Quick guide to Content Management on https://ehes.org

Go to https://ehes.org/admin-area and log in. This will bring you to the admin area of the website.
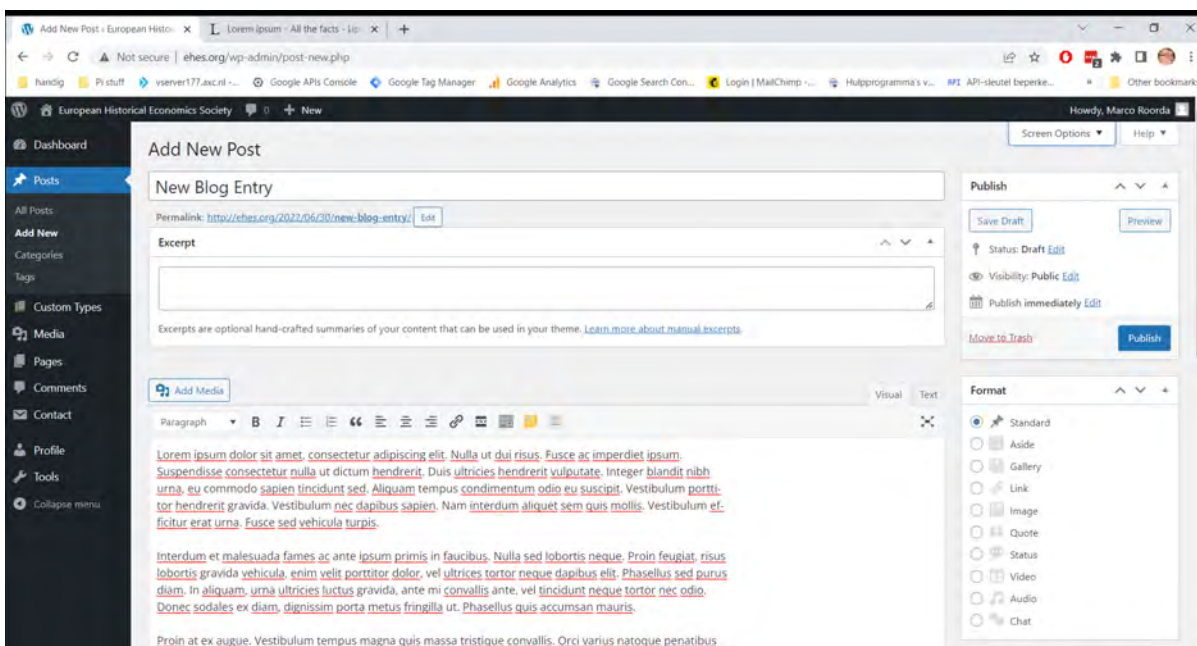
(https:// should be used when the website is definitely live, until then use http:// instead.)
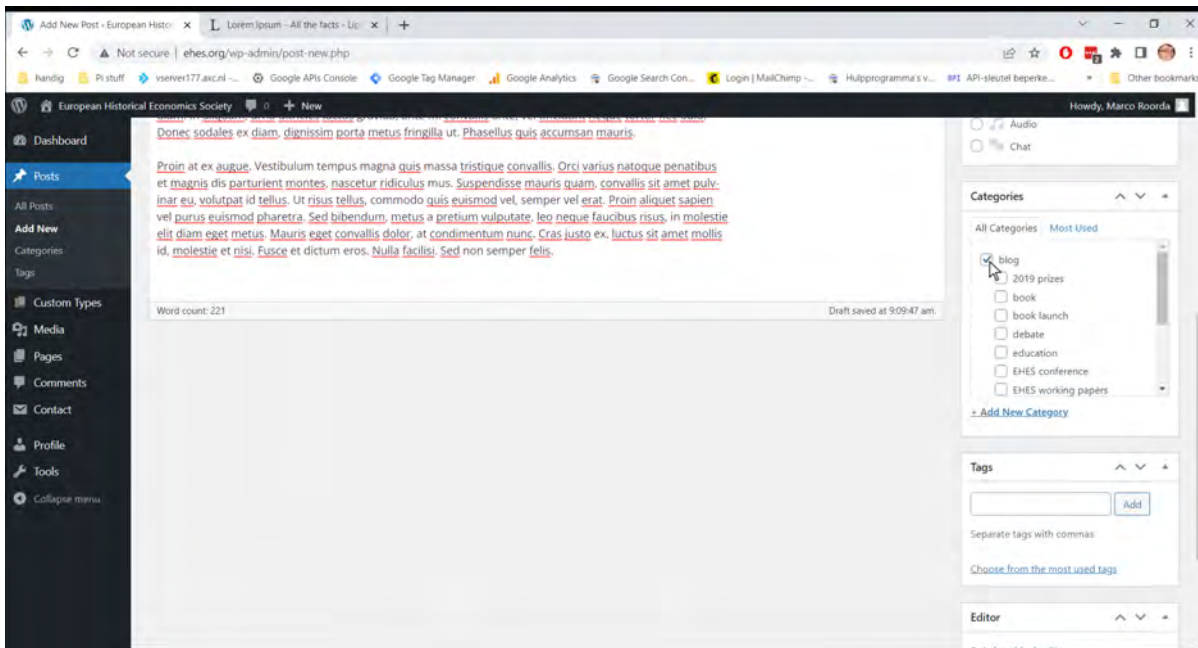
New Blog Entry
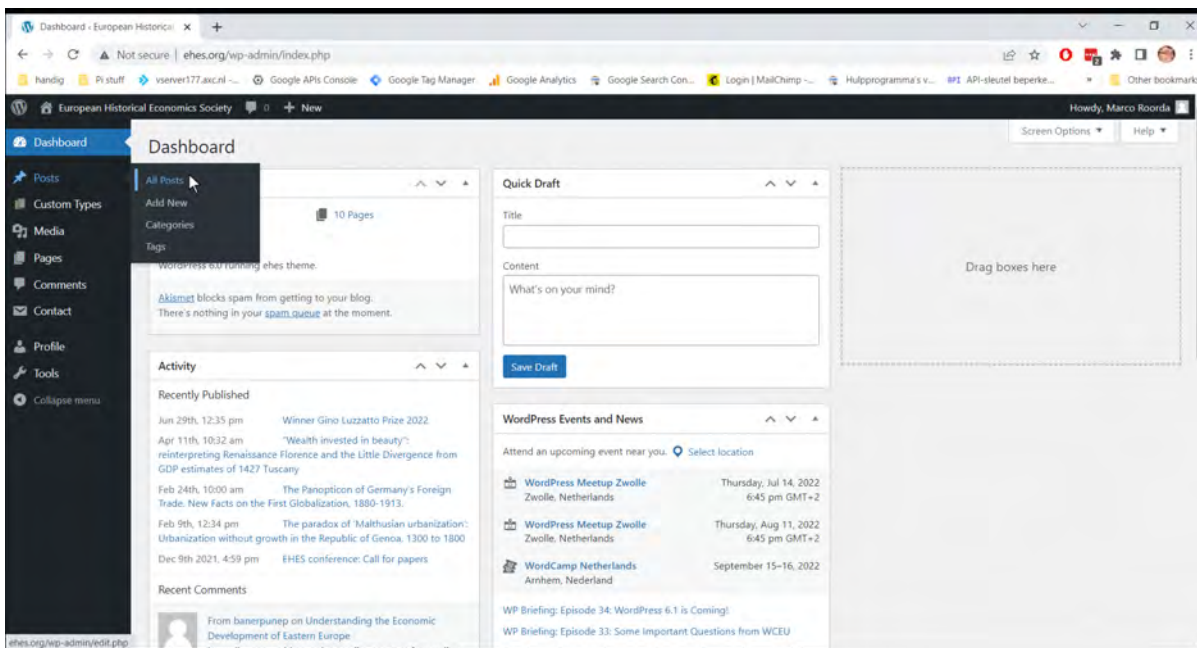
For an overview of all Blog Entries and other Posts choose: Posts -> All Posts

