

# Typo3-Guide - Content

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## 1. General remarks: editorial advices

- **Abbreviations:** spelling the full name when the abbreviation is mentioned the first time, e.g. „polychlorierte Biphenyle (PCB)“ or „Bundesamt für Verbraucherschutz und Lebensmittelsicherheit (BVL)“.
- Use **always typographic quotation marks**, can be input by the following shortcuts:  
bottom „ **ALT 0132**  
top “ **ALT 0147**
- Use always **typographic dashes**, can be input by the shortcut (shows when releasing the keys) – **ALT 0150**
- Write **product names** like Pringles Paprika always **without quotation marks**
- Lists with bullet points shouldn't contain more than 7 points, otherwise it's confusing for the user
- Only in press releases we use *italic letters* for quotations.

## 2. General remarks for mobile content

**You should always check new pages or elements for mobile devices too!**

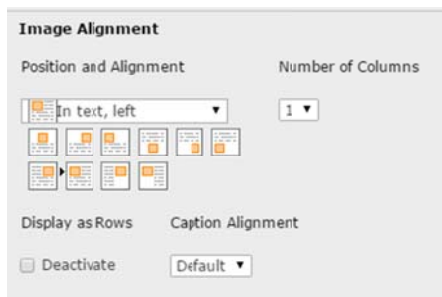
Best thing would be to use a proper mobile and tablet. If you don't have these devices you can check by on a mobile too – best thing would be to check on a tablet as well. But if you don't have one you can just diminish the size of your browser, then you first see the tablet version (you can recognize it because the menu changes and the desktop fokusbox is gone) and then the mobile version (things jump into one column).

Which version is shown depends on resolution of the screen (width). Here are the breakpoints:

- <= 349px (Mobile)
- <= 399px (Mobile)
- <= 449px (Mobile)
- <= 499px (Mobile)
- <= 529px (Mobile)
- <= 599px (Phablet)
- <= 739px (Phablet)
- <= 999px (Tablet)
- >= 1000px (Desktop)

The decision was made according to the question which layout works on which screen width. To make it easier we talk about the layout for mobiles, tablets and desktops. But in reality some smartphones which are big will show the phablet-/tablet layout, while some small tablets might see the layout for smaller devices.

If you upload teaser **pictures for text pages**: Make sure to in the tab appearance choose “in text, left”.



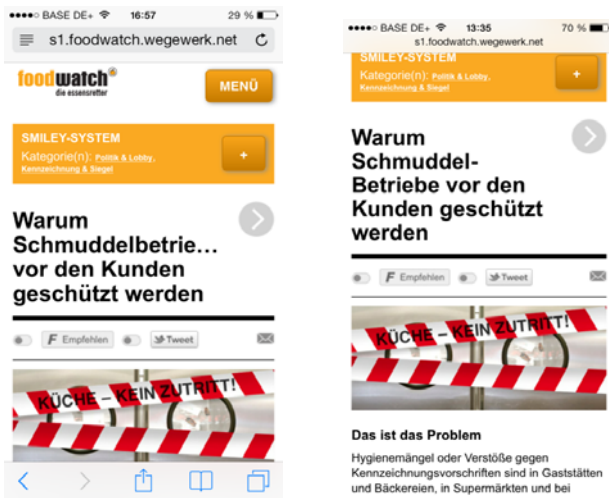
Otherwise it might look like this:



**For the change to responsive you should check your background texts for this and maybe change the formatting of the pictures!**

### Long words in teasers and headlines

Especially on mobiles it doesn't work if there are very long words in headlines. If the system can't put them in one row it just shortens them which looks like this. If you have problems like this you can put a **&shy;** between the syllables where the word could be separated.



### Strange looking line breaks

Another problem could be that there are line breaks in places where they shouldn't be. This is especially a problem for foodwatch France, because they always have blanks before the punctuation mark. This can lead to things looking like this.

## Pétition foodwatch et Ligue contre le cancer : non au glyphosate (Roundup)

!



Le glyphosate est un cancérigène probable, selon des chercheurs de l'OMS. foodwatch France et la Ligue nationale contre le cancer s'associent pour tirer le signal d'alarme et lancent ensemble une

nétition. Car c'est maintenant que nous devons

You should always use &nbsp; (non breaking space) in these places. (Just put in the backend: "(Roundup)&nbsp;!") Then there won't be a line break between those signs.

*For the change to responsive you should check your headlines and maybe reedit them.*

### Telephone numbers

Maybe you already had the case that you saw a telephone number on a website which was linked by your phone but when clicking on it you couldn't call but had to type in the number manually? Very annoying!

To prevent this you should put in a special link for telephone numbers (like a mailto-Link for email addresses), where you need to write the email address twice: first for the device to read it, second in the way it should be shown on the website.

```
<a href=tel:+43699111222>+43 (0)699 111222</a>
```

Explanations:

<https://developers.google.com/web/fundamentals/native-hardware/click-to-call/>

### 3. General remarks: structure of content

**2-min-Info/short info:** 1000 to 1500 characters, three paragraphs: The problem / The current situation / What foodwatch is calling for (could be bullet points) – last points can be swapped if necessary, for instance if you can't understand the current situation without knowing what foodwatch is calling for

**Optimal text length for background texts:** about 2.500 characters including blanks (and teaser), short teaser (about 400 characters), headlines in the text (h3) should be one line only (60 characters); should be written „timeless“, which means without „during the last year“ or „yesterday“

**Example for headline in the text:** *foodwatch fordert Grenzwert von 2 Mikrogramm Uran pro Liter*

**Headlines:** max. 60 characters, best 30 characters (one line)

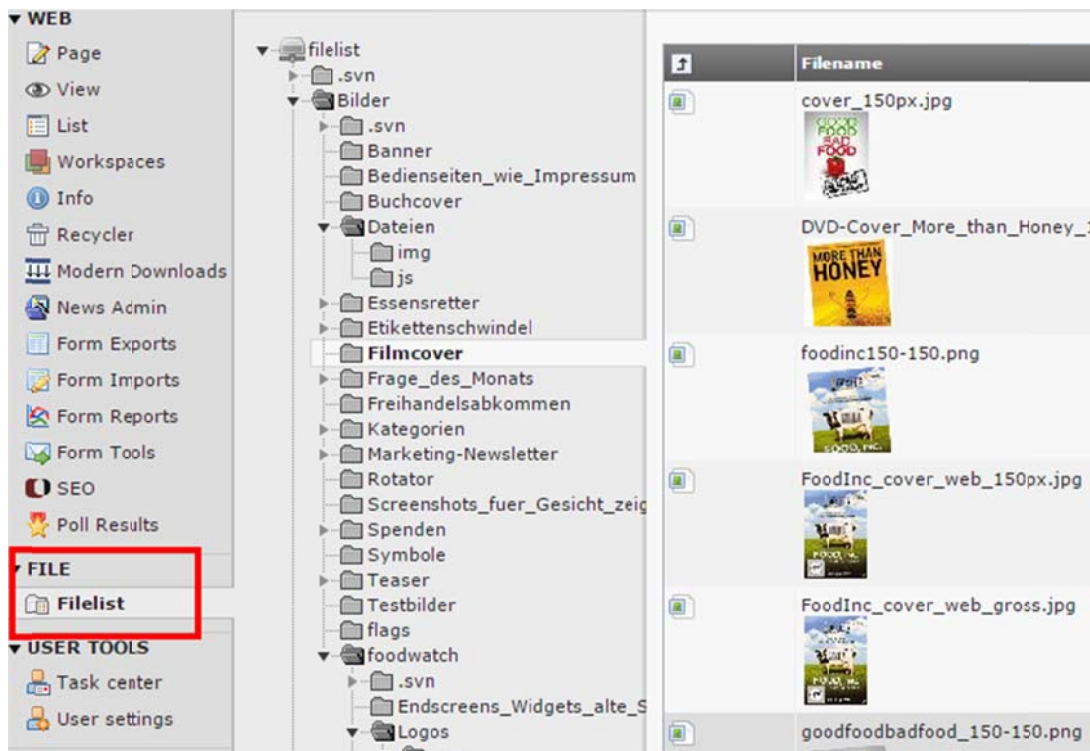
**E-mail-action:** introduction should be about 800 characters, letter is free (shouldn't be too long, should be written rather timeless if the action is possibly running for longer



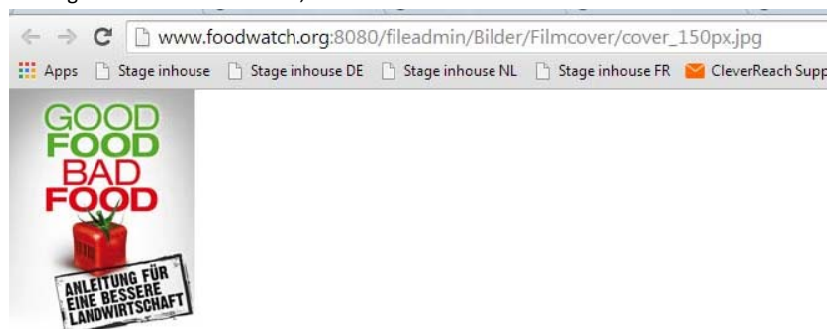
**News:** shouldn't be longer than 2500 signs, the news stream shows latest developments in chronological order, texts can contain "today" or "yesterday", the news area works like an archive

#### 4. Uploading files and images

All images and files like pdf-files must be uploaded in the **filelist**.



In the filelist you can also **upload files to give them to people** – you can grab the URL of a picture for instance by clicking on the file in the filelist, then it shows in the address field.



If **uploading zip-files** you might notice that it doesn't show the right icon for zip-files in the download-area. Then please add a .zip in the name of the file before uploading it, otherwise typo3 has problems recognizing the file.

## Search engine optimization for images and pdf-files

You should name files in the filelist describing what they show. **It's good if their names contain words people might look for**, because then they might find the images using e. g. google image search and come to our website this.

### How to name pdf files:

Example: [dioxinskandal\\_foodwatch\\_report\\_dioxin\\_2011-12-00.pdf](#)

- **General:** small letters, underscores (\_), ü spelled as ue
- **Keywords first**
- Then **kind of document** (report, survey, statement)
- **author of the document** (e. g. foodwatch, bmel)
- **category** corresponding to the hemes oft he website
- in the end: **date**, YYYY-MM-DD

## 5. Grabbing the URL of zip-file from the fileadmin

If you want to communicate the URL of a zip-file for instance to the press it might be difficult to grab it, because when you click on the file in the fileadmin the download starts immediately without you being able to see the URL. So to grab the URL:

Mouse click on the file – choose “info” (please see screenshots)

Right mouse click on the name of the file and choose “copy link address”

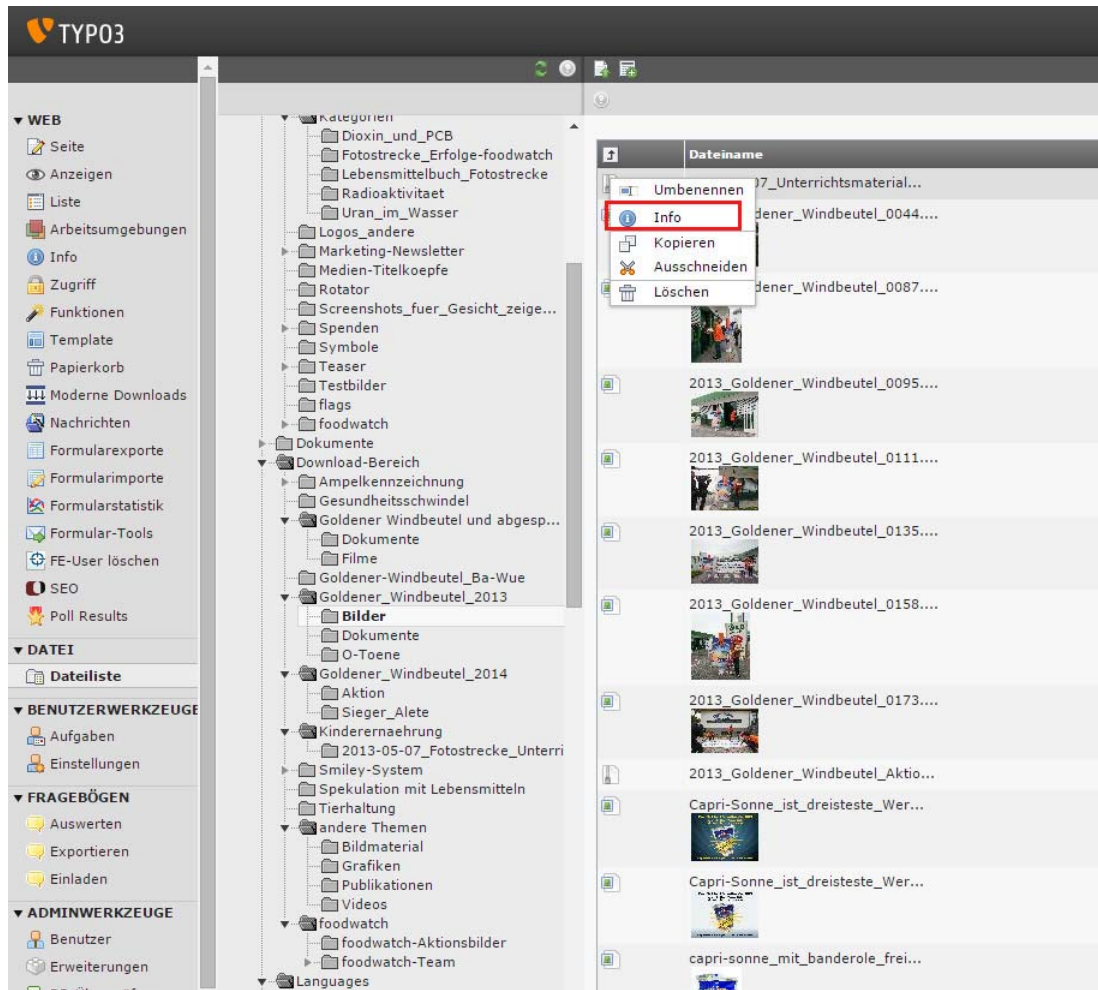
Paste link address and delete :8080, example:

[http://www.foodwatch.org:8080/fileadmin/Download-Bereich/Goldener\\_Windbeutel\\_2013/Bilder/2013-05-07\\_Unterrichtsmaterial\\_Fotostrecke\\_und\\_Bildtexte.zip](http://www.foodwatch.org:8080/fileadmin/Download-Bereich/Goldener_Windbeutel_2013/Bilder/2013-05-07_Unterrichtsmaterial_Fotostrecke_und_Bildtexte.zip)

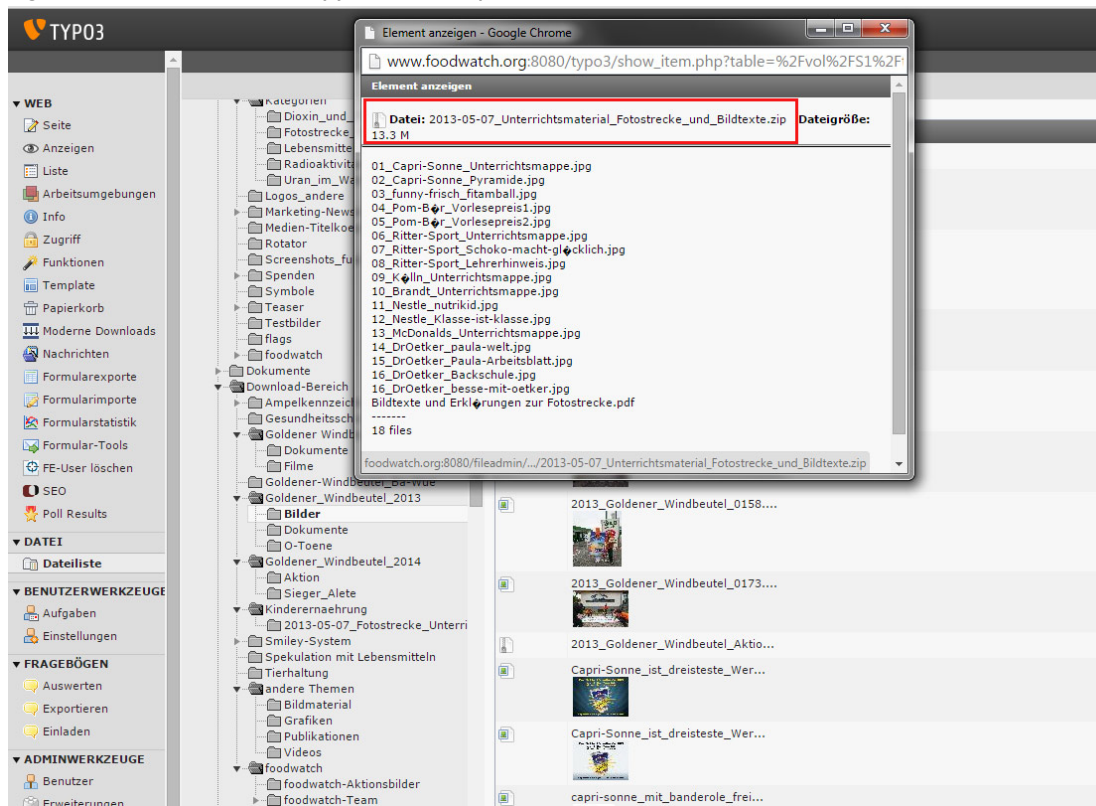
So the link you can communicate is:

[http://www.foodwatch.org/fileadmin/Download-Bereich/Goldener\\_Windbeutel\\_2013/Bilder/2013-05-07\\_Unterrichtsmaterial\\_Fotostrecke\\_und\\_Bildtexte.zip](http://www.foodwatch.org/fileadmin/Download-Bereich/Goldener_Windbeutel_2013/Bilder/2013-05-07_Unterrichtsmaterial_Fotostrecke_und_Bildtexte.zip)

Choose "info"



Right mouse click on the file – copy link address (paste and delete :8080):



## 6. Sizes of images

- **General website layout:** The content is layouted in four columns. Altogether the page has a width of 960 px, which means it contains four columns with 240 px (10 px as a margin on each side = 220 px). Pictures for the big middle column (actually two small columns) should be 460 px, three columns accordingly 700 px width.
- **Preview picture for downloads: 142 x 142**
- **News: 150x150** (if upright format – width 150) – shows in the news itself and in the list
- **E-mail-action: 350x250** (on the page of the action itself)
- **E-mail-action widget and for the Megamenu: 115 x 78**
- **Stopper for E-mail-action form on the page “take part”: 220 x 268** (about 300 - width is fix 220, height can differ)
- **Teaser on the page “take part” (Mitmachen): 220 x 120**
- **Preview widget on page widget: ???**
- **Slider for the homepage (“Fokusbox”):**
  - Images: **530 x 290** (see special instructions for getting the shadow right)
  - Only picture / Banner: **940 x 290**
- **Slideshow:**
  - **4 preview pictures** (Alternative thumbnail): **106 x 106**
  - **Preview picture for the „Mediathek“: 120 x 120** (use first preview picture of the thumbnails)
  - **Pictures Slideshow: maximum height 1000, maximum width 1400** (upload pictures this size if possible)

- **2-minute-info: 460 x 150/200** (150 x 100 s. u. für topic in categories)
- **Pictures for topics in categories: 150 x 100**
- **Teaser for background texts (read more) – background texts itself: 150 x 100**
- **Top-campaigns** (for the widget): **220 x 90**
- **(Pictures for team members: 150 x 150** – should be uploaded this size in the page for the person itself (tab ressourcen), are cropped automatically to 142 x 142 for the menu/list on the page “team”
- **Pictures for the Slider und Rotator (abgespeist/legal fraud-campaign)**
  - **Rotator** <http://www.foodwatch.org:8080/de/informieren/werbeluegen/2-minuten-info/> **138 x 130 px**
  - Make sure that it's a PNG file and that the object/product shown in the picture nearly touches the image border at the bottom
  - **Slider:** text and image are sliding  
<http://www.foodwatch.org/de/informieren/werbeluegen/produkte/aktuelle-e-mail-aktionen/unilever-becel-proactiv/> **maximum width 520 px**, PNG file
  - **Slider:** only text is sliding  
<http://www.foodwatch.org/de/informieren/werbeluegen/produkte/produkt-vom-markt/dr-oetker-pur-crema-choc/> **maximum width 520 px**, PNG file
  - **Banner**  
<http://www.foodwatch.org/de/informieren/werbeluegen/produkte/kennzeichnungrezeptur-verbessert/hipp-bebivita-kinder-fruechteteetee/> **maximum width 650px**
- **Pictures for facebook: at least 200 x 200 px** (or bigger), otherwise facebook will not accept the picture and take a other photo of the page. These pictures are needed for pages and news, which have a facebook like button.

## 7. Copyright for images

- The copyright for pictures should be inserted in the title/alternative tag, so that it appears in the “mouse over”, example: © **Barbara Pheby - fotolia.com**
- Otherwise it should be written below the text, italic and in parenthesis, example: (Bild: © **Barbara Pheby - fotolia.com**)

→ **Please note:** You should always check the rights for the picture before using it and give to copyright according to what the supplier asks for!

## 8. foodwatch-colours

grey: #f1f1f1

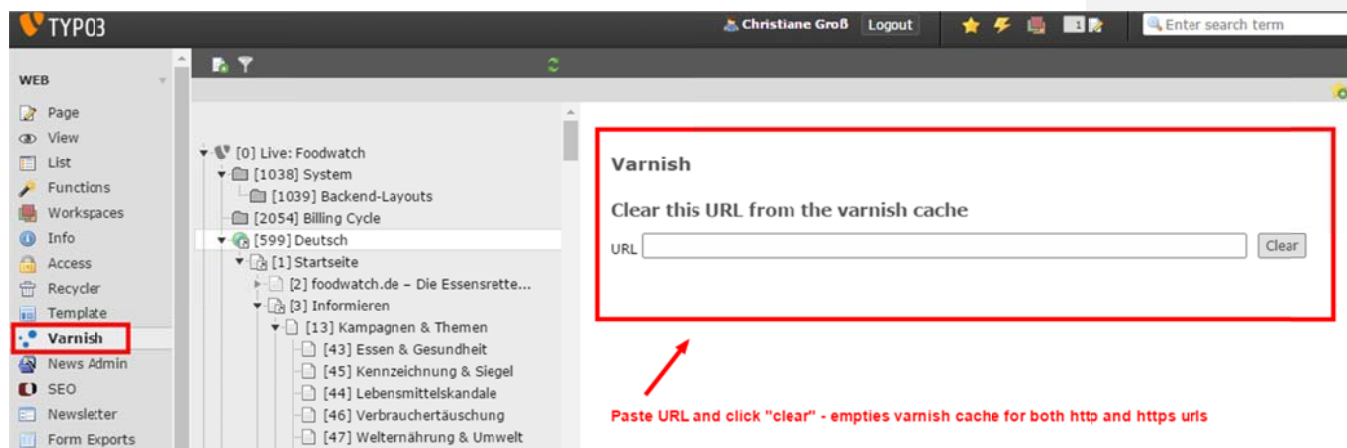
orange: #F5A300

## 9. Links: How to access Backend, Stage, Purge-Skript etc.

Live Backend: <https://www.foodwatch.org/typo3/>

Please do not use the old link <http://www.foodwatch.org:8080/typo3/> any more! ( The only situation you should use this is when you see a time out error while downloading data via form exports, for instance for foodwatchDE this happens sometimes when downloading the list of newsletter subscribers for Cleverreach.)

Delete Cache:



Used to be this link before: <http://www.foodwatch.org:8080/purge/foodwatch.pl> - as long as this link is still working, you can use that as well. But since there were problems with accessing it from all offices it has been integrated in the backend now and this external link will not be maintained.

Monitoring Monitis: <http://dashboard.monitis.com> (Oodai/thah9a)

Instance Manager: <https://extranet.wegewerk.com/fw-iman/>

Amazon-Konsole: <https://aws.amazon.com/de/console/>

Mantis (project management software): [https://extranet.wegewerk.com/support/view\\_all\\_bug\\_page.php](https://extranet.wegewerk.com/support/view_all_bug_page.php)

Stage

Frontend DE: <http://s1.foodwatch.wegewerk.net/de/startseite/>

Frontend NL: <http://s1.foodwatch.wegewerk.net/nl/foodwatchnl-de-voedselwaakhond/>

Frontend FR: <http://s1.foodwatch.wegewerk.net/fr/accueil/>

Frontend EN: <http://s1.foodwatch.wegewerk.net/en/homepage/>

Backend: <http://s1.foodwatch.wegewerk.net:8080/typo3/>

Paybox Admin Account: <https://admin1.paybox.com>

Meebox: <http://foodwatch.meebox.de>

**Links for VPN**

Backend: <http://typo3-cms.foodwatch.org:8080/typo3/>

Purge: <http://vpn.foodwatch.wegewerk.net:8080/purge/foodwatch.pl>

## 10. Server: How to switch on an additional instance

Go to this website <https://extranet.wegewerk.com/fw-iman/> (instance Manager)

### 1.) Click on "Starte Node"

**instance manager**

Übersicht

öff. IP-Adresse	int. IP-Adresse	Rolle	Typ	Status	Startzeitpunkt	Zone	ext. Plattenplatz	Aktion
<b>foodwatch.org</b>								
176.34.245.89	10.86.0.147	Web Server	c3.xlarge	running	21.08.14 13:40:03	eu-west-1b	/dev/sdf (vol-0d794a26) /dev/sdg (vol-fb784bd0)	Starte Node Starte stagesystem
54.216.159.173	10.101.21.108	Cluster Node	m3.large	running	03.06.16 13:16:23	eu-west-1b		Stoppe Client

IMAGE IN USE: ami-d9fc70aa

powered by artnology

**This is our normal webserver**  
(It is not possible to by mistake stop it, so don't worry! ;)

**If you need to put on an additional instance you need to click here "Starte Node" once - then a second interface opens where you need to confirm**

**This is an additional instance.**

### 2.) Confirm this by clicking on the button „Starten!“ once (each click on this button will start another instance)

**instance manager**

Übersicht

Starten von einer Instanz für foodwatch.org?

Starten! Abbruch

powered by artnology

**click here to confirm the start of an additional instance**

**After having confirmed click here - that you get back to the overview and can check the state of the instance you started**

3.) That's already it for starting an instance really. You can now click on "Übersicht" to check the status in the overview – it says pending and then changes to running, when this happened the link "Stoppe Client" will show up (you might need to reload or click on "Übersicht" again to refresh the page)

**instance manager**

Übersicht	öff. IP-Adresse	int. IP-Adresse	Rolle	Typ	Status	Startzeitpunkt	Zone	ext. Plattenplatz	Aktion
<b>foodwatch.org</b>									Starte Node Starte Stagesystem
176.34.245.89	10.86.0.147	Web Server	c3.xlarge	running	21.08.14 13:40:03	eu-west-1b	/dev/sdf (vol-0d794a26) /dev/sdg (vol-fb784bd0)		
54.170.232.23	10.11.2.209	Cluster Node	m3.large	pending	22.06.16 14:03:08	eu-west-1b			
54.216.159.173	10.101.21.108	Cluster Node	m3.large	running	03.06.16 13:16:23	eu-west-1b		Stoppe Client	

IMAGE IN USE: ami-d9fc70aa

powered by artnology

First it says "pending", a few minutes later it says "running".

When the additional instance is running the link "Stoppe Client" will show here (you might need to reload or click on "Übersicht" for this)

4.) If you want to stop the instance again, you need to click on "Stoppe Client" and then it's the same procedure like when starting an instance (confirm by clicking on a button "Stoppen!" and then back to "Übersicht")

**instance manager**

Übersicht	öff. IP-Adresse	int. IP-Adresse	Rolle	Typ	Status	Startzeitpunkt	Zone	ext. Plattenplatz	Aktion
<b>foodwatch.org</b>									Starte Node Starte Stagesystem
176.34.245.89	10.86.0.147	Web Server	c3.xlarge	running	21.08.14 13:40:03	eu-west-1b	/dev/sdf (vol-0d794a26) /dev/sdg (vol-fb784bd0)		
54.170.232.23	10.11.2.209	Cluster Node	m3.large	running	22.06.16 14:03:08	eu-west-1b		Stoppe Client	
54.216.159.173	10.101.21.108	Cluster Node	m3.large	running	03.06.16 13:16:23	eu-west-1b		Stoppe Client	

IMAGE IN USE: ami-d9fc70aa

powered by artnology

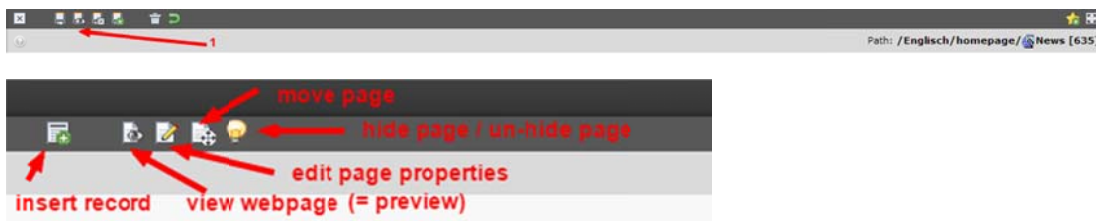
If you want to stop the instance again click on "Stoppe Client" - you then need to confirm again (click on the button "Stoppen" in the next screen) and that's it!



