United Nations

UNITE WEB MANUAL – EDITOR'S GUIDE

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Accessing the Unite Web

The Unite Web is a user based system. Users are given different levels of permissions to allow or disallow access, as well as controlling content editing rights for different sites.

Link your Unite Web ID

1. To gain access to your specific site(s) you'll need your administrator to set-up your account using your Unite ID and United Nations e-mail address. This is because the Unite Web login is integrated with the Unite identity login so that the login information is the same across all platforms.

2. Once your account is created you should receive a confirmation email.

Logging in to Unite Web

1. To access the login page for your particular site, you'll need to add "/user" to the end of the URL or website address.

2. For example, if your website address is:
    un.org/internaljustice/oaj/en

    to access to the **login page** you will need to add "/user" to the end of the address:
    *un.org/internaljustice/oaj/en/**user***

3. Once you hit enter you will be redirected to the login page where you can enter your Unite ID and password.

4. Once you have entered your password, click the "**Log in**" button and you will be re-directed to the back-end of the website and your profile page.

Editing your profile

1. On your profile page you will be able to edit some of your profile information.
    Note: Because your username and password are linked to the greater UN infrastructure via your Unite ID you will not be able to change your username or password.

2. To edit your preferred language, you can select it from the **Site Language** dropdown in the **Language** settings section.

3. To edit your local time zone, select it from the **Time zone** dropdown under **Locale settings**.

4. Once you have made your changes click the blue "Save" button to save them.

Content creation and authoring

As an **Editor** you have access to all of the same actions as an **Author**. In addition, **Editors** can perform the following actions:

1. Add new content
2. Edit existing content (created by other users)
3. Delete existing content (created by other users)
4. Reviewing Moderated content
5. Schedule content for publication

Content types available on the UNITE WEB

The UNITE WEB site gives **Editors** the capacity to add the following types of content to their sites.
Click on the titles below to see the list of available fields for that **content type** or click here to view a step-by-step example of the population the **Article** content type.

- Article – An **Article** is content type that can store text, images, video, documents and audio files. **Articles** can be categorised and displayed in various ways throughout your site.

- Page – **Pages** are typically used for static content or as a space to display other content. The items of a main navigation are typically **Pages**.

- Biography - **Biographies** are content types that store information about specific individuals and include personal information fields like "Date of birth", etc.

- Event - **Event** is a content type that is used to add a time bound event to your site.

- FAQ - **FAQ** is a content type that allows a user to add a collection of frequency asked questions (FAQ) and answers to their site.

- News story - **News Story** is a content type that stores news-worthy information or news stories from internal or external news media channels.

- Press release - **Press Release** is a content type that allows for the publication of press releases, typically from within the UN and its organisations.

- Statement/Speech - **Statement/Speech** is content type that allows for the storage and publishing of statements or speeches from official sources within the UN.

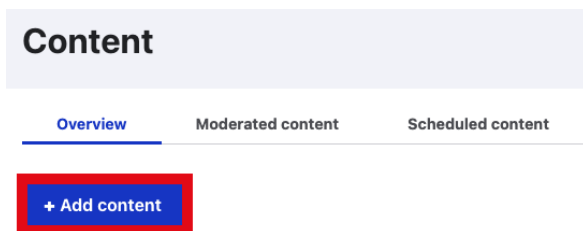Click here to continue to the **Add new content** section

Add new content

As a Unite Web **Editor** you are able to add content to Unite Web sites. To add new content to your site, follow the instructions below.
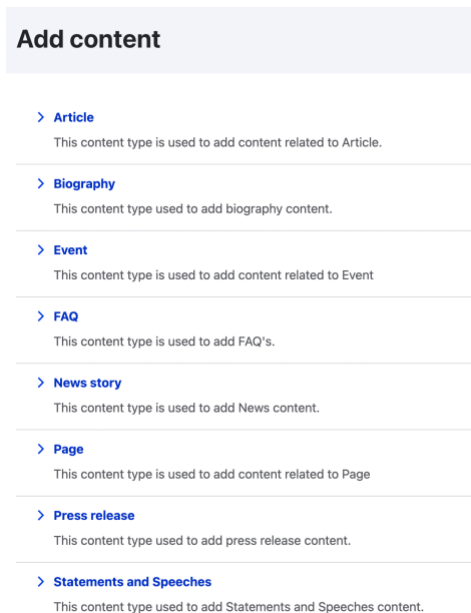
1. On the administration bar, navigate to and click **Content.**
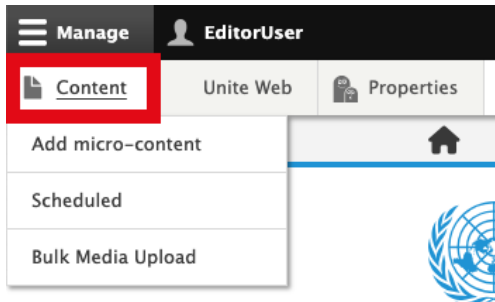
2. On the **Content** page, click the blue **+ Add content** button

3. On the **Add content** page, select the content type you want to add from the choices available.

To view a step-by-step example of the population the Article content type, click here.
Alternatively you can select the content type that you are adding from the list below to get an overview of the fields available for that content type.

Article | Page | Biography | Event | FAQ | News story | Press release | Statement/Speech

Step-by-step example: adding an **Article** content type

This is an example of the population process of an *Article*. The process is similar for the other content types, however with the other content types the fields will be different.

1. **Title** – Specifies the title for the new *Article*.

2. **Language** – Specifies the language of the *Article*.

3. **Reference Language** – The original source language of the *Article* as a taxonomy. May include unofficial UN languages.

4. **Subtitle** – Subtitle is the text that will appear below the main title of the and above the item content. Multiple subtitles can be included in each content type. Select Add another item to enter additional subtitles.

5. **Description** – This is the main body or content area of the content item and is also referred to as the CKEditor. You may customize this section with paragraph formats, block styles, added images and URLs. More information on text formats can be found following the "About text formats" link at the bottom right of the box. If you'd like to add a summary for your content, select Edit Summary and an additional summary text box will appear. For a full explanation of the CKEditor and functionality, view the CK editor section in this manual.

Description (**Edit summary**)

About text formats
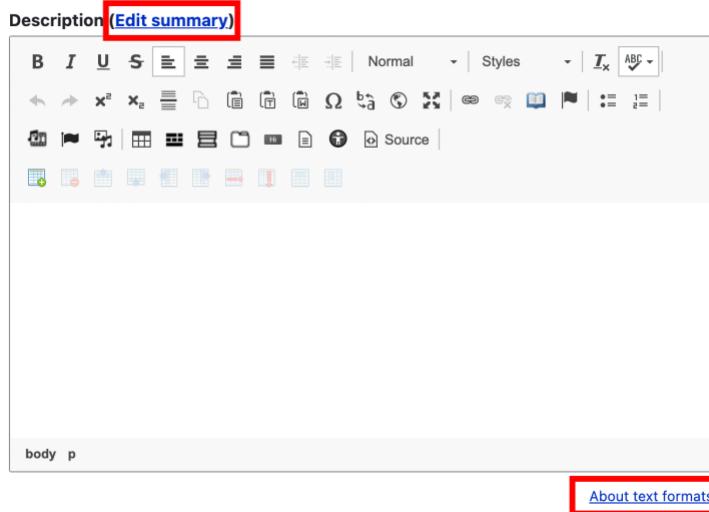
6. **Global Category** – In this field we can select from the Unite Web categories list. These categories can be applied to this content type. Enter the category name and allow the search functionality to locate the existing category. You can add multiple entries by pressing the **Enter key** after each.
   Note: The Global Categories taxonomy includes categories that are determined by the United Nations on a global level. These items are inherited by all subsites from the main Unite Website and cannot be edited at the "subsite" level.

Global Category

7. **Local Category** – These are localised categories that are specific to your site as opposed to the Global Unite Web categories. Add and separate multiple categories with a comma.
   Note: Local categories are taxonomies specific to individual sites and can edited by Editors and Site Administrators at the local site level.

Local category

8. **Image/video** – Attaches images and/or videos to the content item. These images/videos are displayed based on the layout template as opposed to adding images in the body of the content item (see *Description* above). Click the **Add media** button.

Image/video

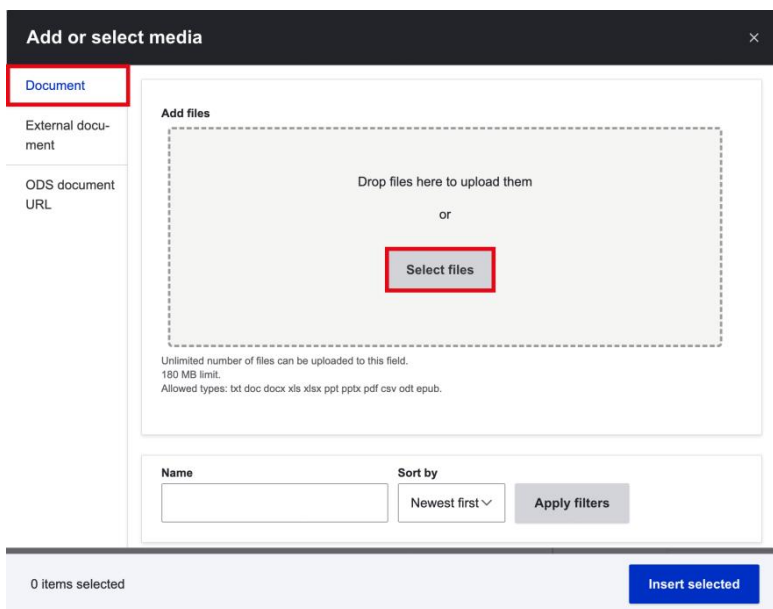No media items are selected.

Add media

A pop-up window will open and you can either upload a new image or video, or you can select one from the existing media library. To find out more about adding image or video, see either *Add media - Images* or *Add media - Videos* for more info.
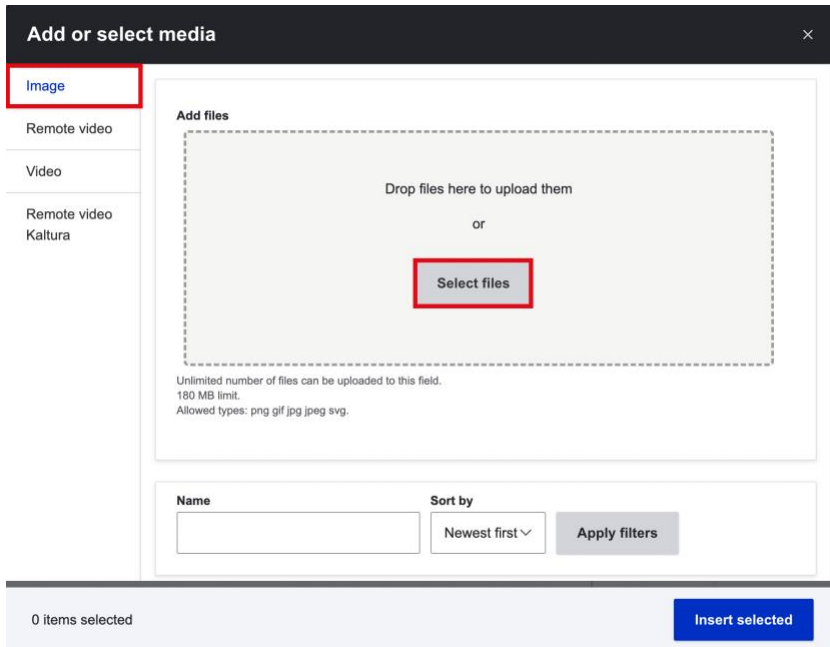
9. **Document** – Attaches a document(s) to the content item. Click on the **Add media** button to begin uploading or attaching an existing document.

A pop-up window will open and you can either upload a new document or you can select an existing one from the media library. To find out more about adding documents, refer to the *Add media – Documents* section of this manual.

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10. **Audio** – Adds audio files to the content item. Click on the **Add media** button to begin uploading an audio file.
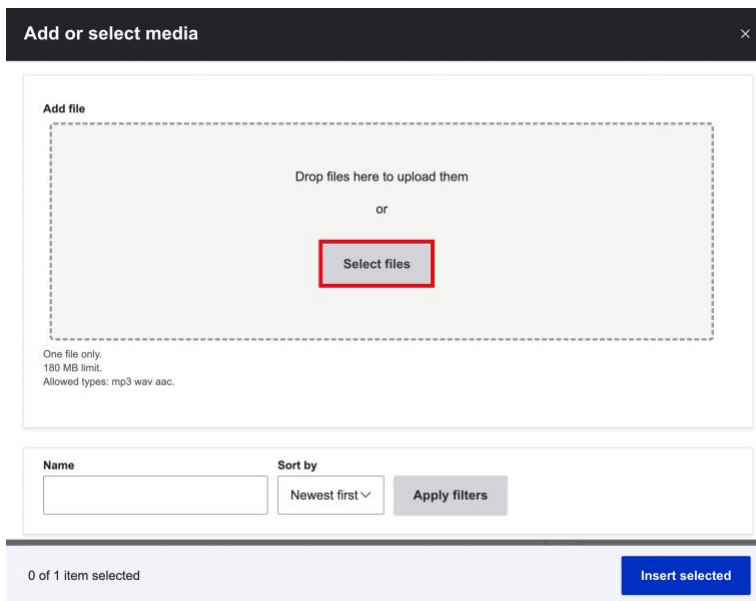

A pop-up window will open and you can either begin uploading an audio file or you can select one from the media library. See the *Add media – Audio* section in this manual for further instructions.

11. **Location** – Specifies the geographic location that is relevant to the content item or from where the content item is/was published.

12. **Author** – Specifies the author of the content item.

13. **Entity** – Refers to the office/department that is publishing this content item.

14. **Tags** – Allows of the adding of existing or new key tags to improve Search Engine Optimization (SEO) and categorisation or grouping for the content item.

Tags

[🔍]

15. **Related Content** – This area allows for the specifying of other related content items. Begin typing the name of the content item you want to relate in the search box. You can add multiple items by clicking the grey **"Add another item"** button. The related content items can be organised by using the **cross-arrow icon** to the left of the text field. Related items can be removed by clicking the **"X"** to the right of the text field.

👁 Show row weights

Related content

[✛] [🔍]   [✖]

[Add another item]

16. **Permanent Link** – Refers to the full URL or internet address of this content item.
    Note: It is recommended that you allow an automatic link to be generated by leaving the "Generate automatic Permanent Link" checkbox selected. However you can manually write out your own permanent link by unchecking the box.

    ∧ **Permanent Link**
      Automatic alias

    ☑ Generate automatic Permanent Link
      Uncheck this to create a custom alias below.

    Permanent Link

    [   ]

    Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

17. **Property** – Allows for the assigning of a content item to a **Property.** It can be selected by clicking the dropdown arrow. To refine the list, start typing the name of the required **Property** and then selecting that **Property** from the auto search list (**Property** is another term for a site).
    Note: New Properties can only be created and configured by Site Administrators

    Property

    [- None -   ∨]

    The property to which this content belongs.

18. **Read-only properties** – Allows for the setting of a relationship a property with read-only permissions. In other words, the read-only **Property** will be able to access and display the content, but none of the users of the read-only **Property** will be able to edit the content.

    Readonly properties

    [Choose some options   ]

    The property to which this content belongs in readonly mode.

19. **Layout** – Allows for the selection of the layout template that will be used to layout and display the item's content (images, text, links, etc.). You will be able to select from a list of available layouts for the specific content type you are creating/editing (each of the content types will have their own pre-designed layouts

although new layouts can be designed.)
*Note: Custom layouts can only be added by users with **Site Administrator** permissions.*

Layout

- None -

20. **Article Type** – An optional category/taxonomy that is specific to a content type.
As with the other category/taxonomy fields, if no current matching category exists, the option to add a new category will be displayed. You can add multiple entries by pressing the **Enter** key after each.

Article type

21. **Publication Date** – The automatically generated date that the content item is first published.
By default the current date will be used when you publish or save this content item but it can be changed manually if need be.

Publication Date

2022/07/13   22:17:47

22. **Source** – If you sourced the content for this item elsewhere, you can specify the source here. Copy-and-paste the source address into the **URL** field. The **Link text** field refers to the text that will be displayed as the link to the **URL**.

Source

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

Link text

23. If **Content moderation** has been enabled by your **Site administrator**, you will see the **Save as** dropdown when creating content which will allow you to set the moderation status of the content when saving. These options are:

    a. Save as **Draft –** When a content item is saved as a draft it is not viewable in the front end of the site. It is saved in the backend where it can be edited at a later stage.
    *Note: Remember that it is only editable by the content's **Author**, an **Editor** or a **Site Administrator**;*

    b. **Published** – This means the item will be published immediately and will be viewable on the front-end of the site;

c. **Needs review** – Saving a content item with the **Needs review** status moves the item to the **Moderated content** section of content library. This means that an **Editor** or **Site Administrator** can access the moderated content and, after a review, either suggest further edits or publish the content so that it will be live on the front-end of the site;

d. **Unpublish** – This will unpublish the item so that it will no longer be viewable on the front-end of the site. The item will still be saved on the site and can be edited and re-published at a later stage if required.
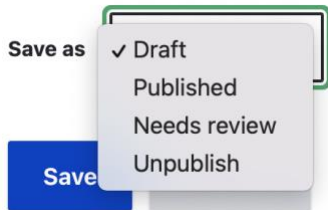
Note: When you save content as a draft the preview background will be pink to indicate that the content is not published and won't be accessible to visitors to your site.

24. When you are finished with your article population you can click the blue **"Save"** button. Alternatively you can click the grey **"Preview"** button to preview your *Article* before saving it.

Note: The following items are located in the right-hand column on a desktop

25. **Revision Log Message** – Allows for logging of changes made to new revisions of the content item.

26. **Menu settings** – Provides the option of adding a menu link to the site navigation while editing the content item (as opposed to via the menu settings which are only accessible with Site Administrator permissions).

27. **Metatags** – Specifies the meta information used to avoid redundant meta data and search engine penalization. Click the **"Customize meta tags"** button to access to the available metatags.

Several types of metatags can be configured as seen in the image below, each of these types comes with a brief explanation. Click the arrow on the left of a metatag to expand that tag and configure its data.

28. **Scheduling Options** – Specifies a date and time for publishing and/or unpublishing the article. If left blank, the article will not be scheduled for publishing. For more information on scheduling content for publication see the Schedule content for publication section of this manual.

29. **Authoring Information** – Automatically generated data related to the authoring of this content item. Manual changes can be made to these fields.
    Note: By default this value will automatically be populated with the name of the currently logged in user.