To add a new Blog Entry, choose: Posts -> Add New
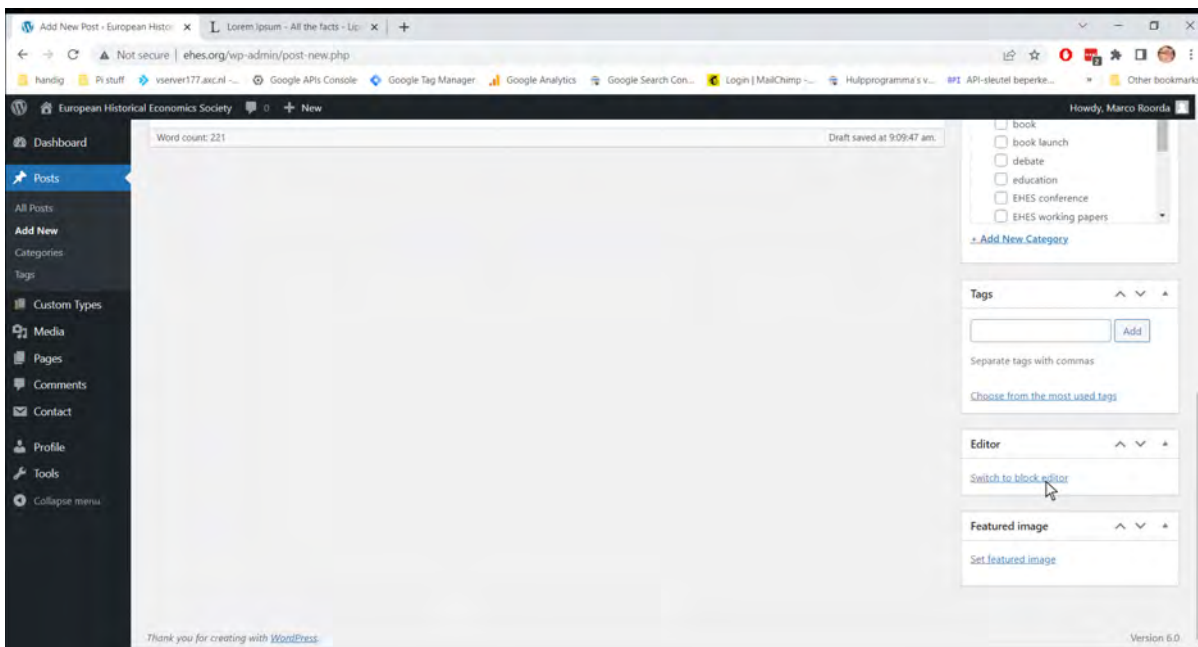