## 11. Text formatting

- **Titles** should not be longer than two lines (ca. 65 characters blanks included), without a colon at the end
- **Subtitles** should always be displayed as **H3**
- The **first paragraph** of news records and background information texts („More information“) **should be bold**

## 12. Saving



- 1 The buttons for saving, closing, deleting and previewing are situated in the tool bar at the top. **Caution!** *The preview is only working for pages and not for the news records, the news records preview [is explained in chapter 14, tab „Preview“](#).*

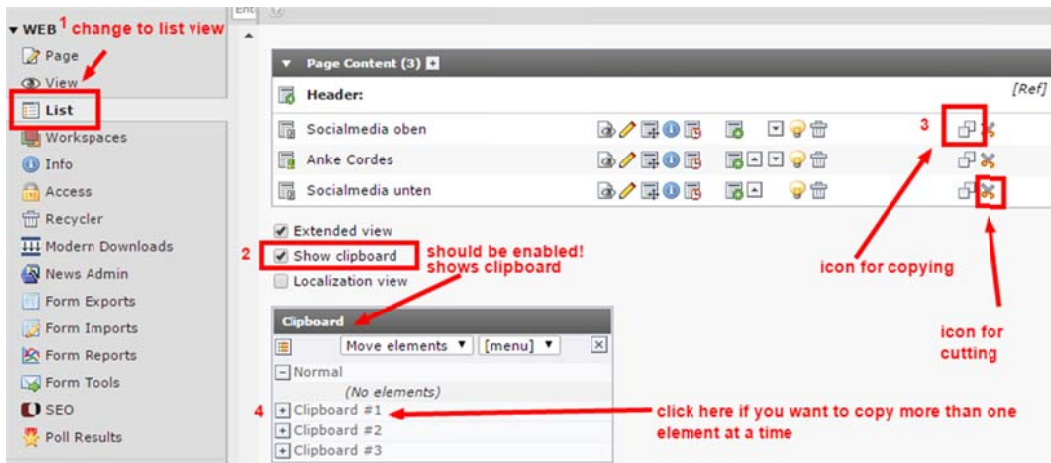
## 13. Copy and paste

### Enable recursive copying

If you are using the website for the first time, you should change your **user settings** – tab “Edit & Advanced functions” – and enable **Recursive Copy**. (This means that, if there are pages underneath the page you are copying, you are copying these as well. Otherwise you always just copy the actual page itself.)

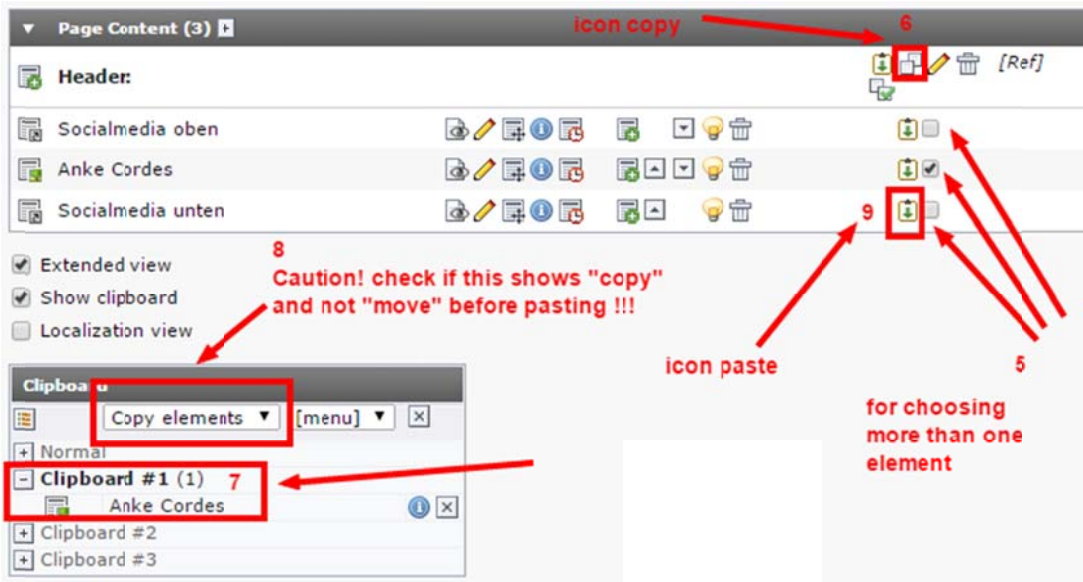
### How to copy and paste – but not move (if you don't intend to)

If you want to do copy and paste you need to change to the **list view (1)**. You should also **enable “Show clipboard” (2)**. This lets you see in the clipboard what you copied. And this enables you to choose if either to **copy** and paste it **or to cut** and paste it somewhere. You can copy a single element by clicking on the **icon of the two sheets (3)**.



### Copy more than one element

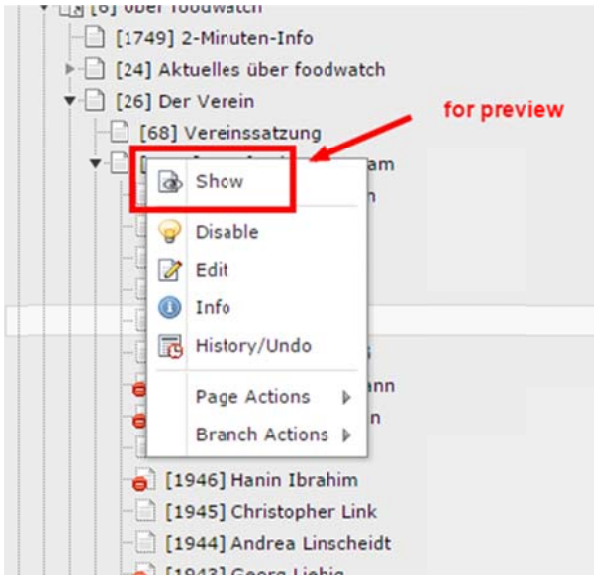
If you want to **copy and paste more than one element** you should first **click in the clipboard e. g. on Clipboard #1 (4)**. Then an **additional field (5)** appears in the list of page content where you can choose more than one element at a time and afterwards click on the **copy-icon (6)** above the column. Then you can **see the content you copied in the clipboard (7)**. You can copy elements in different clipboards (clipboard 1, 2, 3) and afterwards paste them on different pages by choosing from which clipboard to paste. **Caution: Before pasting elements please check if the dropdown menu in the clipboard says "copy elements" or "paste elements", because otherwise you might unintentionally remove elements from a page instead of copying them!!** You can paste elements by using the **green arrow icon (9)**. You can either choose the arrow behind the element in the list where you want your copied element to be. Or you use the icon on top to paste it in the top of the page.



## 14. Preview of pages

There are different ways to see a preview of a page.

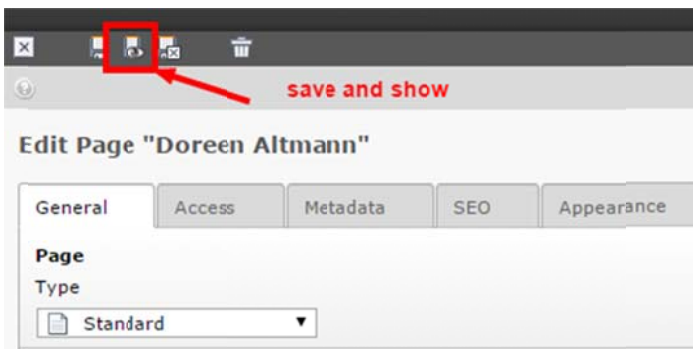
- a) Push **right mouse button** when on the page in the middle column and then choose the icon with a sheet and an eye:



- b) Click on **the icon in the upper bar** which shows a sheet and the icon.



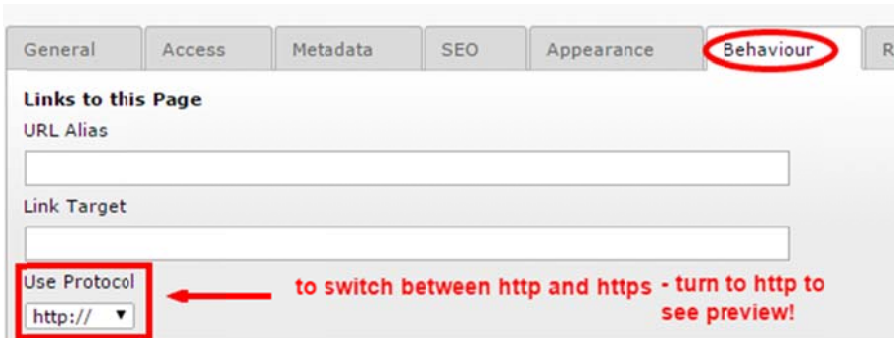
- c) **Save your changes and activate the preview at the same time** if you did edit content.



**Important:** If it is a **https-page** you are trying to look at you get an “SSL-Verbindungsfehler”-screen (https-error). All you need to do is deleting “:8080” from the url of the preview page.

<https://www.foodwatch.org:8080/index.php?id=518>

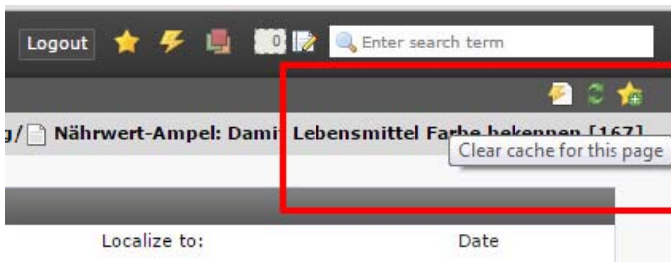
**Important:** If it is an **https-page which is not yet enabled** you need to put it on **http instead of https** to be able to see the preview! Otherwise all you see is the error page.



## 15. Refreshing the cache: What to do if changed content doesn't show on the website

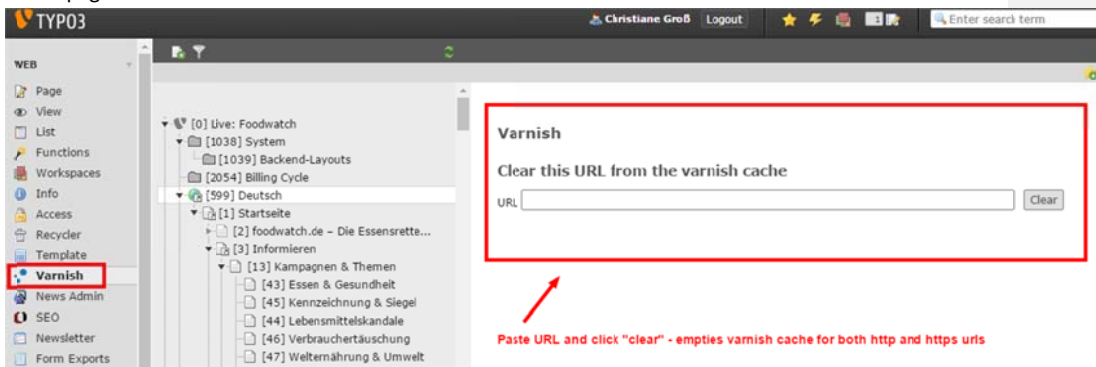
Sometimes you might change things but not see your changes on the website. **Sometimes it might be necessary to refresh the urls of pdf-documents as well!** (If you update a pdf-document in the fileadmin, which means upload a pdf-document which has the same name but a changed content.) The reason usually is that the content is cached for better performance. These are the steps to refresh the cache:

- 1.) Refresh the typo3-cache of the page



**Caution:** If it is content put on a page by "insert record" it might be necessary to refresh the cache of the page where the original content is as well as the page where it is inserted by "insert record".

- 2.) Empty the varnish cache of the page: see left column in the backend "Varnish", enter the frontend link of the page here and click "clear".



- 3.) Refresh the page itself by going on the page in the frontend and pressing **strg + F5** (or Strg + reload icon)

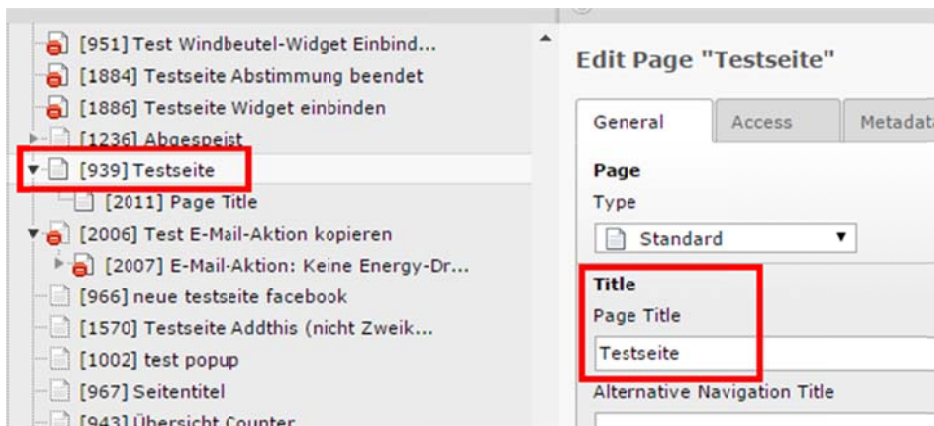
## 16. Uploading a general picture for Facebook

Facebook pulls pictures from our page when people post links on Facebook. We have the possibility to edit this for every page including news. But sometimes people forget. So far Facebook has chosen whatever picture in that case and often ended up with something not at all fitting (like posting the “no ttip” picture for all news). **Now we can upload a facebook image in the page properties of our root pages (599 for DE, 776 for FR, 1048 for NL – page properties – tab “extended” - Facebook/LinkedIn Image). This image will be shown when posting a link of a page where no special image for facebook has been uploaded.**

## 17. URL-building

URLs are speaking, which means the original IDs (which are only numbers) are translated into words, so the URL is optimized for google and gives people a hint of what they will find there.

First of all the **page title** is used for building the url. It is also used in the breadcrumbs, the navigation on the website and as browser title. (This is also what builds the h1 (heading one) of a page – so it shows in the page itself as long as you don't put in on hidden.)



If you put in an **alternative navigation title** this is used for showing in the left navigation, breadcrumbs and URL-Building – this is why it doesn't really make sense to use it *it should actually make it possible to edit what's shown in*

the navigation on the website without changing anything else, then it'd make sense, used to work like this before – agency should be asked to change this!).

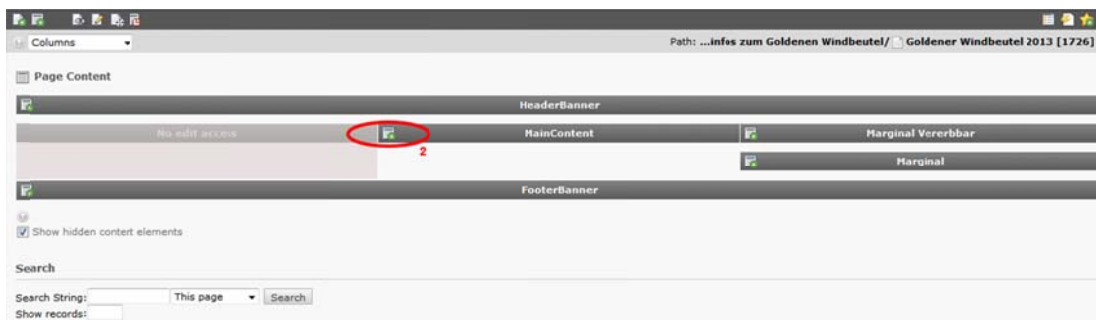
If the **subtitle** is filled in this is what shows on the page itself as heading 1 (h1), not the title any more – so you can differ URL/whats's shown in the navigation/headline of the page.


If the **browsertitle** is filled this is what shows in the tab of the browser instead of the page title.

If **speaking URL path segment** is filled this is what shows in the URL.

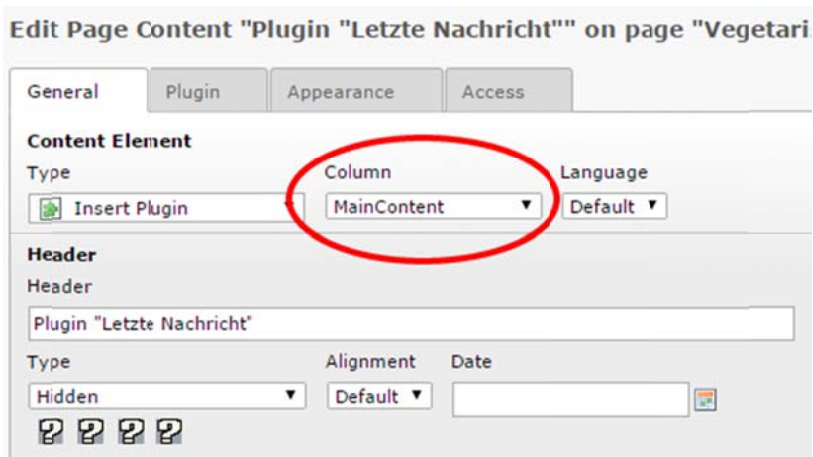
## 18. Content elements

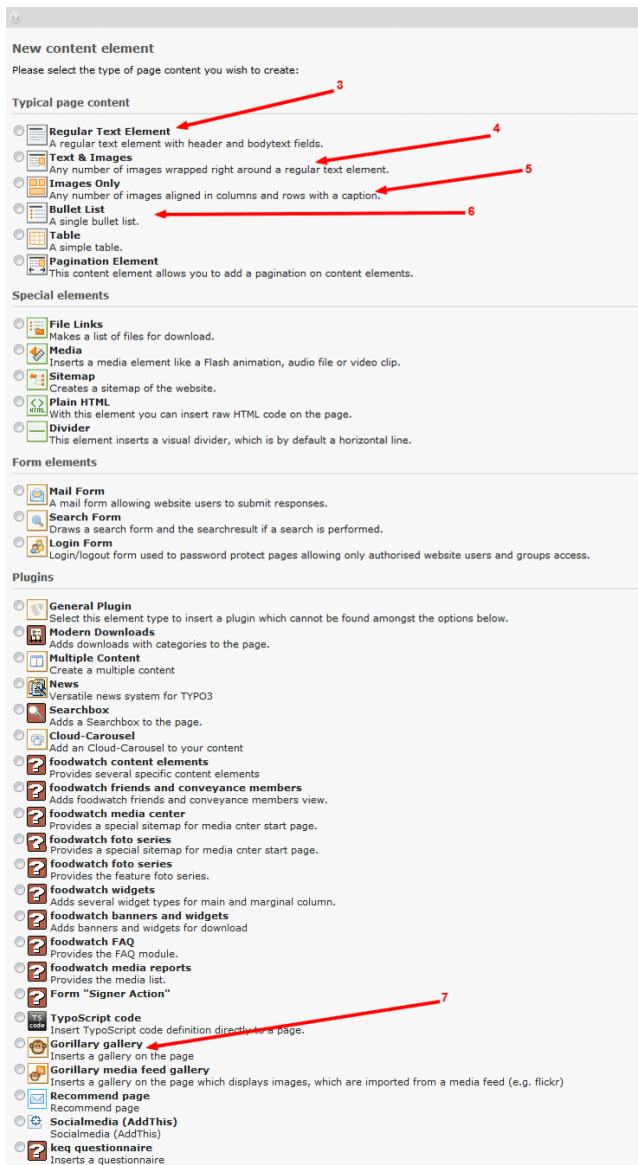
Any content (text, images, slideshows, videos...) will be inserted by content elements on pages as on news records. You can manage it the following way:



- 2 Add a content element by clicking on . **Caution!** On pages you have to make sure that the content element is inserted in the main column. The right column is for special features like the "show face" plugin, newsletter widget etc. After the click on the plus a new interface is appearing where the different content elements can be selected.

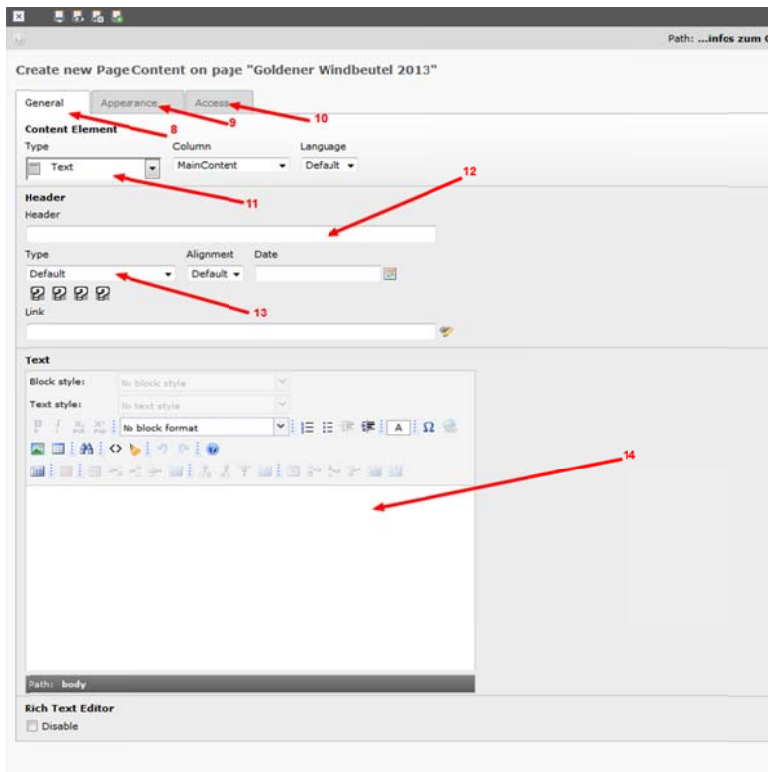
You can also choose the proper column after inserting the element by editing it (general settings / column):





- 3 Select „Regular Text Element“, if you only want to insert a text.
- 4 Select „Text & Images“, if you want to insert text and images.
- 5 Select „Images Only“ if you want to insert an image only
- 6 Select „Bullet List“ if you want to create a list with bullet points (not really necessary, you can also edit it the text element itself as a bullet list)
- 7 Select „Gorillary gallery“ if you want to create a slideshow

After having selected the type of the content element again a new interface is appearing:

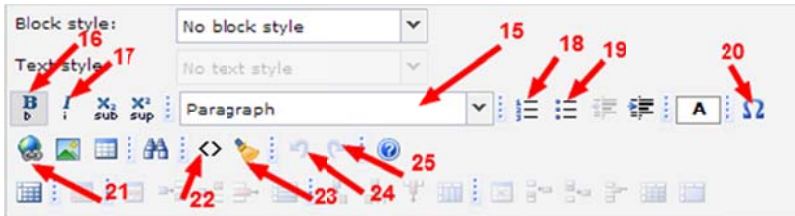


- 8 In the tab „General“ you can insert and format text or images, select a plugin etc.
- 9 In the tab „Appearance“ you can determine e.g. the size, the frame, the link etc. (only in case you have selected the type “image” or “text and image”, [see point 42](#))
- 10 In the tab „Access“ normally there’s nothing to do, except you need to schedule the content element to appear or disappear on a certain day/time.
- 11 In the drop down menu „Type“ you can change the type of the content element. The most important types are “text”, “text and images”, “insert plugin” (e.g. to create a small form) and “insert record” (e. g. to insert small forms (widgets) that are already created on their repository).
- 12 The input field „header“ creates a headline which will show on the website if you don’t choose “hidden” for the “type” (see next point); so usually you will turn it to “hidden”. Even though it’s very useful to write something in that field, because it shows in the backend and helps to recognize elements
- 13 The input field “Type” is for creating a certain layout for the header (or hiding it). On our website only h1, h2 and h3 are determined, the other layout types should be ignored. Subtitles always have the layout „h3“
- 14 In the text editor you can enter the text. **Caution!** *If you copy text from Word (or any other text program) and paste it into the editor you will copy all formatting information (html tags). Either do switch to the html mode before pasting it (click on <> in the tool bar of the editor) to avoid that any formatting information is taken over. Or paste it in the editor, mark the whole text, click on the icon of the broom (see 23 in the picture underneath) and choose “Type(s) of format to remove - MS Word Format:”*



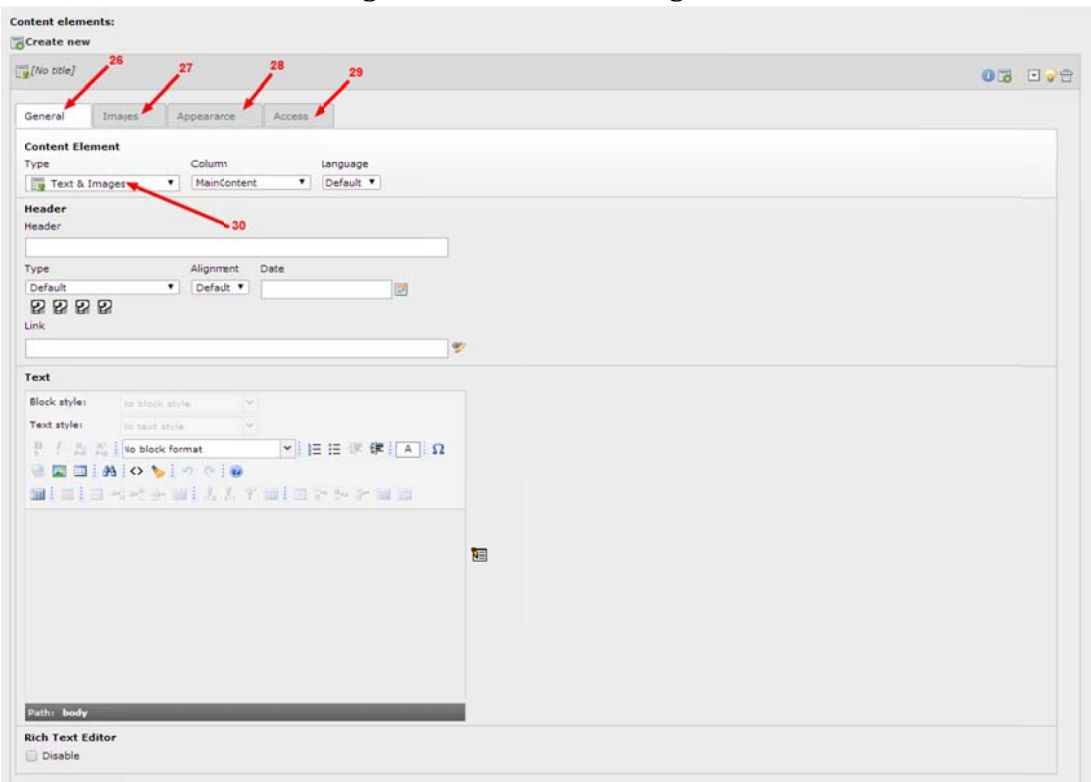
## Tools for text formatting

To format a text the following tools are helpful:



- 15 In this drop down menu you can select a paragraph or the header layout (heading 3 for subtitles).
- 16 A text selection can be set on **bold** type.
- 17 A text selection can be set on **italic** type.
- 18 To create a **numbered list**.
- 19 To create a **list with bullet points**.
- 20 To insert **special characters** (for instance: ©).
- 21 To set a **link** on a text selection: a new window is opening, you can link the text selection to an external site, to an internal site, to a file or to an email address. **Caution!** *If you want to set a link to an internal news record you have to do that as if it would be an external site. So you have to open the news to which you want to link in your browser and copy the address from the address field in the browser, afterwards you insert this address in the input field in the tab "external URL". Make sure that the target is set on "top" so that the news will open in the same window.*
- 22 To **switch between html- and text** mode.
- 23 To **delete any formatting**. **Caution!** *It doesn't work reliably, so better avoid the taking over of any formatting information right from the start (for instance copy the text from your word document in the text editor and then copy it from there to typ3; or check that all formatting really is removed by switching to html afterwards – no tags other than <p> (paragraph) <h3> (subtitle) <ul> <ol> (list) <b> (bold) <i> (italic) etc. should be in there any more, especiall no style or div-tags)*
- 24 To **undo** an action.
- 25 To **repeat** an action.

## Content element „Text & Images“: to insert text & images



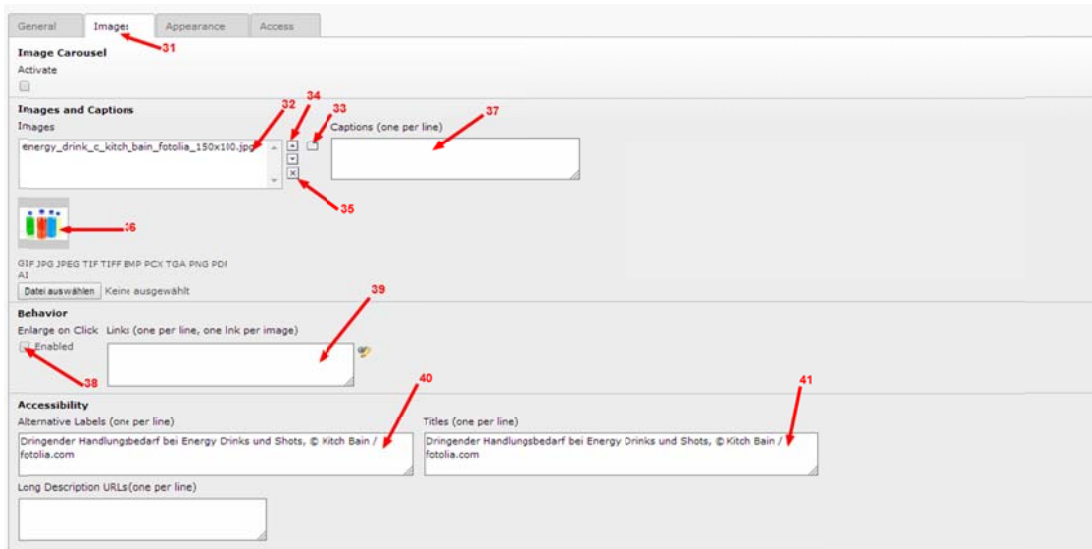
26 In the tab „General“ **text** can be inserted and formatted.

27 In the tab „Images“ you can add one or more images. Here you can also add a caption, the “alt tag” and the “title tag” as well as a link for the image. You also can choose if the image should be scaled up by clicking on it (see 38). **Caution! Please do always edit the title and alt tag of an image by using words people might search for, these tags are used by google image search e.g. and therefore important for getting people on the website via search engines.**

28 In the tab „Appearance“ you can determine the **position** of the content element.

29 In the tab „Access“ you can **schedule the element**.

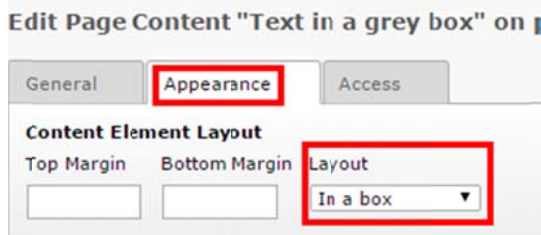
30 In the upper drop down menu „Type“ you can see the **selected type of the element**.