30. When you are finished with your content population you can click the blue **"Save"** button. Alternatively you can click the grey **"Preview"** button to preview your content before saving it.

*Note: The example above shows the population process of the **Article** content type. The process is similar for the other content types, however the available fields will be different depending on the content type. To see the available fields for a content type, click on the content type below.*

To see the available fields for a content type, click on the content type below.

Article | Page | Biography | Event | FAQ | News story | Press release | Statement/Speech
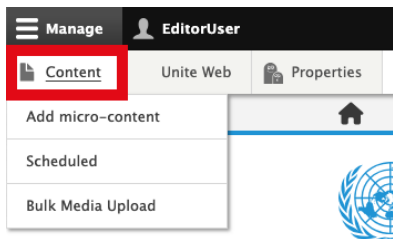
Edit existing content

As a UNITE WEB **Editor** you will be able to edit any content that you originally created.
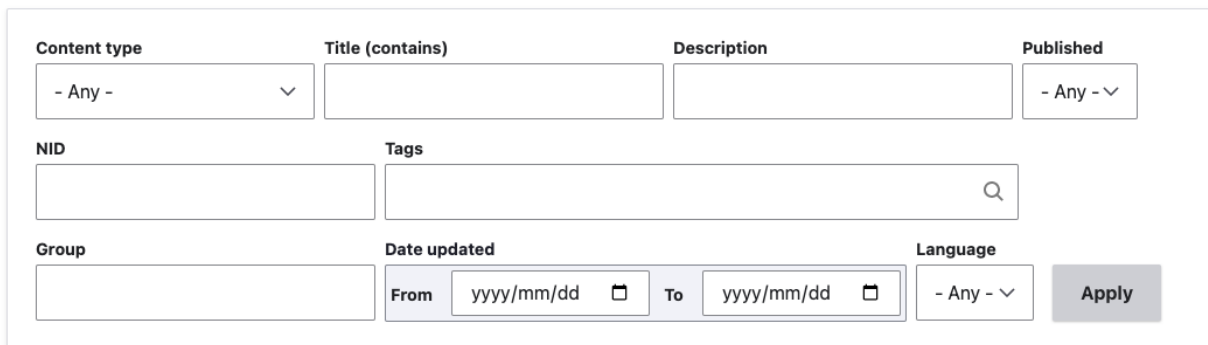Refer to the Content and Media Management section for more information on the input fields for each content type.
Note: You will only be able to edit content created by other user on the same site or sub-site (Property). You will be able to create new translations for existing content that was created by other users.
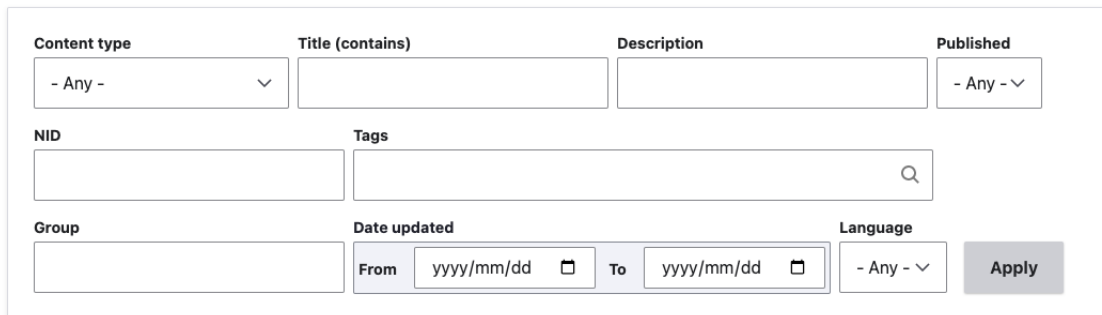
To locate and **Edit** content on UNITE WEB, follow the directions below.

1. On the administration bar, click on **"Content".**

2. On the **Content** page, use the search function to filter existing content to find the content you want to **edit**. It is possible to filter the content list by **Content Type, Title, Description, Published status, NID, Tags, Group(Property),** or by **Date updated**. Make your selections and click on the grey **"Apply"** button to filter the list of content.

Alternatively, you may scroll through the list that is displayed below the filter area to locate your content manually.

3. When you locate the content you want to edit, navigate to the right of that content item's name and click the **"Edit"** link in the **Edit** column.

Note: if you don't see an "Edit" link it is likely that this content was created by another user so you will not be able to edit that content.

4. Once you click **"Edit"**, you will be redirected to the Edit content form for this content item. Here you may make changes to any of the input fields as required necessary.

5. After you make your changes, click on the blue **"Save"** button to save your changes.

Delete existing content

As a UNITE WEB **Editor** you will be able to delete any content that you originally created.
Refer to the Content and Media Management section for more information on the input fields for each content type.
*Note: You will only be able to delete content created by other users in your site or sub-site (**Property**).*

To locate and **Delete** content on UNITE WEB, follow the directions below.

1. On the administration bar, click on **Content.**

2. On the **Content** page, use the search function to filter existing content to find the content you want to **edit**. It is possible to filter the content list by **Content Type, Title, Description, Published status, NID, Tags, Group(Property),** or by **Date updated**. Make your selections and click on the grey **"Apply"** button to filter the list of content.

    Alternatively, you may scroll through the list that is displayed below the filter area to locate your content manually.

3. When you locate the content you want to delete, navigate to the right of that content item's name, click the dropdown arrow next to the **"Edit"** link and select the "Delete" option.
    Note: if you don't see a "Delete" option in the dropdown it is likely that this content was created by another user so you will not be able to delete that content.

Content type	Tags	Published	Posted		Updated	↑	Operations
Page		No	Wednesday, April 12, 2023 - 12:34		Thursday, April 13, 2023 - 15:36		Edit ⌃
							Translate
Article		Yes	Wednesday, April 20, 2022 - 16:07		Wednesday, April 12, 2023 - 15:18		Delete
Article		Yes	Thursday, April 14, 2022 - 10:35		Wednesday, April 12, 2023 - 15:17		Edit ⌄
Article		Yes	Thursday, April 21, 2022 - 11:07		Wednesday, April 12, 2023 - 15:17		Edit ⌄

4. Once you click **"Delete"**, you will be redirected to the Delete confirmation page. To cancel the deletion click the grey "**Cancel**" button. To continue with the deletion click the blue "**Delete**" button.

[Delete]   [Cancel]

5. After you click the "Delete" button and confirm the deletion, you will be returned to the Advanced content listing page and a status message will confirm the deletion.

Reviewing Moderated content for publication

When Content Moderation is enabled by your **Site Administrator**, **Editors** have the ability, as mentioned above (see Step-by-step example: adding an **Article** content type), to set a content item's status to **Draft**, **Published**, **Needs review** or **Unpublished** via the Save as and Change to dropdowns

To manage moderated content for publishing, follow the instructions below.

6. To find a list of the Moderated content items, navigate to the administration bar and click on **Content.**

☰ Manage   👤 EditorUser
📄 Content   Unite Web   🔒 Properties
Add micro-content   🏠
Scheduled
Bulk Media Upload
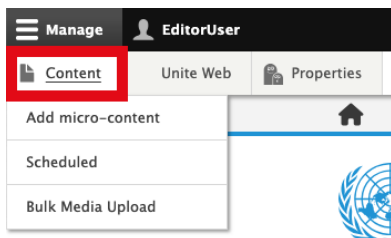
7. On the content page, click on the Moderated content tab. This will redirect you to the **Moderated content** page with a listing of all of the content that has been set to either **Draft** or **Needs review** status.

Overview   **Moderated content**   Scheduled content
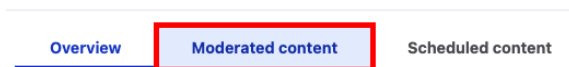
8. Find the item that you want edit in the listing and click the **Edit** button in the **Operations** column.

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9. Scroll down to the bottom of the Edit view to the Current state of the content item and the Change to dropbox. To change the status of the content item, select a new status from the dropdown and then click save.

Schedule content for publication

As a Unite Web **Editor** you are able to schedule content to be published and unpublished at a future date. To schedule content for publishing, follow the instructions below.

1. While in the editing mode of a content item, locate the Scheduling options section on the meta information accordion to the top right of the page and click the title bar to expand the area.

2. In the content area you will see the following options:

a. Publish on - This is the date and time at which you want to publish the content item. Clicking on the date will open a calendar date select field.
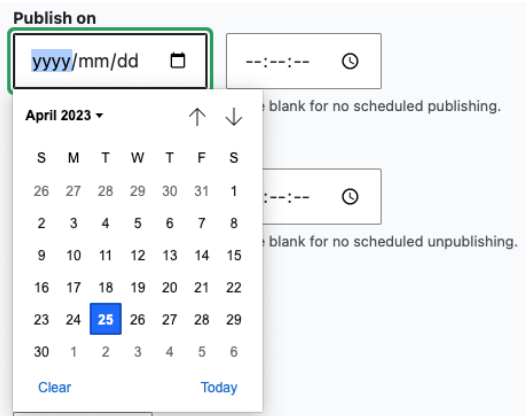
b. Unpublish on - This is the date and time at which you want to unpublish the content item

c. Publish state - This is the state that will be set when the item is published. This must be set to "Published"

d. Unpublish state - This is the state that will be set when the item is unpublished. This must be set to "Unpublished"

3. Once you have set your options for scheduled publication, scroll down to the bottom of the page and click the blue "Save" button.

Note: When you set a content item for scheduled publication and click "Save", the content item will display with a pink background indicating that it is current set as a Draft and therefore not visible on the front-end of the site.

Accessing and restoring content Revisions

In UNITE WEB, when making changes to existing content, new revisions of the content are created and old revisions of the content are saved to the database. These revisions can be accessed at a future date, if it becomes necessary to revert the content to a previous revision. To access content revisions, follow the steps below.

1. Locate the content you want to edit by navigating to the administration bar and clicking **Content.**
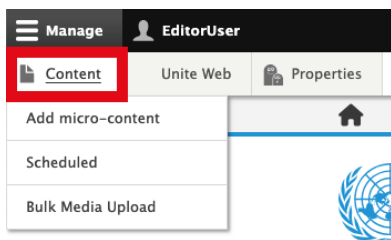
2. On the **Content** page, use the search function to filter existing content to find the content you want to edit. It is possible to filter the content list by **Content Type, Title, Description, Published status, NID, Tags, Group(Property),** or by **Date updated**. Make your selections and click on the grey **"Apply"** button to filter the list of content.

Alternatively, you may scroll through the list that is displayed below the filter area to locate your content manually.

3. When you locate the content you want to review, click on the content item's name.

4. You will be redirected to the content item's page. If you are logged in with sufficient privileges, you will see the **Revisions** tab. Click the **Revisions** tab to access the revisions listing page.

*Note: if you don't see the **Revisions** tab it is likely that this content was created by another user or is part of another site that you don't have permission to edit the content for.*

5. On the **Revisions** page you will see a list of existing revisions and instructional text stating: "Revisions allow you to track differences between multiple versions of your content, and revert to older versions."

6. To preview a **Revision**, click on the date and time link under the **Revision** column.

7. You will be redirected to the Revision preview page where you can view the Revision content.
   Note: The breadcrumb navigation will display the Revision's date and time for your reference.

Test Article 02

TEST ARTICLE 02 SUBTITLE - 8/4 LAYOUT

Test Article 02

Donec rutrum congue leo eget malesuada. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sollicitudin molestie malesuada. Quisque velit nisi, pretium ut lacinia in, elementum id enim.

Nulla quis lorem ut libero malesuada feugiat. Nulla quis lorem ut libero malesuada feugiat. Donec sollicitudin molestie malesuada. Vivamus suscipit tortor eget felis porttitor volutpat. Vivamus suscipit tortor eget felis porttitor volutpat.

Vivamus suscipit tortor eget felis porttitor volutpat. Sed porttitor lectus nibh. Vivamus magna justo, lacinia eget consectetur sed, convallis at tellus. Pellentesque in ipsum id orci porta dapibus. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

8. To return to the Revisions listing page, either use the back navigation arrow in your browser or click the Revisions link in the breadcrumb navigation.

Test Article 02

TEST ARTICLE 02 SUBTITLE - 8/4 LAYOUT

9. To restore a previous revision, click on the **Revert** button under the **Operations** column.

10. You will be redirected to a confirmation page asking you if you are sure that you want to revert to the selected revision. To complete the revision process click the blue **Revert** button.

11. The current **Revision** of the content item will be replaced by a copy of the **Revision** you selected.
    *Note: A new **copy** is made of the revision you selected so that the original **Revision** is still accessible in the revision list.*

Revision	Operations
01/11/2024 - 11:50 by EditorUser Copy of the revision from *Tue, 08/08/2023 - 15:19.*	*Current revision*
01/11/2024 - 11:48 by EditorUser	Revert ⌄
01/11/2024 - 11:48 by EditorUser	Revert ⌄
08/08/2023 - 15:19 by SiteAdminUser	Revert ⌄

*Tip: You can also delete unwanted revisions from the revisions list by clicking the drop-down arrow next to the **Revert** button and selecting the **Delete** option.*

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Media Management

The **Media library** is a collection of all of the media items that have been uploaded to a website. These include:

- images,
- videos & remote videos;
- documents & remote documents; and
- audio files.

When media items exist in the library they can be used multiple times in multiple content items (pages, articles, etc.) or they can remain in the library for future use without being currently used.

When a media item is *deleted or removed from a* ***Content item*** it will still remain in the **Media library**.

Accessing the Media library

To access the media library, follow these steps:
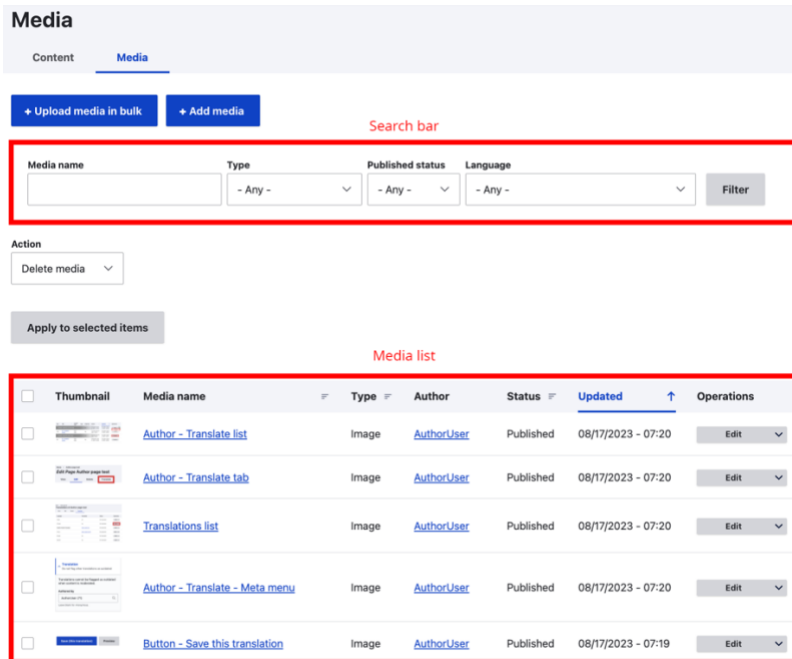
1. On the administration bar, click on **Content.**
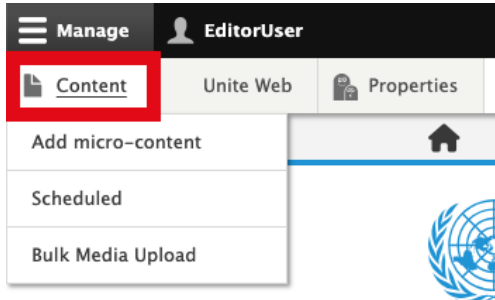
2. On the **Content** page click the **Media** tab.
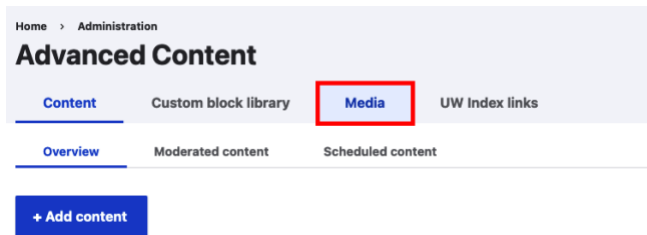
3. You will be redirected to the Media library. A list of all of the Media items that are located in the **Media library** will be displayed. You can also search through this list using the filter search bar.