Type a title and the main tekst. The excerpt field can be left empty.

New Blog Entry

Scroll down, on the right select the main category "Blog". This main category is important, with this it is shown in the blog part of the website! Besides themain category you can select multiple secondary categories or add a new one.


For more lay out options you can choose to edit with the Block Editor.

New Blog Entry
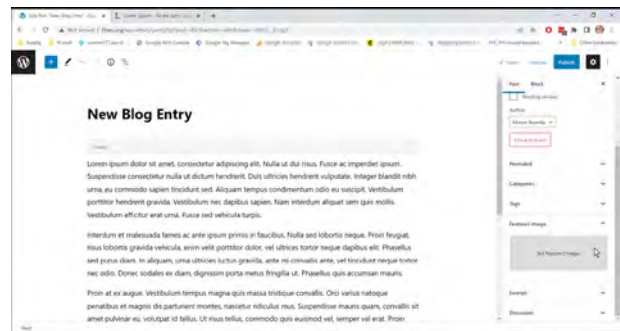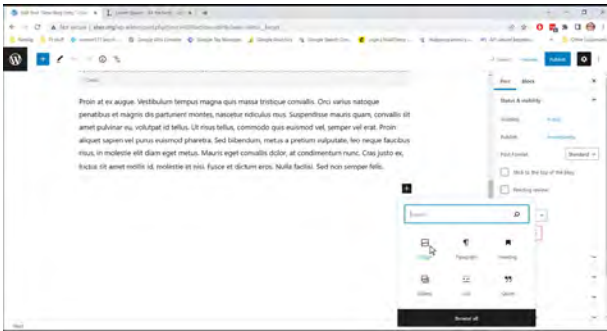
The Block Editor works very intuïtive, with this you can easily add subtitles, paragraphs, column lay out, several media fields, et cetera. Make sure to switch to the block editor before you've entered any text or save it first.