- 31 In the tab „Images“ you can add one or more images.
- 32 In the field „Images“ all the image files appear after having saved once.
- 33 If you click on the little file icon you can upload images from the file list.
- 34 By clicking on the up and down arrows you can put the images in the right order. Therefore you have to select the image in the list (see 32) and then to click on the desired direction.
- 35 By clicking on the cross you can remove an image you’ve selected in the list.
- 36 After having saved the item, the thumbnail(s) of the image(s) appear(s) (more than one appear side by side).
- 37 Here you can insert the captures (legends). Every capture needs to be inserted in a new line by clicking on “enter”.
- 38 If the box „Enlarge on Click“ is enabled the image will be scaled up by clicking on it in the frontend. So you have to upload the image in the size in which it will appear as enlarged. In the tab “Appearance“ (see 43) you have to fill in the height and the width of the image which should show on the website before clicking on it.
- 39 Here you can set a link from the image to another internal or external site or to a file. If more than one image is uploaded every link needs to be in a new line (by clicking on “enter”) (see also 21).
- 40 In the tab „Accessibility“ you can insert in the field „Alternative Labels“ the Alt tag (copyright and a short text to describe the image for visually handicapped people or in case the image doesn’t appear, it also enables the search engines to read the image and therefore should be edited! ).
- 41 The same as in 40, some browsers are taking alt and title tag the other way round, so the content of these two fields should be identical.



To do so you create a text element (see above) and choose in the **tab appearance – layout: in a box**.

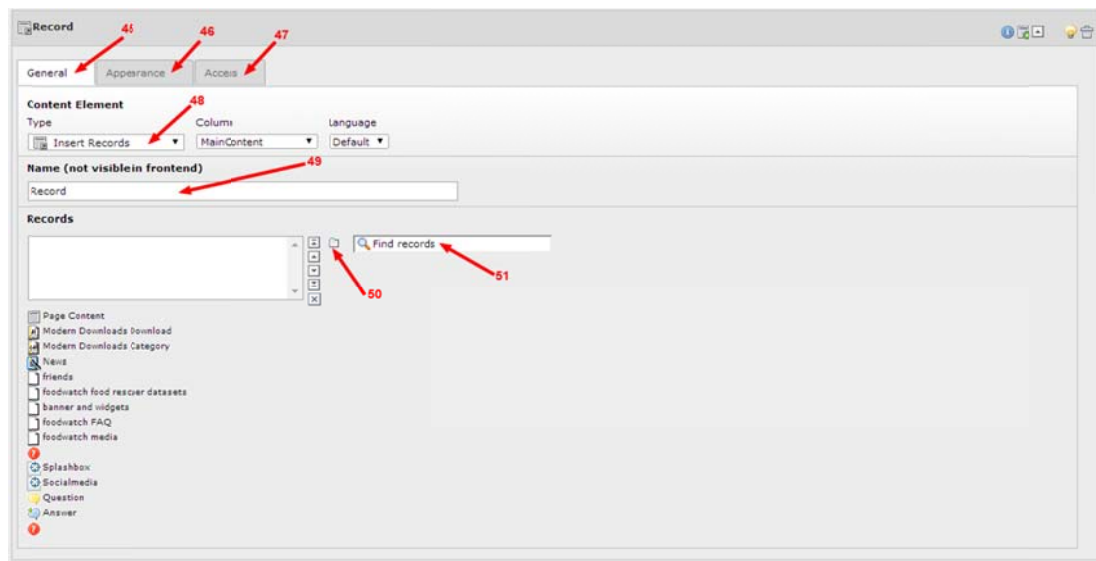


### Content element „Insert Records“: inserting slideshows and small forms (stopper or widgets)

With this element you can insert in a page or news any record that is already created on any other page or container: text elements , text&image elements, small forms (action widgets, small newsletter or member forms), slideshows etc.

Small forms and slideshows are stored on special sites or containers. We do that like this firstly because they can always be found and secondly because they can be changed, hidden or enabled with one single click everywhere on the website. This is useful especially when a signer action is finished and you want to make sure that nowhere on the website a small form (action widget) is left asking to participate in this action.

**Caution!** *That's why small forms and slideshows should always be created separately before you insert them into your page or records!* [For explanations how to create a small form see chapter 21.](#)



- 45 In the tab „General“ you can select and insert the record.
- 46 In the tab „Appearance“ is nothing to do.
- 47 In the tab „Access“ you can schedule the element.
- 48 To insert a record you have to selected in the tab „General“ in the drop down menu „Type“ the entry „Insert Records“ . After having saved once the interface is changing and you can select the element you want to insert.

- 49 For a better overview in the backend you should name the element although the name is not visible in the frontend – but it shows in the backend and tells you what a element it is (for instance if you insert a record of a small action form name it “small form *name of the action*”).
- 50 Click on the little file symbol and the tree of your site is opening in a new window. Here you can select the desired element. The elements you normally insert by the “insert record” element are stored here
- German tree:
    - slideshows id [32] „Fotostrecken“
    - action widgets id [479] „Vorlagen Mitmach-Stopper“
    - newsletter and member wigtges id [443] „Vorlagen Förderstopper & NL-Stopper“
    - could be: videos id [31] „Bewegte Bilder von und mit foodwatch“ - but then it would show the date, headline and describing text as well
  - French tree:
    - newsletter widgets id [877] „template ne pas ecraser“
    - action widgets id [1644]
  - Dutch tree:
    - newsletter widgets id [1742]
    - action widgets id [1198]
- 51 In the search field you also can search the desired element by entering the id of the element.

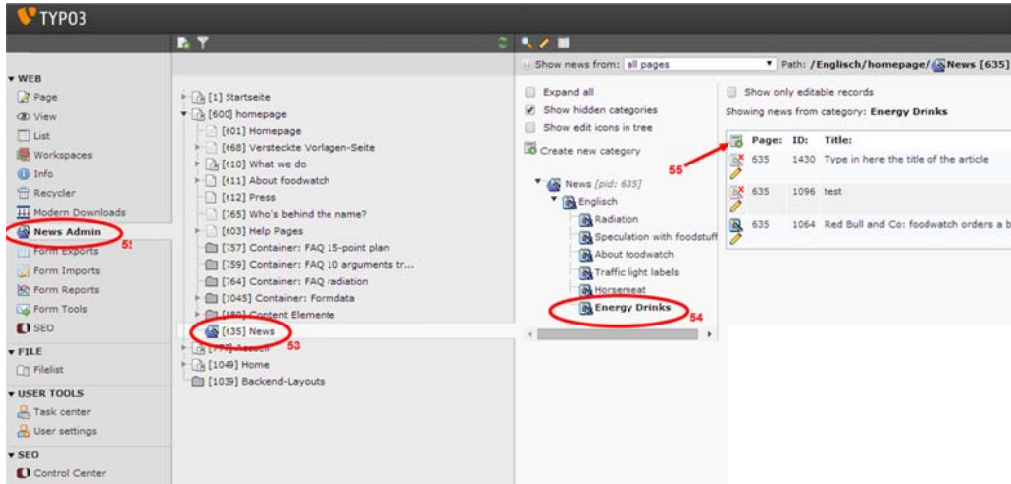
## 19. Creating and editing news records

### Image size for news:

- Image in the news (top left) 150 x 150 px
- Image for Facebook: at least 200 x 200 px (or bigger)

News are special records which work differently from pages (and look a bit differently as well). All news are stored in the news section. (Background: News are a separate plugin of typo3). On the website you then can choose that lists of news of a certain topic/category (or two or three or all categories) should be shown – similar to inserting a record. The lists are always chronological and work as a kind of archive.


## Creating a news record (news and press releases)




52 To create a news record you first have to click on **News Admin** in Dutch and English, “administration des actualités” in French and “Nachrichten” in German.

53 In the middle column the news are situated in the **English tree** under the id [635] news **[635] News**, in the **German tree** under the id [11 Nachrichten], in the **French tree** under the id [778] news and in the **Dutch tree** under the id [1050] nieuws. (By default all new news get the right id though.)

54 In the right column the news categories open and you can select the topic in which you need to create a news article.

55 Click on the little  and start creating the new record. **Note!** Every new record is hidden by default, whatever you do, even, if you save any action, the news record will be hidden until you activate it.

## Overview of the tabs in a news record

After having clicked on the little  in the right column a new interface appears including a lot of tabs.

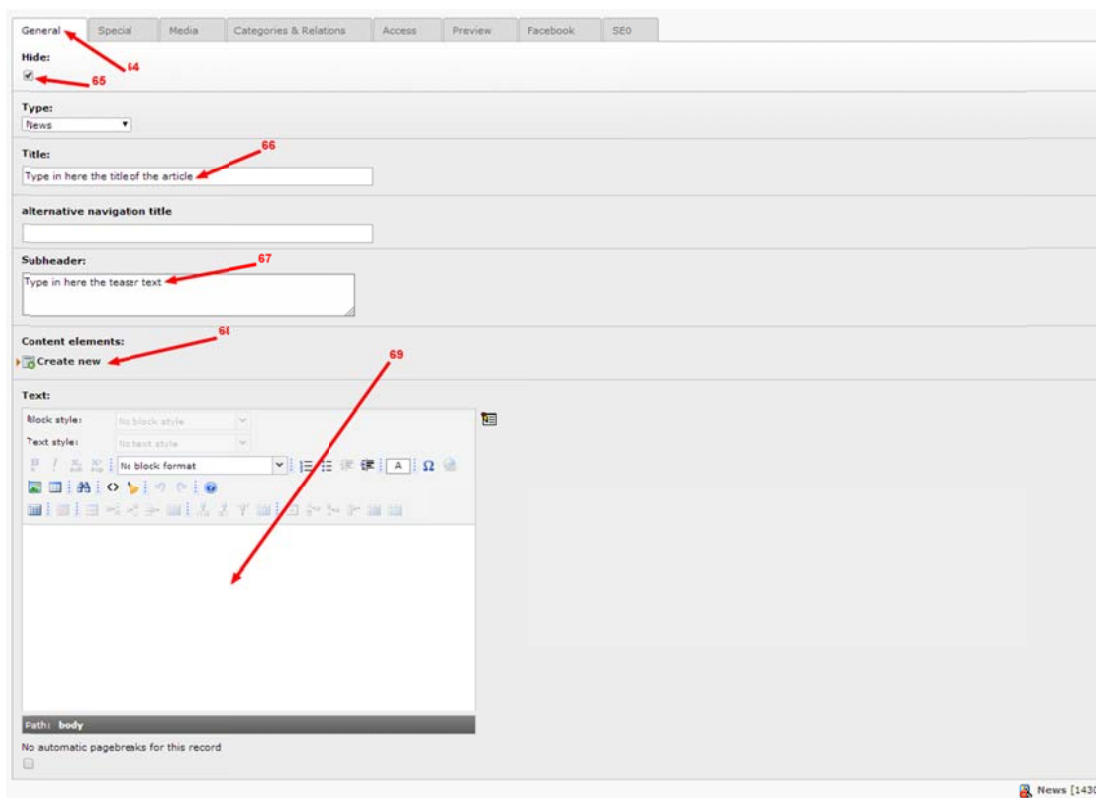


56 In the tab „General“ you insert the header, the teaser, the text and other elements like slideshows, videos, widgets and other small forms.

57 In the tab „Special“ you can edit the date of the news.

- 58 In the tab „Media“ you can insert the image appearing in the news article on the left at the top and in the news list showing images in the teasers. In this tab you also can set links to other websites internal or external) and to documents or other files for downloading.
- 59 In the tab „Categories & Relations“ you can relate the news to one or more topics/categories. **Caution!** *If you relate the news to more than one topic you imperatively have to fill in the input field “canonical url” in the tab SEO (see 63), it’s indispensable to avoid duplicate content penalized by search engines such as Google.*
- 60 In the tab „Access“ you can schedule the news record.
- 61 In the tab „Preview“ you can check the news before activating it. **Caution!** *When you activate the news it will be transmitted immediately by RSS-Feed, so you have to check the news before, especially the content and if the formatting and everything else is done the right way! RSS-Feed is only set up on the German site (as at August 2014)*
- 62 In the tab „Facebook“ you should insert the header, the teaser and the image that should appear in the facebook post when the news is recommended via Facebook.
- 63 In tab „SEO“ you can enter the so called Canonical URL. This is indispensable when the news is related to more than one topic. By doing like this you can avoid *duplicate content* penalized by search engines as Google.

**Tab „General“: inserting text, extra images, small forms or widgets, slideshows and videos**

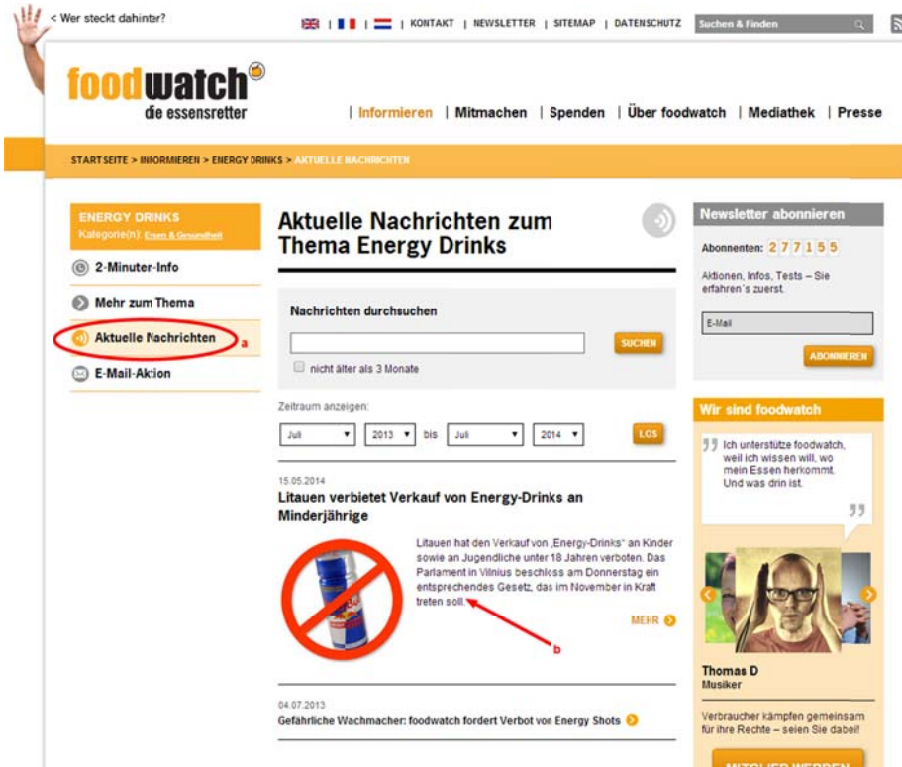



- 64 In the tab „General“ you insert the header, the teaser, the text and other elements like slideshows, videos, widgets and other small forms.
- 65 Every new news record is hidden by default, whatever you do, even if you save any action, the news record will be hidden until you activate it.



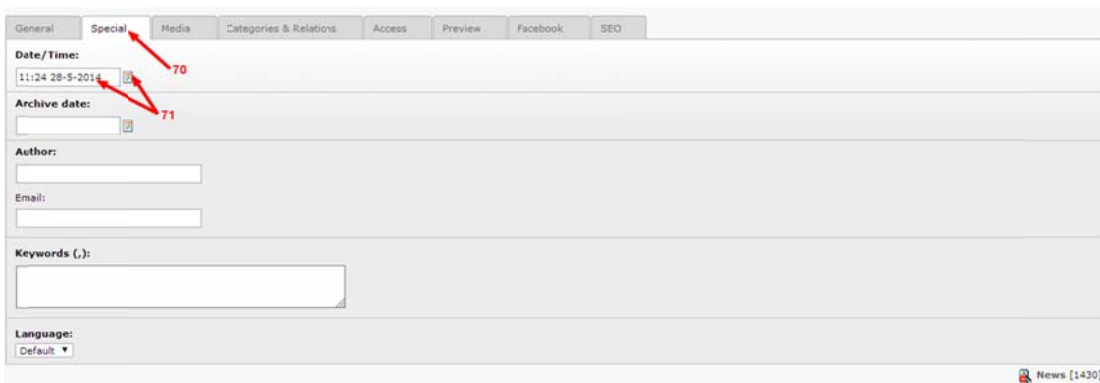
66 In the field „Title“ you fill in the header of the news.

67 In the field „Subheader“ you enter the teaser (see b in the screen below) text that appears in a news list (see a as an example in the screen below).



68 Click on  **Create new** to create a new content element where you can enter the news text. If a news consists of text and other elements like a slideshow, video or a small form you have to split the text and enter it in several text elements, so you can put some other element like a slideshow in between. [See also "content element" chapter 13.](#)

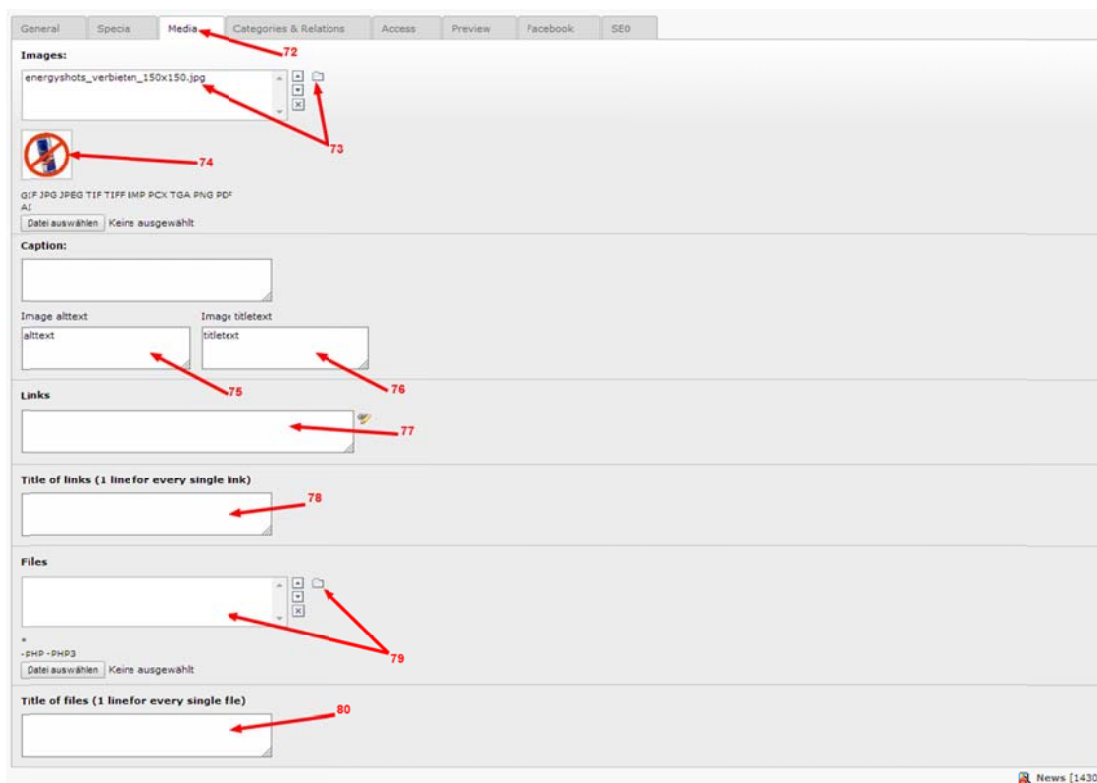
69 You absolutely should avoid using this field. **Caution!** If you delete some text you've entered into this field by accident it could happen that some html tags like `<p>` remain in the field. So when suddenly you see a space in the preview you cannot explain where it comes from make sure that no html tag is remained in this field by switching to the html mode: `<>` The objectionable tags will be visible and you can delete them.



- 70 Tab „Special“: to change the date. This is the field for the date that appears in the news and in the news lists in the teasers.
- 71 Change the date when you create a news belated or when you prepare a news in advance. You can enter the date by typing it or by clicking on the date in the calendar.

**Tab „Media“: to insert the image (left top), links to other sites or files for downloading**

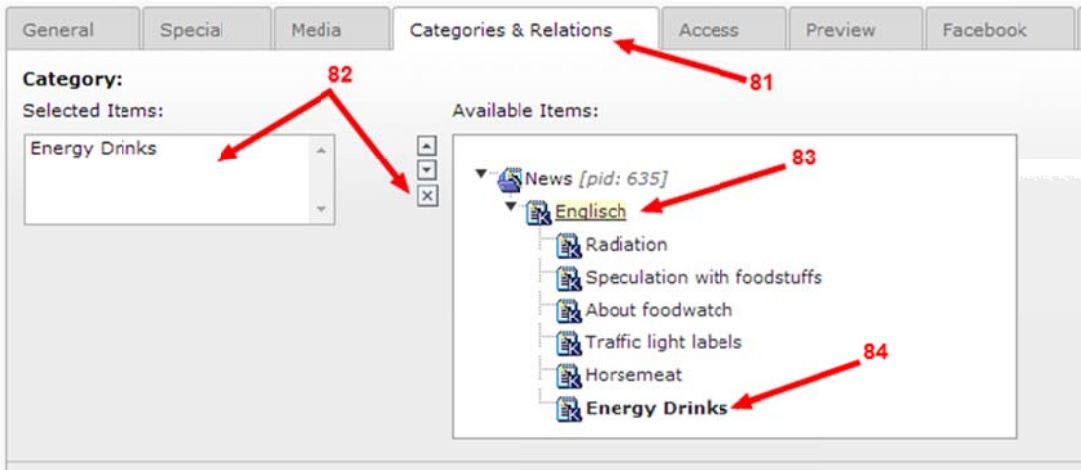
- 72 By clicking on the tab „Media“ a new interface is opening and you can insert the image appearing in the news at the top on the left side as well as in the different news lists.



- 73 Here you can relate the desired image **Caution!** *The required size is: 150px x 150px. Whenever it's possible you should use an image free-form selected style. The uploading of the image works the same way as in other content elements containing images (see chapter 13 content element „Text & Images“):* After having clicked on the little file the file list is opening and you can relate the image.
- 74 After having saved the related image a thumbnail of it will appear.
- 75 In the field „Image alttext“ you fill in the alttext of the image (alternative text and also the copyright).
- 76 The same as in the field “Image alttext”. The entries “Image alttext” and “Image titletext” should be identical as one browser is taking the one for the other and the next browser does it the other way round.
- 77 Here you can enter links to internal or external websites. They will appear accentuated under the news text. To insert the link you must click on the little biro on the right of the box (see also point 21)
- 78 Here you fill in the link title. Every new link title must be in a new line realized by pushing the “enter” key.
- 79 Here you can insert links to documents or other files the user can download.
- 80 Here you can insert the link titles for the files. Every new title for every new file must be in a new line realized by pushing the “enter” key.

### Tab „Categories & Relations“: relating the news record to a topic

81 In the tab „Categories & Relations“ the news can be related to one or more topics. As normally you already have selected the right topic for the news by creating the news element nothing left to do in this tab. You only should know that this is the tab where you can change, add or remove related categories. **Caution!** If you relate the news to more than one topic you imperatively have to fill in the input field in the tab SEO, it's indispensable to avoid duplicate content penalized by search engines as Google. ([see also tab „SEO“](#)).



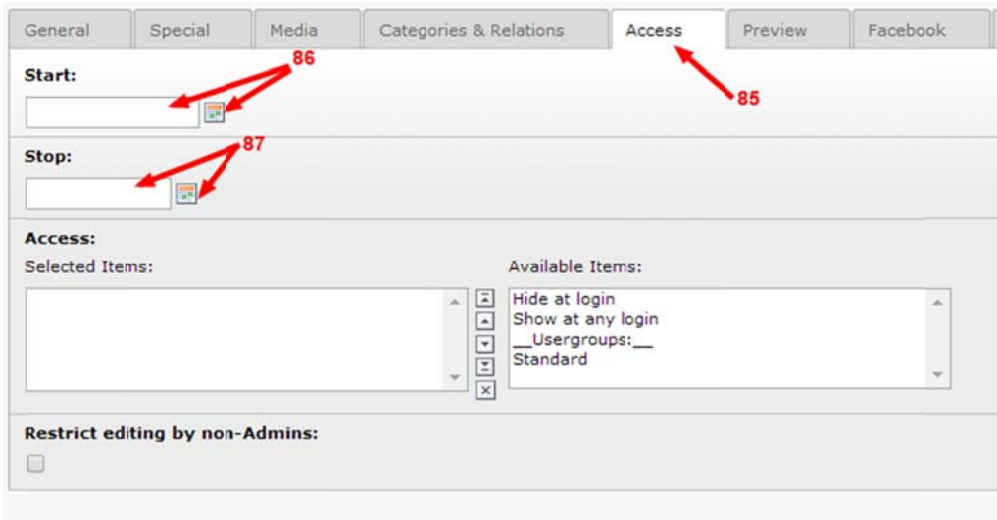
82 Here you can check to which topics the news record is related currently. Select a topic by clicking on it and you can remove it by clicking then on the little cross.

83 The main category to which the news record is related. This is helpful when you have more than one main category.

84 The category to which the news record is related appears in bold. More categories can be related just by clicking on them. **Caution!** If you relate the news to more than one topic you imperatively have to fill in the input field in the tab SEO, it's indispensable to avoid *duplicate content* penalized by search engines as Google ([see also tab „SEO“](#)).

### Tab „Access“: scheduling a news record

85 In the tab „Access“ you can enter a date when news should be activated or hidden. **Caution!** It doesn't work yet (as at August 2014).



86 Here you can enter the date when the news should be activated.

87 Here you can enter the date when the news should be hidden.

### Tab „Preview“: preview of a news

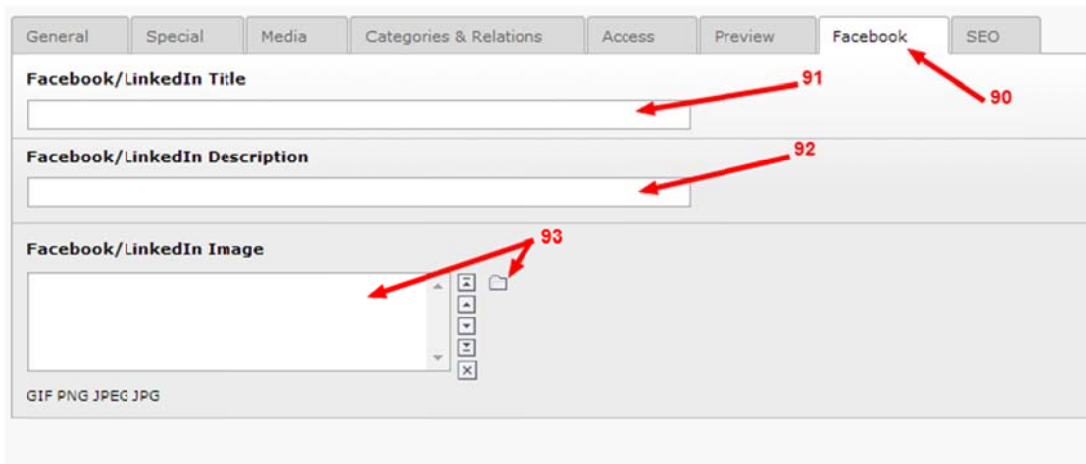
88 To check if the news is well arranged you can use the preview tab.



89 Click on „Show Preview“ and the preview is opening. Please note that you have to save all actions/settings before you can use the preview.

### Tab „Facebook“: settings for Facebook for a news record

90 These entries are for the posting of the news on Facebook (if a user is clicking the like-button). Facebook only accepts images that are **at least 200px wide** and the teaser on Facebook usually is shorter than the teaser of the news in the news lists. That's why you have to fill in these fields.



91 In the field „Facebook Title“ you enter the header for the Facebook posting (**30 characters** only).

92 Here you enter a short **description (about 100 characters)**.

93 Here you should relate a convenient and „clicky“ image. **Caution!** Facebook only accepts images that are at least 200px wide (*You also should integrate the copyright in the image*).

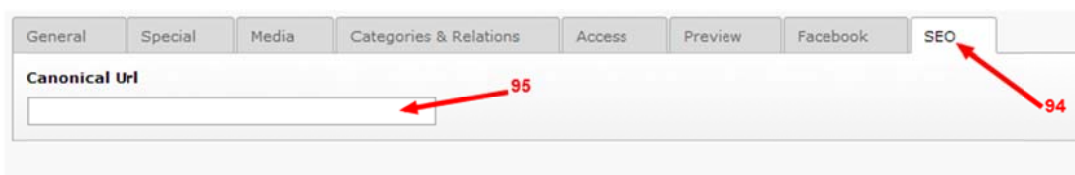
**Kommentar [m1]:** müssen wir das? Oder reicht es, wenn der Copyright-Hinweis im Text unten steht, wie wir das bei Nachrichten machen? Müssen wir ggf. noch klären.