Selecting default cropped image sizes

When a media item is uploaded to a site and added to the media library, the system creates cropped versions of the image file by default. These cropped sizes can be selected when adding an image via the CKEditor. The procedure is as follows:

1. When in CKeditor, click the **Insert from Media library** icon
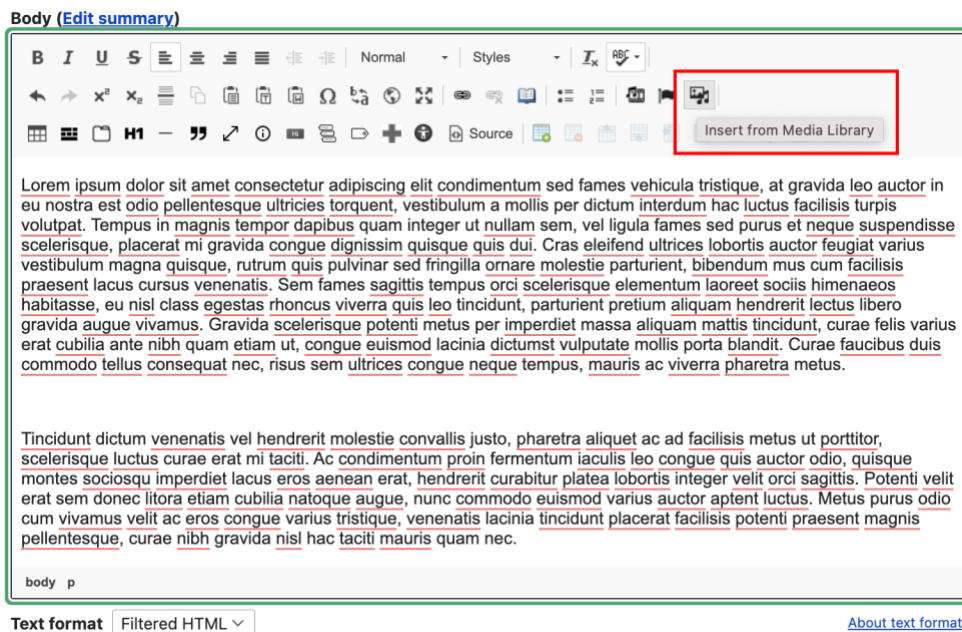
2. In the **Add or select media** popup, find the Image that you want to use and select the image by checking the **Checkbox** at the top of left of the **Image thumbnail**.
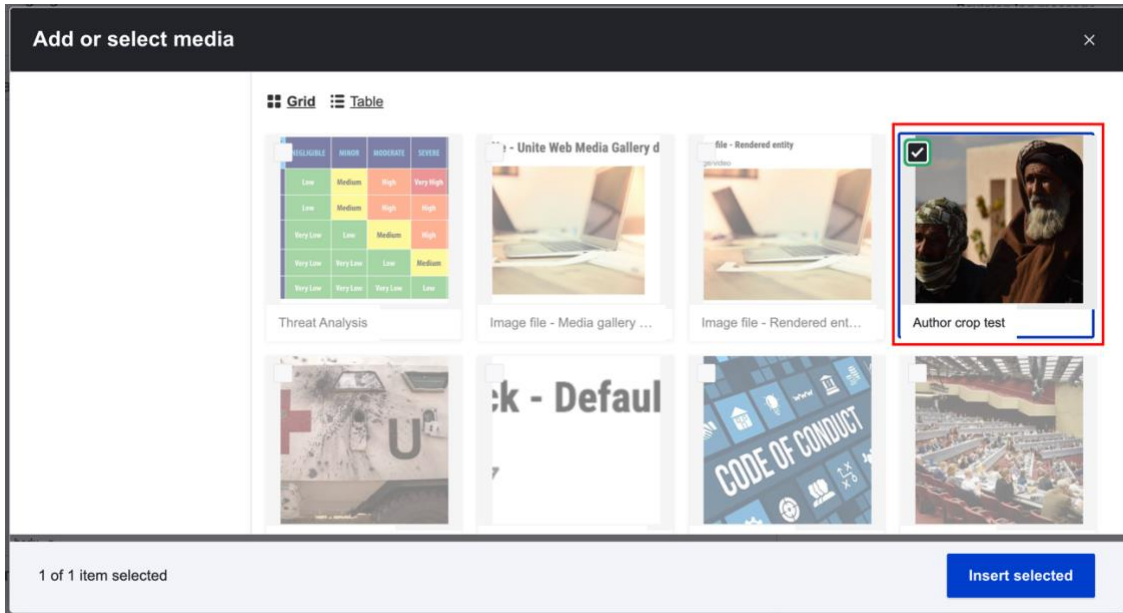
3. Next click the blue **Insert selected** button to insert the image into your content.
4. When the image is inserted into the content, click the **Edit media** button.
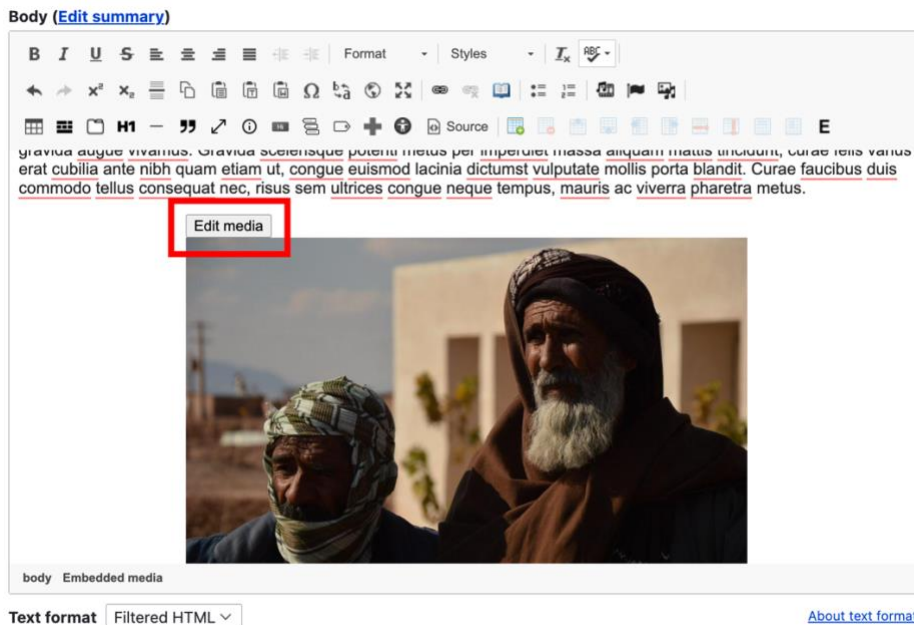
5. In the **Edit media** popup you have the option of editing the **Alternative text** and the **Align** attribute.
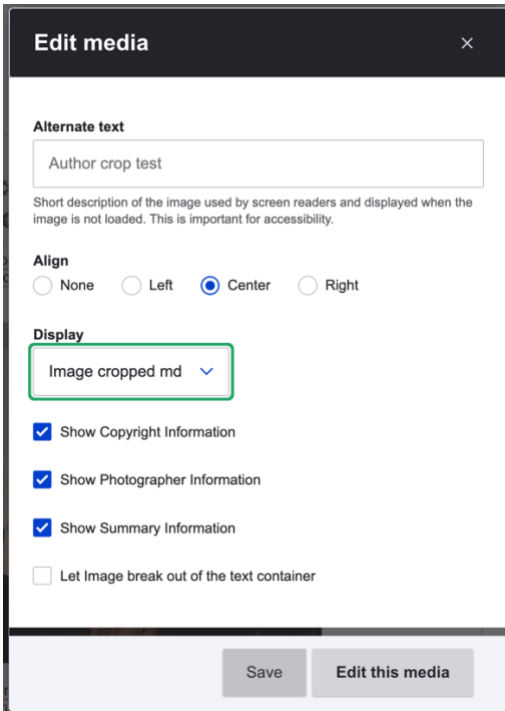
6. To adjust the size of the image being displayed, select a size from the **Display** dropdown.
   o The aspect ratio options will display the Image based on the automated aspect ratio crop that are set by the system.
   o The Image cropped options will use the Cropped image with the original image aspect ratio at different dimensions.
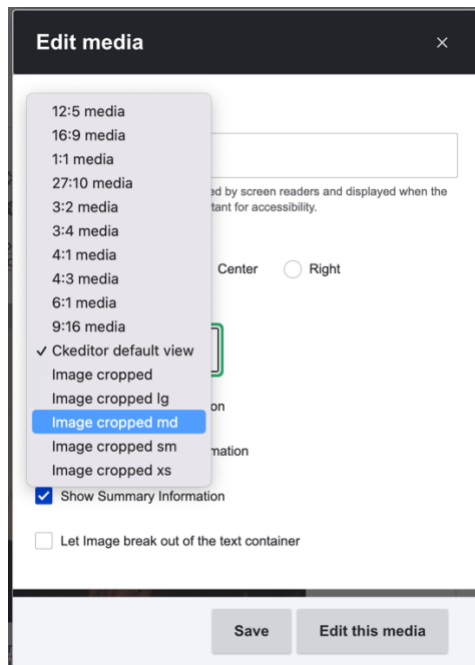
7. Below the display size you can toggle the showing or hiding of the **Copyright**, **Photographer** and **Summary information**.

8. The media will automatically be scaled to fit within the content container into which it is placed. If the **Let Image break out of the text container** checkbox is checked however, the media will maintain its size regardless of the content container.
9. Click the grey **Save** button to save the changes to the image format options.

Manually setting image cropping sizes

If the cropping that the system has applied does not suit the requirements or is cropped incorrectly, a user can manually reset the cropping by editing the Image media item.

Important note: When an image crop is reset, the crop will be applied to all occurrences of that image wherever it appears with that specific crop.

The procedure is as follows:

1. Access the **Media library**, by navigating to the admin menu and clicking on **Content.**
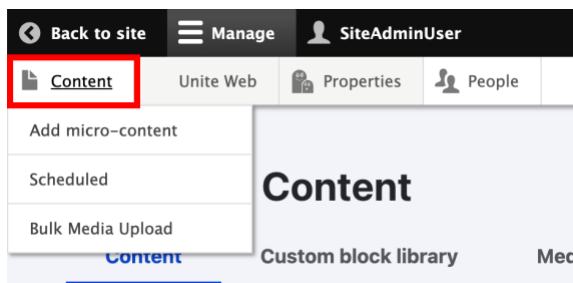
2. On the **Content** page click the **Media** tab
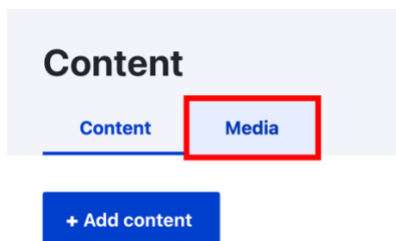
3. You will be redirected to the Media library. Locate the media item in the **List** of Media items or search for through the library list using the filter **Search bar**.

4. When you have located the Media item you want to edit, click the **Edit** button to right of the of the Media item name in the **Operations** column.

*Note: It is also possible to access the media **Edit page** by clicking the **Edit this media** button on the*
*Edit media popup **(see point 5 in the above section).***

5. On the **Edit page**, scroll down to the **Crop image (cropping applied)** section.
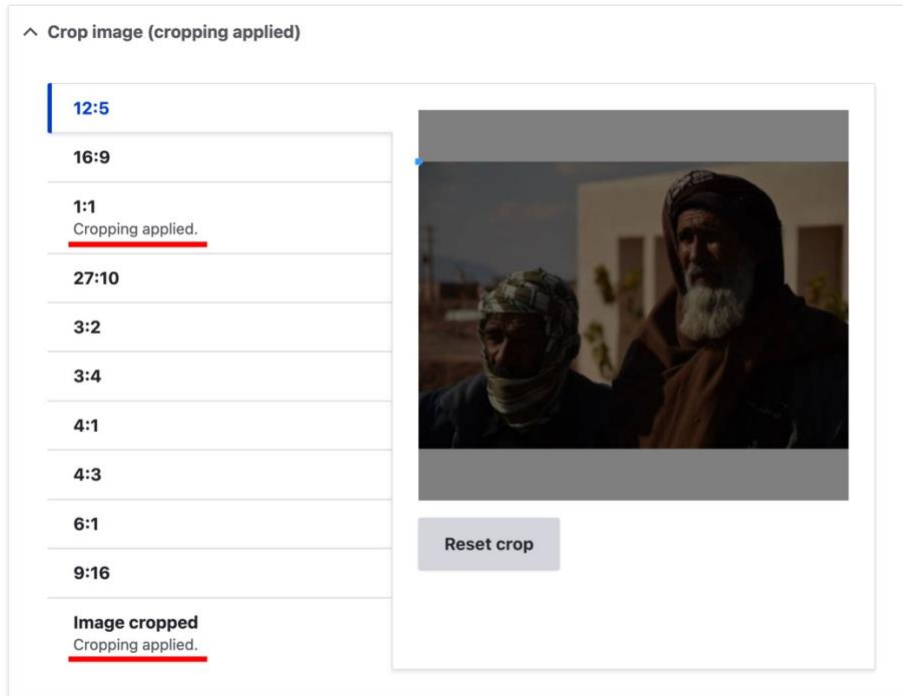

6. Select the crop that you want to edit by clicking the corresponding **Tab** to the left of the image. When adjusting a crop area on a cropping with a set **aspect ratio**, the crop area will be constrained to that aspect ratio. To reset the crop to the original crop that was automatically created by the system, click the **Reset crop** button.

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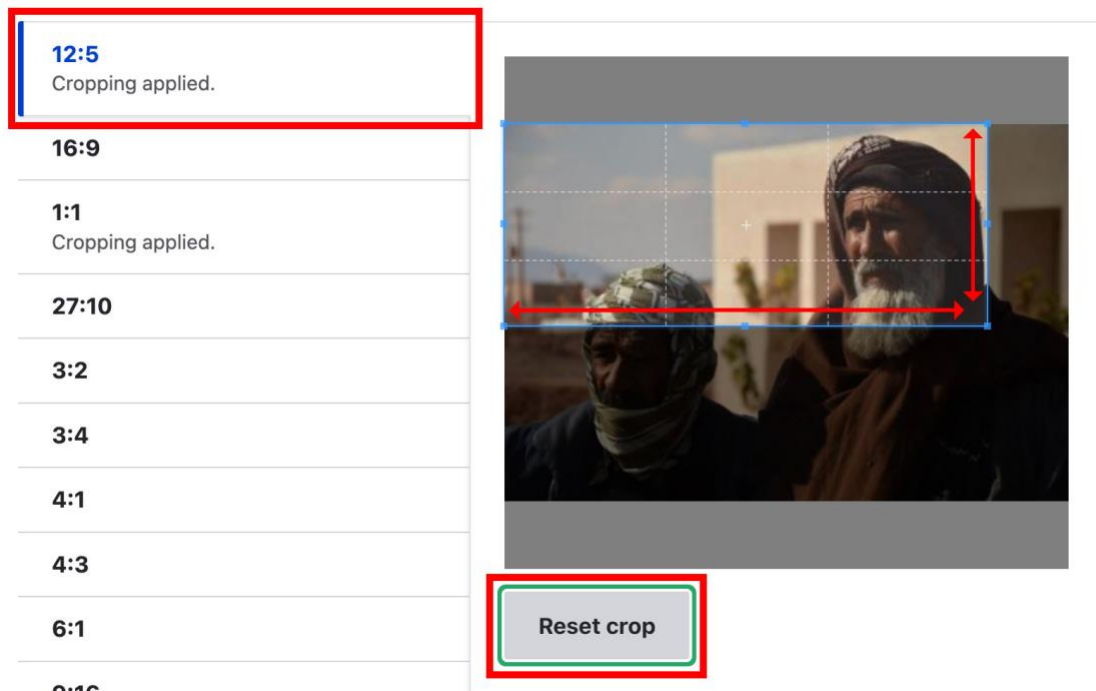
7. Once the cropping area has been set, the area itself can be moved within the available area of the image by scrolling over the cropped area and clicking-and-dragging when seeing the **Cross-arrow icon**.
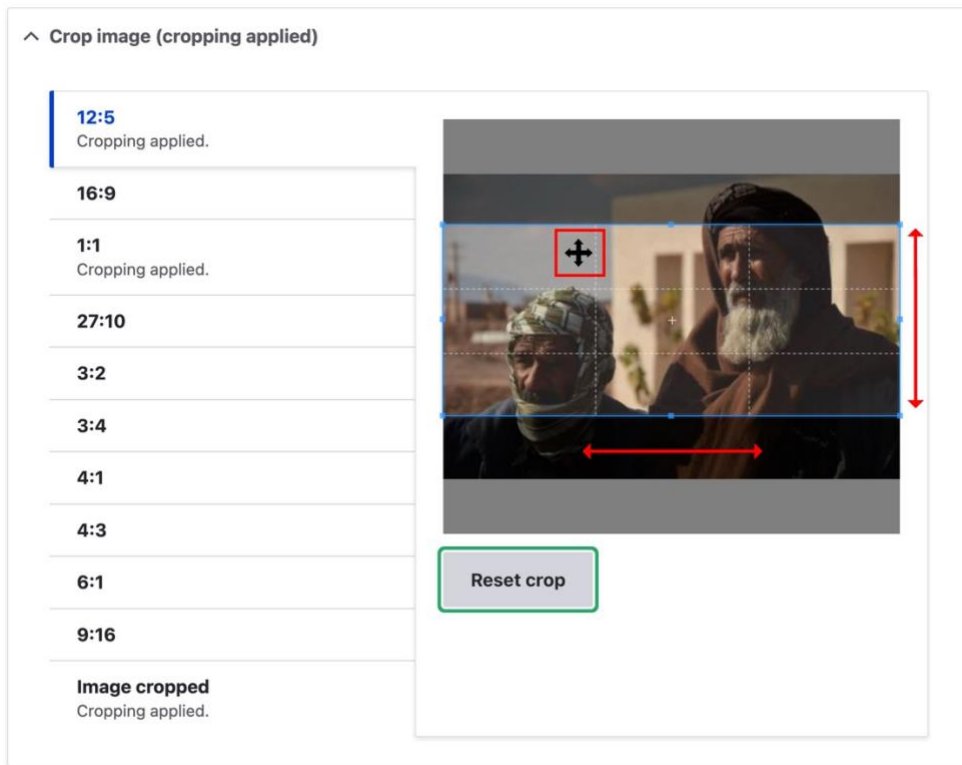
8. The **Image cropped** tab doesn't have a set aspect ratio so the cropped area can be resized to any dimensions.
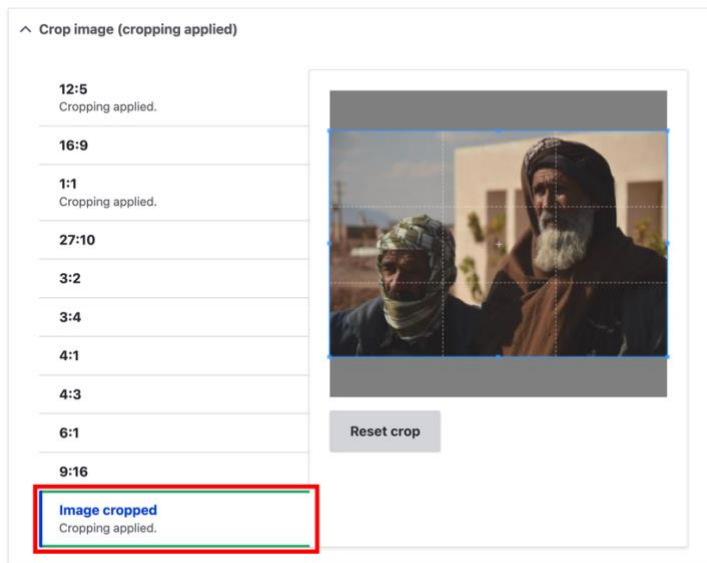
9. To save updated cropping, click the blue **Save** button at the bottom of the **Edit page.**
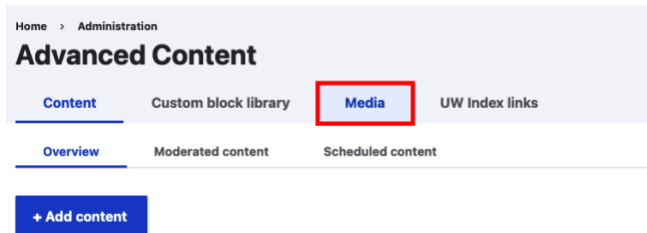
Add New Media via the Media Library

As a UNITE WEB **Editor** you will be able to add **Media items** to the Unite Web.
To add Media Items individually via the media library, follow the directions below.
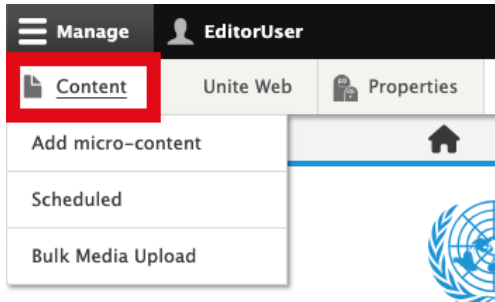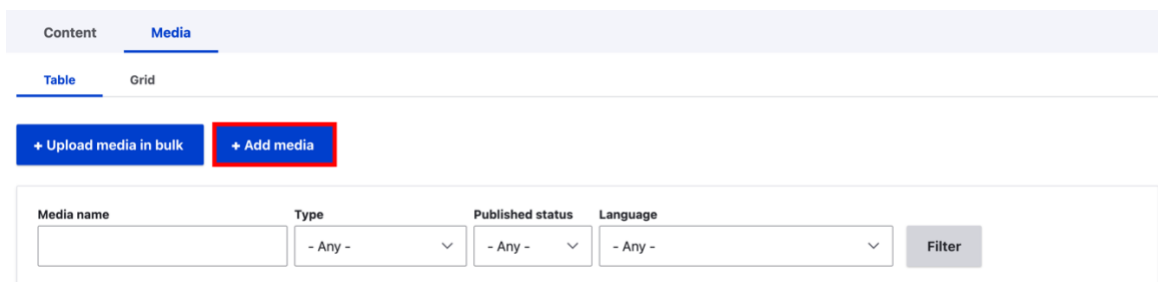
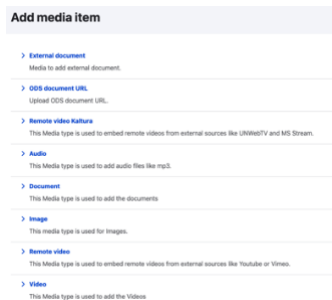1. On the administration bar, click on **Content**

2. On the **Content** page, click the **Media** tab.

3. On the Media page you will see the library of **Media items**. To add a new **Media item**, click the **+ Add media** button.