Choose a featured image to be shown on the home page. Note: this image will not be shown in the actual blog post. Therefore you should insert an image into the content itself.
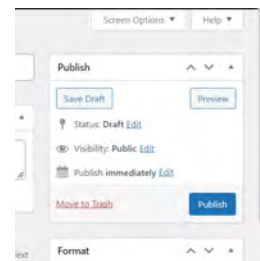
Saving can be done by clicking "Save Draft" or the blue "Publish" button in the right hand top block. Note that by clicking "Publish" the post will be visible online immediately.
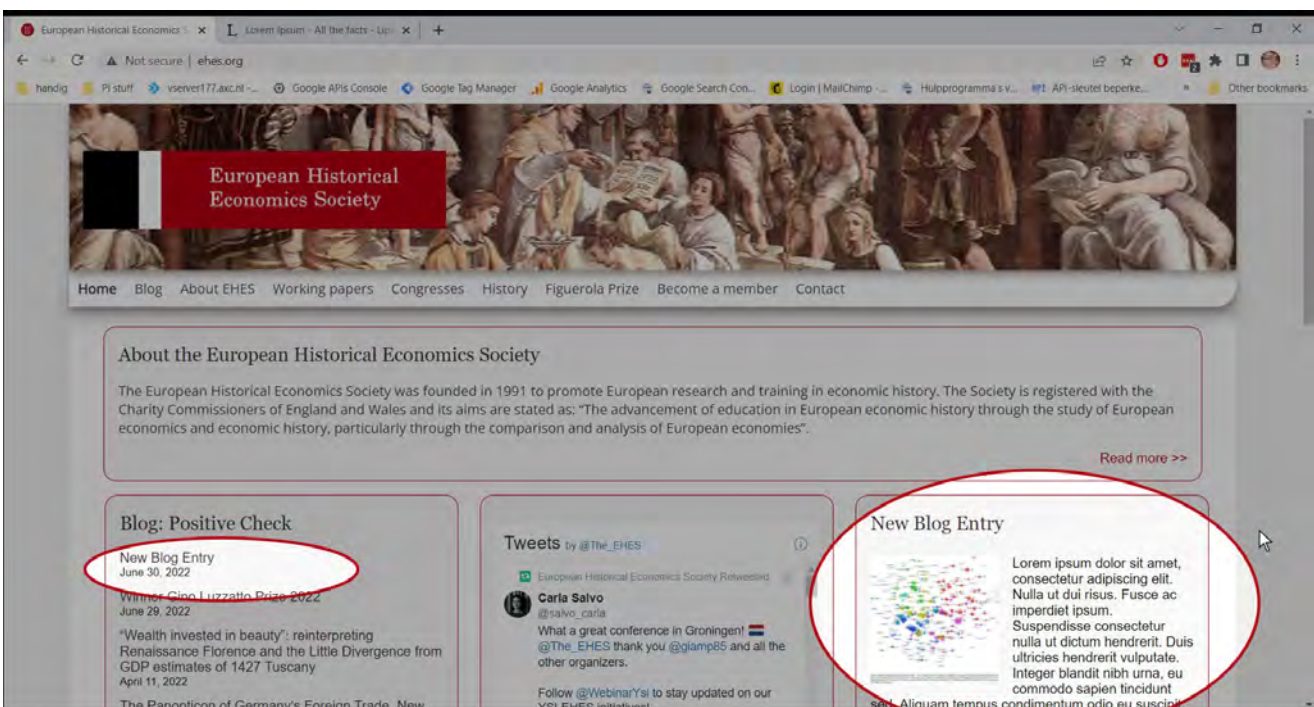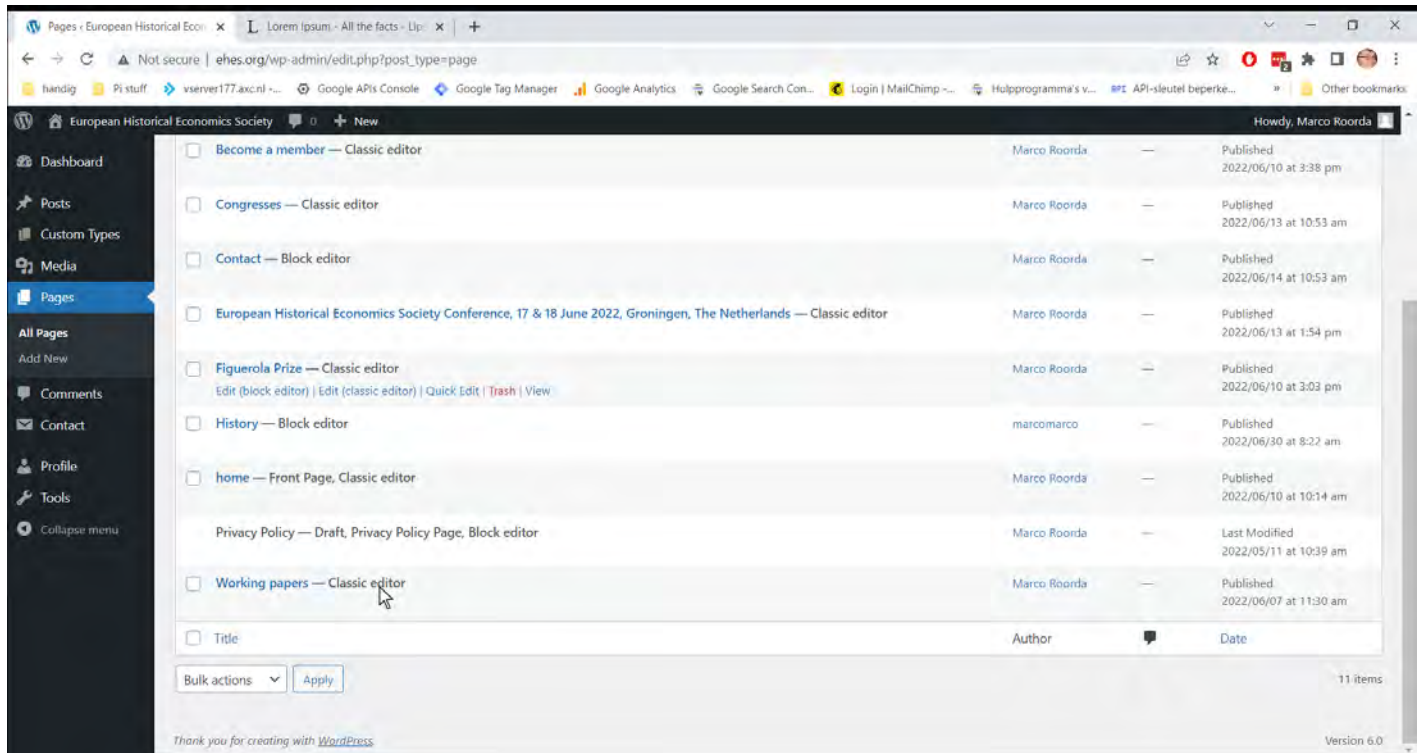