If you fill in these entries belated the following measures are indispensable:

- Delete your browser cache.
- Clear the url by using <http://www.foodwatch.org:8080/purge/foodwatch.pl>
- Delete the Facebook cache as well here: <https://developers.facebook.com/tools/debug>. Enter the URL and click on debug

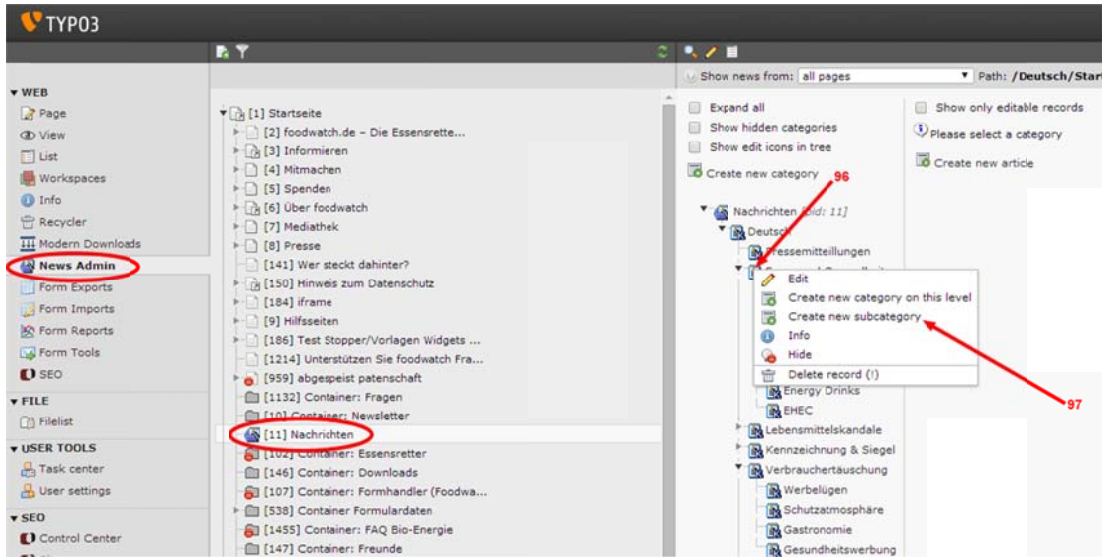
94 Tab „SEO“: avoiding duplicate content

95 If the news record is related to more than one topic ([see tab „Categories & Relations“](#)), you have to fill in here the so called canonical URL. Therefore you have to open the news in the frontend in any topic, to copy the address from the address field in the browser and then to enter it in the field “Canonical Url”. The search engines are only paying attention to this address and ignoring the others that are created when the news is opened in another of the related topics.

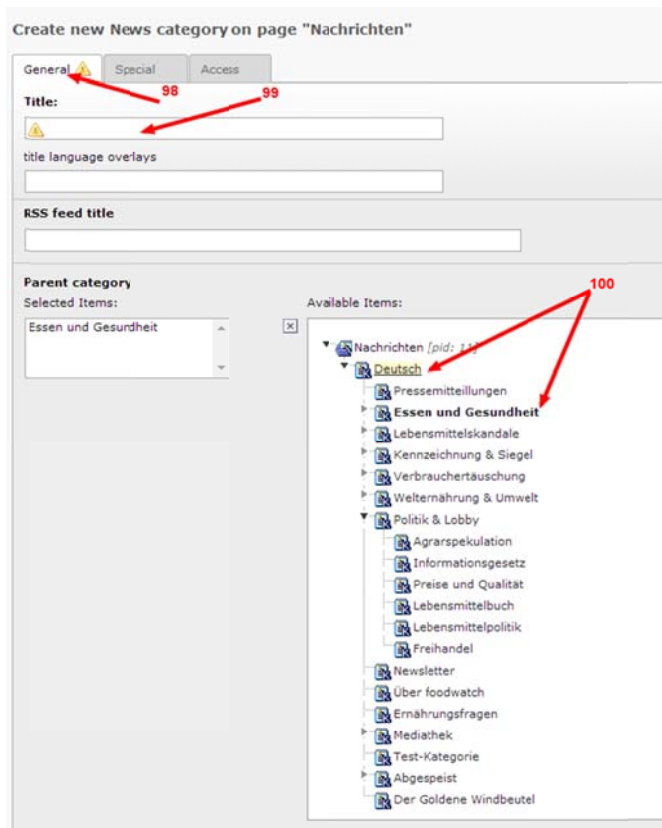


### Creating a news topic (category)

You can create a new topic in the news section. Click on news admin on the left side and in the tree on the corresponding news module ([see also 52, 53, 54](#)).



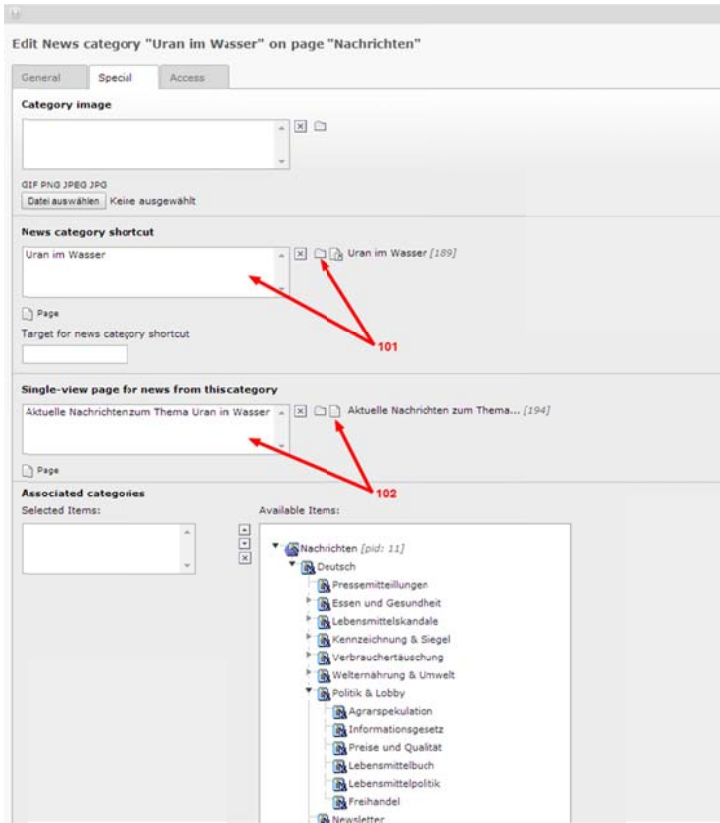
- 96 Look for the right main category in the list and click on its icon. The little menu is opening.
- 97 Select „Create new subcategory“.



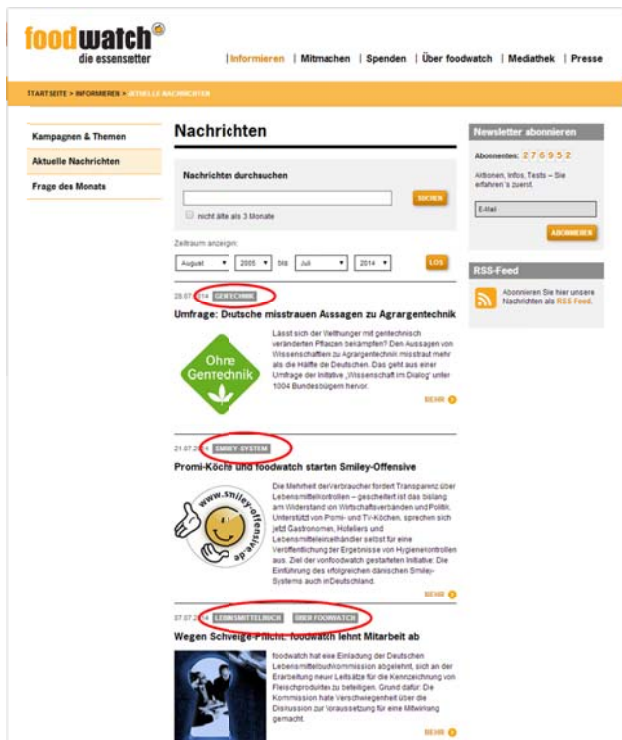
98 A new interface is opening where you can edit the new topic

99 In the field „Title“ you enter the title of the topic.

100 In the field „Available Items“ you see the main categories in bold, the new category is appearing in the sublist of the selected main category.

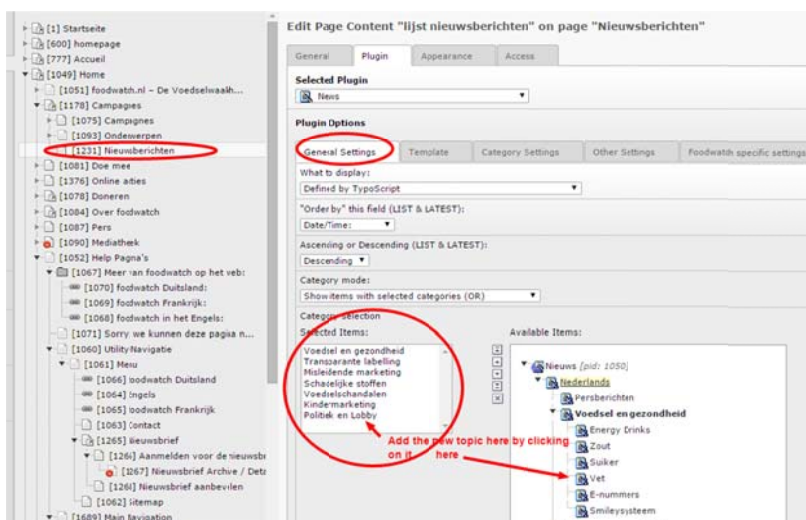


101 In the field „News Category Shortcut“ you must relate the main page of the corresponding topic in the page tree. Therefore you click on the little file icon and select the main page, normally this page is linked to the 2-minute-info (shortcut). This relation is important so that in the news list the small grey box from a link goes to the corresponding topic of the news. See the following screen.



102 In the field „Single-view page for news from this category“ you have to link to the news side of the topic. For that click on the little folder symbol and select the corresponding side in the page tree.

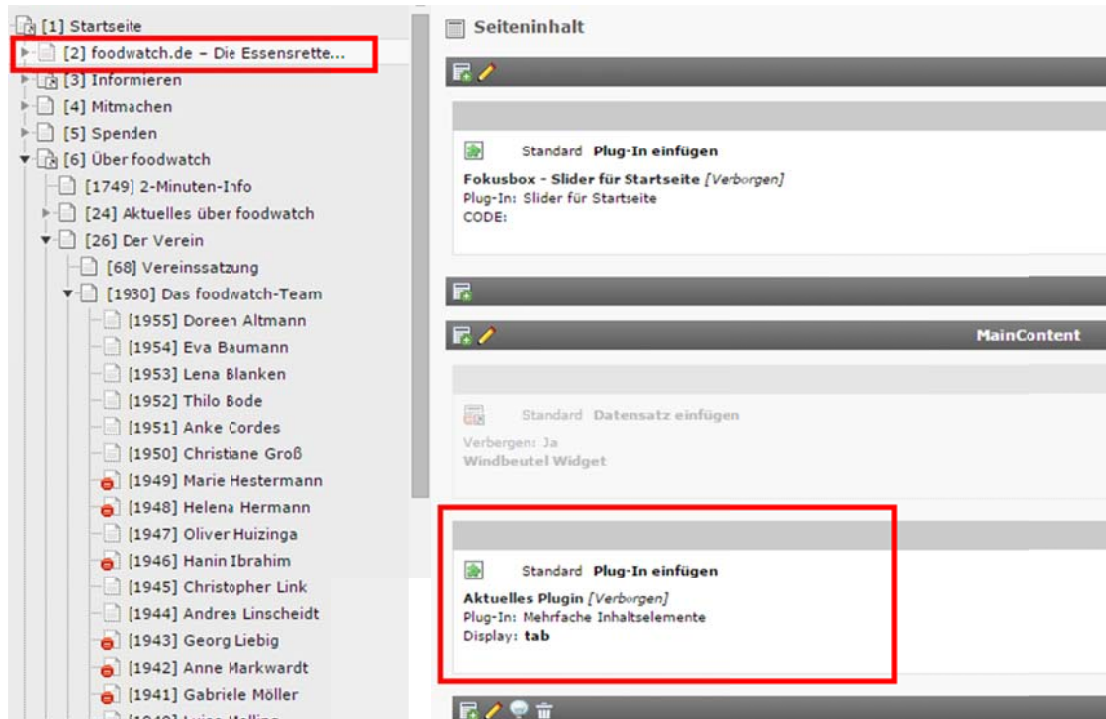
**Please note:** Don't forget to add the new topic in the news lists on the homepage and on the news page (e.g. here: <https://www.foodwatch.org/nl/onze-campagnes/nieuwsberichten/>). Otherwise the news of the new news topic never appears in the list. See screenshot below.





## Make a new news topic show on the homepage

To make a new news topic show on the homepage you need to open the news plugin there and select the new topic/category.



First open the plugin and choose tab plugin – general settings.

Seiteninhalt "Aktuelle Nachrichten" auf Seite "foodwatch.de – Die Essensrette..." bei

Allgemein Plug-In Erscheinungsbild Zugriff

**Ausgewähltes Plug-In**  
News

**Erweiterungsoptionen**

Allgemeine Einstellungen Template Kategorie Einstellungen Sonstige Einstellungen Fo

Ansicht:  
Standard list view (LIST)

Sortiere Beiträge (LIST & LATEST) nach:  
Datum/Zeit:

Sortierreihenfolge (LIST & LATEST):  
Absteigend **Here you can see all topics which show on the homepage**

Kategoriemodus:  
Zeige alle Beiträge aus ausgewählten Kategorien (ODER)

Kategorieauswahl:  
Ausgewählte Objekte:  
Essen und Gesundheit  
Lebensmittelskandale  
Kennzeichnung & Siegel  
Verbrauchertäuschung  
Welternährung & Umwelt  
Politik & Lobby  
Filmtipps  
Buchempfehlungen  
Abgespeist  
Der Goldene Windbeutel

Verfügbare Objekte:  
Nachrichten [pid: 11]  
Deutsch  
Pressemitteilungen  
Essen und Gesundheit  
Lebensmittelskandale  
Kennzeichnung & Siegel  
Verbrauchertäuschung  
Werbelügen

**select new news topic here**

There you select the new news topic in "Verfügbare Objekte" (click on it) and by doing so it should show up in the left box "Ausgewählte Objekte". All topics showing in the left box show on the homepage.

## Press releases

Press releases are also published as news on the website. Recognize the following characteristics:

The screenshot shows the foodwatch website interface. At the top left is the logo "foodwatch die essensretter". Navigation links include "Informieren", "Mitmachen", "Spenden", "Über foodwatch", "Mediathek", and "Presse". A breadcrumb trail reads "STARTSEITE > PRESSE > PRESSMITTEILUNGEN > PRESSE-STATEMENT: FOODWATCH ZU HYGIENE/LEBENSMITTE...".

The main content area features a sidebar on the left with "Pressekontakt", "Pressemitteilungen", "Pressevertäiler", and "Downloads". The main article is titled "Presse-Statement: foodwatch zu Hygiene/Lebensmittelkontrollen/Berlin-Pankow /Bundesregierung" and dated "11.05.2014". A "ZURÜCK ZUR ÜBERSICHT" link is present.

The article text includes a quote: *„Es ist eine beispiellose Groteskte: Selbst eine Behörde, die besten Willens ist, ihrer Aufgabe nachzukommen und die Verbraucher über die Hygienekontrollen zu informieren, scheitert an den gesetzlichen Rahmenbedingungen. Pankow kämpft wie Don Quijote seit Jahren gegen jene Windmühlen, die die Bundesregierung ganz einfach beseitigen könnte. Bundesverbraucherminister Maas und Bundeslandwirtschaftsminister Schmidt müssen jetzt beweisen, dass Transparenz bei den Lebensmittelkontrollen mehr ist als nur ein Lippenbekenntnis. Die Rechtssicherheit für die umfassende Veröffentlichung aller amtlichen Kontrollergebnisse muss für die ausführenden Behörden endlich in eilem Bundesgesetz geschaffen werden!“* (Annotation 103 points to this quote).

Below the quote is a section titled "Hintergrund:" (Annotation 104 points to this section). The text describes a court ruling from May 28, 2014, regarding the transparency of food control results in Berlin-Pankow.

At the bottom of the article are navigation links: "ÄLTERE MITTEILUNG", "NEUERE MITTEILUNG", and "ALLE PRESSMITTEILUNGEN".

On the right side, there is an "RSS-Feed" section with a subscription link, and a "So erreichen Sie uns" section with contact information for foodwatch e.V., including a phone number and an email address. Below that is an "Ansprechpartner" section featuring a photo and name of Martin Rucker.

103 Quotations are set italic.

104 „Hintergrund“ hast o be bold.

## 20. Create a news reord with type „Link to internal Page“ (for list of reports)

New reports or studies for the reports site [id 2280] are insertet as a news record with the type link to a internal page. Recogknize the following characteristics for this news type:

Expand all  
 Show hidden categories  
 Show edit icons in tree  
 Create new category

Nachrichten [id: 11]  
 Deutsch  
 Pressemitteilungen  
 Essen und Gesundheit  
 Lebensmittelkandale  
 Kennzeichnung & Siegel  
 Verbrauchertauschung  
 Welternahrung & Umwel  
 Politik & Lobby  
 Newsletter  
 Über foodwatch  
 Ernährungsfragen  
 Mediathik  
 Buchempfehlungen  
 Filmtips  
 Test-Kategorie  
 Reports

Show only editable records

Search String:  Show records: 50 Search

Showing news from category: Reports

Page:	ID:	Title:	Date/Time:	Archive date:	Last change:	Category:	Author:
11	2258	Vitamine und Naschen?	05-04-16 13:41		20-04-16 14:50	Reports	
11	2058	Test 2	07-12-15 13:20		14-04-16 10:54	Reports	
11	2058	Test	07-12-15 13:16		14-04-16 10:54	Reports	
11	2257	Studie: Mineralöle in Lebensmitteln	27-10-15 16:36		18-04-16 15:24	Reports	
11	2256	Studie: Kindermarketing für Lebensmittel	24-08-15 16:30		18-04-16 13:40	Reports	
11	2255	Ich wollt' ich wär kein Huhn	21-05-15 16:14		18-04-16 15:24	Reports	
11	2253	Was der Kunde nicht weiß...	12-09-14 14:56		15-04-16 16:27	Reports	
11	2246	Rechtlos im Supermarkt	11-04-14 12:53		15-04-16 14:18	Reports	

- 1 Select the category „Reports“ at the end of the list.
- 2 Click on the little add button to open a new news record.

General | Special | Media | Categories | Access | Extended | Facebook | SEO | Preview

Hide:

Type:  
 Link Internal Page

Title:

alternative navigation title

Shortcut to page:

Subheader:

Content elements:

- 3 Now select in the tab „General“ the type of the news record: „Link internal page“. The interface will change.
- 4 Insert the title.
- 5 To link to the internal page, click on the little folder button. The pagetree will be opened in a new window and you can click on the belonging site.
- 6 Insert a little description in the subheader field.

7 For a link to the file create a new content element with a click on the add button.

[No title]

General Appearance Access

**Content Element**

Type Column Language

File Links MainContent Default

**Header**

Header

Type Alignment Date

Default Default

Link

**Files**

Path

Files

Add file Select & upload files

File Descriptions (one per line)

8 Select the type of the content element: „File Links“. The interface will change and you can insert the file with...

9 ...click on the little folder button. The fileadmin will open and you can upload a link to the file.

Title	foodwatch-Report Vitaminwerbun...
Filename	2016-03-30_Report_Vitaminwerbu...

---

**File Metadata**

<p>Title</p> <p><input checked="" type="checkbox"/> Override ""?</p> <input type="text" value="foodwatch-Report Vitaminwerbung"/>	<p>Description (Caption)</p> <p><input type="checkbox"/> Override ""?</p> <input type="text"/>
---	--

10 Don't forget to override the Title of the file. Click on the check box and enter a new title. This will appear in the frontend.

General	<b>Special</b>	Media	Categories	Access	Extended	Facebook	SEO	Preview
---------	----------------	-------	------------	--------	----------	----------	-----	---------

**Date/Time:**

**Archive date:**

**Author:**

**Email:**

**Keywords (.):**


**Language:**

11 In the tab „Special“ select the right publishing date of the report.

General Special **Media** Categories Access Extended Facebook SEO Preview

**Images:**

vitamin-report\_png.png



GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI

**Caption:**

**Image alttext** **Image titletext**

12 Insert in the tab media a picture (size 150 x 150 px) and make sure it's a png, so the picture will appear correctly in the media center on the front page.

Don't forget to save and set the record visible at the end!

## Checklist news

- Did you assign your news item to all necessary topics?
- In case of numerous assignment: entered a Canonical URL?
- Entered title, teaser, text and checked the formatting (headlines in the text should be h3)?
- Set the first paragraph bold?
- Image (150 x 150 px) in the tab „Media“?
- Copyright information given for the picture, if necessary?
- Anything to put down in links and documents? Do they look as they should? (Sometimes you might see an empty link – this happens when you pressed enter after editing the link in the field or when there are spaces. Just go to the end of your link and delete everything after it.)
- Did you fill in a facebook title (30 characters), a facebook description (100 characters) and a picture for facebook? (at least 200 x 200 px)?

## 21. Creating a new topic

Every topic is structured the same:

- **2-minute-info:** short text, which allows the user to understand the topic and the difficulty of it very briefly (optimal length: 1000-1500 characters). You will need a panorama picture (at least width: 460 px). There is no bold teaser text in the beginning. Three short paragraphs should summarize the following points:
  - **The problem**
  - **The current situation**
  - **What foodwatch is calling for**(The order of the last two could also be changed if need be, e.g. if the current situation is incomprehensible without knowing the demands.)

Formatting for headings: H3, without colon.

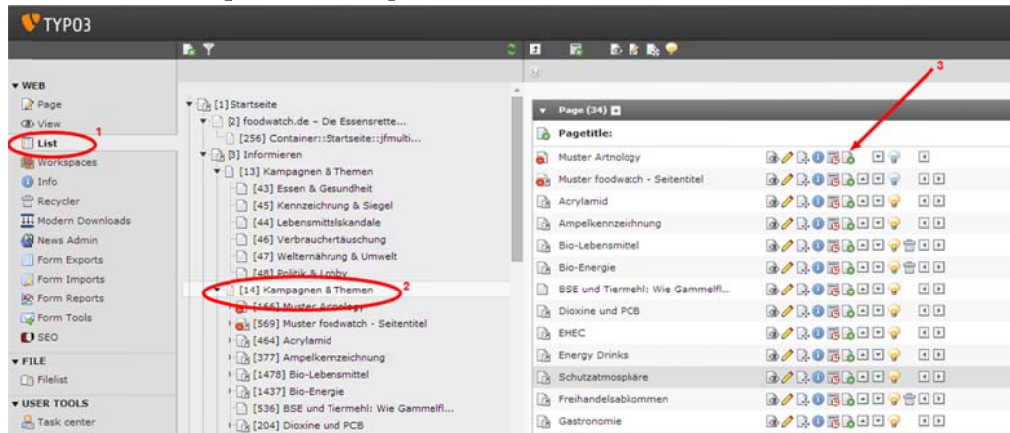
1. **More information:** background texts with basic, timeless infos. An example for the topic traffic lightslables:
  - 1 How the traffic light labeling works
  - 2 10 arguments
  - 3 The industry model: GDA
  - 4 GfK study compares traffic light labeling and GDA



**In case of Questions & Answers:** spelling with ampersand, navigation and heading without addition (like “on the topic...”)



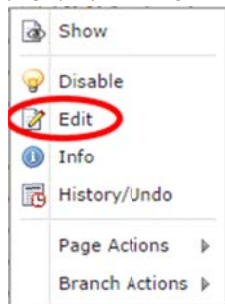
- **News:** Newsstream, which shows the development in chronological order. The texts have a current reference, but also interviews could be inserted here. It works like an archive.
- If necessary an **e-mail-action**


### To build a new top site for a topic



1. Select in the left menu the list view.
2. Select in the page tree the top site for the topics, you'll find the current topsites here:
  - German page tree: „Kampagnen & Themen“ with id [14]
  - English page tree: „topics“ with id [640]
  - French page tree: „topics“ with id [810]
  - Dutch page tree: „Onderwerpen“ with id [1075]
3. With a click on the create icon  you can create a new page. Make sure to sort the topic in alphabetical order. For that you can use the little arrows .

**Caution!** It's advisable to create first all pages off a new topic and to work following on the page properties. For the page properties right-click on the page in the page tree, a context menu will open and you can select „Edit“:



You can get there also with the icon in the header: 

## Overview of the tabs in the page properties

The screenshot shows the 'Edit Page' interface for a page titled 'Ampelkennzeichnung'. At the top, there are several tabs: 'General', 'Access', 'Metadata', 'SEO', 'Appearance', 'Behaviour', 'Resources', and 'Extended'. Red arrows numbered 4 through 11 point to these tabs and specific fields within the 'General' tab. The 'General' tab is active and contains the following fields:

- Type:** A dropdown menu set to 'Shortcut'.
- Shortcut Mode:** A dropdown menu set to 'Selected page'.
- Shortcut Target:** A text input field containing 'Nährwert-Ampel: Damit Lebensmittel Farbe beken...' and a search button labeled 'Find records'.
- Title:** A section with three input fields: 'Page Title' (containing 'Ampelkennzeichnung'), 'Alternative Navigation Title', and 'Subtitle'.
- Browsertitle:** An input field.
- Speaking UR. path segment:** An input field.

4. In the tab "General" you can insert the page title and the subtitle. You can change the type of the page as well and insert the target page for a forwarding page.
5. In the tab "Access" you can switch the page (in)visible and enter a date for the beginning and the ending of the page publication.
6. In the tab "Metadata" you can insert a summary of the topic. It will appear in the results of the search engines and shows the user first information.
7. In the tab "SEO" you can exclude the page of the search engines and insert a canonical URL if you need it.
8. In the tab "Appearance" you can change the page type so the right icon is shown in the frontend.
9. In the tab "Behaviour" you didn't have to adjust something.
10. In the tab "Resources" you have to insert the topic pictures.
11. In the tab "Extended" you can change the template of the page. The details for facebook have to be inserted here as well.

## Tab „General“: insert page type, page title, subtitle etc.

Edit Page "Ampelkennzeichnung"

General Access Metadata SEO Appearance Behaviour Resources Extended

Type **12** Shortcut Mode Selected page

Shortcut Target: **13**

Nährwert-Ampel: Damit Lebensmittel Farbe beken **14** Nährwert-Ampel: Damit Lebensmi... [167] Find records

Page **15**

Title

Page Title **15**

Ampelkennzeichnung **16**

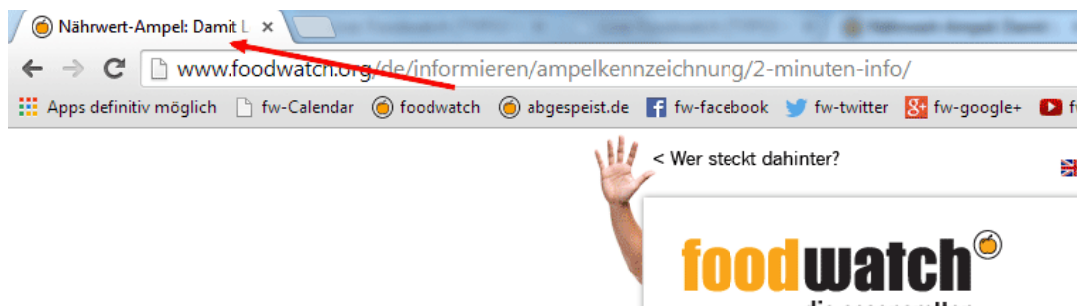
Alternative Navigation Title **16**

Subtitle **17**

Browsertitle

Speaking URI path segment:

12. Select the tab „General“.
13. In the field „Type“ you can select the page type. **CAUTION! Please recognize: The first page of a new topic has to be a referring page (shortcut), all the minor pages are standard pages.**
14. If the page is a referring page, you have to insert the target page here. For that click on the little folder icon and select in the opening page tree the corresponding page. **CAUTION! Generally the target is the page with the 2-minute-info.**
15. In the field „Page Title“ you can insert the title of the page. It will be shown at the top in the browser:



16. Insert in the field „Alternative Navigation Title“ the text, which appears in the frontend as menu item (e.g. “2-minute-info”, “More information”, etc.):

< Wer steckt dahinter? UK | FR | DE | KONTAKT | NEWSLETTER | SITEMAP | DATENSCHUTZ Suchen & Finden

**foodwatch**  
die essensretter

[Informieren](#) | [Mitmachen](#) | [Spenden](#) | [Über foodwatch](#) | [Mediathek](#) | [Presse](#)

STARTSEITE > INFORMIEREN > AMPELKENNZEICHNUNG > 2-MINUTEN-INFO

**AMPELKENNZEICHNUNG**  
Kategorie(n): [Pasta & Nudeln](#), [Kernschalenfrüchte & Samen](#)


**2-Minuten-Info**

Mehr zum Thema

Aktuelle Nachrichten

## Nährwert-Ampel: Damit Lebensmittel Farbe bekennen

Empfehlen | Tweet | Info | Mail | Print



**Newsletter abonnieren**

Abonnenten: **2 7 7 8 8 5**

Aktionen, Infos, Tests – Sie erfahren's zuerst

**ABONNIEREN**

**Wir sind foodwatch**

„Es gibt nichts Intimeres als Essen. Es geht einmal durch unseren Körper durch! Deshalb verstehe ich hier keinen Spaß und“

17. Insert in the field „Subtitle“ the heading which should appear on the page:

< Wer steckt dahinter? UK | FR | DE | KONTAKT | NEWSLETTER | SITEMAP | DATENSCHUTZ Suchen & Finden

**foodwatch**  
die essensretter

[Informieren](#) | [Mitmachen](#) | [Spenden](#) | [Über foodwatch](#) | [Mediathek](#) | [Presse](#)

STARTSEITE > INFORMIEREN > AMPELKENNZEICHNUNG > 2-MINUTEN-INFO

**AMPELKENNZEICHNUNG**  
Kategorie(n): [Pasta & Nudeln](#), [Kernschalenfrüchte & Samen](#)


**2-Minuten-Info**

Mehr zum Thema

Aktuelle Nachrichten

## Nährwert-Ampel: Damit Lebensmittel Farbe bekennen

Empfehlen | Tweet | Info | Mail | Print



**Newsletter abonnieren**

Abonnenten: **2 7 7 8 8 5**

Aktionen, Infos, Tests – Sie erfahren's zuerst

**ABONNIEREN**

## Tab „Access“: Hide pages and set a date for publication

Edit Page "Ampelkennzeichnung"

The screenshot shows the 'Access' tab of a content management system. It features several sections: 'Visibility' with 'Page' checked and 'In Menu' unchecked; 'Publish Dates and Access Rights' with 'Extend to Subpages' checked; 'Usergroup Access Rights' with 'Selected Items' and 'Available Items' lists; and 'Login Behaviour' with 'Enable login' selected. Red arrows point to the 'Access' tab, the 'Page' checkbox, and the 'Publish Date' and 'Expiration Date' fields.

