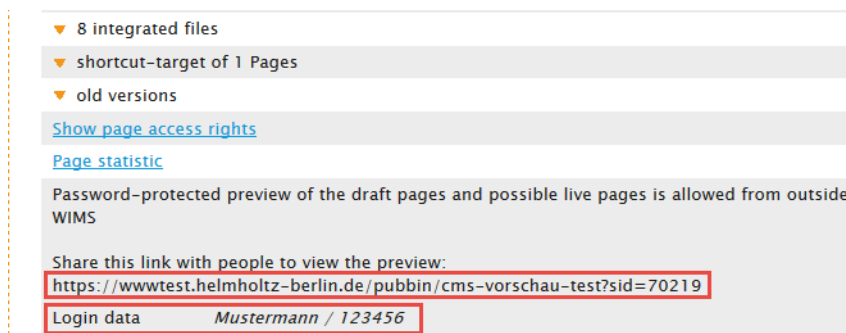
- **Paragraph/Heading**

Set the cursor in the paragraph or the heading then click **Formats** and select the tagged format again.

How do I show a page to external users?

Tell the administration. The administration will set a login to the draft page. At this time the website has a password protection.

Solution: Show the tab **Info**. Here you see the link and the login data. Give the link and login data to the external user.



The screenshot shows a sidebar menu with the following items:

- ▼ 8 integrated files
- ▼ shortcut-target of 1 Pages
- ▼ old versions
- Show page access rights
- Page statistic

 Below the menu, there is a text box containing:

Password-protected preview of the draft pages and possible live pages is allowed from outside WIMS

Share this link with people to view the preview:
<https://wwwtest.helmholtz-berlin.de/pubbin/cms-vorschau-test?sid=70219>

Login data *Mustermann / 123456*

If the external user uses the link, he can see the login form.

There is a difference between the preview and WIMS.

Reload the preview and the page of WIMS.

Change and save of content elements work incorrect.

The tab function of the browser has a defect. Close the browser or all browser tabs that use WIMS and then restart WIMS.

Why can I not change the live version of the page?

- No release rights

You cannot change the live version.

Solution: Make a draft version. Edit the page and then request a release.

- With release rights

You cannot edit the live version if a page has a draft version.

Solution: Edit the draft version and release it.

How can I change the visibility of a page without release rights?

It is necessary to have release rights for the page.

Solution: Speak to the responsible of your pages. Or make a note for the responsible at the Notes area.

Why can I not change the attributes and keywords of my page?

Sometimes the administration prevents the editorial of attributes and keywords. Then you cannot edit the tab attributes and keywords.

Why can I not change the file name?

- No release rights
You cannot change the file name for the page.
- With release rights
The page has one or more subpages. Has a page subpages you cannot change the file name.

I will restore a deleted page.

Search the deleted page. Then open the page and click restore page - see "Restore a Deleted Page" on page 45.

How long is it possible to restore a deleted page?

WIMS stores deleted pages for 180 days. After 180 days the pages are deleted finally and you cannot restore them.

How long can I restore the old version of a page?

WIMS stores old versions pages for one year. After one year the pages are deleted finally and you cannot restore them.

I will see the full page tree or media tree.

Click the configuration icon above the tree.



The Page Search does Not Find a Page

You have set a startpoint for your tree view? The page does not belong to the subtree.

Solution: Select the correct subtree.

When I move a Content element WIMS do not save the new position

- At this position the Content element is not permitted.
Example: It is not permitted to insert a Slideshow into the Main content or an Accordion into a column.
- You moved the Content element and have not saved immediately.
When you moved a Content element click save before you make another change or a reload of the page.

My page contains a POF icon but is not visible in the link list of the POF pages

Have you hide the page in the menu?

On the tab Attributes you can select **hide in the menu**. If you select this function WIMS do not create a link for the link list of the POF pages (see "Attributes of Pages - Tab Attributes" on page 33).

7.4 Pages and Files

How can I view a TIFF image on the website?

TIFF is not an internet format. It is only possible to set a link to a TIFF image.

Use the internet formats: JPG, GIF and PNG.

How can I embed videos?

Embed videos is not easy thus the administration do this work. Speak to the administration.

JPG or CMYK Information are not shown

The browser shows only images in RGB mode. Some JPG images are stored in CMYK mode. The browser cannot read the CMYK mode. The CMYK mode is necessary to print top quality images.

Open the image with your graphical software and check the mode. The mode is also shown at image properties: In the **File Explorer > right click the image > Properties > Details**.

Solution: Upload all images in RGB mode.

Why can I not delete a file?

The file is used in one or more pages.

Show the file at the Media area. Go to the tab Info there you can see which pages use the file.

My image is shown small but I have checked full size.

WIMS do not enlarge images. Your image has a small size thus it will be shown small.

Solution: Enlarge the image with your graphical software or use a larger image. See also the information of image size at WIMS - see "Image Sizes on the HZB Website" on page 86.

Why is my image grainy?

- content element Accordion and Text Image (box)

The image is too small. The content elements accordion and Text Image (box) use a fixed size and increase images, thus small images can get grainy.

Solution: Use the recommended image size - see "Image Sizes on the HZB Website" on page 86.

- content element Slideshow

Use the size 800 x 258 pixels for slideshow images. WIMS increases smaller images to 800 x 258 pixels, thus the image can look grainy or distorted.

Solution: Use the image size 800 x 258 pixels.

- GIF image

If you scale an image with fewer colors, the image quality is bad.

- JPG image

If you use a too high data compression, the image quality is bad.

7.5 Website View

The Live System does not show new text.

- The page has no live version.

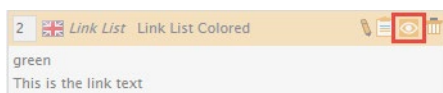
The page has only a draft version and is not released, thus the page has no live version.

Solution: Request the responsible for release or release the page.

- The page is released but not exported.

Solution: Go to the tab **Info**. You can see the date of the page export. Check *must be exported*. WIMS exports the page again.

- The content element is hidden.



Solution: Click **show**.

The business card of a person is not shown

The business card is shown on all internal websites.

For external view the person has to give permission. Only with this permission the business card is visible on external websites.

A Publication is not shown

The publication has no specimen copy at PASTA, thus the publication is not shown.

The images on my slideshow are distorted.

The images have an incorrect size thus the image is scaled on the website.

Solution: Use an image with the recommended size 800 x 258 pixels at the slideshow.

My slideshow text is not visible.

Solution: Use the paragraph heading or the default format.

There is an overlay of text, boxes and images on the website.

Solution: Set a Layout Separator element in front of the content element. This inserts a line break and the content element has the position below the content element before.

The responsible at the footer is not correct - responsible has changed.

Tell the administration.

7.6 Website Navigation

The Main Navigation does not show a page.

It can have some reasons:

- The page is hidden in the menu.



Solution: If you have release rights, open the tab **Attributes** of the page and uncheck *hide in the menu*.

- Administration has hidden the page for navigation. The status icon of the page is gray.

Solution: Tell the administration.

- The page has only a draft version and is not released, thus the page has no live version.

Solution: Request the responsible for release or release the page.

- The page is a subpage of a hidden page.

How can I put a small picture to the MEGA-Navigation?

Give the image to the administration.

Necessary image size: 50 x 30 px

Service links for projects or events are not correct.

Tell the administration.

Footer navigation is not correct - I will other links.

Tell the administration. The administration edits the footer navigation for you.