The new blog entry will automatically appear on the homepage.

Pages

Besides the blog content the other content published on the website consist of Pages.

Pages are commonly used for static content on the website, where as each page often is represented in the website's menu.

Most important page to be maintained is "Working Papers"

Because the content of Working Papers has been copied from the former website, this page is preferably edited with the classic editor.
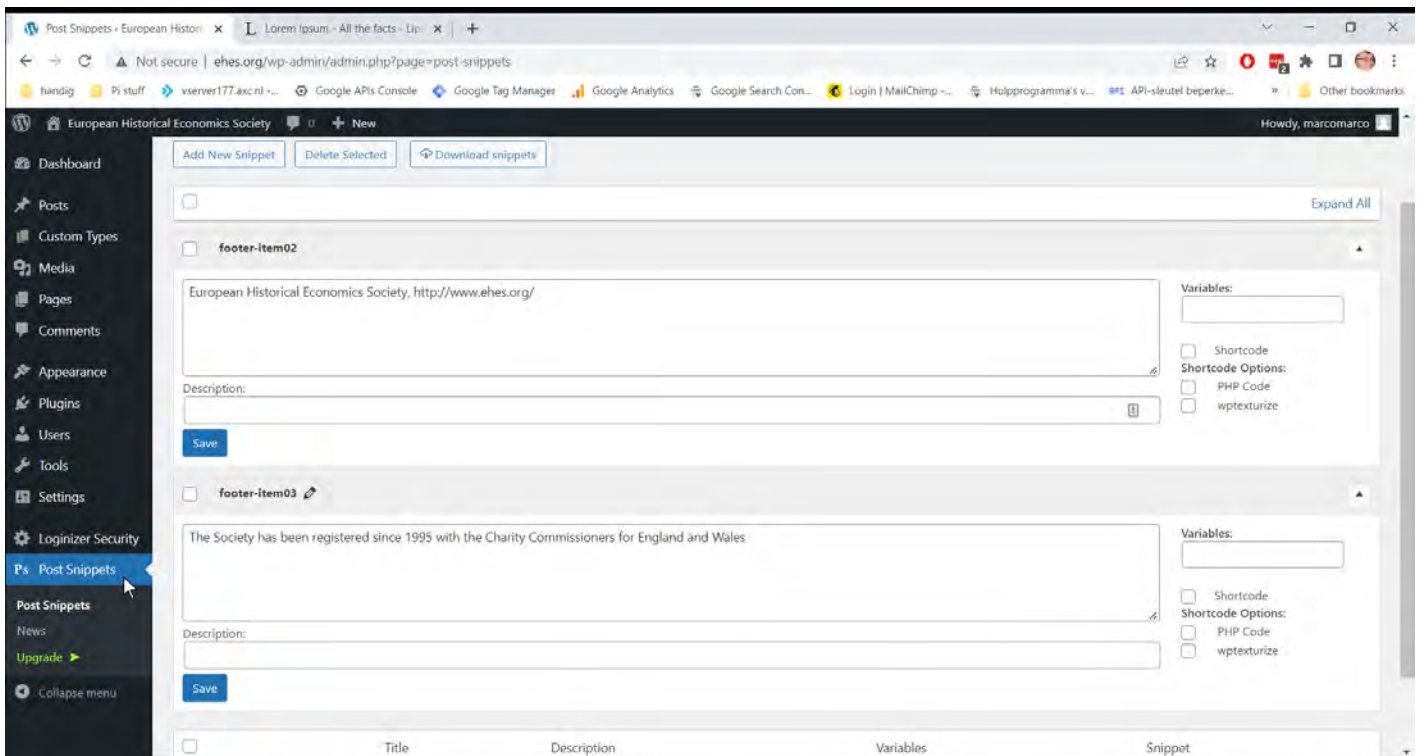
Acces for Administrator account