18. Select the tab „Access“.

19. In the field „Visibility“ you can hide the page with a hook.

20. In the field “Publish Dates an Access Rights” you can insert a date for start and end the visibility of the page.

## Tab „Metadata“: Insert a summary and the date of the last update

Edit Page "Nährwert-Ampel: Damit Lebensmi..."

The screenshot shows the 'Metadata' tab of a content management system. It features several sections: 'Abstract' with a text box containing a summary; 'Meta Tags' with 'Keywords' and 'Description' fields; and 'Editorial' with 'Author Name', 'Author Email', and 'Last Update' fields. Red arrows point to the 'Metadata' tab, the 'Abstract' text box, the 'Description' field, and the 'Last Update' field.

21. Select the tab „Metadata“.

22. In the field „Abstract“ you should insert a short summary of the page. **CAUTION!** *This is important, especially for e-mail-actions where we send all people from our newsletter to, because this text is shown in “most wanted” on the homepage!*
23. In the field „Description“ you should insert also a short summary. **CAUTION!** *You should absolutely look after the Description! Look out that the Description should not be shorter than 60 characters and not longer than 170 characters. Optimal: 139 characters including spaces.* Google uses the description to judge the page. Also it's shown beyond the page title in the results:



24. In the field „Last update“ you can insert the date of the last changes. It's shown in the frontend below the text:

**Das ist der Stand**

Wissenschaftliche Studien belegen es: Die Nährwert-Ampel ist das am besten verständliche System der Nährwert-Information. Ärzteverbände und Krankenkassen haben sich ebenso dafür ausgesprochen wie Patienten- und Verbraucherorganisationen. In Deutschland forderten sieben von zehn Verbrauchern die Ampel. Doch die europäische Politik hat sich unter dem massiven Lobbydruck der Lebensmittelindustrie gegen die rot-gelb-grüne Kennzeichnung ausgesprochen. Die Probleme werden so nicht gelöst. Daher sind wir sicher: Die Ampel wird kommen – früher oder später steht das Thema wieder ganz oben auf der Agenda.

Zuletzt geändert am 04.03.2013

Empfehlen Tweet

## Tab „SEO“:

Edit Page "Nährwert-Ampel: Damit Lebensmi..."

General Access Metadata **SEO** Appearance Behaviour Resources Extended

**Page title**  
title-TAG (absolute, without prefix/suffix)

Suffix (inheritable)

Inheritance mode  
Normal ▼

**Search engines**  
Exclude page from SearchEngines  
 26

Canonical URL (if your content is a copy from another webpage, link here to it)  
 27

**Sitemap**  
Priority (0-100)

Page change frequency  
Default (see constants) ▼

25. Select the tab „SEO“.

26. In the field „Search engines“ you can exclude the page from the search engines.

27. In the field „Canonical URL“ you can insert a URL to avoid doubled content.

## Tab „Appearance“: Select the menu icon

Edit Page "Nährwert-Ampel: Damit Lebensmi..."

The screenshot shows the Joomla! administrator interface for editing a page. The 'Appearance' tab is selected, and the 'Page Layout' section is visible. The 'Frontend Layout' dropdown menu is set to 'Menu-Icon: 2-Minute-Info'. Red arrows point to the 'Appearance' tab and the dropdown menu.

28. Select the tab „Appearance“.

29. Select in the field „Frontend Layout“ the right menu-icon. It will be shown in the frontend:

The screenshot shows the foodwatch website. The main article is titled 'Nährwert-Ampel: Damit Lebensmittel Farbe bekennen'. The '2-Minutes-Info' menu icon is circled in red. The website also features a newsletter subscription section on the right.



## Tab „Resources“:

Edit Page "Nährwert-Ampel: Damit Lebensmi..."

General Access Metadata SEO Appearance Behaviour Resources Extended

**Files**

Media

traffic\_light\_labels\_150x10\_02.jpg traffic\_light\_labels\_150x10\_02.jpg

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF  
AI HTML HTM TTF TXT CSS

Datei auswählen Keine ausgewählt

**General Record Storage Page**

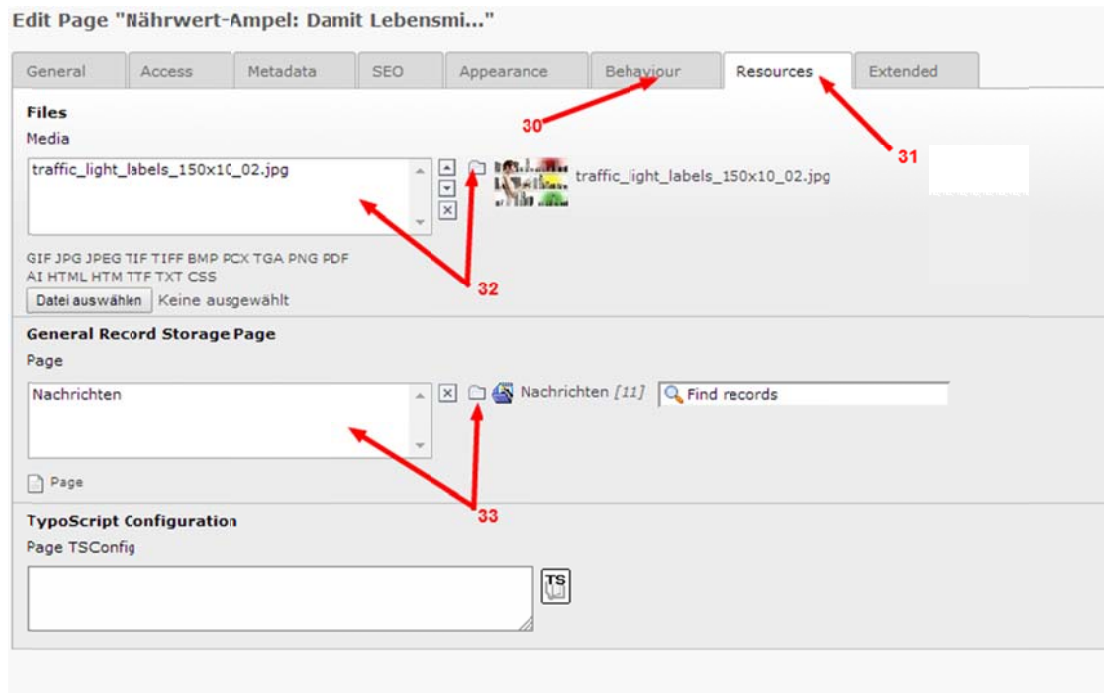
Page

Nachrichten Nachrichten [11] Find records

Page

**TypoScript Configuration**

Page TSConfig



30. You don't have to worry about the settings in the tab „Behavior“. You didn't have to fill in anything.

31. Select the tab „Resources“.

32. In the field „Media“ you have to link to the pictures, which are needed for the topic:

- For the first page of a topic (referring page): a picture in size 220 x 90 px and a picture in size 150 x 150 px
- For pages belonging to „More information“: picture in size 150 x 100 px

## Tab „Extended“:

General Access Metadata SEO Appearance Behaviour Resources **Extended**

**Select template:**  
Template Standard - 3 Spalten (linke Navigation + Content + rechts Widgets) (template\_1\_3\_2.html) ▼

**Select content area template:**  
Default ▼

**Top themes (at least 3)**

**Themes in this campaign**

**Facebook/LinkedIn Title**  
Ampelkennzeichnung: Damit Lebensmittel Farbe bekennen

**Facebook/LinkedIn Description**  
Nährwertangaben müssen klar und verständlich sein: erkennbar mit einem Blick

**Facebook/LinkedIn Image**  
ampel\_weinert\_200x200\_01.jpg

**Facebook/LinkedIn Url**

**Welche Splashbox soll angezeigt werden?**

33. Select the tab „Extended“.

34. In the field „Select template“ the right template.

35. In the field „Facebook/LinkedIn Title“ enter the title for facebook.

36. In the field „Facebook/LinkedIn Description“ enter a short description for facebook.

37. In the field „Facebook/LinkedIn Image“ link to the picture for facebook (size at least 200 x 200 px).For that click on the little folder icon and open the filelist.

## 22. Put a new topic on page „Informieren“ / “onze campagnes”

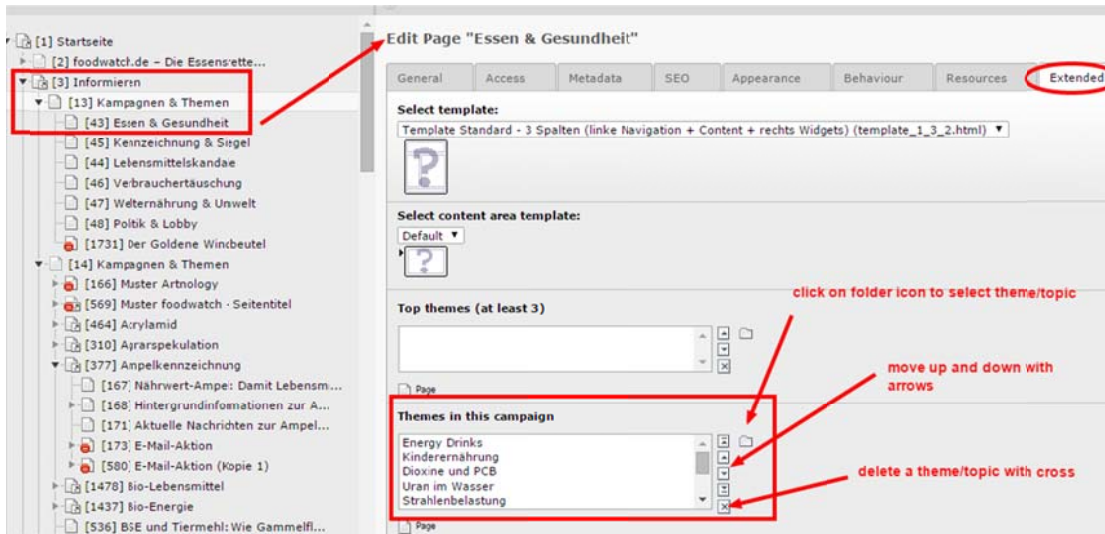
<https://www.foodwatch.org/de/informieren/> [13]

<http://www.foodwatch.org/nl/onze-campagnes/campagnes/> [1075]

In the backend there are two pages “informieren” and “onze campagnes”, see IDs to find the right one to edit the overview page.



For selecting which topic should be shown in “Essen & Gesundheit” for instance, edit the **page named “Essen & Gesundheit”**, choose **tab “Extended”** and then choose the topic in **“Themes in this campaign”** (click on folder icon, cross to delete, arrows to move up and down).

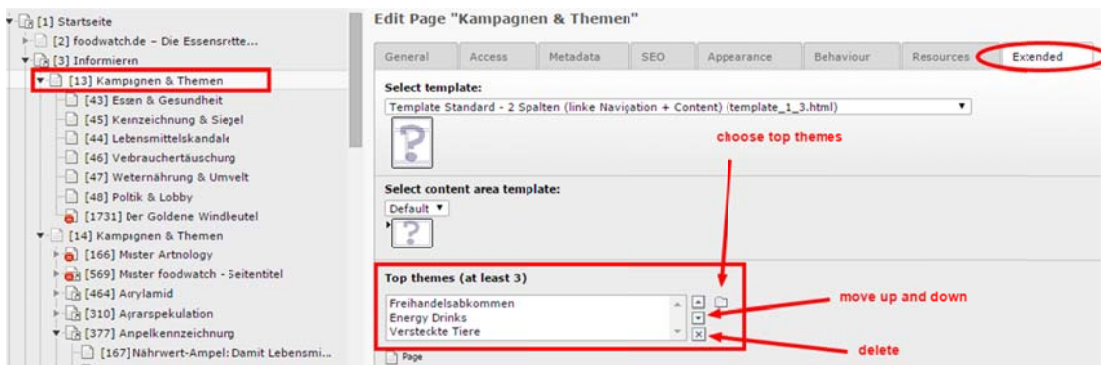


### 23. Edit „Top campaigns“ on page „Informieren“

On page “Informieren” there are three little images on top which should show the current top campaigns.



Edit page properties of page "Kampagnen & Themen" (right mouse + edit) – tab "Extended" – choose top-themes



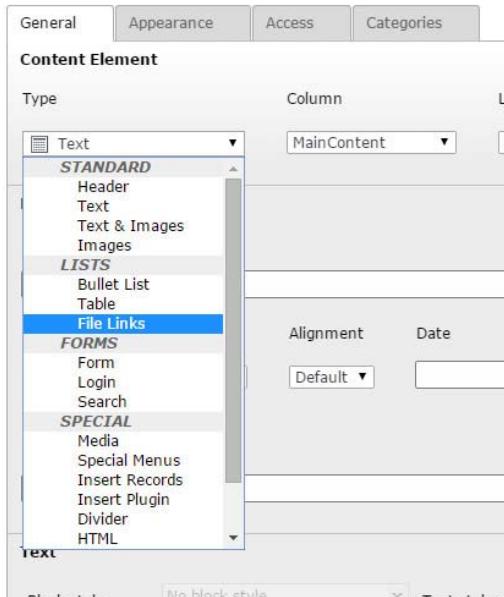
## 24. Background Texts

- Optimal size: 2.500 characters (including blank spaces), including the teaser text (should have about 400 characters)
- Title about 65 characters
- Starts with a teaser
- Structured with subheadings (single line)
- If possible use timeless formulations, without phrases like „today“, „last year“ etc. The last change is shown on the website.

## Documents and links

If you want to upload a file on a background page you need to choose the content element **File Links**

### Create new Page Content on page "fo



Fill in **Documents** in the field "header"

choose typo3 **H3 grau**

click on **Add file** to choose the file in the file admin

## Edit Page Content on page "foodwatch-Marktcheck"

General Appearance Access Categories

**Content Element**

Type Column Language  
File Links MainContent Default

**Header**

Header  
Dokumente

Type Alignment Date  
H3 grau Default

Link

**Files**

Path

Files  
Add file

File Descriptions (one per line)

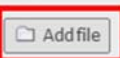
**Annotations:**

- Fill in the Headline for the file links (should always be the same: "documents")
- put this on "H3 grau" so the headline looks grey
- click here to add a file- opens the file admin where you can choose the file

Dokumente  
 Verordnungsentwurf (PDF, 70 KB)  
 Dokumente  
 Verordnung (PDF, 5.2 MB)  
 Hier steht noch eine Beschreibung für dieses Dokument

**proper icon shows automatically**  
**title of the file**  
**this information shows automatically**  
**description (usually not used)**

Files

 **click here to add another file**

Title	Verordnung
Filename	BMELV_StudieMigAltpap_Mai2012....
<b>File Metadata</b>	
Title <input checked="" type="checkbox"/> Override ""? <input type="text" value="Verordnung"/>	Description (Caption) <input checked="" type="checkbox"/> Override ""? <input type="text" value="Hier steht noch eine Beschreibung für dieses Dokument"/>

**This needs to be ticked if you want to edit the title of the document which is shown (otherwise the title of the file is used)**

**Here you could put in a description for the file, but normally we don't use this**

If you want to add another file click on "Add file" again.

## 25. Email actions

Image sizes for email action:

- Image for the action form: 350 x 250 px
- Image for the widget: 115 x 78 px
- Image for the page DE Mitmachen id4, NL id1376 : 220 x 120 px
- Image for pullout menu: 115 x 78 px -> same size as for the widget (small action form)

Within the menu of a topic email actions are located on the fourth page. Usually they have two subpages, one to [recommend the action](#), and another one [to provide the widget code](#).

If you create an email action you should do it in the following order:

1. First create the main page and the two subpages „recommend the action“ and „widget“.  
These three pages have **a two-column-layout** that you select in the tab “Extended” in the site properties. In the tab “Appearance” you have to select “Menu-Icon: E-Mail Action” in the dropdown menu “Frontend Layout” See the next two screenshots.
2. Create the content elements for the recommendation page as these will be related to the signer action form on the main.
3. Create the element for the page „Widget“ providing the iframe code. Therefore other steps have to be taken and will be [explained below](#).
4. Set up the signer action form on the main page
5. [Adjust the pullout menu and the page “Mitmachen” \(DE id4\)](#) respectively “online acties” (NL id1376)

#### Short links

Create a short link. For short links that are managed by the agency, please call the the agency. And for creating it alone follow these instructions:

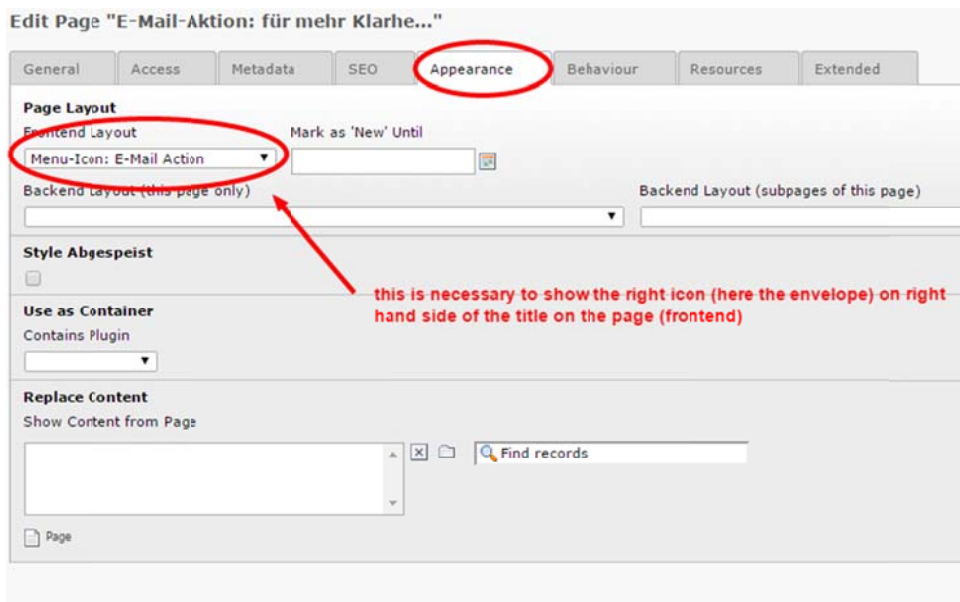
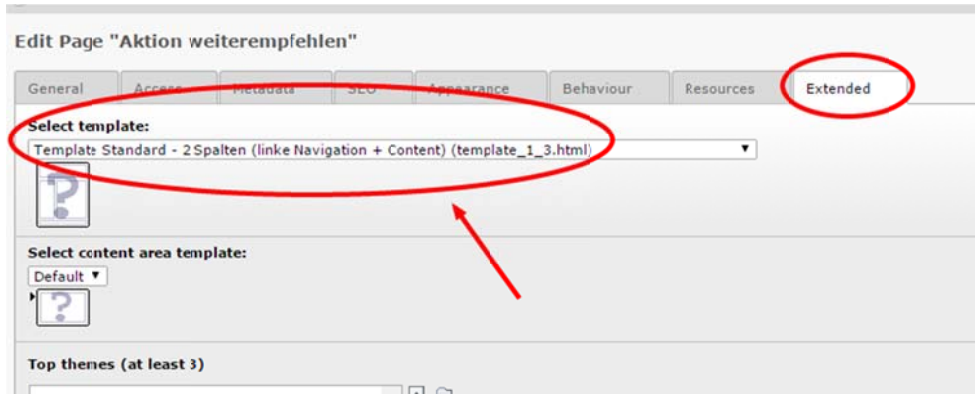
- 1 Go to our domain portfolio: <https://www.united-domains.de/>
- 2 Log in using [redaktion@foodwatch.de](mailto:redaktion@foodwatch.de) and the password (which I can give you on the phone, don't want to send it via email)
- 3 Look for your domain in the list: [www.foodwatch.nl](http://www.foodwatch.nl) or [www.foodwatch.fr](http://www.foodwatch.fr) and click button „Config“
- 4 Choose “Subdomains” at the bottom, left and click button “weiter” (then you can see the list of the existing subdomains)
- 5 Edit name for subdomain, e.g. spenden for spenden.foodwatch.de - safe
- 6 Subdomain shows up in the list– click on „Webseiten-Weiterleitung“
- 7 Choose the URL where the subdomain should lead to and choose „Header-Redirect (offene Weiterleitung)” (this means the user sees the real URL in the end) – safe
- 8 Click button „zurück“
- 9 Repeat the whole procedure and put in the name of the subdomain again with “www.” before, e. g. [www.spenden](http://www.spenden) (otherwise the link will only work without www., but not with)
- 10 Nothing, that's it J (check your new subdomains – no typing errors?)

**Please note:** Please don't edit anything else in our portfolio, that's where all our domains are defined and if we do something wrong our websites might not be working...



The format of the link is the following:

[www.foodwatch.de/aktion-lebensmittelbuch](http://www.foodwatch.de/aktion-lebensmittelbuch) and [www.foodwatch.de/lebensmittelbuch-aktion](http://www.foodwatch.de/lebensmittelbuch-aktion)



### Recommendation page

When you have created this page make sure that in the tab „Behaviour“ in the site properties you change the Protocol from „Default“ into „https“, see the next screenshot.

**Edit Page "E-Mail-Aktion: für mehr Klarhe..."**

General Access Metadata SEO Appearance **Behaviour** Resources Extended

**Links to this Page**

URL Alias

Link Target

Use Protocol **https://** ▼

**Caching**

Cache Lifetime Cache

Default ▼  Disable

**Language**

Localization

Hide default translation of page

Hide page if no translation for current language exists

**Miscellaneous**

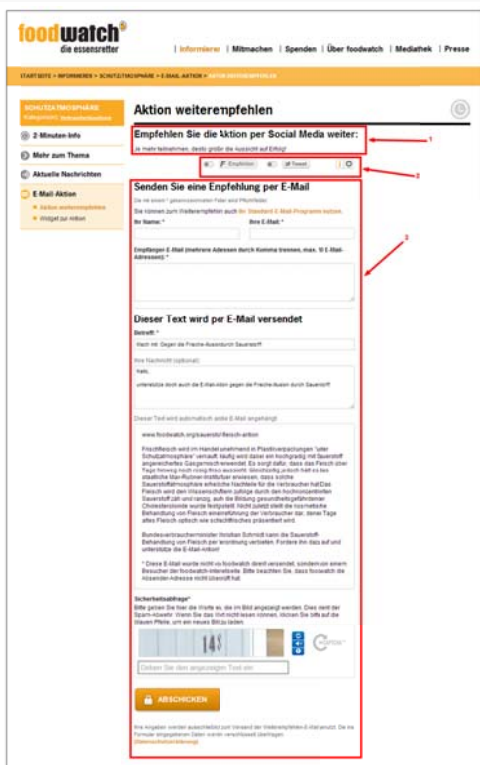
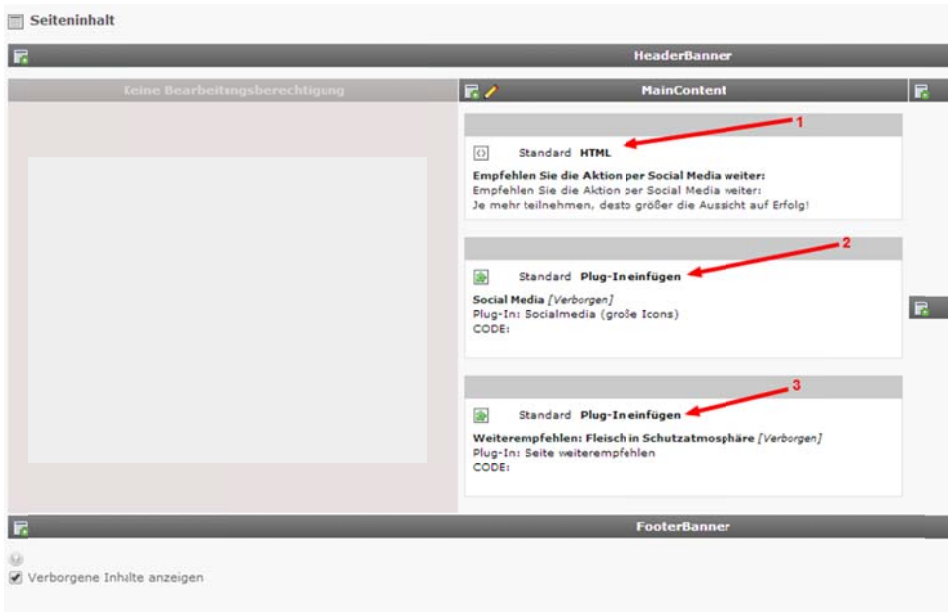
Use as Root Page Include in Search Editable for Admins Only Stop Page Tree

Enabled  Disable  Enabled  Enabled

**Please note!** The structure of the German recommendation page is different from the Dutch and French Version. The following chapter describes the German version. You find the Dutch and French version below ([chapter 10.1.2](#)).

### **DE: Create the recommendation page**

The German Version of the recommendation page is composed of the following three content elements.



1. HTML element: It is introducing the recommendation and similar on every recommendation page, so you can copy it on another recommendation page and insert it on the page you're about to create.
2. Plug-In „Socialmedia (große Icons)“: The second element corresponds to the social media icons to share the action on the social media platforms

3. Form recommendation via email inserted by the plugin „Recommend page“. In the frontend appears the form to send an email recommending the action

### Plug-In „Socialmedia (große Icons)“

The second content element on the recommendation page is a plugin inserting a social media bar in the frontend to share the action on the social media platforms.

**Edit Page Content "Social Media" on page "Aktion weiterempfehlen"**

General | Plugin | Appearance | Access | Behaviour

**Content Element**

Type:  Column:  Language:

**Header**

Header:

Type:  Alignment:  Date:

Link:

4. In the tab „General“ in the content element you can change / select the element type:
5. Select „Insert Plugin“ in the dropdown list „Type“.
6. Type in a title in the field „Header“ for a better overview in the backend and don't forget...
7. ...to hide the title in the frontend.

**Edit Page Content "Social Media" on page "Aktion weiterempfehlen"**

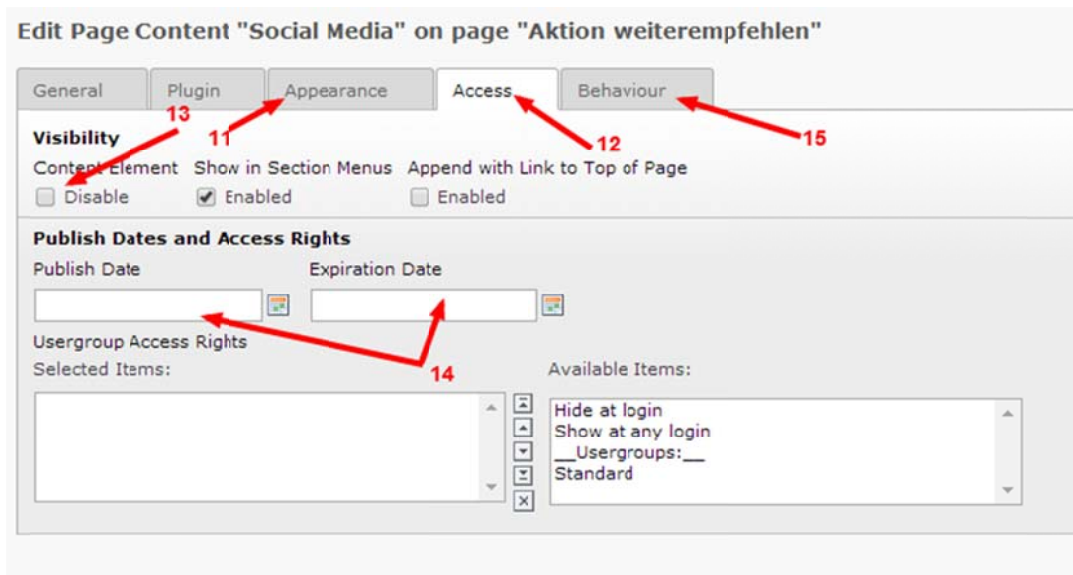
General | Plugin | Appearance | Access | Behaviour

**Selected Plugin**

**Plugin Options**

URL die gepostet werden soll (z.B. http://www.foodwatch.de)

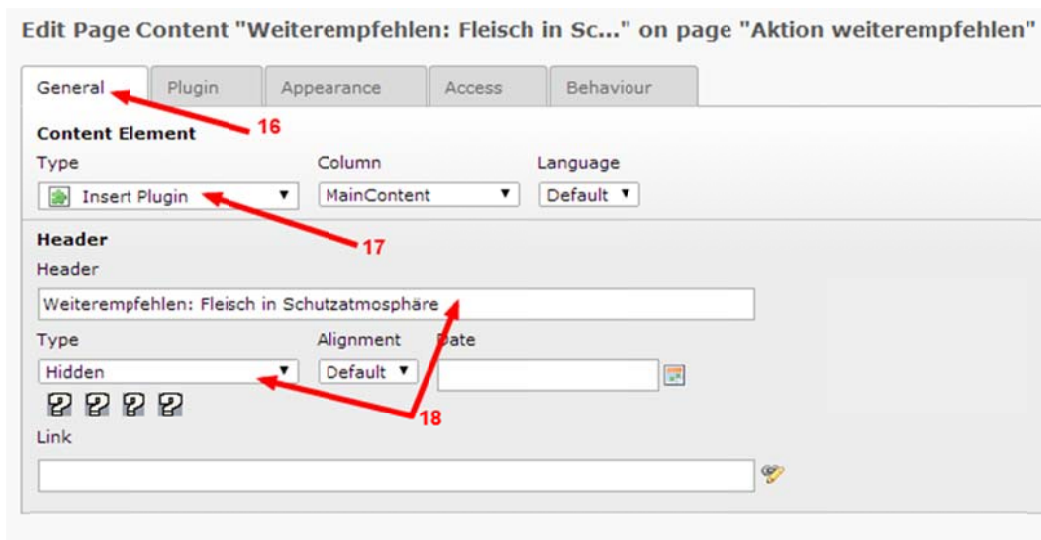
8. In the tab „Plugin“ you now...
9. ...have to select in the dropdown list „Selected Plugin“ the Plugin „Socialmedia (große Icons)“.
10. In the field „Plugin Options“ you should enter the short link of the action (the long one is possible as well!) so that later on in the social media posts the link goes to the action page and not to the recommendation page.  
**You should respect the following format: [http://www.foodwatch.org/...](http://www.foodwatch.org/)**



11. There's nothing to do in the tab „Appearance“
12. In the tab „Access“ you can adjust the settings concerning the visibility and the scheduling -> see the following points 13 and 14
13. In the field „Visibility“ you can hide the element
14. In the fields „Publish Date“ and „Expiration Date“ you can enter a publishing date and an expiring date
15. There's nothing to do in the tab „Behaviour“.