4. You will be redirected to the **Add media item** page.

Here you can select the type of **Media item** that you want to add to your site by clicking on the media item type's name. These are:

- **External document** - A media item that contains a link to an external document (a document located on an external website or resource);
- **ODS document URL** - A media item that contains a link to a document in the United Nations ODS (Official Document System) library;
- **Audio** - An audio file media type. Accepted file types include *mp3*, *wav* and *aac*;
- **Document** - A media type that stores a document in your media library. Accepted file types include *txt, doc, docx, xls, xlsx, ppt, pptx, pdf, csv, odt,* and *epub;*
- **Image** - A single image media type for adding images to your media library. Accepted file type include *png, gif, jpg,* and *jpeg;*
- **Remote video** - A media item that contains a link to an external video (a video located on an external website or resource like Youtube or Vimeo); and
- **Video** - A single video media type for adding videos to your media library.

5. Once you have selected the media type you want to add you will be redirected to the **Add Media item** page for the media type.
*Note: Each of the media types have different fields that need to be populated. For this example we will use the **Image** media type.*
6. On the Add Image page you will see the following fields:
   - **Name** – Specifies the name of the image.
   - **Language** - Sets the main language of the media type. This is used as a reference when creating translations of **Media items**.
   - **Category/Topic** - This is an auto-complete search field that allows for the selection of categories and topics to assist with the indexing of **Media items** by subject matter. Begin typing the first few letters of the category or topic to get a listing and select the appropriate term(s) from the listings.
   - **Location** – This is an auto-complete search field that allows for the selection from a pre-defined list of locations relevant to the **Media item**.
   - **Date published** - This date and time field is automatically populated with the date and time that the **Media item** was published. This can be changed if necessary.
   - **Summary Text** – the field which should include a brief description of the **Media item**.
   - **Copyright information** – The area where you should include any copyright relevant data.
   - **Photographer** – the field where you should include the name of the photographer of the **Media item** for crediting purposes.
   - **Image area** - Here you will select the **Media *file*** that you want to upload and attach to this **Media *item***.
     *Note: This section only applies to **Media items** that have attached Media files (images, videos, documents and audio files) and not to external media types.*
     To add a **Media file**, click the **Choose file** button under the **Add a new file** section.
     - In the system pop-up window, select the media file you want to upload and click the **Open** or **Upload** button.
     - Once the **Media *file*** has been uploaded the **Image area** will show the following new items:
       - **Alternative text** field - Denotes a short description of the image use for screen readers or for when the image does not load. This is important for accessibility and is a *required* field.

- **Title** field - The title is used as a tool tip and is the text that is displayed when a user hovers over the image.
- **Crop image** – The crop image functionality is used to provide multiple cropped versions of the **image media item** and will only be available for the **image media type**. These cropped versions of the image can be selected when inserting the image into the content of a site.
  For more information on how to adjust the cropping on an Image Media Item, view the [Setting image media item cropping](#) page.
- **Tags** – This is an auto-complete search field that allows for the selection from a pre-defined list of tags. In this field you can select relevant keyword tags to help improve SEO for the **Media item** and to assist with the indexing of **Media items** by subject matter. Begin typing the first few letters of the tag to get a listing and select the appropriate tag(s) from the listings.
- **Permanent Link** field - this provides the option of adding an alias or manual URL for this **Media item**.
- **Metatags** tab - Here you can adjust the more advanced meta information for this **Media item**. *Note: Many of the meta fields will be automatically populated by the system by default.*
- The **Revision information** tab allows you to log any changes that have been made to this image (if required). This is unnecessary when creating a new **Media item**, but it is good practice to log your changes when editing/changing an existing **Media item**.
- **Authoring information** tab - This includes fields that are automatically populated when creating the **Media item**. These fields are populated automatically by the system but can be changed manually if required. The fields are:
  - **Authored by** - The user ID of the original author(creator) of the **Media item;** and
  - **Authored on** - The date and time the **Media item** was added to the library.

7. Once you have populated all of the required fields, click the blue **Save** button to save your changes.
feature.

Edit an existing Media item

As a UNITE WEB **Editor** you will be able to edit any **Media items** that you uploaded as well as **Media items** created by other users. You can also create new translations of existing **Media items**.
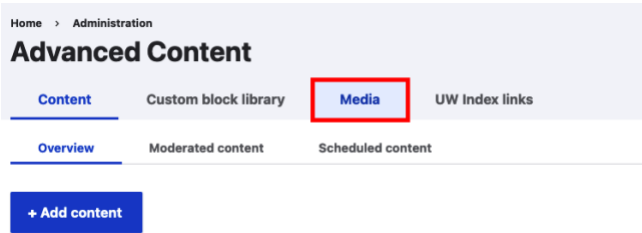
For more information on adding new media items, visit the [Add New Media via the Media Library](#) page.

To locate and **Edit Media items** on UNITE WEB, follow the directions below.
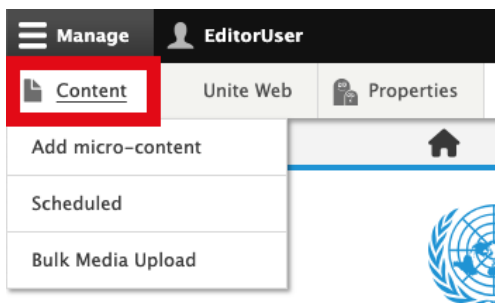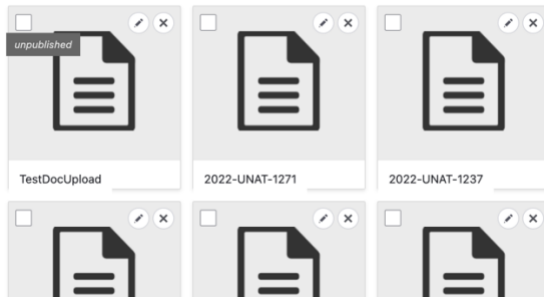
1. On the administration bar, click on **Content**

2. On the **Content** page, click the **Media** tab.

3. On the Media page you will see the library of **Media items**. These can be displayed in a **Table** or **Grid** layout by clicking either the **Table** or **Grid** tabs.
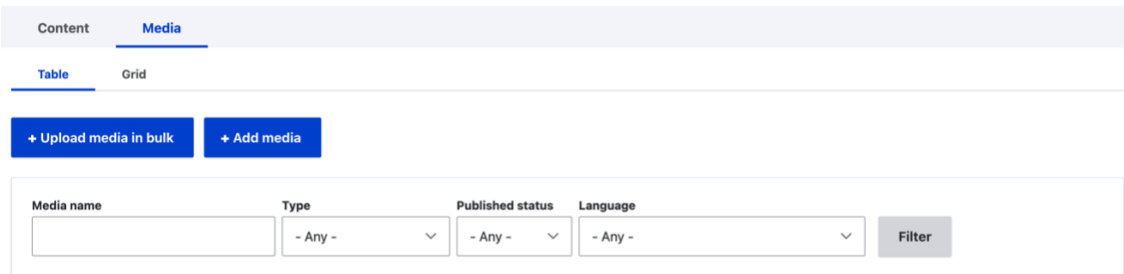

Media table view

Media grid view

You can locate the **Media item** you want to edit by using the search functionality at the top of the list to search by **Published status, Name, Media type,** and **Language.** Once you have made your selections, click the grey **Filter** button to filter the list of **Media items**.

4. When you locate the **Media item** you want to edit, navigate to the right of that **Media item's** name and click the **Edit** button in the **Operations** column.

5. Once you click **Edit**, you will be redirected to the Edit media item page. Here you may make changes to any of the input fields as required.
Note: For more information on the available fields for different media items, view the Media Management section of the Author version of the UN Manual (link will open in new tab).

6. After you have made your changes, click on the blue **Save** button to save your changes.

7. You will be redirected back to the media listing page and a status message will indicate that the Media item has been updated.
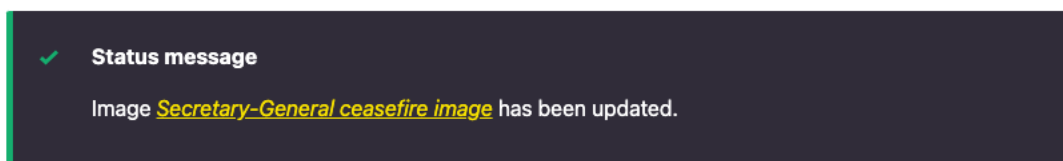

Add media – Images

In UNITE WEB, there are several instances where you will be given the option to add *Images* to your content. This can be done during the addition of new content items such as pages or articles or directly in the content-editing area through the **Add media** feature.

To add an Image to your content or to upload an Image to UNITE WEB, follow the directions below:

1. While you are in the editing mode of a content item, scroll down to the **Image/Video** media box and click the **"Add media"** button.

2. The **"Add or select media"** pop-up window will appear. Make sure the **"Image"** option should be selected by default. If it isn't selected, click the "Image" tab.
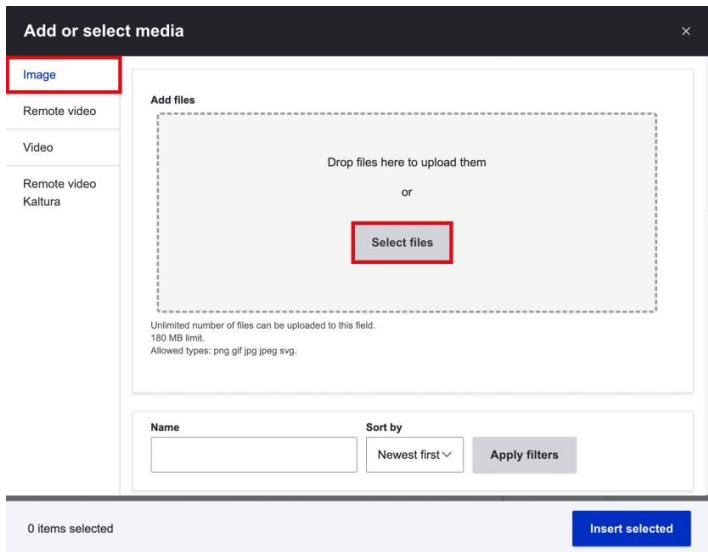
3. To upload your own files click the **"Select Files"** button, browse to the file on your local computer, select the file and click the **"Open"** button to upload the *Image*.
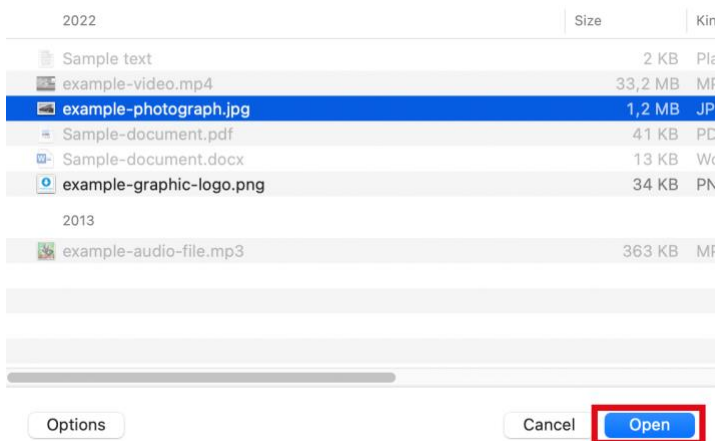
4. Alternatively you can drag-and-drop files into the drop zone inside the dotted border.
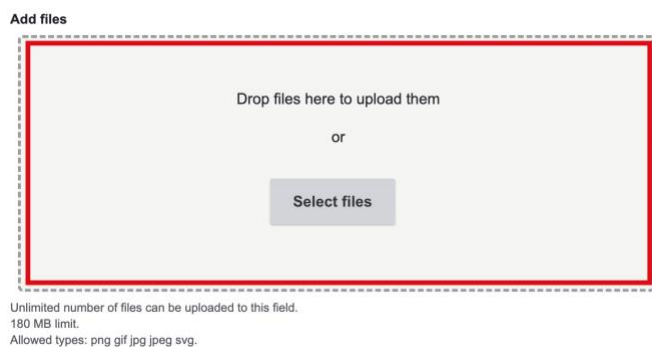
5. Once the file is uploaded, the pop-up form will change, and you will be asked to fill out information relevant to the *Image*. The list below describes the *Image* fields:

   a. **Name** – Specifies the name of the image.

b. **Alternative text** – Denotes a short description of the image use for screen readers/when the image does not load. This is important for accessibility.

c. **Crop image** – Functionality that allows for the cropping of the uploaded image.

d. **Copyright information** – The area where you should include any copyright relevant data.

e. **Photographer** – the field where you should include the name of the photographer of the image for crediting purposes.

f. **Summary Text** – the field which should include a brief description of the image.

6. Once you have filled out the fields, click the blue **"Save"** button to add it to the Media library. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue **"Insert selected"** button to insert the media into the content item.

10. *Alternatively*, you may choose existing media that has been already uploaded.

11. After you have clicked the "Add media" button and accessed the "Add or select media" pop-up window, scroll down to view the existing **Media library**. You may use the filter to look up the file's name and/or select your preferred sorting. Click the grey **"Apply filters"** button to apply your filter. You can select one or more of the items displayed by ticking the box(es) at the top-left of the thumbnail.

12. Once you've selected the files you wish to upload you can finish this step by clicking the blue **"Insert selected"** button at the bottom-right of the pop-up box.
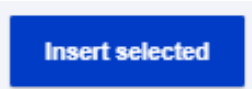
13. To finalize the process of adding a new *Image*, select the blue "**Save**" button at the bottom of the screen.

Add media – Videos

In UNITE WEB, there are several instances where you will be given the option to add *Videos* to your content. This can be done during the addition of new content items such as pages or articles or directly in the content-editing area through the **Add media** feature.

1. While you are in the editing mode of a content item, scroll down to the **Image/Video** media box and click the **"Add media"** button.

2. The **"Add or select media"** pop-up window will appear. Make sure the **"Video"** tab is selected in the left-hand menu of the window.
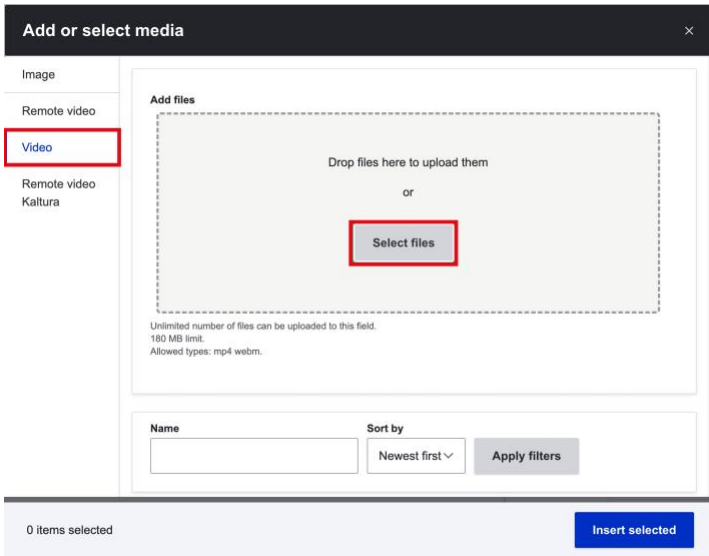

3. To upload your own files click the **"Select Files"** button, browse to the file on your local computer, select the file and click the **"Open"** button to upload the *Video*.
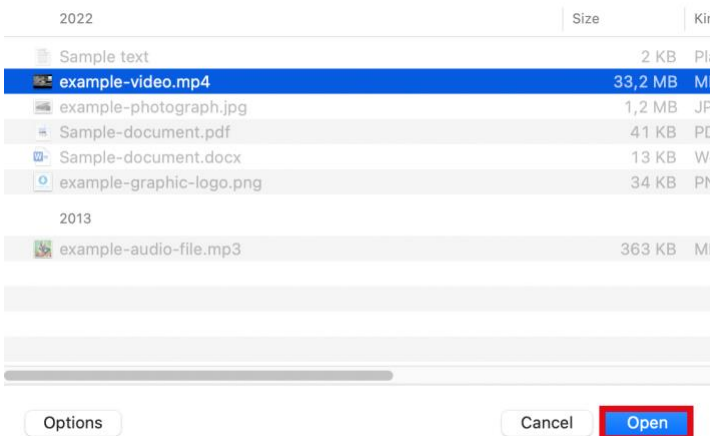
4. Alternatively you can drag-and-drop files into the drop zone inside the dotted border.