The administrator account has access to the complete CMS of the website, where as an Editor only has acces to Posts, Pages and the Media library.

The administrator account should be used carefully and it is recommended for non-experienced users to stick to the following parts:
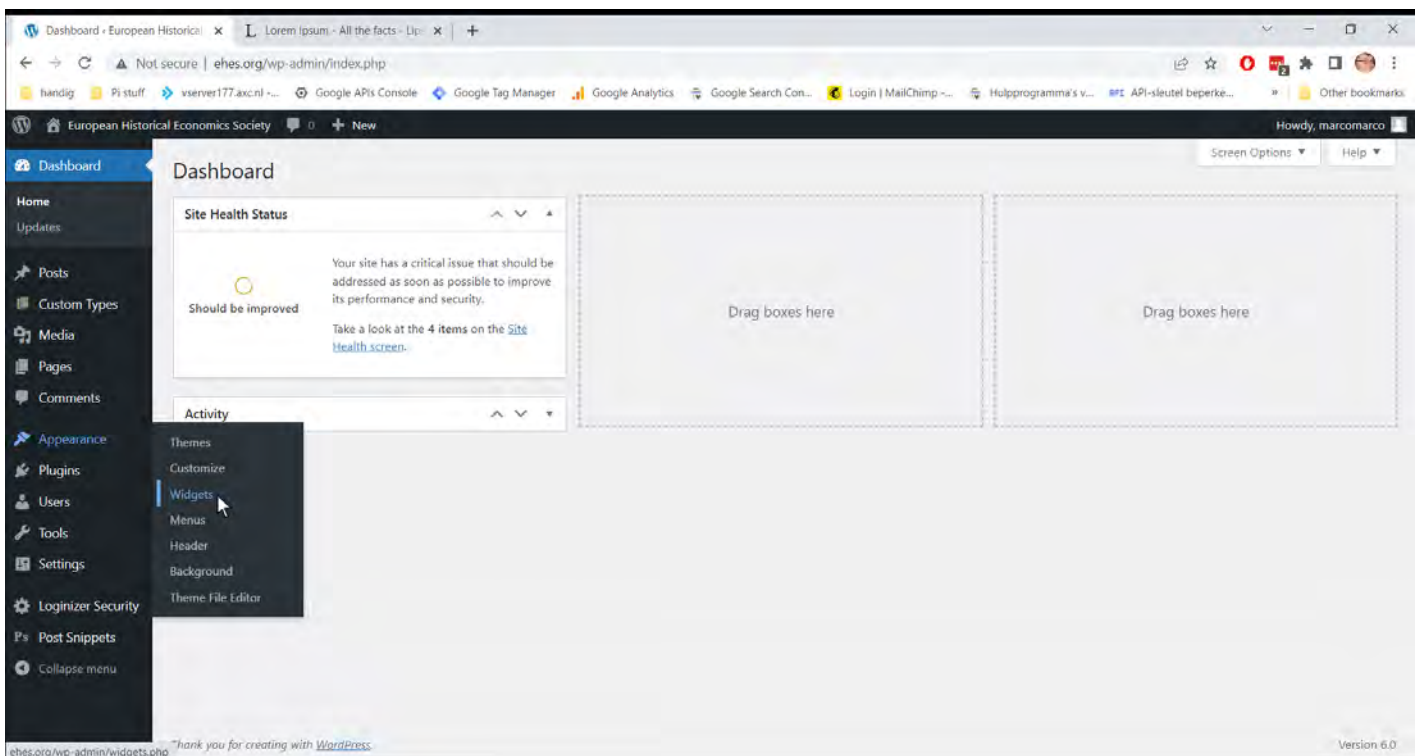
- Posts and Pages
- Media
- Appearance -> Menu
- Appearance -> Widgets
- Post Snippets
- Users