### Plug-In „Recommend page“

Also the third content element is a plugin. It is the form sending an email to the email addresses entered into the form in the frontend by the user.



16. Click on the tab „General“ to select the element type.
17. Select „Insert Plugin“ in the dropdown menu „Type“.

18. For a better overview in the backend fill in a header in the field „Header“ and set it on “hidden” so that’s not shown in the frontend

19. In the tab „Plugin“ you can adjust the general settings.  
 20. Select the plugin „Recommend page“ in the dropdown menu “Selected Plugin”.

21. First you should adjust the settings in the tab „Form settings“:
22. In the dropdown menu „Form types“ you absolutely have to select „Recommend PLAIN“. **Please note:** *The form currently is a little sensitive, so you shouldn't change subsequently the selected entry in the dropdown menu „Types“, for this use of the plugin (as to recommend an email action) you always select „Recommend PLAIN“, additional versions to use this form see here [XXX](#)*
23. In the field „Subject“ fill in the email subject
24. In the field „email text user“ suggest a text for the user who wants to recommend the email action. The user will be able to change this text in the frontend.
25. In the field „email text by foodwatch“ fill in the text to explain why this email action is important. This text cannot be changed by the user so that every email sent by the form will contain this text. The text can be formatted by html tags, e.g. breaks (<br>) and bold types (<strong>). **Please note:** In this text you should mention the short link of the email action (the long/normal link is also possible), otherwise people cannot get to the right landing page!
26. In the field „a href **mailto-text**“ fill in the same text as in the field above although **without any html tags**, this text will be inserted in the email interface that opens in case somebody wants to use his own email program by clicking on the link „Ihr Standard-E-Mail-Programm nutzen“. **Make sure that this text doesn't exceed 1.500 characters, otherwise it will be cut!**
27. In the field „show small form“ you can relate a small form (widget), e.g. the small donation widget. This form will be shown after having sent the recommendation form by clicking on the submit button.

Kommentar [p2]: ?

**SCHUTZATMOSPHÄRE**

Kategorie(n): Verbraucherberatung

2-Minuten-Info

Mehr zum Thema

Aktuelle Nachrichten

**E-Mail-Aktion**

- Aktion weiterempfehlen
- Widget zur Aktion

## Aktion weiterempfehlen

### Empfehlen Sie die Aktion per Social Media weiter:

Je mehr teilnehmen, desto größer die Aussicht auf Erfolg!

Empfehlen | Tweet | Info

Die Empfehlung wurde an folgende E-Mail-Adressen versendet

raymond.schmidt@gmail.com

**foodwatch kämpft für Verbraucherrechte – seien Sie dabei!**

Werden Sie schon ab 5 Euro im Monat Mitglied! Eine Kündigung ist jederzeit ohne Angabe von Gründen möglich. [MEHR ERFAHREN](#)

Ja, ich möchte Mitglied von foodwatch e.V. werden:

Vorname  Nachname

E-Mail-Adresse

27

Diskutieren Sie mit foodwatch bei facebook

Verbinden Sie sich mit foodwatch bei google+

Folgen Sie foodwatch bei Twitter

Sehen Sie unsere Videos im Youtube-Kanal von foodwatch

Newsletter abonnieren:

E-Mail-Adresse

ABONNIEREN

foodwatch  
Brunnenstraße 181  
10119 Berlin

Spendenkonto bei der GLS-Bank:  
BLZ 430 609 67, Kto. 104 246 400

Mehr von foodwatch im Netz:  
foodwatch Nederlands: [foodwatch.nl](#)  
foodwatch France: [foodwatch.fr](#)  
foodwatch in English: [foodwatch.eu](#)

RSS-Feeds

- 28. In the tab „General Settings“ you find the settings that are the same in every recommendation form:
- 29. In the field „Text data protection (below the send button)“ you enter the text explaining the data protection. To keep it simple you can copy this text on another recommendation page. The text appears below the send button.



30. In the field „Text confirmation page“ simply enter a sentence introducing the confirmation that the recommendation has been sent to the indicated addresses.

## Plugin Options

Form settings	General settings	<b>Form labels</b>	Error settings
---------------	------------------	--------------------	----------------

Form header

Description

Label: mail program text before

Label: link text

Label: name

Label: email address sender

Label: email address recipient

Label: subheader

Label: subject

Label: user message

Label: message from foodwatch

Label: Button

Label: Captcha

Label: Captcha description

Label: first name (only for type "upload form")

Label: last name (only for type "upload form")

Label: phone prefix (only for type "upload form")

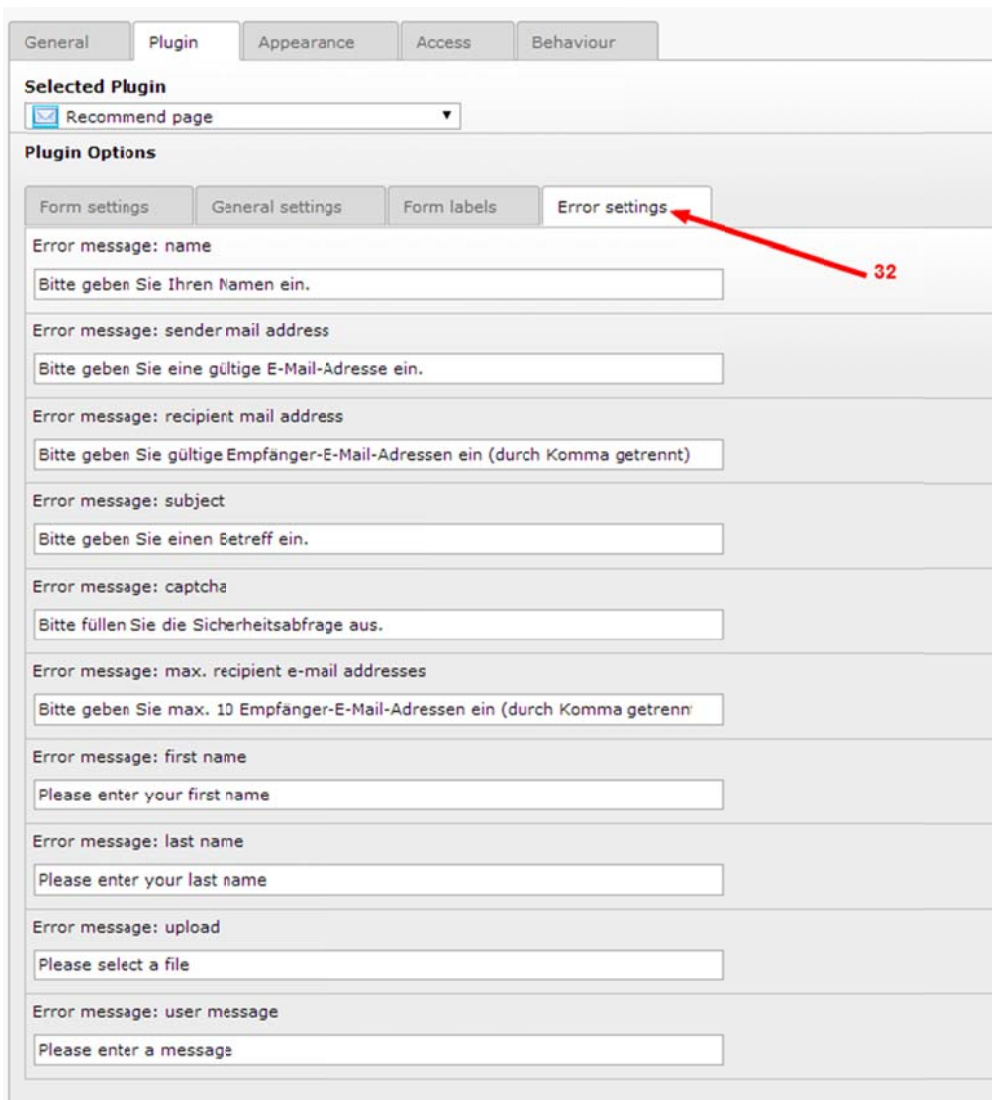
Label: phone (only for type "upload form")

Label: upload (only for type "upload form")

Label: upload description (only for type "upload form")

31. In the tab „Form Labels“ you can edit the form labels.

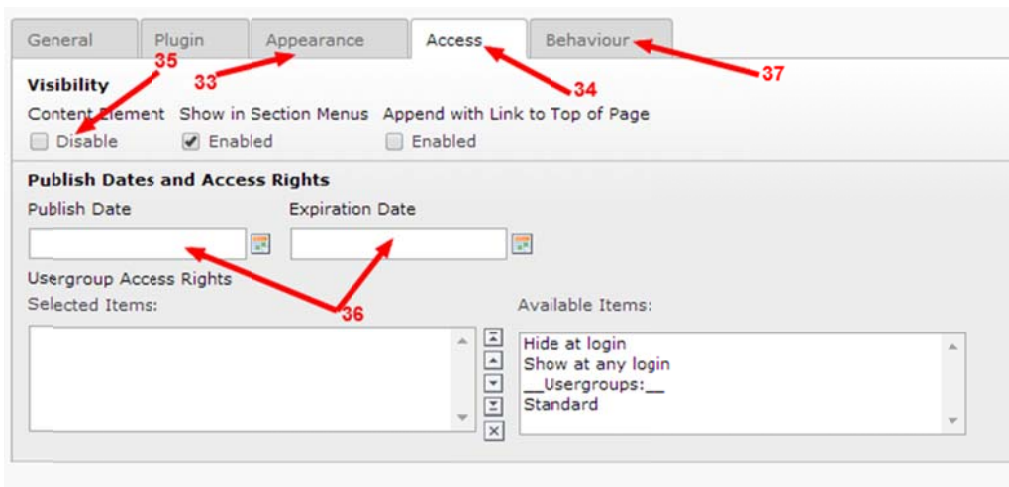
**Please note!** The labels are in English by default, so you have to adjust them according to your own language. *To keep it simple and to make sure that they are equal on every recommendation page you can copy it in another recommendation form.*



The screenshot shows the configuration interface for the 'Recommend page' plugin. At the top, there are tabs for 'General', 'Plugin', 'Appearance', 'Access', and 'Behaviour'. The 'Plugin' tab is selected, and a dropdown menu shows 'Recommend page' with a checkmark. Below this is the 'Plugin Options' section, which contains four sub-tabs: 'Form settings', 'General settings', 'Form labels', and 'Error settings'. A red arrow points from the number '32' to the 'Error settings' tab. The 'Error settings' tab is active and contains several text input fields, each with a label and a placeholder message:

- Label: 'Error message: name', Placeholder: 'Bitte geben Sie Ihren Namen ein.'
- Label: 'Error message: sender mail address', Placeholder: 'Bitte geben Sie eine gültige E-Mail-Adresse ein.'
- Label: 'Error message: recipient mail address', Placeholder: 'Bitte geben Sie gültige Empfänger-E-Mail-Adressen ein (durch Komma getrennt)'
- Label: 'Error message: subject', Placeholder: 'Bitte geben Sie einen Betreff ein.'
- Label: 'Error message: captcha', Placeholder: 'Bitte füllen Sie die Sicherheitsabfrage aus.'
- Label: 'Error message: max. recipient e-mail addresses', Placeholder: 'Bitte geben Sie max. 10 Empfänger-E-Mail-Adressen ein (durch Komma getrennt)'
- Label: 'Error message: first name', Placeholder: 'Please enter your first name'
- Label: 'Error message: last name', Placeholder: 'Please enter your last name'
- Label: 'Error message: upload', Placeholder: 'Please select a file'
- Label: 'Error message: user message', Placeholder: 'Please enter a message'

32. In the tab „Error settings“ you can edit the error message such as if somebody forgot to insert his email address. **Please note!** The labels are in English by default, so you have to adjust them according to your own language. *To keep it simple and to make sure that they are equal on every recommendation page you can copy it in another recommendation form.*



- 33. There's nothing to do in the tab „Appearance“.
- 34. In the tab „Access“ you find the settings for the visibility and the scheduling.
- 35. In the field „Visibility“ you can hide the content element.
- 36. In the field „Publish Date“ and “Expiration Date“ you can enter a publishing date and an expiring date.
- 37. There's nothing to do in the tab „Behavior“.

**Check list: Recommend page**

**Site properties**

- Have you selected the protocol type https (tab: Behaviour)?
- Did you fill in the facebook fields, in particular the field „Facebook/Linkedin URL“ by typing the URL in ist full length (tab: Extended)?
- Did you select the right template (tab: Extended)?
- Did you select the right layout: Menu-Icon E-Mail Action (tab: Appearance)?

**Content element: plugin „Social Media (Addthis)“**

- Did you enter the URL in the right format ([http://www.foodwatch.org/...](http://www.foodwatch.org/)) (tab „Plug“ → Plugin Options)?

**Form (content element: plugin „Recommend Page“)**

- Did you translate the error messages?
- Is the short link or the long (normal) link of the email action mentioned in the email text ?
- Is the mailto-text no longer then 1.500 characters? (otherwise the e-mail in outlook will contain no text)

**Please note:** After having set up the whole email action you should test the recommendation by posting on Facebook and Twitter and by sending out a recommendation email via the form and via the mailto-link.

## French and Dutch Version of the recommendation page

The French and Dutch version of the recommendation page need a particular setting in the **site properties**: In the tab „Extended“ in the field „Facebook/LinkedIn Url“ you **ABSOLUTELY** have to type in the URL of the main page where is located the signer action form, otherwise Facebook and LinkedIn post the URL of the recommendation page itself! The URL has to be inserted in its full length (see the following screenshot):

The screenshot shows the 'Edit Page' interface for 'Recommander cette pétition'. The 'Extended' tab is highlighted with a red circle. The 'Facebook/LinkedIn Url' field is also highlighted with a red circle and contains the URL 'https://www.foodwatch.org/fr/s-informer/topics/des-ruses-legales/petition-elecle'. Other fields include 'Select template', 'Select content area template', 'Top themes (at least 3)', 'Themes in this campaign', 'Facebook/LinkedIn Title', 'Facebook/LinkedIn Description', 'Facebook/LinkedIn Image', and 'Welche Splashbox soll angezeigt werden?'.

If you have saved the settings of the site properties you can insert the three content elements.

The first is an html element introducing the recommendation, it is the same on every recommendation page.

The second content element is different from the German version, you have to insert the plugin „Socialmedia (AddThis)“.

### Plug-In „Socialmedia AddThis“

Edit Page Content "social media buttons for recom..." on page "E-mailactie aanbevelen"

General Plugin Appearance Access Behaviour

**Content Element**

Type: Insert Plugin (38) Column: Normal Language: Default (39)

**Header**

Header: social media buttons for recommendation

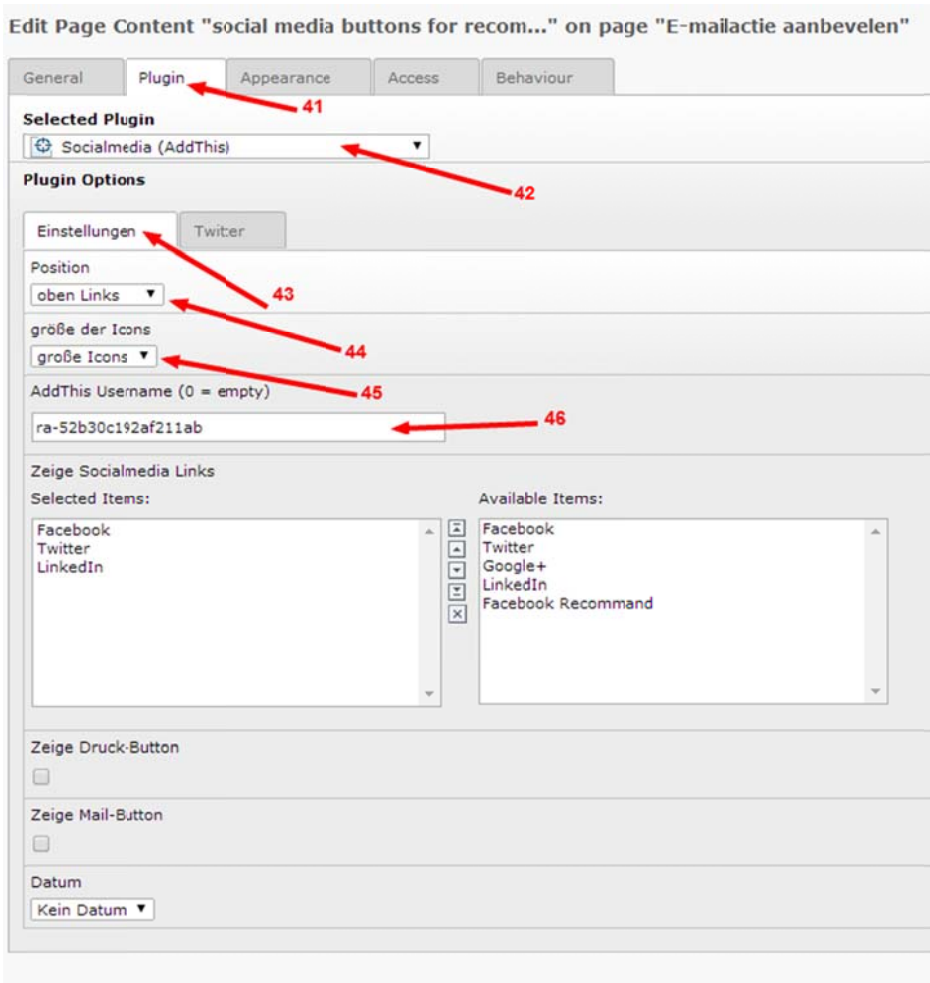
Type: Hidden (40) Alignment: Default Date: [ ]

Link: [ ]

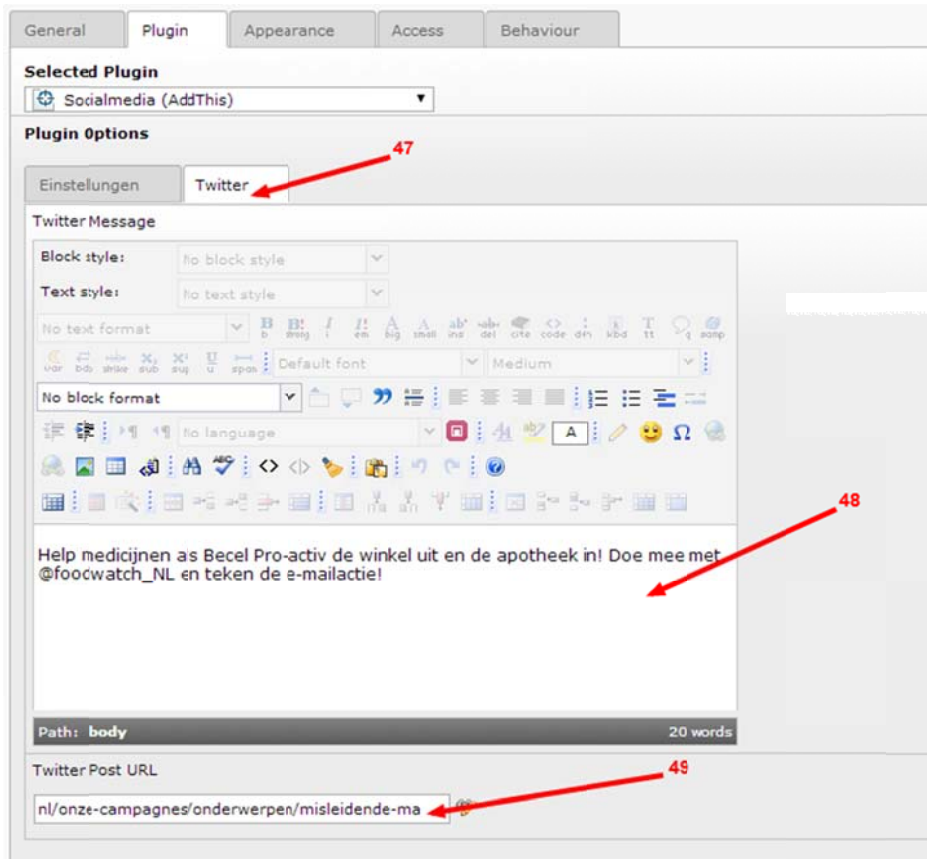
38. In the tab „General“ you manage the general settings of the plugin.

39. Select „Insert Plugin“ in the dropdown list „Type“.

40. For a better overview in the backend fill in a header in the field „Header“ and set it on „hidden“ in the field „Type“.

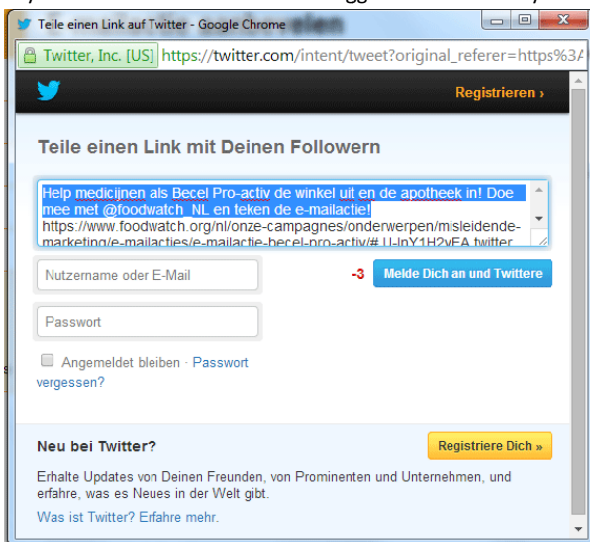


41. In the tab „Plugin“ you find the settings for the plugin.
42. Select the plugin „Socialmedia (AddThis)“ in the dropdown menu „Selected Plugin“ .
43. In the tab „Einstellungen“ you can adjust the following settings:
44. In the dropdown menu „Position“ you select the favoured position of the icons.
45. In the dropdown menu „Größe der Icons“ you select the size of the icons.
46. In the field „AddThis Username“ you have to enter the Addthis User Id. It is always the same, you find it in your addthis account (addthis.com)



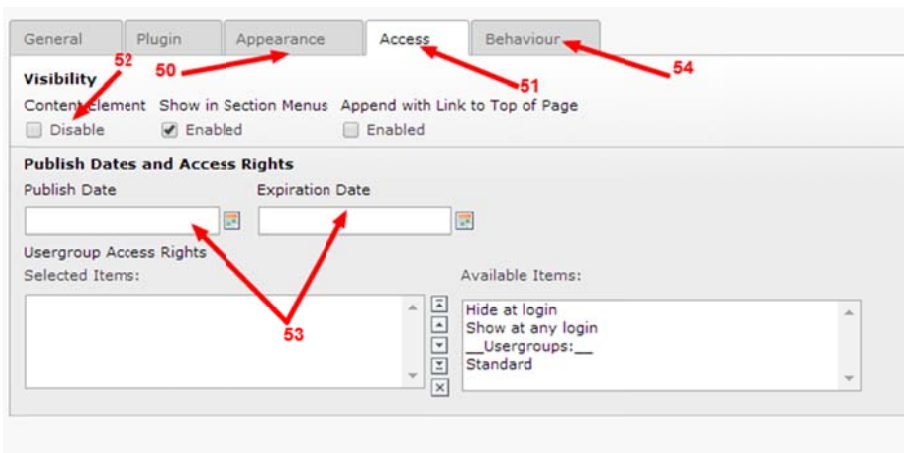
47. In the tab „Twitter“ ...

48. ... you enter a short text that'll be suggested if somebody wants to tweet. This text appears here:





49. In the field „Twitter Post URL“ you need to enter the URL that should be communicated. Make sure that you only enter the part behind <http://www.foodwatch.org/>, e.g. [nl/onze-campagnes/onderwerpen/misleidende-marketing/e-mailacties/e-mailactie-becel-pro-activ/](http://www.foodwatch.org/nl/onze-campagnes/onderwerpen/misleidende-marketing/e-mailacties/e-mailactie-becel-pro-activ/)) **Please note! This format absolutely has to be respected otherwise a wrong URL will be twittered and people will get lost.**



- 50. There's nothing to do in the tab „Appearance“.
- 51. In the tab „Access“ you find the settings for the visibility and the scheduling.
- 52. In the field „Visibility“ you can hide the content element.
- 53. In the fields „Publish Date“ and „Expiration Date“ you can enter a publishing respectively an expiring date.
- 54. There's nothing to do in the tab „Behaviour“.

### Plug-In „Recommend page“

Also the third content element is a plugin. It is the form sending an email to the email addresses entered into the form in the frontend by the user.



- 16. Click on the tab „General“ to select the element type
- 17. Select „Insert Plugin“ in the dropdown menu „Type“.
- 18. For a better overview in the backend fill in a header in the field „Header“ and set it on “hidden” so that's not shown in the frontend

19. In the tab „Plugin“ you can adjust the general settings of the plugin.
20. Select the plugin „Recommend page“ in the dropdown menu “Selected Plugin”.
21. First you should adjust the settings in the tab „Form settings“:
22. In the dropdown menu „Form types“ you absolutely have to select „Recommend PLAIN“. **Please note:** *The form currently is a little sensitive, so you shouldn't change subsequently the selected entry in the dropdown menu „Types“, for this use of the plugin (as to recommend an email action) you always select „Recommend PLAIN“, additional versions to use this form see here [XXX](#)*
23. In the field „Subject“ fill in the email subject
24. In the field „email text user“ suggest a text for the user who wants to recommend the email action. The user will be able to change this text in the backend.
25. In the field „email text by foodwatch“ fill in the text to explain why this email action is important. This text cannot be changed by the user so that every email sent by the form will contain this text. The text can be formatted by html tags, e.g. breaks (<br>) and bold types (<strong>). **Please note:** *In this text you should mention the short link of the email action (the long/normal link is also possible), otherwise people cannot not get to the right landing page!*
26. In the field „a href mailto-text“ fill in the same text as in the field above although without any html tags, this text will be inserted in the email interface that opens in case somebody wants to use his own email program by clicking on the link „Ihr Standard-E-Mail-Programm nutzen“. Make sure that this text doesn't exceed 1.500 characters, otherwise it will be cut!
27. In the field „show small form“ you can relate a small form (widget), e.g. the small donation widget This form will be shown after having sent the recommendation form by clicking on the submit button:

Kommentar [p3]: ?

**SCHUTZATMOSPHERE**  
Kategorie(n): VerbraucherStiftung

🕒 2 Minuten-Info

➔ Mehr zum Thema

📰 Aktuelle Nachrichten

✉ E-Mail-Aktion

- Aktion weiterempfehlen
- Widget zur Aktion

## Aktion weiterempfehlen

**Empfehlen Sie die Aktion per Social Media weiter:**

Je mehr teilnehmen, desto größer die Aussicht auf Erfolg!

👍 Empfehlen    🐦 Tweet    ⓘ

Die Empfehlung wurde an folgende E-Mail-Adressen versendet:

raymond.schmid@gmail.com

**foodwatch kämpft für Verbraucherrechte – seien Sie dabei!**

Werden Sie schon ab 5 Euro im Monat Mitglied! Eine Kündigung ist jederzeit ohne Angabe von Gründen möglich. **MEHR ERFAHREN**

Ja, ich möchte Mitglied von foodwatch e.V. werden:

Vorname  Nachname

E-Mail-Adresse  **WEITER**



🗨 Diskutieren Sie mit foodwatch bei facebook

🔗 Verbinden Sie sich mit foodwatch bei google+

🐦 Folgen Sie foodwatch bei Twitter

📺 Sehen Sie unser Youtube-Kanal

General Plugin Appearance Access Behaviour

**Selected Plugin**  
Recommend page

**Plugin Options**  
Form settings General settings form labels Error settings

**Text data protection (below the send button)**

Block style: No block style  
Text style: No text style

No block format  
No text format

Ihre Angaben werden ausschließlich zum Versand der Weiterempfehlen-E-Mail genutzt. Die im Formular eingegebenen Daten werden verschlüsselt übertragen.  
[\(Datenschutzerklärung\)](#)

Path: body 18 words

**Text confirmation page**

Block style: No block style  
Text style: No text style

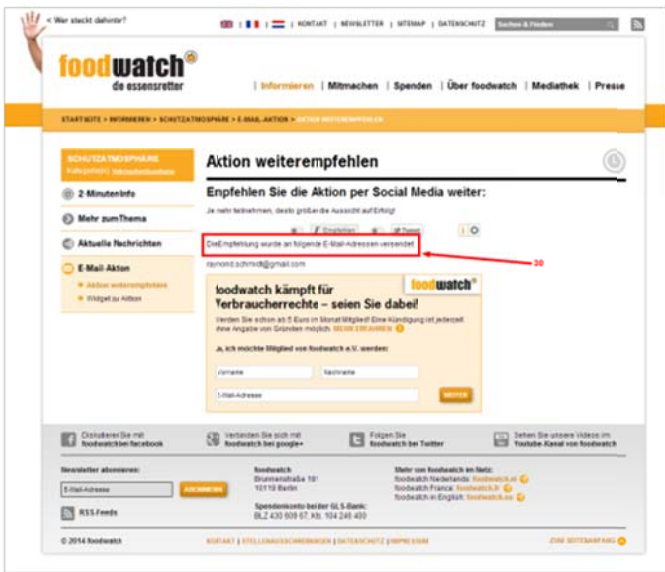
No block format  
No text format

Die Empfehlung wurde an folgende E-Mail-Adressen versendet:

Path: body 7 words

**ABSCHICKEN**

Ihre Angaben werden ausschließlich zum Versand der Weiterempfehlen-E-Mail genutzt. Die im Formular eingegebenen Daten werden verschlüsselt übertragen.  
(Datenschutzerklärung)



28. In the tab „General Settings“ you find the settings that are the same in every recommendation form:
29. In the field „Text data protection (below the send button)“ you enter the text explaining the data protection. To keep it simple you can copy this text on another recommendation page. The text appears below the send button.
30. In the field „Text confirmation page“ you simply enter a sentence introducing the confirmation that the recommendation has been sent to the indicated addresses.