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Add files

Drop files here to upload them

or

Select files
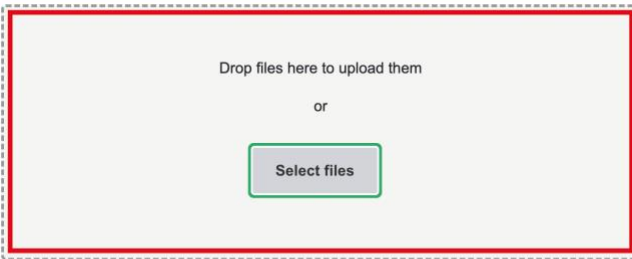
Unlimited number of files can be uploaded to this field.
180 MB limit.
Allowed types: mp4 webm.

5. Once the file is uploaded, the pop-up form will change, and you will be asked to fill out information relevant to the *Video*. The list below describes the *Video* fields:

   a. **Name** – Specifies the name of the image/video.

   b. **Cover** – Allows upload of a cover image to serve as the video thumbnail.

6. Once you have filled out the fields, click the blue **"Save"** button to add it to the **Media library**. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue **"Insert selected"** button to insert the media into the content item.

7. *Alternatively*, you may choose existing media that has been already uploaded.

8. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing **Media library**. You may use the filter bar to look up the file's name and/or select your preferred sorting. Once ready, click the grey **"Apply filters"** button to enable this filter. You can select one or more of the items displayed by ticking the box(es) at the top-left of the thumbnail.

9. Once you've selected the files you wish to upload you can finish this step by clicking the blue **"Insert selected"** button at the bottom-right of the pop-up box.
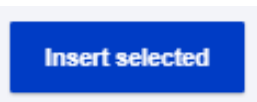
10. To finalize the process of adding a new *Video*, select the blue "**Save**" button at the bottom of the screen.

Add media – Remote videos

In UNITE WEB, there are several instances where you will be given the option to embed or insert *Remote videos*, which are videos that are hosted on other websites. This can be done during the addition of new content such as pages or articles, or directly through the **Add media** feature.
Follow the steps below to add a *Remote video* to your content or upload one to UNITE WEB.

1. While you are in the editing mode of a content item, scroll down to the **Image/Video** media box and click the **"Add media"** button.

2. The **"Add or select media"** pop-up window will appear. Make sure the **"Remote video"** option is selected in the left-hand menu of the window.
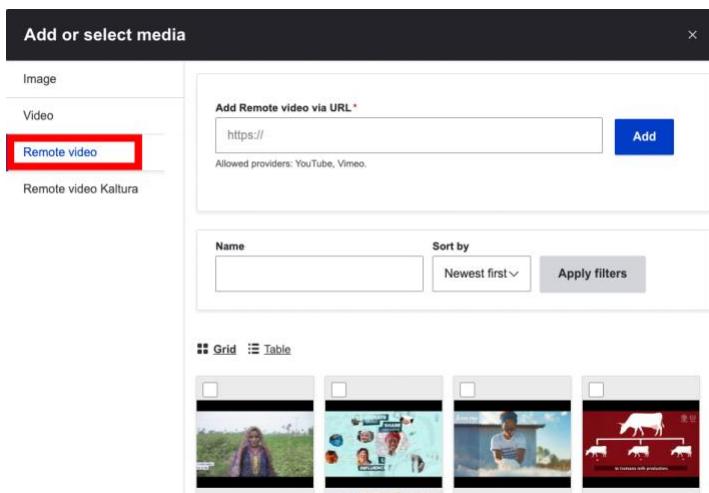
3. In the window displayed above, copy-and-paste or enter the URL (web address) of the online video you would like to embed in your content in the **"Add Remote video via URL"** field (valid providers include Vimeo and YouTube). Then click the blue "**Add**" button. This will add the *Remote Video* to the Media library. Select the video by checking the checkbox at the top left of the video thumbnail.

4. Click the blue **"Save"** button to add the file to the **Media library**. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue "Insert selected" button to embed the media into the content item.

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5. *Alternatively*, you may choose existing media that has already been added to the media library.

6. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing media library. You may use the search bar to look up the file's name and/or select your preferred sorting. Once ready, click **Apply filters** to enable this search. You can select one or more of the items displayed by ticking the box at the top-left of the thumbnail.

7. Once you've selected the *Remote Video* you wish to embed, you can finish this step by clicking the blue "**Insert selected**" button on the bottom-right of the pop-up box.
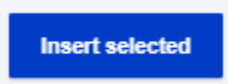
8. To finalize the process of adding a new *Remote Video*, select the blue "**Save**" button at the bottom of the screen.

Add media – Documents

In UNITE WEB, you can add *Documents* to content such as pages and articles. Follow the steps below to add a *Document* to UNITE WEB.

1. While you are in the editing mode of a content item, scroll down to the **Document** media box and click the **"Add media"** button.

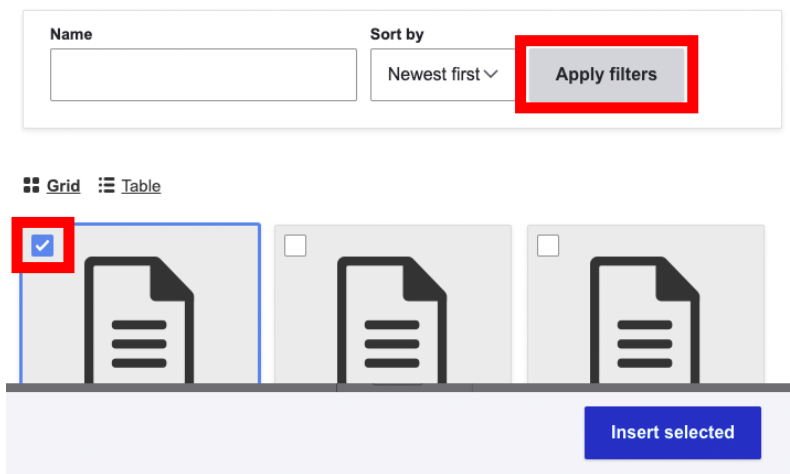2. The **"Add or select media"** pop-up window will appear. The default tab, **"Document"** should be selected.
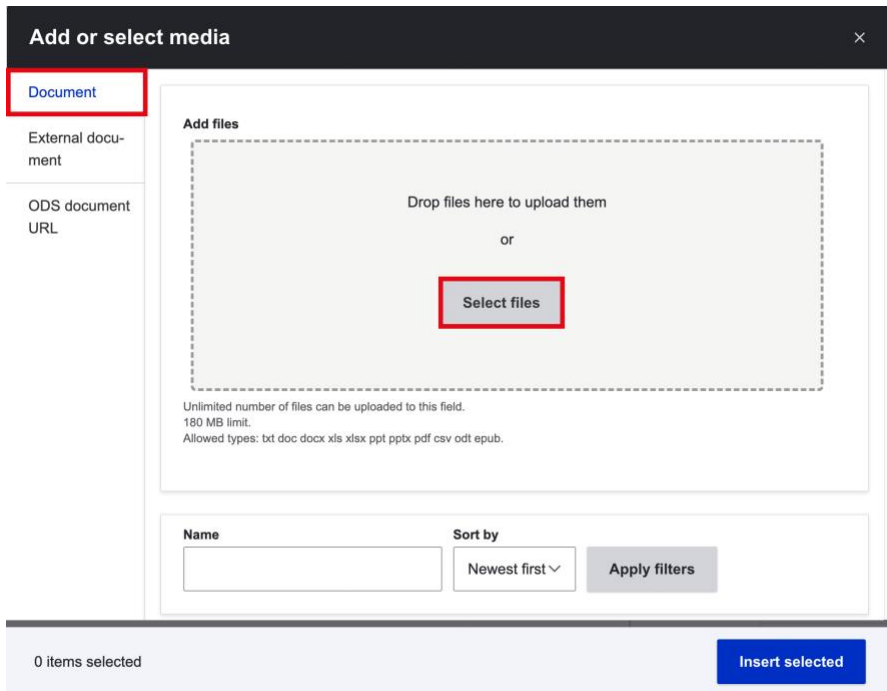
3. To upload a new *Document*, click on the **"Select files"** button in the **"Add files"** area and locate the file on your local computer. Click **"Open"** to begin uploading the file.
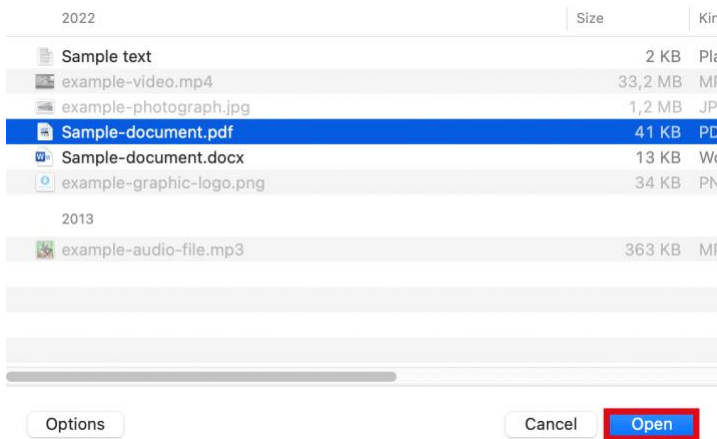
4. Alternatively you can drag-and-drop files into the drop zone inside the dotted border.

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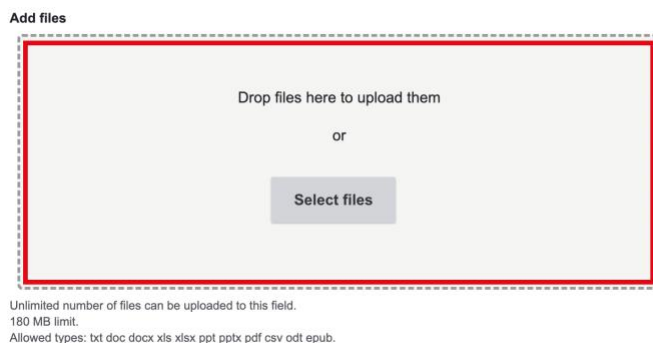
5. Once the file has uploaded, click the blue **"Save"** button to add the file to the **Media library**. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue **"Insert selected"** button to insert the media into the content item.
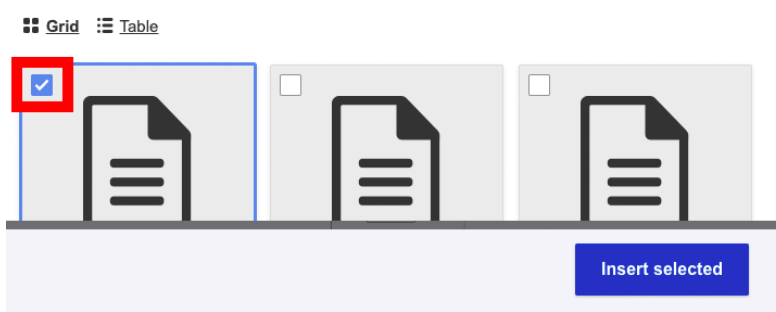
6. Alternatively, you may choose existing *Documents* that have already been added to the media library.

7. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing media library. You may use the search bar to look up the file's name and/or select your preferred sorting. Once ready, click **"Apply filters"** to enable this search. You can select one or more of the items displayed by ticking the box at the top-left of the thumbnail.

8. To insert the *Document* into your content click the blue **"Insert selected"** button.
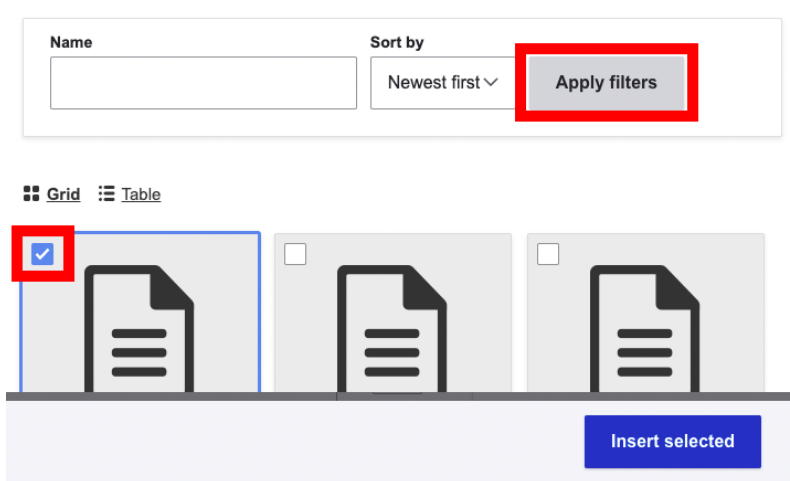
9. To finalize the process of adding a new *Document*, select the blue "**Save**" button at the bottom of the screen.

Add media – External document

In UNITE WEB, you can embed links to *External documents* to display in content such as pages and articles. Follow the steps below to add an *External document* to UNITE WEB.

1. While you are in the editing mode of a content item, scroll down to the **Document** media box and click the **"Add media"** button.

2. The **"Add or select media"** pop-up window will appear. Select the, **"External document"** tab.
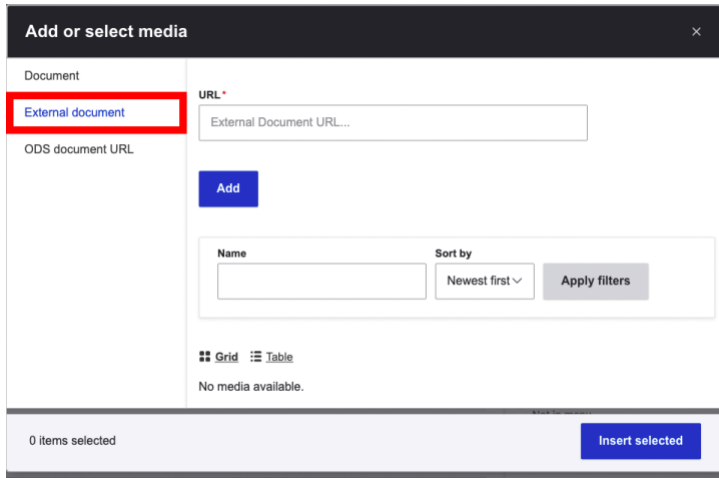
3. In the URL field, enter the web address of the *External Document* you would like to embed in your content. Then click the blue "**Add"** button to add the file to the **Media library**. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue **"Insert selected"** button to insert and/or attach the media to the content item.

4. *Alternatively*, you may choose an existing document link that has already been added to the media library.

5. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing media library. You may use the search bar to look up the file's name and/or select your preferred sorting. Once ready, click **"Apply filters"** to enable this search. You can select one or more of the items displayed by ticking the box at the top-left of the thumbnail.

6. To insert the *External Document* link into your content click the blue **"Insert selected"** button.

7. To finalize the process of adding a new document, select the blue "**Save"** button at the bottom of the screen.

Add media – ODS document URL

In UNITE WEB, you can embed links to external documents to display in content such as pages and articles. Follow the steps below to add an *ODS document URL* to UNITE WEB.

1. While you are in the editing mode of a content item, scroll down to the **Document** media box and click the **"Add media"** button.

2. The **"Add or select media"** pop-up window will appear. Select the, **"ODS document URL"** tab.
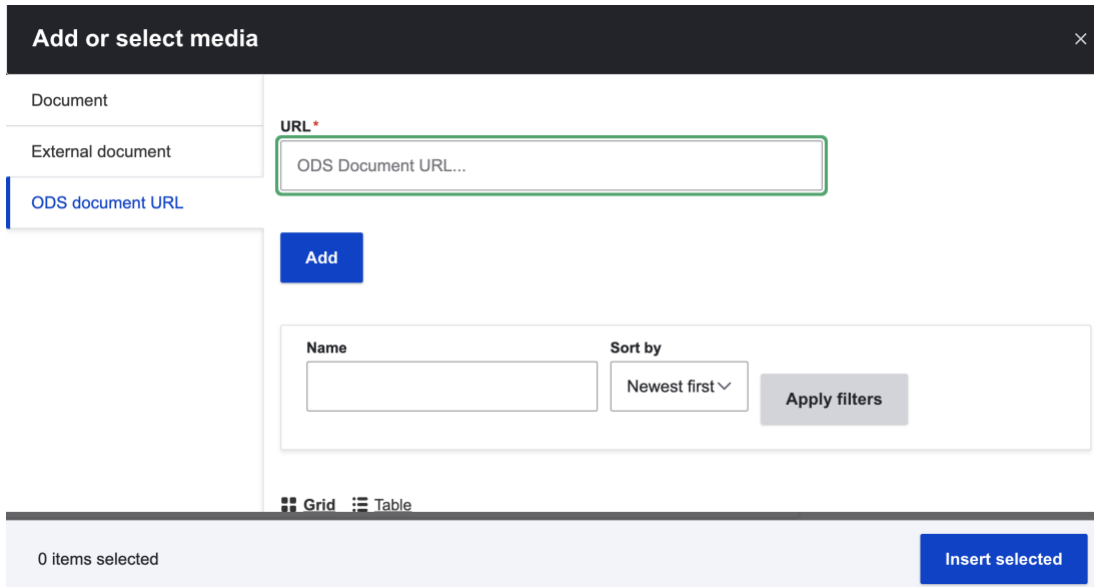
3. In the URL field, enter the web address of the *ODS document URL* you would like to embed in your content. Then click the blue **"Add"** button to add the file to the **Media library**. The item should be selected in the listing below or you can select it checking the box at the top left corner of the thumbnail and clicking the blue **"Insert selected"** button to insert and/or attach the media to the content item.
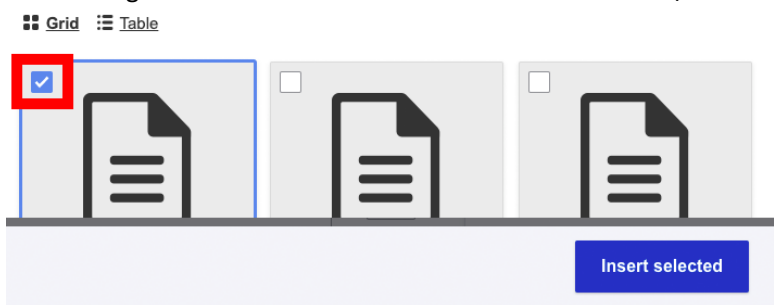
Alternatively, you may choose an existing document link that has already been added to the media library.

4. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing media library. You may use the search bar to look up the file's name and/or select your preferred sorting. Once ready, click **"Apply filters"** to enable this search. You can

select one or more of the items displayed by ticking the box at the top-left of the thumbnail.