Administrator account: Post Snippets

With post snippets it is possible to edit the footer's content.
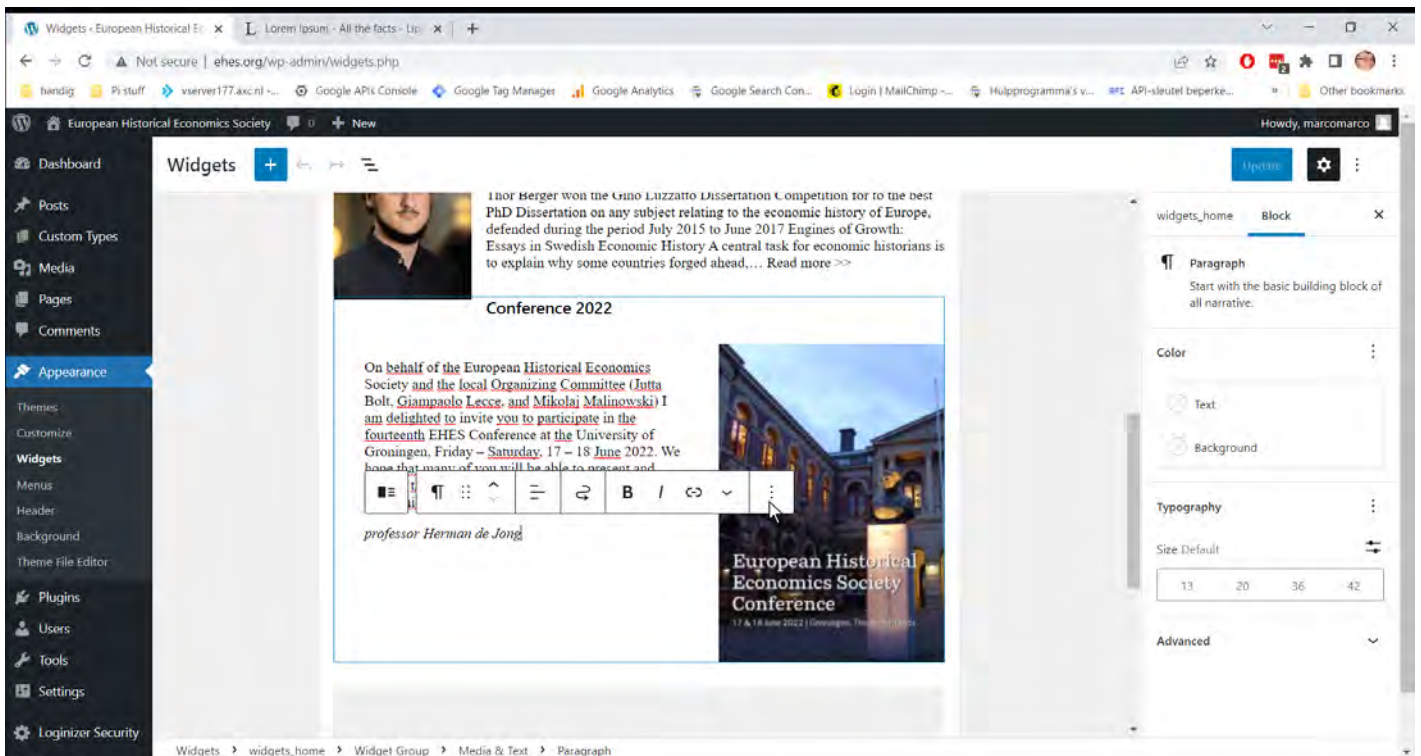
Administrator account: Widgets

Go to Appearance -> Widgets to edit the widgets on the home page and in the blog's side bar.