**Plugin Options**

Form settings   General settings   **Form labels**   Error settings

Form header  
 31

Description

Label: mail program text before

Label: link text

Label: name

Label: email address sender

Label: email address recipient

Label: subheader

Label: subject

Label: user message

Label: message from foodwatch

Label: Button

Label: Captcha

Label: Captcha description

Label: first name (only for type "upload form")

31. In the tab „Form Labels“ you can edit the form labels.

**Please note!** The labels are in English by default, so you have to adjust them according to your own language. *To keep it simple and to make sure that they are equal on every recommendation page you can copy it in another recommendation form.*

General Plugin Appearance Access Behaviour

Selected Plugin  
Recommend page

Plugin Options

Form settings General settings Form labels Error settings

Error message: name  
Bitte geben Sie Ihren Namen ein.

Error message: sender mail address  
Bitte geben Sie eine gültige E-Mail-Adresse ein.

Error message: recipient mail address  
Bitte geben Sie gültige Empfänger-E-Mail-Adressen ein (durch Komma getrennt)

Error message: subject  
Bitte geben Sie einen Betreff ein.

Error message: captcha  
Bitte füllen Sie die Sicherheitsabfrage aus.

Error message: max. recipient e-mailaddresses  
Bitte geben Sie max. 10 Empfänger-E-Mail-Adressen ein (durch Komma getrennt)

Error message: first name  
Please enter your first name

Error message: last name  
Please enter your last name

Error message: upload  
Please select a file

Error message: user message  
Please enter a message

32. In the tab „Error settings“ you can edit the error message such as if somebody forgot to insert his email address. **Please note!** The labels are in English by default, so you have to adjust them according to your own language. *To keep it simple and to make sure that they are equal on every recommendation page you can copy in another recommendation form.*

General Plugin Appearance Access Behaviour

Visibility 35 33 34 37

Content Element Show in Section Menu Append with Link to Top of Page  
 Disable  Enabled  Enabled

Publish Dates and Access Rights

Publish Date Expiration Date

Usergroup Access Rights 36

Selected Items: Available Items:

Hide at login  
Show at any login  
Usergroups: \_\_  
Standard

- 33. There's nothing to do in the tab „Appearance“.
- 34. In the tab „Access“ you find the settings for the visibility and the scheduling.
- 35. In the field „Visibility“ you can hide the content element.
- 36. In the field „Publish Date“ and „Expiration Date“ you can enter a publishing date and an expiring date.
- 37. There's nothing to do in the tab „Behavior“.

## Check list: Recommend page (French and Dutch version)

### Site properties

- Have you selected the protocol type https (tab: Behaviour)?
- Did you fill in the facebook fields, in particular the field „Facebook/Linkedin URL“ by typing the URL in its full length (tab: Extended)?
- Did you select the right template (tab: Extended)?
- Did you select the right layout: Menu-Icon E-Mail Action (tab: Appearance)?

### Content element: plugin „Social Media (Addthis)“

- Did you enter the URL in the right format (tab „Twitter“)?

### Form (content element: plugin „Recommend Page“)

- Did you translate the error messages?
- Is the short link or the long (normal) link of the email action mentioned in the email text?

**Please note:** After having set up the whole email action you should test the recommendation by posting on Facebook and Twitter and by sending out a recommendation email.

## International actions

International actions are actions in the trees of NL, DE and FR which are connected to each other and show the same counter. There are generally two different ways of common actions:

- Actions which have only a common counter, but send separate letters
- Actions which have a common counter and send a common letter where all signers from all countries are included

### Common counter, separate letters

- Actions just need to be connected: Apart from that every country edits their action as usual (puts in texts, addresses of recipients etc.)
- To connect the actions you need to have the backend rights to edit all national branches you want to connect – at the moment all editors in the German office can do this, apart from that Wegewerk and Christiane are admins for the system and can edit everything.
- If you can't find the action you want to connect check if the plugin is hidden
- For each form you need to choose the one or two other ones which it should be connected with
  - so in the DE-branch choose the forms NL and FR
  - in the NL-branch choose the forms of DE and FR
  - in the FR-branch choose the forms of DE and NL



# Edit Page Content "Keine Lockerung der Grenzwerte..." on page "E-Ma

General **Plugin** Appearance Access Behaviour Categories

**Selected Plugin**

Form Signer Action

**Signer action recipient**

Create new

- andreas.winkler@foodwatch.de
- cab-andriukaitis-webpage@ec.eu...
- frank.swartenbroux@ec.europa.e...
- jchanna.weidauer@foodwatch.de
- Michael.Flueh@ec.europa.eu **all (active!) email actions show here**
- pressesupport@foodwatch.de **(if an action doesn't show here check if it is hidden)**
- redaktion@foodwatch.de **to connect just click on the action - then it will move to the left**
- sylvie.ahrens@foodwatch.de
- vytenis.andriukaitis@ec.europa...

**is this the master form?**

**Joined e-mail-action forms**

Selected Items:	Available Items:
E-mailactie Kwik in vis <b>This is the connected action</b>	Aktion: Smiley-System
	Stopper Smiley
	Aktion: Nahrungsmittel-Spekulation

### Common counter, common letter

If you want to start an action sending a common letter the first step is the same, so see above.

Apart from that you need to choose which of the forms is the “**masterform**”, which means **this will be the form sending the letter**. You only need to put in recipients for the action in this form, all the other ones will not send anything anyway. You set the mark for the masterform here (example: action glyphosate):

The screenshot shows a configuration interface. At the top, a checkbox labeled "is this the master form?" is checked. Below this, there are two lists of items:

- Joined e-mail-action forms:** A list containing "E-mailactie Noodoproep Glyphosa..." and "Pétition : interdisez le glyph...".
- Available Items:** A list containing "Aktion: Smiley-System", "Stopper Smiley", and "Aktion: Nahrungsmittel-Spekulation".

If an email action does have a masterform emails to the recipients are sent automatically from [action@foodwatch.org](mailto:action@foodwatch.org)

That's all general requests for a common action. Apart from that every country edits the action as usual, it's just that all forms which are not the masterform don't need any recipients. The text in these plugins will only show on the website but not be sent. If in the sending form you want the text to be sent to differ from the text shown on the website – for instance to be able to show a German an English text on the website but only send an English text to the European commission – you can put in a text in the field “Text displayed on the Website (when this field is empty, the email-text will be used for the website)”.

**Plugin options – Email text – fill field: “Text displayed on the Website (when this field is empty, the email-text will be used for the website)” if you want to differ between the text shown on the website and text for the email**

The screenshot shows the "Plugin Options" configuration screen. The "Email text" sub-tab is selected. The "Email subject" field is filled with the text: "###special\_counter### signatures against the re-approval for". Below this, there are options for "Email text HTML (for page and HTML email)", including "Block style" and "Text style" dropdown menus.

Email text plain text (for plain email)

Dear Commissioner Andriukaitis,

In the near future the European Union must decide whether to extend its approval for glyphosate, an active substance used in several different herbicides. I urge you to refrain from granting re-approval.

Scientific risk assessment has yielded contradictory findings: the International Agency for Research on Cancer (IARC) of the World Health Organisation (WHO) has classified glyphosate as "probably carcinogenic to humans" while the European Food Safety Authority (EFSA) has reached a different conclusion. In this situation it is the obligation of the European Commission to invoke the precautionary principle enshrined in Regulation (EC) No. 178/2002. As long as there is scientific uncertainty regarding the health effects of glyphosate, the Commission has a responsibility to protect consumers from potential exposure to harm. Human health cannot be put at risk. Therefore, the Commission has no basis for re-approving glyphosate.

Dear Commissioner, please apply the precautionary principle consistently. This means:

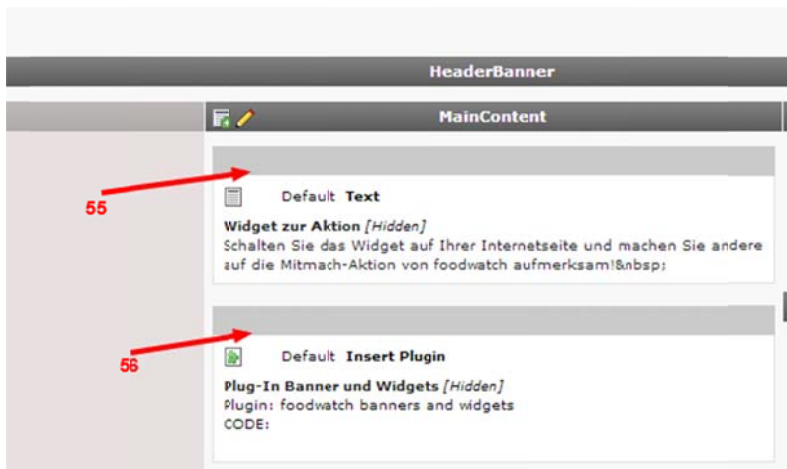
Text displayed on the Website (when this field is empty, the email-text will be used for the website)

Block style: No block style Text style: No text style

No block format

### Page „Widget“ (Widget zur Aktion, Widget pétition)

On this page we offer the iFrame code to insert the widget (small action form) on external websites. There are two elements on this page.

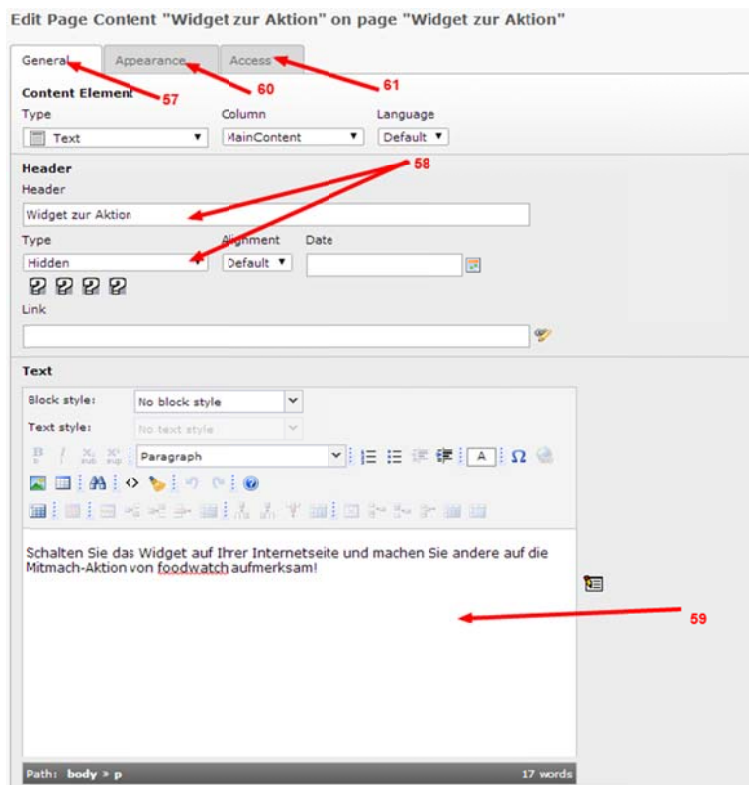


55. A text element with a short introduction that is equal on every widget page.

56. A plugin providing a preview and the code to copy. The plugin is called „foodwatch banners and widgets“

### Text element page „Widget zur Aktion“

Therefore you create a new text element:



57. Select the tab „General“

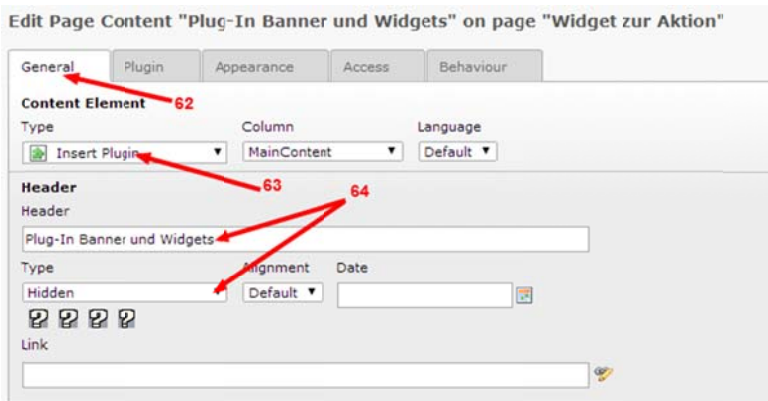
58. For a better overview in the backend fill in a title in the field „Header“ and set it on „hidden“

- 59. In the field „Text“ you fill in the introduction text you have copied on a another page before.
- 60. There's nothing to do in the tab „Appearance“
- 61. In the tab „Access“ you can hide the element or fill in a publishing repectively a expiring date.

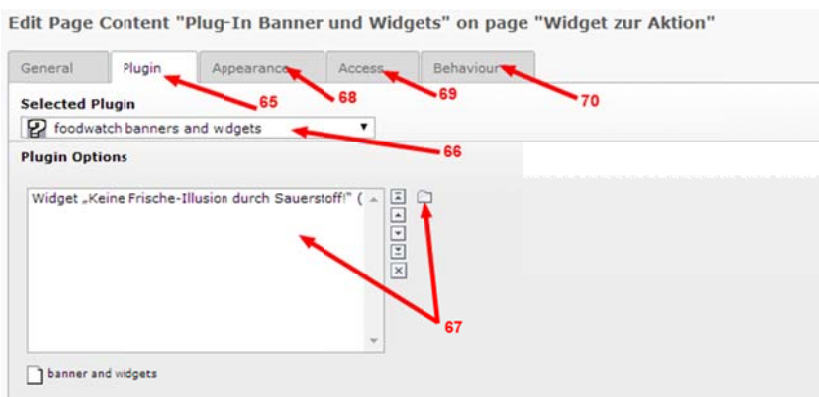
### Plugin „foodwatch banners and widgets“

Before you can set up the plugin „foodwatch banners and widgets“ that provides the iframe code and the preview of the widget the following steps are indispensable:

- Create the action widget (small action form) ([see chapter 21](#))
- Create an iframe page and insert the action widget by using the element „insert record“
- Prepare the iframe code, the URL of the iframe page you have created before is part of it ([see chapter 22](#))
- Create the item in the folder „Banner and Widgets“ (DE id 175, FR id 1644, NL id 1407), it will be related to the plugin „Foodwatch banners and widgets“) For the item you need the code you have prepared before.
- When all this is done you can go on here and create the plugin „foodwatch banner and widgets“ as decribed below



- 62. Select the tab „General“ in the plugin.
- 63. Select „Insert Plugin“ in the dropdown menu „Type“
- 64. For a better overview in the backend enter a title in the field „Header“ and set it on „hidden“

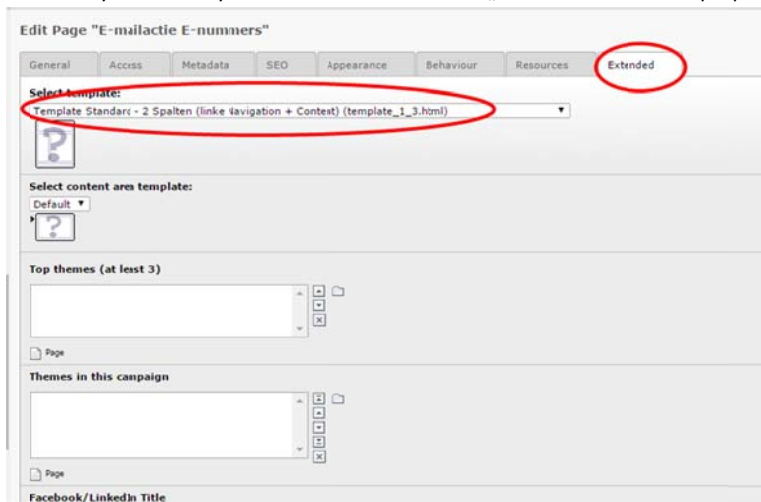


- 65. Select the tab „Plugin“

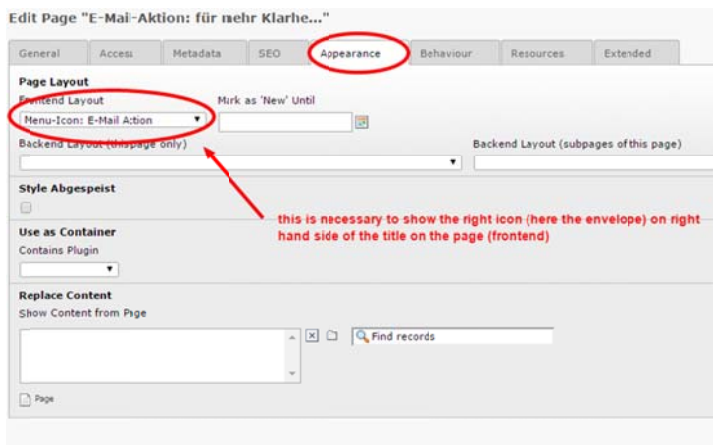
66. Select „foodwatch banners and widgets“ in the dropdown menu „Selected Plugin“
67. In the field „Plugin Options“ you now have to relate the item you have created **before** in the folder „banners and Widgets“ (see chapter 21). Therefore you click on the little folder icon and select in the tree structure the appropriate folder. The folder ids are the following:
  - a. DE „Banners und Widgets“ id [175]
  - b. FR „banners et widgets“ id [1644]
  - c. NL „Banners en widgets“ id [1407]
68. There’s nothing to do in the tab „Appearance“.
69. In the tab „Access“ you can hide, activate and schedule the element.
70. Ther’s nothing to do in the tab „Behaviour“.

### Main page email action (signer action)

After having set up the two subpages you can create the main page with the signer action form. This page has a two-column-layout as well you have to relate in the tab „Extended“ in the site properties.



Furthermore you have to adjustt the following settings in the site properties:



Edit Page "E-Mail-Aktion: für mehr Klarhe..."

General Access Metadaa SEO Appearance Behaviour Resources Extended

**Links to this Page**

URL Alias

Link Target

Use Protocol  
 **Select https to make sure the encrypted data sending**

**Caching**

Cache Lifetime Cache  
 Default  Disable

**Language**

Localization  
 Hide default translation of page  
 Hide page if no translation for current language exists

**Miscellaneous**

Use as Root Page Include in Search Editable for Admins Only Stop Page Tree  
 Enabled  Disable  Enabled  Enabled

After having saved the site properties you can now create the signer action form. This content element is a plugin and has to be set in the following way:

Edit Page Content "Aktion: Schluss mit der Frisch..." on page "E-Mail-Aktion: Schluss mit der"

General Plugin Appearance Access Behaviour

**Content Element**

Type Column Language

**Header**

Header

Type Alignment Date

Link

71. In the tab „General“ you manage the general settings of the plugin:
72. Select „Insert Plugin“ in the dropdown menu „Type“.
73. For a better overview in the backend fill in a title in the field „Header“ and set it on „hidden“.

- 74. In the tab „Plugin“ you now manage the settings of the plugin:
- 75. Select the plugin „Form Signer Action“ in the dropdown list „Selected Plugin“.
- 76. Click on the little green plus icon below the label „Signer action recipient“ to add the recipient of the email petition (e.g. politician, CEO of the company, dont forget yourself to get a daily copy as the emails/petitions will be sent out once a day by updating the number of all signers):

- 77. A new field will open
- 78. Where you need to fill in the recipient’s email address.
- 79. In the field „Introduction“ you enter a short introduction, e.g.

*Dear Commissioner Borg,  
Please take note of the people who have signed foodwatch’s online petition for a ban on the use of health claims for food products.*

**Pleas note!** If you want to add a recipient subsequently you have to do that by opening the plugin itself and not in the list mode! It is trappy as it looks like having added one but it doesn’t work!



Page (3)

**Page title:**

- Aktion weiterempfehlen
- Unterschriftenaktion zum Ausdr...
- Energy-Drinks: Banner & Widget...

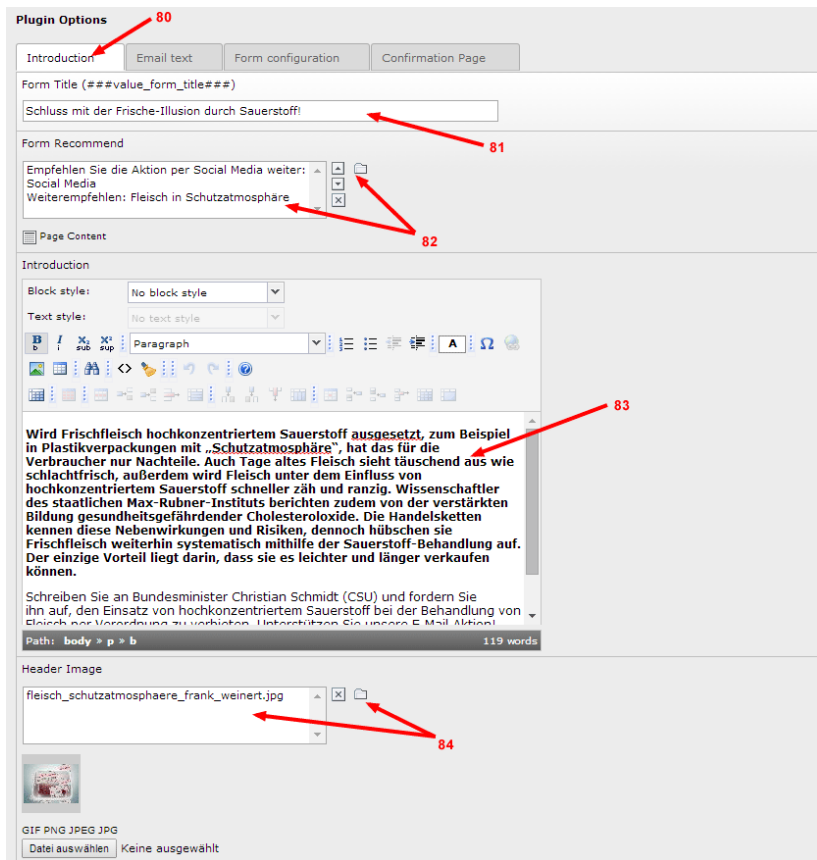
**Page Content (1):**

- Energy-Shots verbieten!

**Signer action recipient (8):**

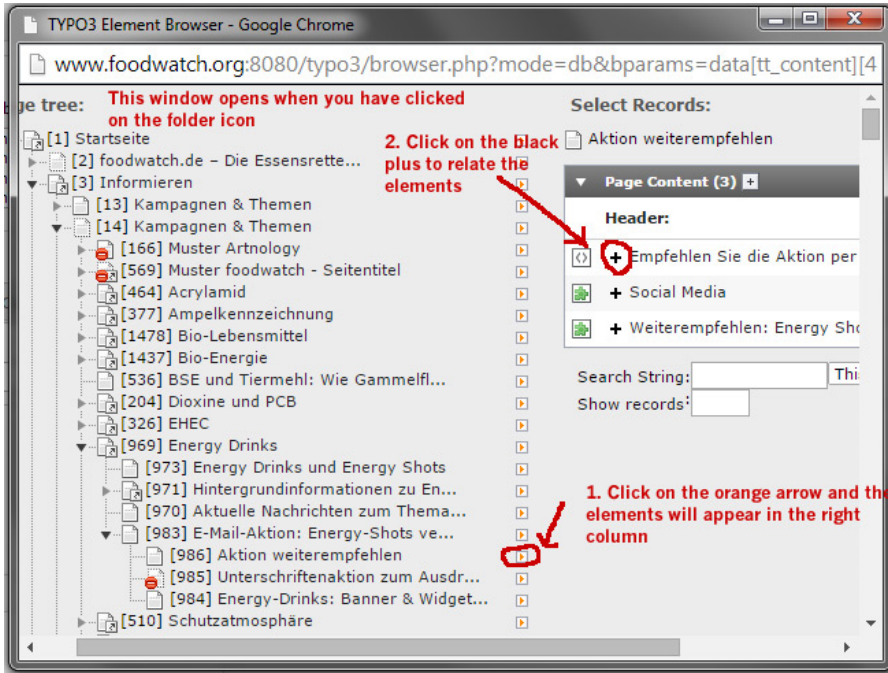
**Email** **Never add a new recipient subsequently here**

- andreas.winkler@foodwatch.de
- christian.schmid@wk.bundestag...
- christopher.link@foodwatch.de



80. After having filled in the recipients, you need to manage the following settings below the label „Plugin Options“:
81. In the field „Form Title“ you need to fill in the form title that is part of the confirmation mail sent out to every signer.
82. In the field „Form Recommend“ you now need to relate the content elements of the recommend page you have created before. Click on the folder icon, a new window opens showing the tree structure. Look for the recommendation page and click on the little orange arrow at right of the page title. The elements of the page will be shown in the column at right of the tree structure, Relate the three content elements by clicking on the little black plus at the left of every element and close the window as shown in the next screenshot.
83. In the field „Introduction“ you fill in the the introduction of the signer action (text at right of the image/video on the page below the page title).
84. In the field „Header Image“ you insert an image (350 x 250 px) by clicking on the little folder icon and selecting the image you have prepared before.

This screenshot shows how to relate the recommendation elements in the signer form (see point 82)



Header Image

fleisch\_schutzatmosphaere\_frank\_weinert.jpg

Header Image - width

350

Header Image - caption

85

Youtube-Link (will replace image)

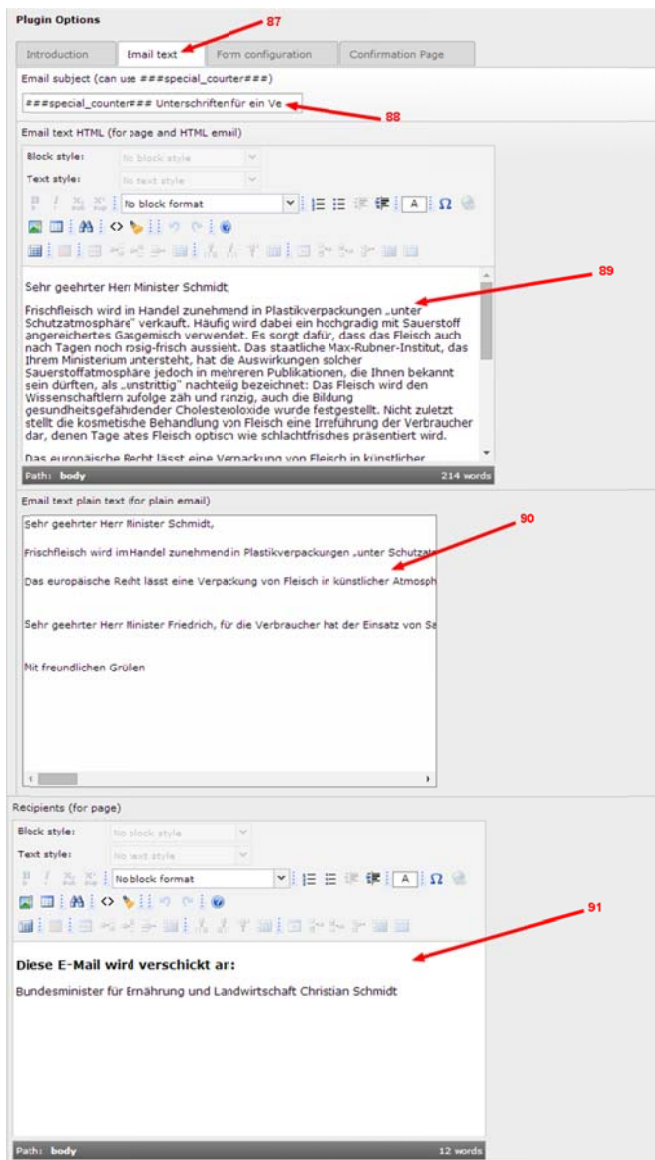
https://www.youtube-nocookie.com/embed/bIDug7ZA794?rel=0

86

Tracking code (goes plain into html)

85. In the fields „Header Image – caption“ you can fill in the copyright of the image.

86. If you want to show a video instead of an image fill in the embed link in the field „Youtube-Link (will replace image)“. You get the link on youtube.com (as normally you have uploaded the video before) . **Please note!** You always should use the no-cookie link to make sure that youtube doesn't set cookies automatically in the users browsers. Furthermore you should add „?rel=0“ at the end of the link so that youtube doesn't suggest any other videos in the screen when the video is finished.



87. In the tab „Email text“ you fill in the petition text:

88. In the field „Email subject“ you fill in the email subject. Put „###special\_counter###“ in front, so that the number of the signers is part of the email subject. E.g. ###special\_counter### signatures to stop genetic engineering against our will!

- 89. In the field „Email text HTML“ you fill in the petition text (to the politicians, the companies etc). This text will appear in the frontend and will be sent by email as well. As it is the master copy for html emails you can use html tags to format the text.
- 90. In the field „Email text plain“ you manage the text for plain text emails. It is the same text as in the fields above but you don't use html tags at all.
- 91. In the field „Recipients“ you fill in the name of the recipients so that they are visible in the frontend.