5. To insert the *ODS document URL* link into your content click the blue **"Insert selected"** button.

6. To finalize the process of adding a new document, select the blue "**Save**" button at the bottom of the screen.

Add media – Audio

In UNITE WEB, you can add *Audio* files to content such as pages and articles. Follow the steps below to add an *Audio* file to UNITE WEB.

1. While you are in the editing mode of a content item, scroll down to the **Audio** media box and click the **"Add media"** button.
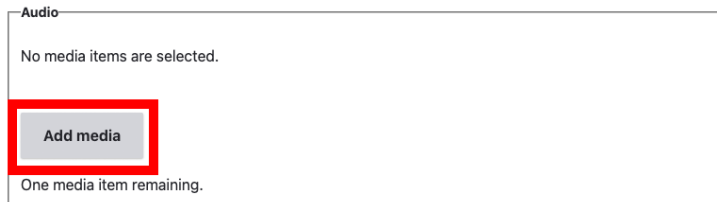
2. The **"Add or select media"** pop-up window will appear.
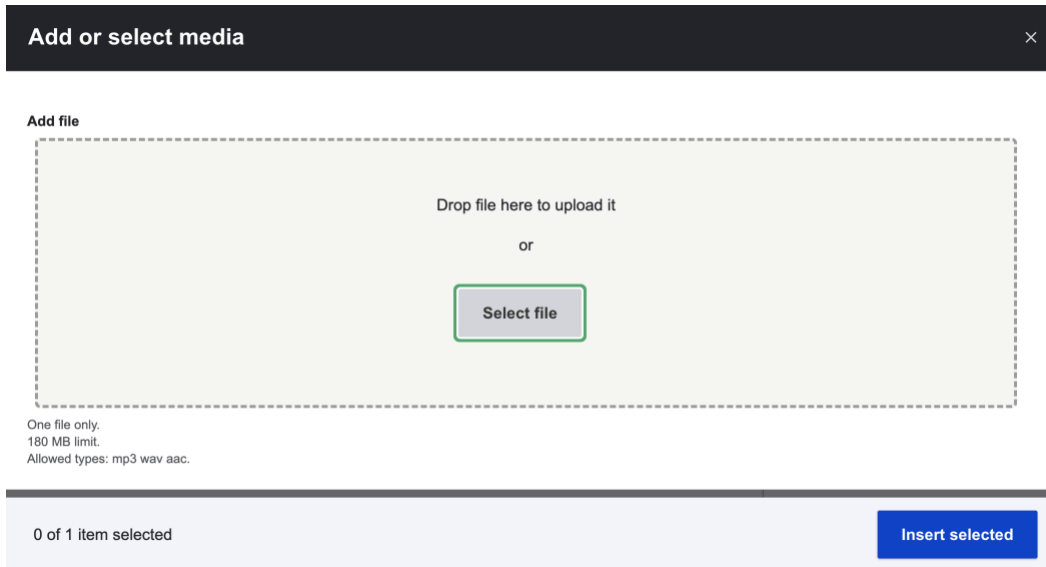
3. To upload a new audio file, click on the **"Select files"** button in the **"Add file"** area and locate the file on your local computer. Click **"Open"** to begin uploading the file.
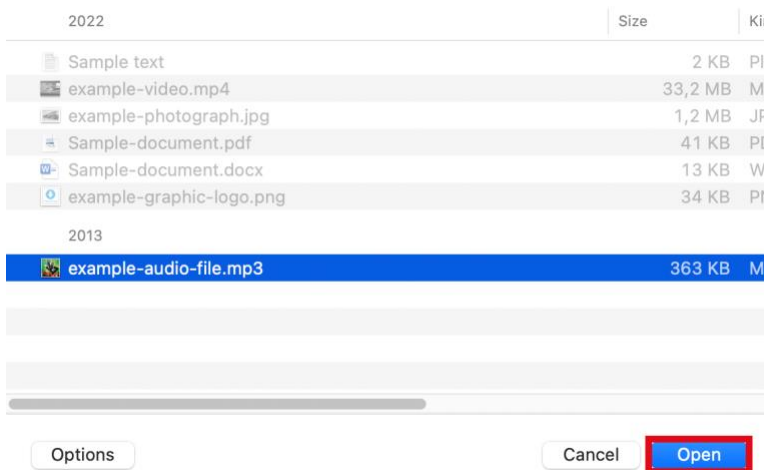
4. Alternatively you can drag-and-drop files into the drop zone inside the dotted border.
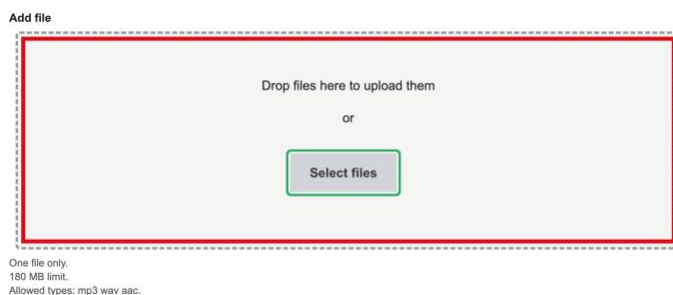
5. Once the file has uploaded, click the blue **"Save"** button to add the file to the Unite Web library.

6. To insert the file into your content, select the checkbox of the document and click the blue **"Insert selected"** button.

   Alternatively, you may choose existing *Audio* files that have already been added to the media library.

7. After you have clicked the **"Add media"** button and accessed the **"Add or select media"** pop-up window, scroll down to view the existing **Media library**. You may use the search bar to look up the file's name and/or select your preferred sorting. Once ready, click **"Apply filters"** to enable this search. You can select one or more of the items displayed by ticking the box at the top-left of the thumbnail.

8. Click the blue **"Insert selected"** button to embed the **Audio** in your content.

9. To finalize the process of adding a new document, select the blue "**Save**" button at the bottom of the screen.

Add media – Bulk upload

In UNITE WEB, users are not limited to adding media with single uploads, but can use the *Bulk upload* functionality to add multiple media items simultaneously.

To perform a media *Bulk upload*, follow the directions below.

1. On the administration bar, scroll over **Content** and then click **Bulk Media Upload.**
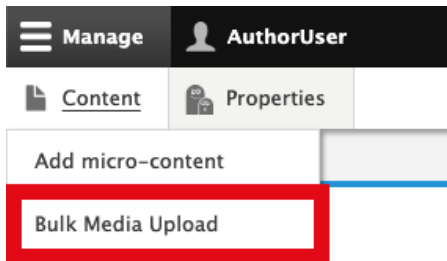
2. This will take you to the Multiple Upload page. Information about the accepted **Media Types** is displayed as well as size limitations.

3. In the **Dropzone** area, either drag-and-drop the media items you want to upload or select them from your local drive by click the **"Select files"** button.
   Note: Please be aware that if file extensions overlap between the media types that are available, that the media entity will be assigned automatically to one of these types.

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4. The files will begin uploading individually.
   Note: You will need to wait for all of the files to finish uploading before proceeding to the next step.

Media Types:

- Audio (max): aac, mp3, wav
- Document (max): csv, doc, docx, epub, odt, pdf, ppt, pptx, txt, xls, xlsx
- Image (max): gif, jpeg, jpg, png, svg
- Video (max): mp4, webm

Please be aware that if file extensions overlap between the media types that are available in this upload form, that the media entity will be assigned automatically to one of these types.

Dropzone *
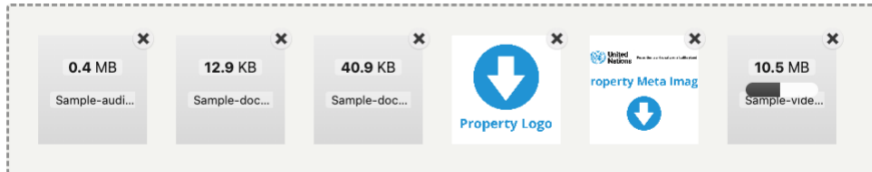
Submit

5. Once all of the chosen files have uploaded, click the grey **"Submit"** button to begin the process of adding the files to your media library.

6. If successful, a confirmation status message will appear.

Delete a Media item

In UNITE WEB, users are able to *Delete* media that is no longer necessary or relevant. To Delete a media item, follow the directions below.

1. On the administration bar, click on **"Content".**
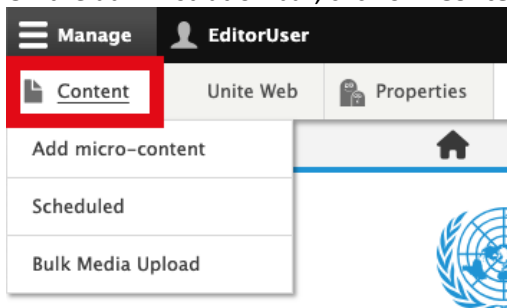
2. This will take you to the **"Content" page**. At the top of the page click the **Media** tab.

3. On the **Media** page, scroll down to the media list and select the media file you want to delete.

4. You can either delete the media item by clicking the **Edit** button in the **Operations** column, scrolling down to the bottom of the edit view and clicking the red **Delete** link next to the blue **Save** button.

5. Alternatively, on the Media listing page, you can select the dropdown next to the **Edit** button and click the **Delete** link.

6. To confirm deletion, click the blue **Delete** button on the deletion confirmation page. To cancel the deletion process, click the grey **Cancel** button.
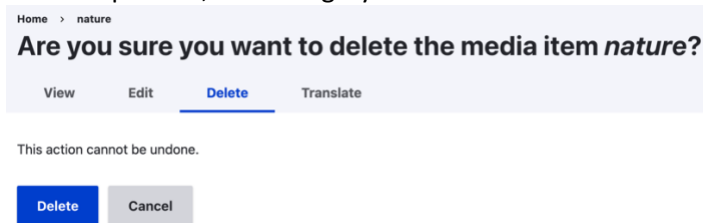
7. A status message will confirm that the media item has been deleted.
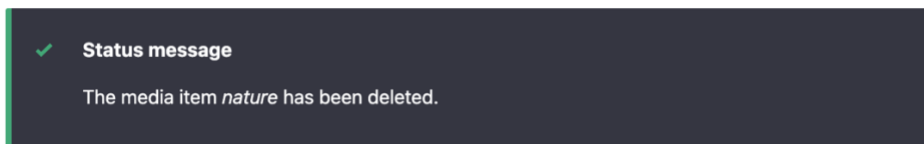
Bulk Delete Media items

In UNITE WEB, users are able to Delete media that is no longer necessary or relevant in bulk.

To perform a bulk media Deletion, follow the directions below.

1. On the administration bar, click on Content. This will take you to the Content page.
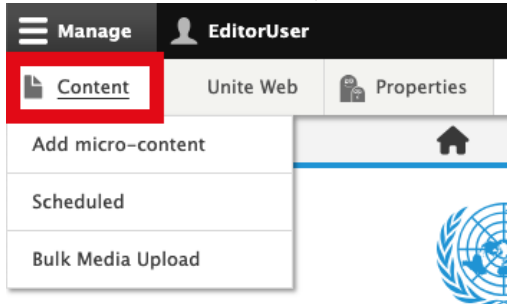
2. At the top of the page click the Media tab.
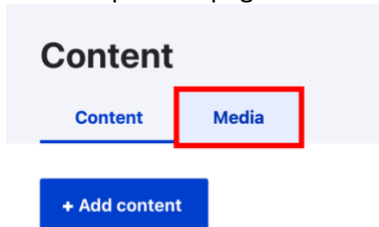
3. On the Media page, scroll down to the media list and select the media file you want to delete by checking the checkboxes next to the item name. It can be a single file or multiple at once.

4. You may also use the search/filter function to refine the media list.

5. Ensure the Action dropdown menu is set to "Delete media".

6. Click on the grey "Apply to selected items" button.

7. To confirm deletion, on the confirmation page click the blue Delete button. To cancel the deletion process, click the grey Cancel button.

8. You will receive a confirmation message if the items are successfully deleted.

CKEditor

CKEditor is a WYSIWYG (What You See Is What You Get) rich text editor which enables the building of formatted content directly inside of web pages and content items. *CKEditor* uses a word processing application interface and automatically generates HTML code that controls the formatting of the web content.

On Unite Web the *CKEditor* provides greater scope to control the content of your pages and content types. In this section we will explore all of the functionality that is current available. Below is a screenshot of the *CKEditor* that can be found on most of the content types on the Unite Web.
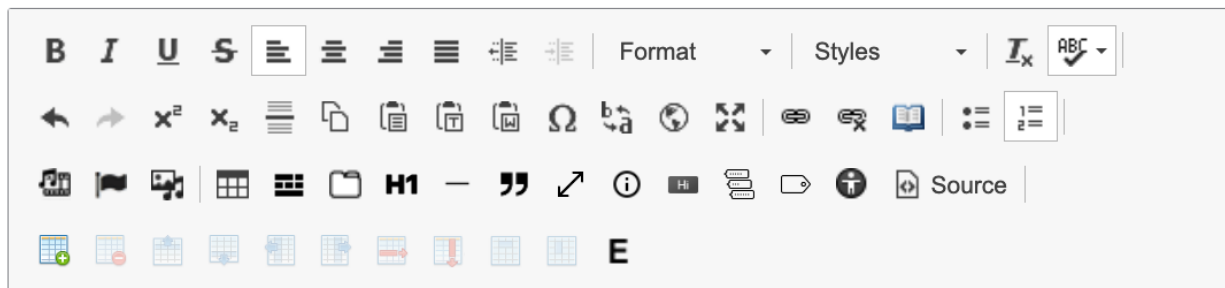
Basic styles formatting

The *Basic styles* features allows you to apply the most frequently used formatting to text based content. Listed from left to right.

- **Bold** – Formats text to be **Bold**. Select some text and click "**B**" on the toolbar.

- **Italic** – Formats text to be *Italic*. Select some text and click "*I*'' on the toolbar.

- **Underline** – Formats text to be <u>Underlined</u>. Select some text and click "<u>U</u>" on the toolbar.

- **Strikethrough** – Formats text to be ~~Strikethrough~~. Select some text and click "S" on the toolbar.

Text alignment

The *Text alignment* feature allows you align your text and other content elements. Listed from left to right:

- **Align left** – Aligns text to the left. Select some text and click ≡ on the toolbar.

- **Align centre** – Aligns text to the centre. Select some text and click ≡ on the toolbar.

- **Align right** – Aligns text to the right. Select some text and click ☰ on the toolbar.

- **Justify** – Justifies text. Select some text and click ☰ on the toolbar.

- **Decrease indent** – Decreases the indentation of indented text. Note: This option is only available when the text is already indented as, for example, when it is a bulleted list. Click on a line of indented text and click the ⇥ on the toolbar (See Unordered lists and Ordered lists below).

- **Increased the indent** - Decreases the indentation of indented text. Note: This option is only available when the text is already indented as, for example, when it is a bulleted list. Click on a line of indented text and click the ⇥ on the toolbar (See Unordered lists and Ordered lists below).

Autoformatting and Styles

The *Format* and *Styles* dropdowns allow you to apply additional formatting to the text elements.

- **Format** – Allows you to create headings in your text. Headings make the content more visually organised and assist search engine indexing. Select some text and click the Format dropdown. Click on the formatting you want to apply.
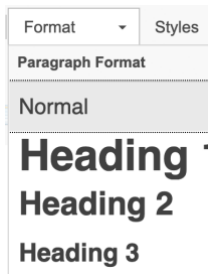
- **Styles -** Allows you to apply pre-configured styles to your text. Select some text and click the Styles dropdown. Click on the style you want to apply to the text.

- **Remove formatting -** Allows you to clear any of the formatting that has been applied to your text. Select some text and click the I_x button.
  Tip: When copying-and-pasting text from other sources (word processing applications and other websites) you can use this option to clear the formatting from the other source.

SCAYT (Spell check as you type)

The **SCAYT** function allows you to get spelling support for with various configurable options. To access the various options, click the icon.
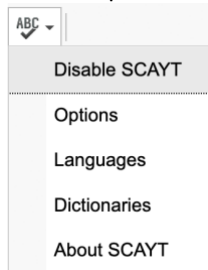
- **Disable SCAYT** – This will disable the automatic spell checking feature

- **Options -** allows you configure various options via a pop-up window.
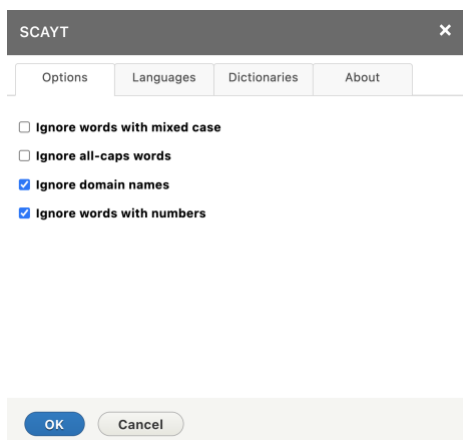
- **Languages -** allows you select in which language you want the spelling to be checked in.

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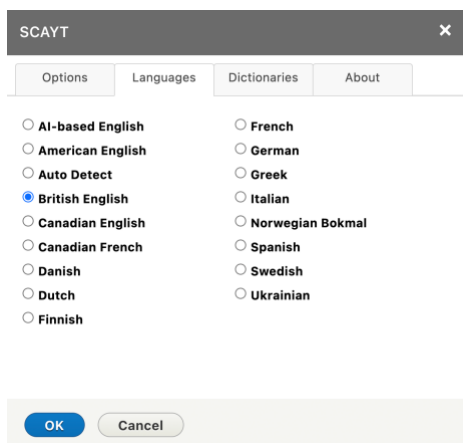
- **Dictionaries** - allows you to add custom words and terms so that they don't get "flagged" as spelling errors. Simply type your custom word into the "Add word" text field and click the "Add word" button.
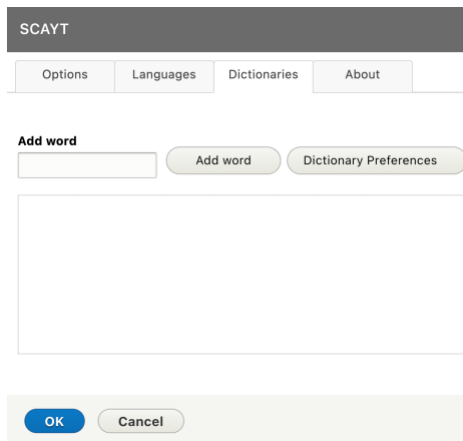
Undo and Redo

You can step backwards and forwards through editing steps with the *Undo* and *Redo* buttons.

- **Undo** – To undo your last edit or change, click the ← button.

- **Redo** – To redo an edit that you mistakenly undid, click the → button.

Superscript and Subscript

You can add *Superscript* and *Subscript* text by using these two menu options.