Most widgets show specific website content automatically and do no need to be edited. Changing the position however is no problem. Only one widget is not automated and needs to edited in the widget area.

Administrator account: Widgets

Be very careful while editing widgets. The **only not automated widget block** now shows the announcement for the conference 2022 by Professor De Jong. This is a "**Media widget**" which consists of text and images.

Administrator account: Users
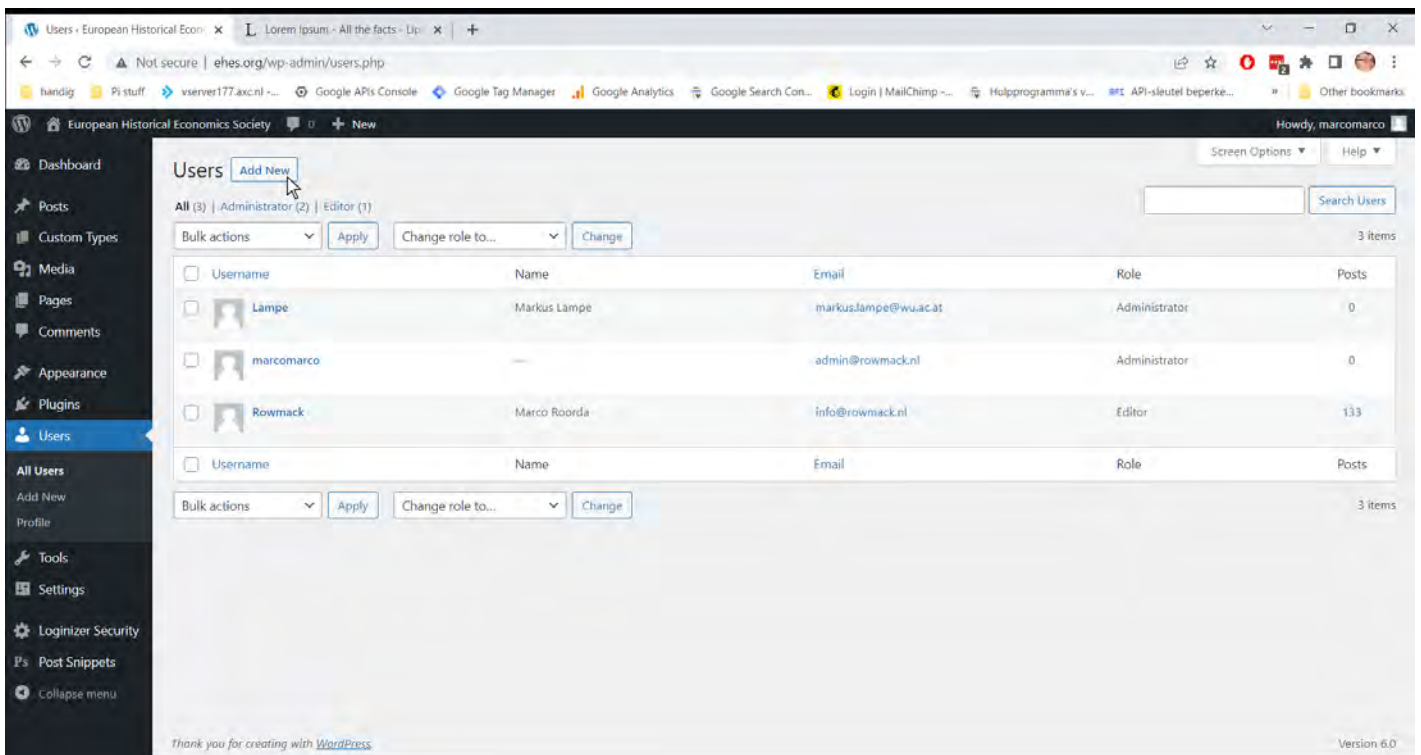
The administrator can add users. Best role for new users is "Editor".

The Adminstrator account is not meant for posting content like posts and pages. This is because of security reasons. Editing and posting content should be done by users with the role of "Editor" only.