- **Superscript** – Select the characters that you want to set as superscript and click the x^2 button.

- **Subscript** – Select the characters that you want to set as subscript and click the x_2 button.

Horizontal line

As described, this button will insert a horizontal line into your text copy.

Copy, Paste, Paste as plain text and Paste from Word

Using the icons above, you can copy and paste from various sources while ensuring your content is correctly formatted.

- **Copy** – This will copy selected content. Select the content you want to copy and click the button.

- **Paste** – This will paste the content that was previously copied. Place the cursor where you want to paste the content and click the button.

- **Paste as plain text** – This will remove any formatting that was copied with text from another source as it pastes it. Copy text from another source, place the cursor where you want to insert the text and click the button.

- **Paste from Word** – This will paste any text was copied from Microsoft Word and translate its formatting to be compatible with the CKEditor formatting. Copy the text from Microsoft Word, place the cursor where you want to insert the text and click

Special Character
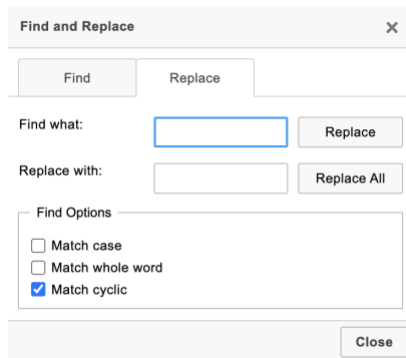
- **Insert Special Character** – This will enable you to insert a special character that doesn't occur on a standard keyboard. Place the cursor where you want to insert the character and click the button. A pop-up will open with a selection of special characters. Click the character you want to insert.
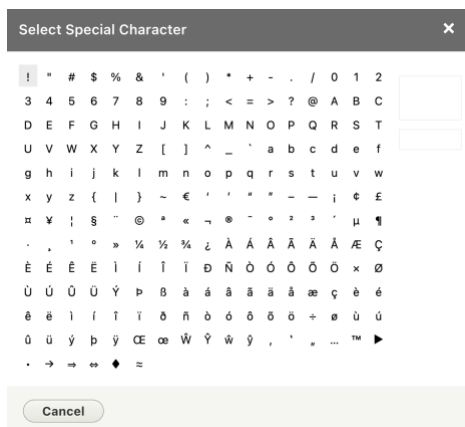
Replace
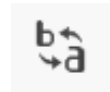
- **Replace** – This will find text and replace it with the text you specify. Click the button and the "Find and Replace" pop-up window will appear. Enter the text you want to find in the "Find what:" text field and the text that you want to replace it with in the "Replace with:" text field. The additional checkboxes offer extra criteria for your search.
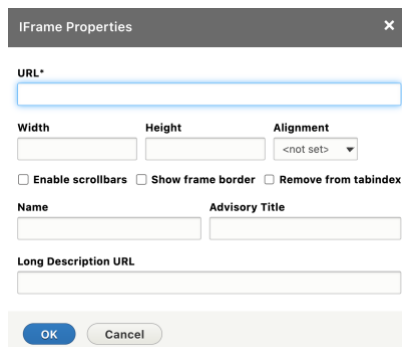
iFrame

- **iFrame** – This button allows the embedding of an iFrame of external content into your page or node. An iFrame, also known as Inline Frame, is **an element that loads another HTML element inside of a web page**. In a sense it is like a window through which some external content can be viewed.

  To insert an iFrame, click the button. This will open the iFrame Properties pop-up window. Here you will be able to populate the **URL** of the external content, the **Width** and the **Height** as well as the **Alignment** of the iFrame. The checkboxes offer additional configuration options. The optional **Name**, **Advisory Title** and **Long Description URL** fields can also be added.
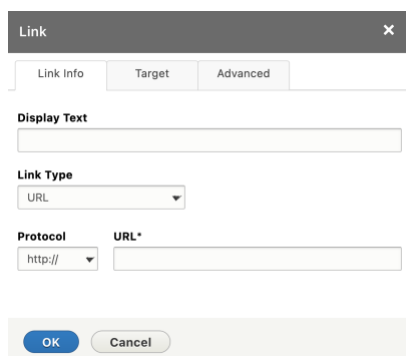

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Maximise

To provide distraction free editing, you can click the Maximise button to resize the CKEditor area to fill the whole page. To maximise the editor click the ⛶ button. To return to the default view, click the button again.

Link and Unlink

With the **Link** and **Unlink** icons you can create additional navigation options within your content as well as to other online web resources.

- **Link** – This allows for the insertion of text links within your content. To add a link, select the text that you would like to link from and click the 🔗 button. This will open the link pop-up window.

  - o In this window you can select from the **Link Info** tab:
    - ▪ **Display Text** - the text that will be linked from.
    - ▪ **Link Type** – This can be a **URL** address, a **Link to anchor in text** (see **Anchor** below), an **E-mail** address, or a **Phone** number. Each of these options will generate the appropriate HTML code for the required link.
  - o The **Target** tab which allows for the configuring of the HTML target of the link; and
  - o The **Advanced** tab provides additional options for the configuration of the remaining HTML link tag properties.

- **Unlink –** Allows for the removal of a link in the text. Select the existing link text and click the 🔗 button.

Abbreviation

This functionality allows the full text an abbreviation to be displayed when the user hovers of the abbreviations. Select the abbreviated text and click the ▦ button. This will allow you to define the abbreviated text as well as the full text in the pop-up window.

Anchor *(defunct)*

Anchor – A anchor is a link destination within a webpage as opposed to another web address. By inserting an anchor on a page you can navigate to the location of that anchor with a standard text link. To insert an anchor on the page, place your cursor where you would like the anchor and click the ⚑ button. Name the anchor in the anchor pop-up. Now you can link to this anchor using the **Link** button 🔗 and selecting the **Link to anchor in text** option by choosing the name of your anchor.

Unordered list and Ordered list

Insert *Ordered* or *Unordered lists* into your text with these two options. Both types of lists are indented by default but the depth of the indent can be adjusted using **Decrease indent** and **Increase indent** (see above).

- **Unordered list** – Creates a bulleted list of items.

- **Ordered list** – Creates a list of ordered, sequential items.

Insert media from link, Font Awesome and Insert from Media Library

Insert media from link, *Font Awesome* and adding media from the library via the *Insert from Media Library* button are all methods for embedding rich multi-media content and iconography into your content.

- **Insert media from link** – You can use the insert media button 📷 in the toolbar to insert or embed media in your text. Once you click the button, enter the URL of the media item and click confirm. *Tip: You can also paste the media URL directly into the editor content and it will be automatically embedded.*

- **Font Awesome** – This button provides access to the Font Awesome library of icons. Place your cursor where you would like to insert the icon and click the ⚑ button to open the pop-up window. You can search through the available icons by typing a few letters to find related items or visit the complete library via the link in the pop-up. Click the **"Insert icon"** button to add it to your content.

- **Insert from Media Library** – Clicking the 📷 button will open the media library for Unite Web. You will be able to choose from the available media in the library or upload new items for insertion into the page. For more details on adding media to your content see the Add media section of this manual.

Table

Clicking the button inserts a table into the content area. You can further edit the table with the table edit controls which will be highlighted when a table is selected (see Table Formatting).
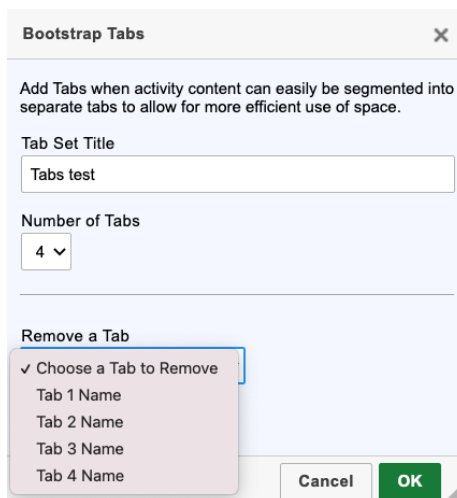
Bootstrap Grid

A Bootstrap grid is a layout of columns and rows based on the Bootstrap formatting system. A Bootstrap Grid provides a layout that adjusts to different devices and screen sizes. Click the button to insert a Bootstrap grid and follow the prompts in the pop-up window to configure your grid.

Tabs

This icon creates a tabbed layout of multiple content areas. The tabs serve as the method of navigation to the different content areas. To create a tabbed layout, click the button.
To remove tabs, click in the tabs area in edit mode and click the icon again to access the pop-up and use the **Remove a Tab** dropdown.

Insert Headline

This icon will insert text that is formatted as a headline – a single word or line of text that stands alone rather than being included in a paragraph. Clicking this icon will open a pop-up window with the following options:

- **Headline text** – The text that will formatted as a headline

- **Link** – An optional link for the headline

- **Underline title?** checkbox – the option of including a horizontal line under the headline

- **Text Alignment** radio buttons – Allowing for the setting of the alignment of the headline to be aligned Left, Center or Right.

- **Headline style** – Various optional configurations for the headline including:

    o html tags (H1, H2, H3, H4, H5, H6);

    o html classes (H1, H2, H3, H4, H5, H6); and

    o pre-configured display options (Display 1, Display 2, Display 3, Display 4)

Headline example:

Headline text

Separator

This icon will insert a separator horizontal line element. This is different from a standard horizontal line since it provides the following additional configurations options:

- **Display** radio buttons control the vertical width and style of the separator. Options include:

Thick

Thin

Sdg

Dashed

- **Display style** radio buttons include the styling of the separator's border. Option include:

Solid

Dashed

- -

Transparent

- **Border color** radio buttons control the top border line of the separator. Options include:

  un-blue

  absolute-black-25

  absolute-black-50

- **Top spacing** radio buttons allow for the controlling of the spacing above the separator. Options include:

  mt-1

  mt-2

  mt-3

  mt-4

  mt-5

- **Bottom spacing** radio buttons provide spacing below the separator and the next item of content. Options include:

  mb-1

  mb-2

  mb-3

  mb-4

  mb-5

Quote

The quote icon will insert text in a formatted way to show that it is a quotation. This will include quotation mark icons and an author. When clicking the icon a pop-up will appear providing:

- A text area for the quoted text;
- A text field for the name of the quoted author's name; and
- A Display radio button with options for:
  - Short text; or
  - Long text
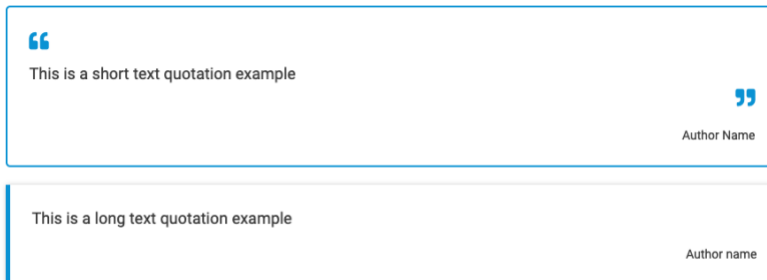
Accordion

Clicking the Insert Accordion icon will create several content areas that are alternatively expandable and collapsible. The pop-up for the accordion area will give you a text field for the "Accordion title" as well as 5 additional content areas, each with a title and a description area. The accordion will appear as below in the content area. Example of an accordion below:

.
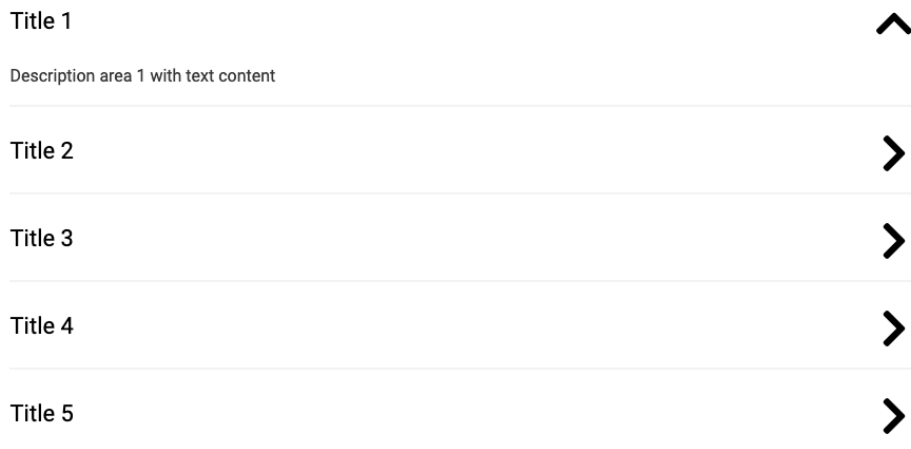
Tooltip

This icon will insert a tooltip item that opens a tooltip area with additional information when a user scrolls over the tooltip component. Clicking the icon will open the configuration pop-up that will offer the following configurable options:

- **Tooltip Text** - The text that will appear on the tool tip component
- **Title** - The title that will be displayed on the tooltip that appears on roll-over
- **Content** - The content within the tooltip window
- **Link properties** are allows for the insertion of a text link in the tooltip area. The configuration items are:
    - **Link URL** - The web address of the text link
    - **Link text** - The text that will be displayed as a link
    - **Open link in a new tab** checkbox allows the link to be opened in a new browser tab
- **Button properties**
    - **Button URL** - The web address of the link
    - **Button text** - The text that will be displayed on the button
    - **Open link in a new tab** checkbox allows the link to be opened in a new browser tab

Tooltip Properties ×

Tooltip Text

Title

Content

Link properties

Link URL

Link text

☐ Open link in a new tab

Button properties

Button URL

Button text

☐ Open link in a new tab

Cancel **OK**

Button Link

This icon will insert a **Button link** (as opposed to a text link) into the content area. Clicking the icon will open the **Button link** pop-up window. Here you can configure the **Style**, **Size**, **Text** (that will be displayed on the button), the **URL** link, as well as the **Target** of the link and whether or not the button will include **Icons**.

Snackbar

This icon will insert a **Snackbar. Snackbars** are often used as a tooltips, popups or static highlighted items to show additional messages, notifications or information on a screen. Snack bar example below:

This is an error notification snack bar ✕

This is a warning notification snack bar ✕

This is a success notification snack bar ✕

This is an information notification snack bar ✕

This is a tag snack bar

This is a chip snackbar ✕

Snackbar Properties   ✕

Text
[   ]

☑ Show close button (always hidden in tags, always visible in chips)
☐ Show icon
☐ Show as selected (only tags and chips)
☐ Show as disabled (only tags and chips)
Display
○ Error ○ Warning ● Success ○ Information ○ Tag ○ Chips

                                        Cancel   **OK**

Status Label

Status Labels are used as visual components to draw attention important messages in the content of pages or other content items. Examples of Status Labels:

Default Status Label

Success Status Label

Danger Status Label

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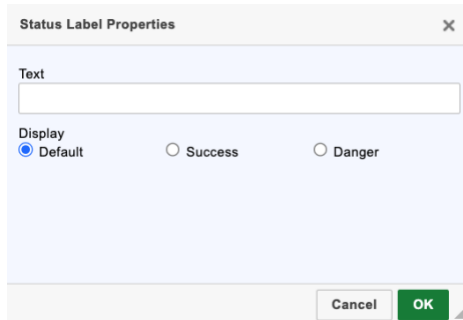
Templates (defunct)

Content templates are available to eliminate the need to have to re-create content formatting on multiple pages. To access the **Templates** click the button, select the template you would like to use and choose whether or not you want to "**Replace actual contents**" (i.e. the existing contents) by checking the related checkbox.

Check Accessibility

Checking Accessibility ensures that your content will be viewable in the most accessible way, by both humans and machines (search engine bots, etc.), based on current Internet accessibility standards. This tool will check your content and offer suggestions on how you can edit your content to be as accessible as possible. To start the Check Accessibility process, click the icon and follow the prompts in the pop-up window. You will either have to fix the accessibility issue yourself or click the "Quick fix" button to allow this tool to attempt to fix the accessibility issue for you.

Source

As mentioned above, the CKEditor is a WYSIWYG (What You See Is What You Get) editor that automatically writes HTML code as you format and edit your content visually. You can, however, edit the HTML code directly with the **View Source** functionality. To view the HTML source code of your content, click the button. To return to the visual editor, click the button again.

Table formatting

When selecting a pre-existing table in your content, the icons above will be accessible. From left to right, here are the names and functions of the Table formatting icons:

- **Table –** Clicking this icon will add a table to your content area.

- **Delete table –** Clicking this icon will delete the currently selected table

- **Insert row before -** Clicking this icon will insert a row *before* the currently selected table row.

- **Insert row after -** Clicking this icon will insert a row *after* the currently selected table row.

- **Insert column before -** Clicking this icon will insert a column *before* the currently selected column.

- **Insert column after -** Clicking this icon will insert a column *after* the currently selected column.

- **Delete rows** - Clicking this icon will delete the currently selected table row.

- **Delete columns** - Clicking this icon will delete the currently selected table column.

- **Merge right** – Clicking this icon will merge the current table cell with the cell to the right.

- **Merge down** - Clicking this icon will merge the current table cell with the cell below.

FAQ Browser

E

With the FAQ browser you can create a new list of Frequently Asked Questions (FAQ) and Answers.

To get started, click the **E** button to open the pop-up window.

On the **Create a new FAQ** tab you will have access to the following configuration options:

- **Block description** is the administrative label that you can assign to this FAQ block

- **FAQ section has the following oprion for each FAQ:**

  1. **Question** – a textfield for inserting the question of the FAQ.

  2. **Answer** – a text area for inserting the answer to the above question.

  3. An **Image area** where an image can be assigned to this individual question and answer pair.

  4. A **Global** Category field for categorising the FAQ with one of the global UN categories.

  5. A **Local Category** field for categorising the FAQ based on localised site categories.

- The **Add FAQ** button allows for the adding of another FAQ as part of this FAQ list. When the subsequent FAQ is created, another group of the above fields will be avaialbel for population

- **Variant** dropdown giving three different display options:

1. Default

2. Accordion boxed

3. Accordion boxed, header with background

Alternatively you can link to an existing FAQ via the **Select a FAQ** tab if any are available in the has been created via the custom block library type.
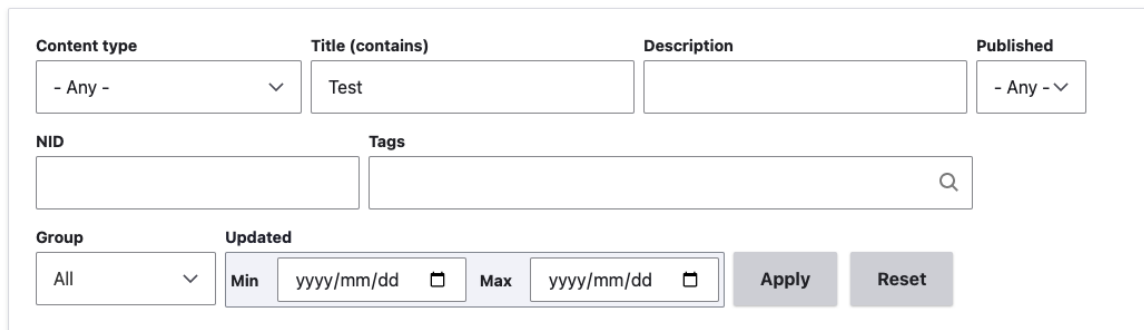
Translating content

Content type translation

In UNITE WEB you can add translations to your different content types so that you can publish them in multiple languages. To add a translation to a content type, follow the steps below.
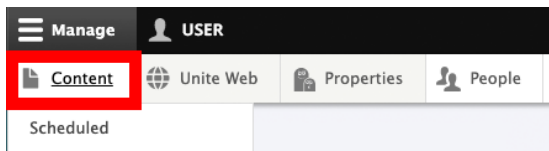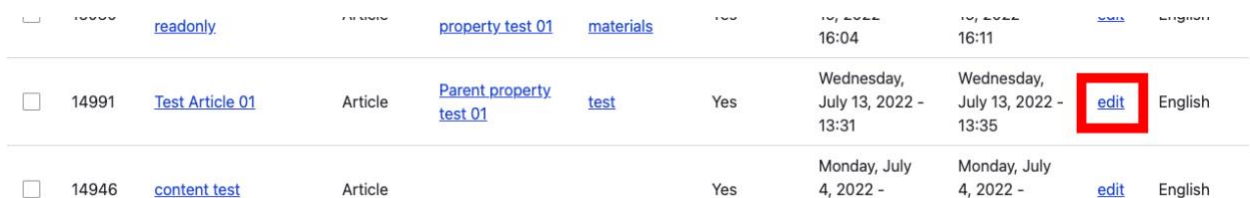
1. On the administration bar, click on **Content**.

2. On the **Content** page, use the search function to filter existing content to find the content you want to translate. It is possible to filter the content list by **Content type, Title, Description, Published status, NID (Node ID), Tags, Group (property),** or by **Updated date**. Make your selections and click on the grey **"Apply"** button to filter the list of content.

   Alternatively, you may scroll through the content list shown below the search function.


3. From your list, find the content you want to Translate, navigate to the right and click on the "Edit" link.

4. You will be redirected to the content item page. Click on the "Translate" tab to access the available translations.

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Note: You will only have access to translation options for the languages that have been pre-configured for your site. To add another language contact your site administrator.
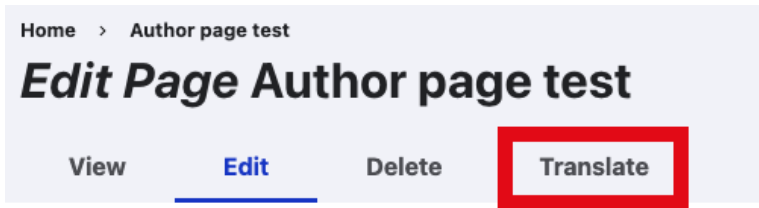
5. From the list of available languages, select the translation that you want to add and click the grey "Add" button under the operations column on the right of the list.

6. You will be redirected to the new translation version of the original content page. Fill in all of the fields that you would like to change to the translation language.
   Note: Certain fields that were populated when first creating the original content won't be available for translation as some fields need to remain consistent between translations

7. You will also note that there is an added section in the **Published** menu (on the right of the screen on a desktop/laptop display) called **Translation.** Use this option to mark pre-existing translations as outdated if significant changes have been made.
   Note: If content is moderated you will receive the following message: "Translations cannot be flagged as outdated when content is moderated."
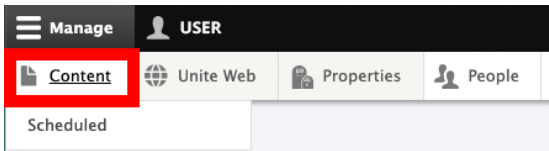

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8. Once you have added all of the relevant translated content, click the blue **Save (this translation)** button.
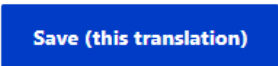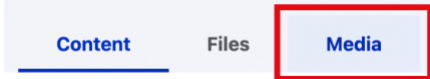

Media item translation

In UNITE WEB you can add translations to your Media items so that they will be viewable in multiple languages. To add a translation to a Media item, follow the steps below.

9. On the administration bar, click on **Content**.

10. On the **Content** page, click the "Media" tab.

11. Use the search function to filter existing content and find the Media you want to translate.

Alternatively, you may scroll through the Media list below the search filters.

12. Once you have located the Media item you want to translate, click the dropdown next to the "Edit" button in the Operations column and select the "Translate" option.

13. You will be redirected to the Translations page for the specific Media item. Select the language that you want to create a translation for by clicking the "Add" button in the "Operations" column.

Note: You will only have access to translation options for the languages that have been pre-configured for your site. To add another language contact your site administrator.

14. On the translation page, fill-in all of the fields that you would like to be translated including, if required, an alternative image file, video file or audio file in the relevant media upload area.

15. When you have populated all of the relevant fields, scroll down to the bottom of the page and click the blue "Save" button to save this translated version of the media item.
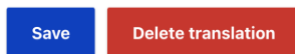
16. A status message will appear confirming that the new translated media item has been created.
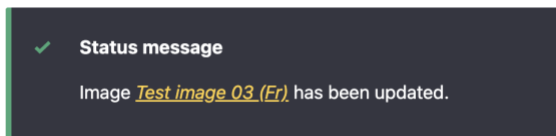
Menu link translation

The Menu link translations have dual functions:

1. To provide translated text for the menu link in the menu.

2. To link to the translated version of the content.

There are 2 main paths to achieve this:

1. You can first create the translated content/page/node and then create a link to that translated version of the content. This is done using the "**Link override**" field as described below.

2. **The recommended procedure** is to build out the menus/navigation in the original language. Then create/add the menu translations as described below. When no existing translation of the content exists, the translated menu item will link to the original language content until a translation is created (see "Content type translation"). Once a translation is created, the translated menu links for that language with automatically link to the translated content.

To translate a menu link, follow the directions below:

1. On the administration bar, navigate to **UNITE WEB** then **Structure** and select **Menu**.
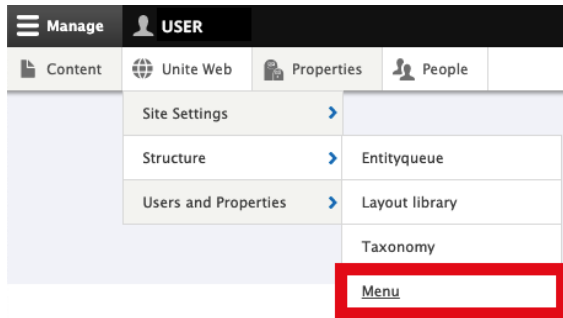
2. On the **Menu** page, find the navigation menu you want to **add translations to** and click **"Edit menu".**

3. You will be redirected to the **Edit Menu** page. Find the item you want to **Translate** in the list below the menu options. Click the dropdown arrow to the right of the "Edit" button in the "Operations" column and select the "Translate" option.

4. You'll be redirected to the **Translations** page with a list of languages available for translation.

5. On the Translations page, find the language that you want to add a translation link to, and click the "Add" button under the "Operations" column.

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Translations of *Test link 4*

Edit   **Translate**

Language	Translation	Status	Operations
English (Original language)	Test link 4	Published	Edit
Arabic	n/a	Not translated	Add
Chinese	n/a	Not translated	Add
French	n/a	Not translated	Add
Russian	n/a	Not translated	Add
Spanish	n/a	Not translated	Add
Hindi	n/a	Not translated	Add
Portuguese	n/a	Not translated	Add
Swahili	n/a	Not translated	Add

6. You will be redirected to the **Create translation link** page which includes all of the fields that were configured for the original language menu item in the "Add menu item" section above.
Note: Listed below are the fields that are <u>most relevant to the translation</u>. For a complete list of all the menu item fields you can view the "Add menu item" section above

- **Menu link title** – The translated title of the link that will be visible in the menu

- **Link override** *(Important)* - This provides the option of linking to an *existing* translated version of the content/page/node. When you begin typing in the text field, the search functionality will auto-complete the link based on the content on the Unite Web.

  If no translated version of the content item that this link is related to currently exists, or you intend on creating a translated content item later, then leave this field blank. Until the related translated content item is created, the translated ink will link to the original language page.

Original link   **Original page**
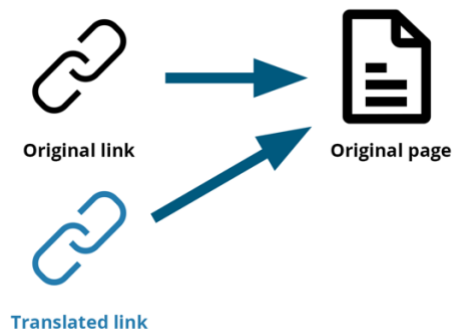
Translated link

  When a new translation of the original content item is created, the translated link will automatically link to that page.

Original link → Original page

Translated link → Translated page
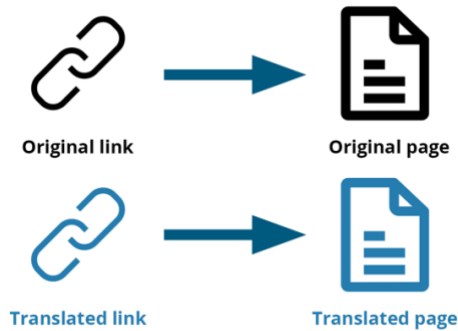
- **Enabled checkbox** – When checked, this will enable the link in the menu *for all languages*. Unchecking this box will hide the item from the menu *in all languages*.

- **Description** – This is provides additional info that is displayed when hovering over the link in the menu item.
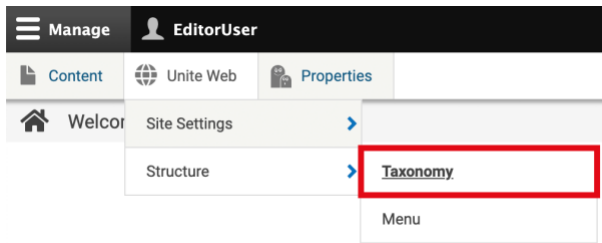

- **Show as expanded** – If the item has children, the children items will always appear expanded and will be applied *for all languages*.

- **Attributes** – This offers some more advanced options and **it is recommended that these options remain the same *for all languages*.**

- **Parent link** – **It is recommended that these options remain the same *for all languages* to preserve the same menu structure.**
  Note: If a child item/node is assigned a translated menu link but the parent hasn't been translated it will cause the navigation to stop working. In other words, the entire parent/child hierarchy needs to be translated if you are going to be translating a child menu item.

- **Weight** – This specifies the order of the menu item in vertical order from top to bottom will be applied *for all languages*.

- **Custom style** – Here you can include custom CSS classes for additional styling control. This will be applied *for all languages*.

- **Special style** – This provides the option of setting the item as a special menu item and will be applied *for all languages*.

7. Once you have translated all of the required fields with the language appropriate values and click the blue **"Save"** button to save the translated menu item.
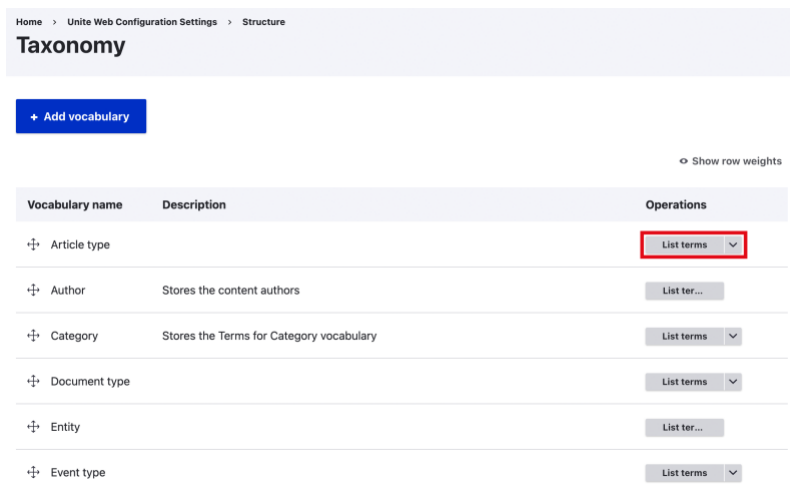
Taxonomy term translation

In UNITE WEB you can add translations to your Taxonomy terms so that you can categorise content based on the different languages of your site. To add a taxonomy term translation, follow the steps below.

1. On the administration bar, click on scroll over **Unite Web**, **Structure** and click **Taxonomy**.

2. This will take you to the taxonomy listing page. On this page you will see a list of all of the elements that have taxonomy categorisations. All of the website elements that can be categorised using taxonomies will be listed here. To view the existing list of taxonomy terms for a given element, click the "List terms" button to the right of the element name in the "Operations" column.

3. You will be redirected to the taxonomy listing page for the specific element that you have selected. To add a new taxonomy term translation click the dropdown arrow to the right of the "Edit" button and select the "Translate" option from the dropdown.

Note: You can also access the translation page when viewing the taxonomy term by clicking the "Translate" tab.
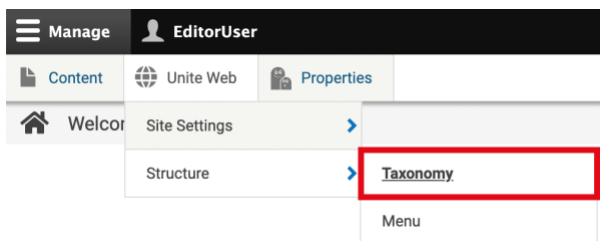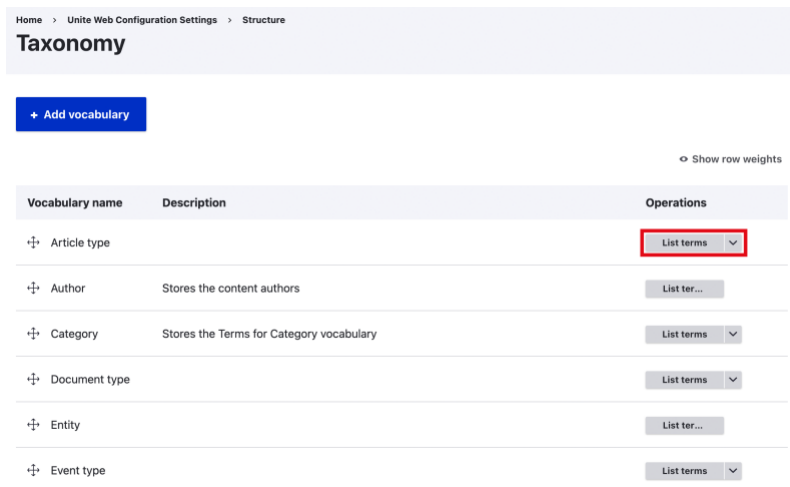

4.

Taxonomies

Viewing Content Taxonomies

As an editor on UNITE WEB you have the ability to view the various taxonomies on your site. To view existing content taxonomies, follow the instructions below.

1. On the administration bar, click on scroll over **Unite Web**, **Structure** and click **Taxonomy**.

2. This will take you to the taxonomy listing page. On this page you will see a list of all of the elements that have taxonomy categorisations. All of the website elements that can be categorised using taxonomies will be listed here. To view the existing list of taxonomy terms for a given element, click the "List terms" button to the right of the element name in the "Operations" column.

3. You will be redirected to the taxonomy listing page for the specific element that you have selected. The items will be listed in alphabetical order and can be filtered using the filter box at the top of the list and clicking apply.
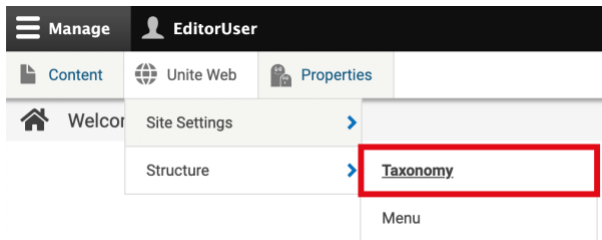
Add Content Taxonomy Terms

As an editor on UNITE WEB you have the ability to add to and edit the various taxonomies on your site. To create and edit taxonomies, follow the instructions below.

5. On the administration bar, click on scroll over **Unite Web**, **Structure** and click **Taxonomy**.

6. This will take you to the taxonomy listing page. On this page you will see a list of all of the elements that have taxonomy categorisations. All of the website elements that can be categorised using taxonomies will be listed here. To add a term to the taxonomy list for a particular element, click on the dropdown arrow on the right of the "List terms" button and then click the "Add terms" option.
    Note: Some of the taxonomy lists for each of these elements can be added to and edited by site editors. The rest of the elements will have pre-defined taxonomy lists that can only be viewed on not edited.

7. You will be redirected to the taxonomy listing page for the specific element that you have selected. To add a new term, click the blue "+ Add term" button.

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8. On the "Add term" page you will need to fill-out the relevant details of your new taxonomy term. These include:

a. **Name** – The name of your taxonomy term (This is a required field)

b. **Description** – An optional brief description of the taxonomy term.

c. **Language** – The specific language under which this taxonomy terms should be viewable. For example, if you have a taxonomy term that is only relevant to items in a specific language you could select that language here. For more info on translating taxonomy terms view the Taxonomy term translation section in this manual.

d. **Relations** – This section allows you to create a tiered taxonomy should it be required.

   i. **Parent terms** - Here you can select a parent term from the "Parent terms" list.

   ii. **Weight** – This allows for the ordering of the taxonomy items. The lower the weight, the closer to the top of the list they will appear.

e. **Generate automatic URL alias** checkbox – by default this checkbox will be checked and the URL alias for the taxonomy term will be automatically generated by the system.

   i. **Permanent Link** - If you uncheck the "Generate automatic URL alias" check box you will get access to this field which will allow you to manually write the URL alias.

f. **Published** checkbox – This checkbox is checked by default which will result in the taxonomy term being automatically published and added to the taxonomy list. If it is unchecked the taxonomy term will be set as unpublished a won't be available as a taxonomy term for site authors.

9. To save your taxonomy term you can either click the blue "**Save**" button which will save the taxonomy term and refresh the page.

Alternatively you can click the grey "**Save and go to list**" which will save the taxonomy item and then redirect you to the taxonomy list page.