**Plugin Options**

Introduction | Email text | **Form configuration** | Confirmation Page

**Show and hide form fields**

- Street
- House number
- Postal code
- City
- Country
- 
- 
- Geburtstag
- 

**Required Fields**

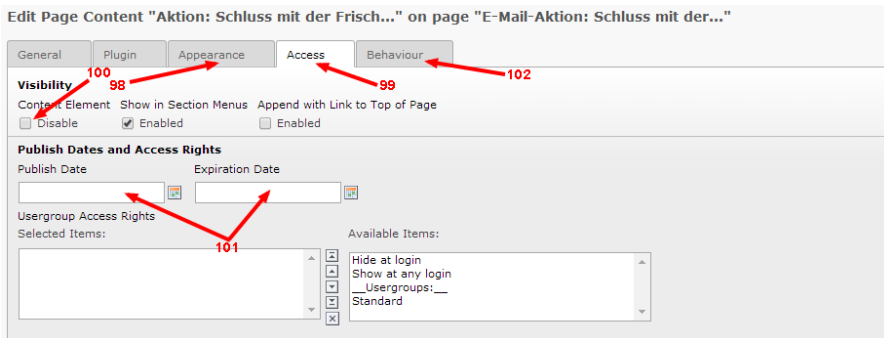
- Street
- House number
- Postal code
- City
- Country
- 
- 
- Geburtstag
- 

Show number of signers?

Newsletter/Contact checkbox initially active (opt-out)?

- 92. In the tab „Form configuration“ you select which form fields will be shown in the frontend and which of them are mandatory . The example shows the German version:
- 93. Below the label „Show and hide form fields“ you enable the boxes of the fields that you want being shown in the form.
- 94. Below the label „Required Fields“ you enable the boxes of the field you want being mandatory.
- 95. Below the label „Show number of signers?“ you enable the box if you want that the number of the signers (counter) will appear on the page .

96. Below the label „Newsletter/Contact checkbox initially active (opt-out)?” you enable the box if you want that in the form the contact box is initially active.
97. In the tab „Confirmation Page“ you can fill in a text and a link that will be added to the standard confirmation text appearing in the orange box after having clicked on „Send“. (unfortunately it doesn't work at the moment, as in 10/2014)



98. There's nothing to do in the tab „Appearance“.
99. In the tab „Access“ you can hide or enable or schedule the element
100. In the field „Visibility“ you can hide or enable the element..
101. In the fields „Publish Date“ „Expiration Date“ you can enter a publishing and/or an expiring date
102. There's nothing to do in the tab „Behaviour“.

## Finishing an action just after having sent a newsletter

When there is an action aiming at a date/a vote it might happen that we send out a newsletter asking people to take part the day before the voting – and then want to close the action the next day so the recipients don't get an email the morning after the voting. Doing so we noticed that many people tried to confirm their taking part after the action was already finished. When you just disable the page of the action they will get an error page.

So it is a good idea to:

- the page on “hide in menu” but not hide the page itself
- switch off the plugin for the action (so the recipients won't get an email the next day)
- instead of the action put in a picture/sentence saying: This action is finished, more about the result of the vote here (Link on the news item) or have a text with the result right there.

Example: This is a recommendation link for the health claims action which now leads to this page:

<https://www.foodwatch.org/de/informieren/gesundheitswerbung/aktion/?signer%5Bconfirm%5D=d42b2e4d3c115e2ba884c9ee1818e678&ncv=1> (really short for now, but better than seeing an error ;)

## Checklist email actions / signer actions:

Fehler! Text

### Site properties

- Have you selected the protocol type https (tab: Behaviour)?
- Did you fill in the description (for google, 60-170 characters) and the abstract (for most wanted on the homepage) (tab: Metadata)?
- Did you fill in an image 150x150px (for most wanted on the homepage) (tab: Ressources)?
- Did you fill in the facebook fields (tab: Extended)?
  - o Title: 30 characters, Description: 100, Image: >=200px width
- Did you select the right template "Standard – 2 Spalten" (tab: Extended)?
- Did you select the right layout: Menu-Icon E-Mail Action (tab: Appearance)?

### Form (content element: plugin „Form Signer Action“)

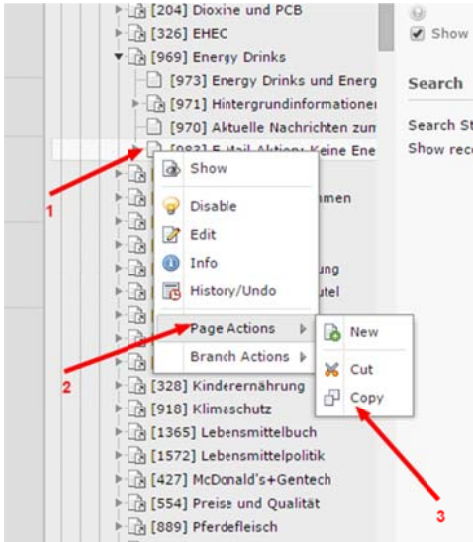
- Did you enter the right title (tab: Introduction)?
- Did you relate the right recommend elements (tab: Introduction)?
- Did you fill in the email subject by using ###special\_counter### as placeholder for the number of signers?
- Did you select the desired/ mandatory form fields (tab: „form configuration“)?

**Please note:** Every email action including the signer mails to the recipients of the email action as well as the confirmation mails to the signer should be checked by sending a testmail. (For testing the signer-e-mail go to "form tools" in the left column, choose the right action and click on "testversand" and then "o.k.", then delete the ":8080" from the url, then a testmail is sent – you should do that **before** putting the e-mail-addresses of the right recipients in.)

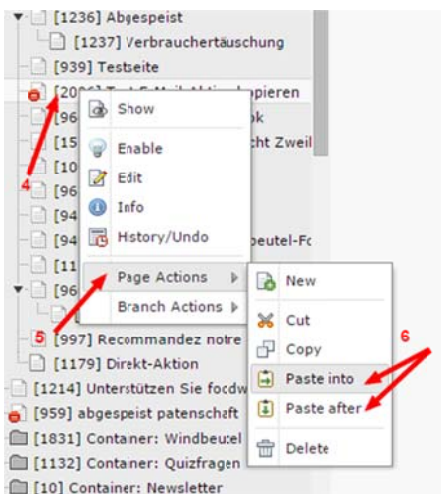
## 26. Copying an e-mail-action

It's also possible to copy an existing e-mail-action and edit it (another way to create a new e-mail-action is described in [chapter 19](#)). Before you start, make sure you enabled the recursive copying.

For that select an action in the page tree and click on it with a right click. A context menu will open:



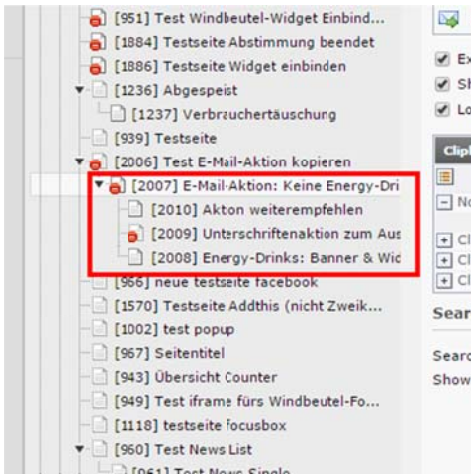
1. Open with a right click on the action the context menu.
2. Under "Page Actions" you find...
3. ... the copy-button. Click on it!



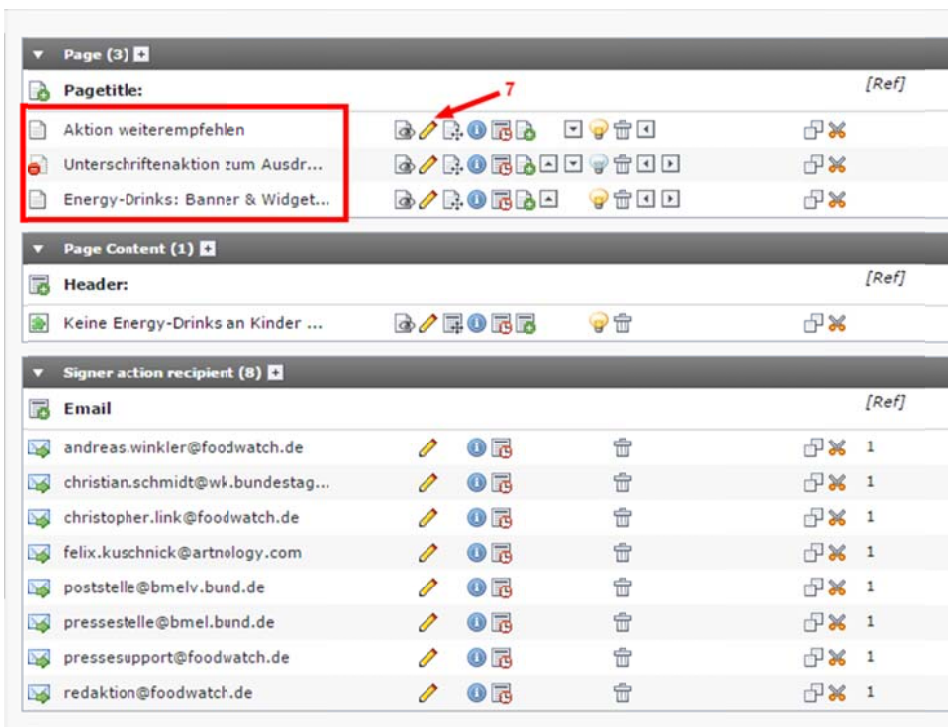
4. Now go to the place in the page tree, where you want to paste the e-mail-action. Click on it with a right click.
5. A little context menu will open. Under "Page Actions" you will find the opportunity to paste the copied action.
6. Select "Paste into" if you want to paste the action pages into the selected page or "Paste after" if the page should appear after the selected page.



After pasting you can see the E-Mail-Action (and the subpages) in the page tree:



On the right hand side you can see the pages of the Action in a list (if you have selected the list view).



7. With a click on the little edit button you can open the page properties and change the settings. Start with the recommending page.

After opening the page, a new interface appears.

**Edit Page "Aktion weiterempfehlen"**

General Access Metadata SEO Appearance Behaviour Resources Extended

**Page**

Type

**Title**

Page Title

Alternative Navigation Title

Subtitle

**Browsertitle**

**Speaking URL path segment:**

- 8. In the tab "General" you have to change...
- 9. ...the browser title.

**Edit Page "Aktion weiterempfehlen"**

General Access Metadata SEO Appearance Behaviour Resources Extended

**Abstract**

Abstract

**Meta Tags**

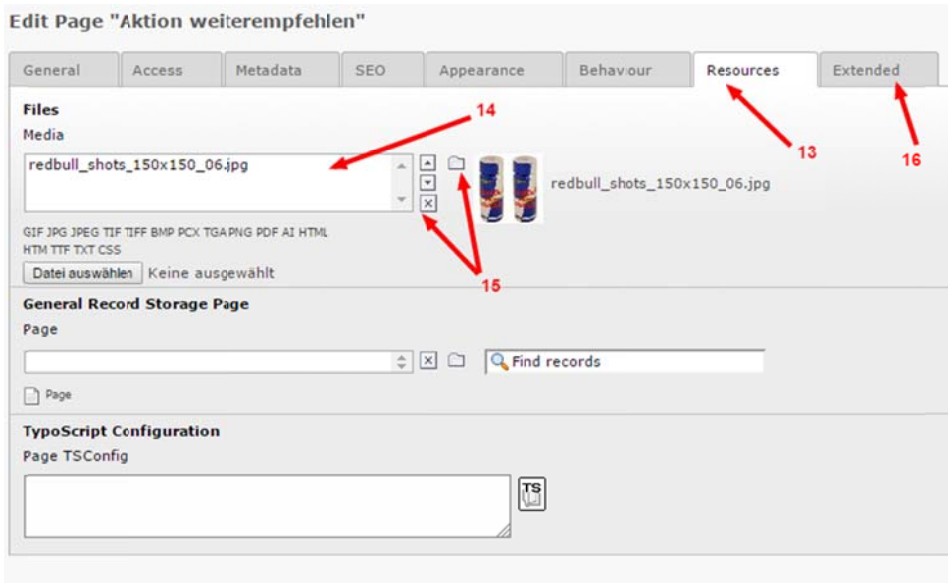
Keywords

Description

**Editorial**

Author Name  Author Email  Last Update

- 10. There is nothing to do in these tabs.
- 11. But in the tab "Metadata" you have to change the...
- 12. ...description.



13. In the tab "Resources" you have to change the picture.
14. In the field media you have to select the picture and...
15. ...delete it with the little cross. Open the fileadmin with a click on the little folder icon and insert a new picture (150 x 150 px).
16. There is nothing to do in the tab "Extended".

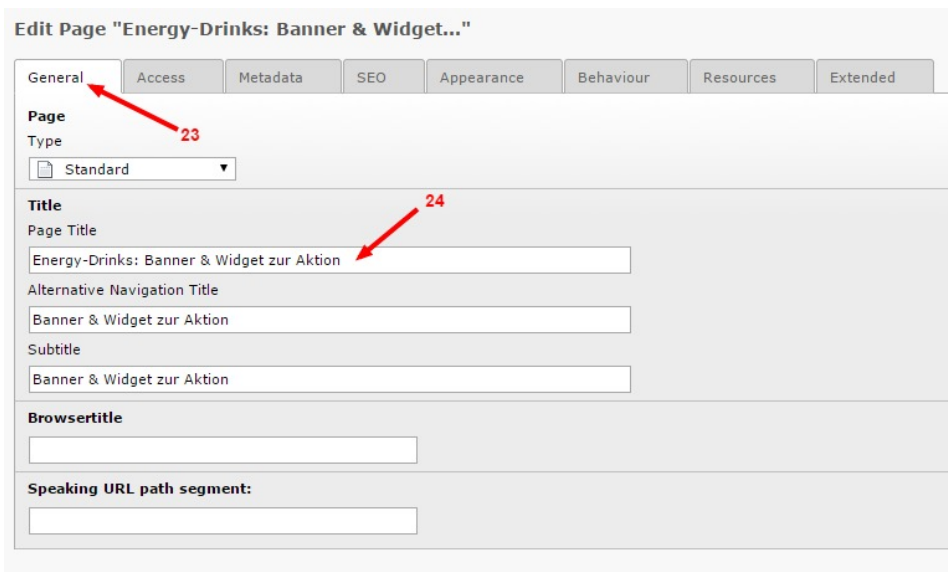
**Preview:** If you want to see your action in the preview, you need to put it on http instead of https: It's in tab *behavior*. After doing so you can use the normal preview (right mouse click in the tree – icon eye "show")



After finishing the page properties of the recommending page go on with the banner and widgets page. If the petition page is also needed, just check the page properties once, there should be nothing to do.



22. So open the page properties with a click on the little pencil icon. The page properties will open:



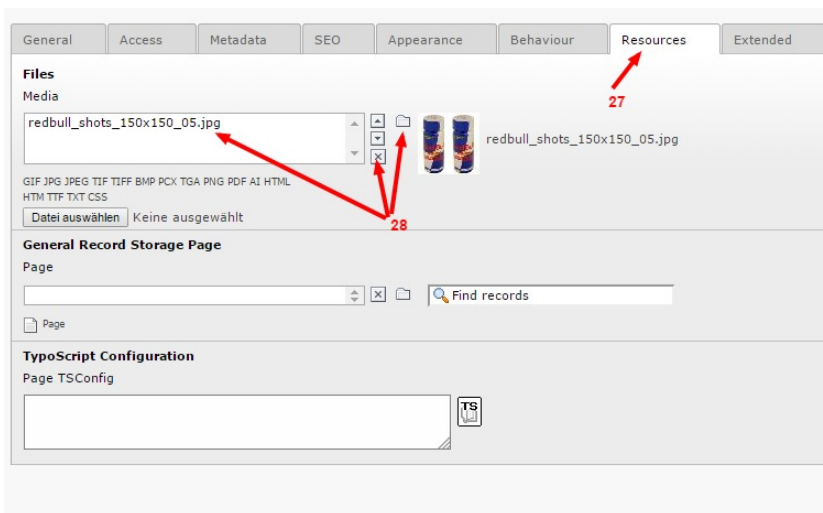
23. In the tab "General" ...

24. ... you have to change the Page title.



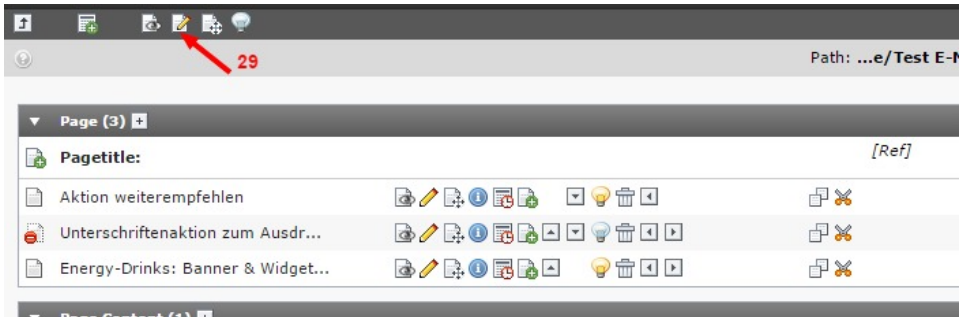
25. In the tab "Metadata"...

26. ...you have to change the description.



27. In the tab "Resources" you have to...

28. ...change the picture. Delete the old picture with a click on the little cross and open the filelist with a click on the little folder icon. Insert the new picture (size 150 x 150 px). There's nothing to do in the other tabs. Don't forget to save.



29. Now don't forget to change the page properties of the action page. For that open the page properties with a click on the little icon in the header.

### Edit Page "E-Mail-Aktion: Keine Energy-Dr..."

General Access Metadata SEO Appearance Behaviour Resources Extended

**Page**

Type

**Title**

Page Title

Alternative Navigation Title

Subtitle

**Browsertitle**

**Speaking URL path segment:**

- 30. In the tab "General" you have to change...
- 31. ... the page title and...
- 32. ... the subtitle.

**Edit Page "E-Mail-Aktion: Keine Energy-Dr..."**

General Access **Metadata** SEO Appearance Behaviour Resources Extended

**Abstract**  
Abstract

Energy Drinks stehen im Verdacht, ernste Krankheiten und sogar Todesfälle zu verursachen. Besonders groß ist die Gefahr einer Überdosierung bei den hochkonzentrierten Energy Shots. Deshalb fordert foodwatch, letzere zu verbieten und reguläre Energy Drinks nur noch an Erwachsene zu verkaufen - unterzeichnen Sie jetzt!

**Meta Tags**  
Keywords

Description

Energy Drinks stehen im Verdacht, ernste Krankheiten und sogar Todesfälle zu verursachen. Besonders groß ist die Gefahr einer Überdosierung bei den hochkonzentrierten Energy Shots. foodwatch fordert letzere zu verbieten. Die regulären Energy Drinks sollten nur noch an Erwachsene verkauft werden dürfen.

**Editorial**  
Author Name Author Email Last Update

22:00 3-7-2013

- 33. In the tab "Metadata" you have to change...
- 34. ... the abstract and...
- 35. ... the description and at least the...
- 36. ...date of the last change.

**Edit Page "E-Mail-Aktion: Keine Energy-Dr..."**

General Access Metadata SEO Appearance Behaviour **Resources** Extended

**Files**  
Media

redbull\_shots\_150x150\_04.jpg

redbull\_shots\_150x150\_04.jpg

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI HTML  
HTM TTF TXT CSS

Datei auswählen Keine ausgewählt

**General Record Storage Page**  
Page

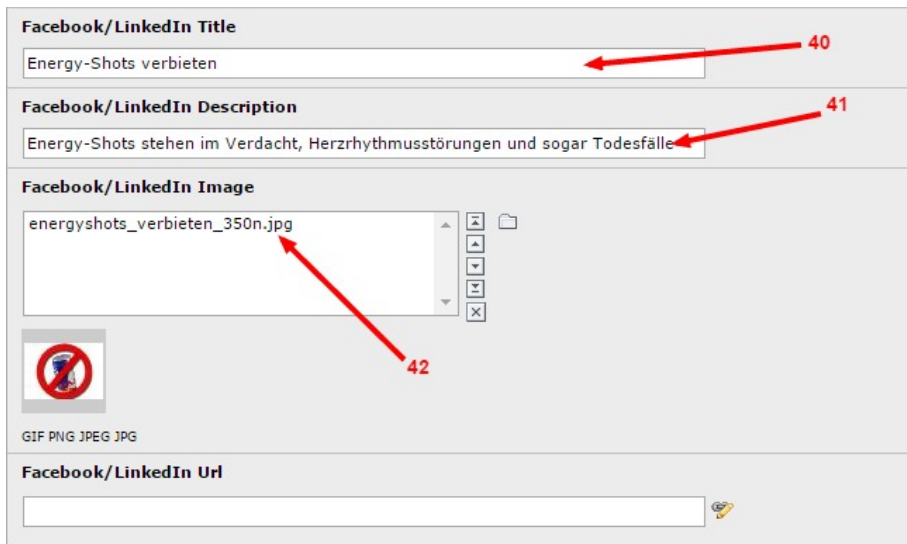
Find records

**TypoScript Configuration**  
Page TSConfig

- 37. In the tab "Resources" you have to...
- 38. ... change the picture. Delete the old one and insert a new one using the filelist. (picture size: 150 x 150 px).



39. In the tab "Extended" you have to change the facebook details.



40. Change the facebook title.

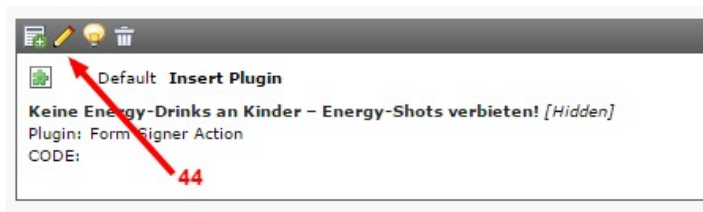
41. And the facebook description.

42. And last but not least the picture. (picture size: at least 200 x 200 px).

After changing all the page properties, go on with the plugins on the pages:



43. Select the action page. (It's good to select the page view)



44. And open on the right side the plugin with a click on the little edit icon. A new interface will open.



## Edit Page Content "Keine Energy-Drinks an Kinder ..." on page "E-M...

General Plugin Appearance Access Behaviour

**Content Element** 45

Type Column Language

Insert Plugin MainContent Default

**Header**

Header

Keine Energy-Drinks an Kinder - Energy-Shots verbieten! 46

Type Alignment Date

Hidden Default

Link

45. In the tab "General" you have to change...

46. ... the header. It's hidden, but for keeping a better overview it's good to change it.

General Plugin Appearance Access Behaviour

**Selected Plugin**

Form Signer Action 47

**Signer action recipient**

Create new 48

andreas.winkler@foodwatch.de 49

Name Email

Andreas Winkler andreas.winkler@foodwatch.de 50 51

**Introduction**

Sehr geehrter Herr Winkler, zur persönlichen Kenntnis erhalten Sie die heutigen Unterschriften der Htzmach-Aktion von foodwatch für ein Verbot von Energy Shots. 52

christian.schmidt@wk.bundestag... 53

christopher.link@foodwatch.de

felix.kuschnick@artnology.com

47. In the tab "Plugin" you have to change several things:

48. First you have to edit the signer action recipients. With the create button you can create a new recipient.

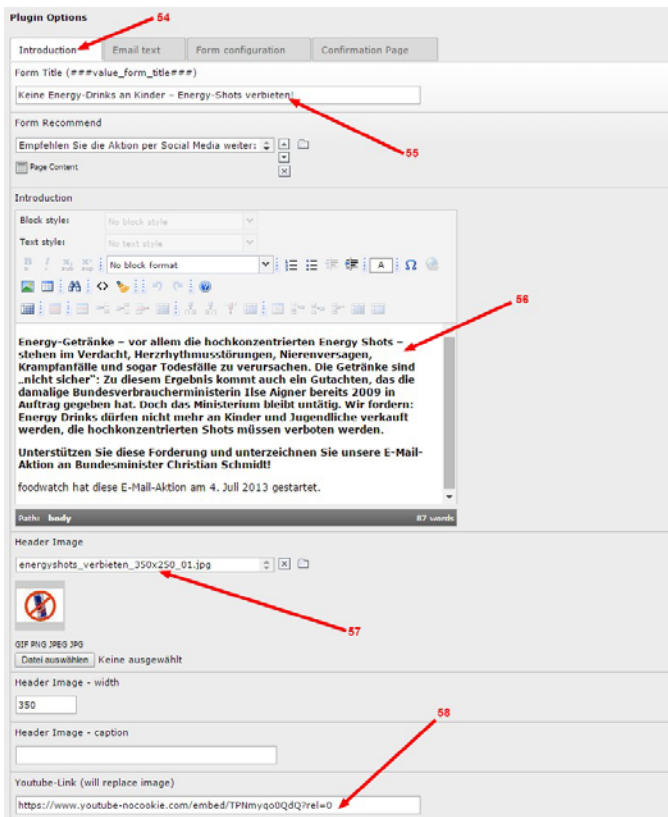
49. It's also possible to change an already existent recipient. Click on one and it will open.

50. Here you can change the name...

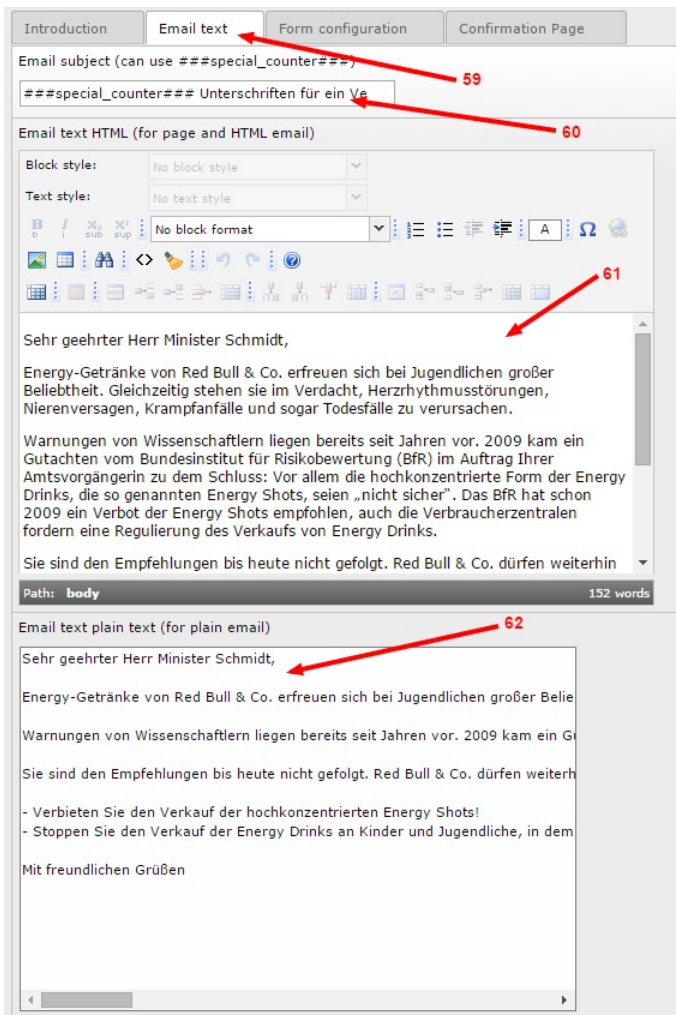
51. ... and the mail address.

52. And don't forget to change the introduction.

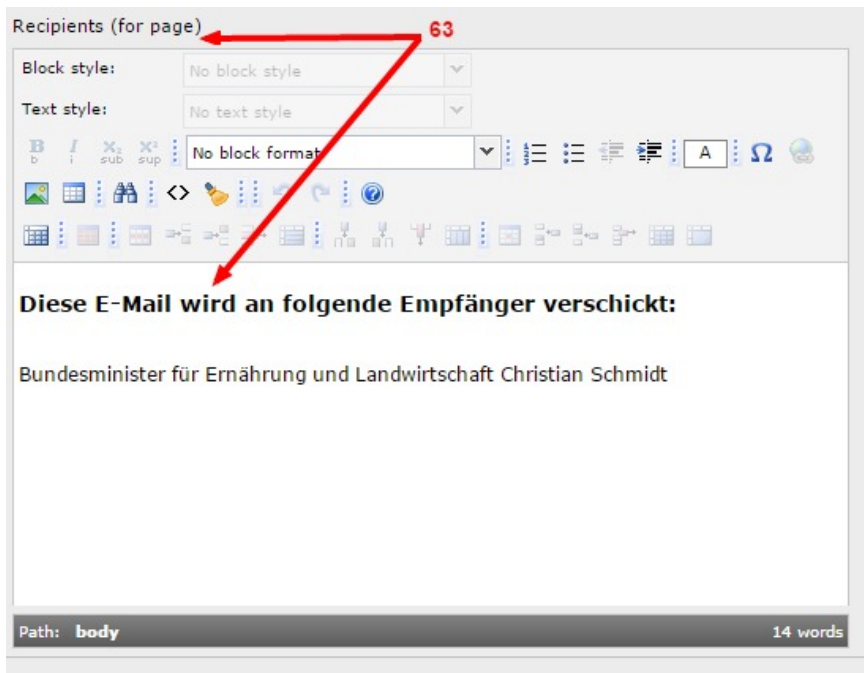
53. If you want to delete a recipient, click on the little trashcan.



54. Below the recipients you have to change the plugin options. In the tab “Introduction” you have change the following things:
55. The form title.
56. The introduction.
57. The header image or...
58. ... if you want to insert a video, the youtube link.

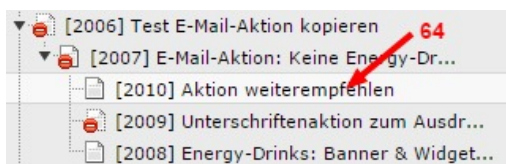


59. In the tab "Email text" in the plugin options you have to change...
60. ... the subject, that means everything after ###special-counter### **Please not:** Do not delete the ###special-counter###! In the subject it will be replaced with the number of signers.
61. Also the email text has to be changed, of course. First in the HTML Version...
62. ... and also in the plain text version.

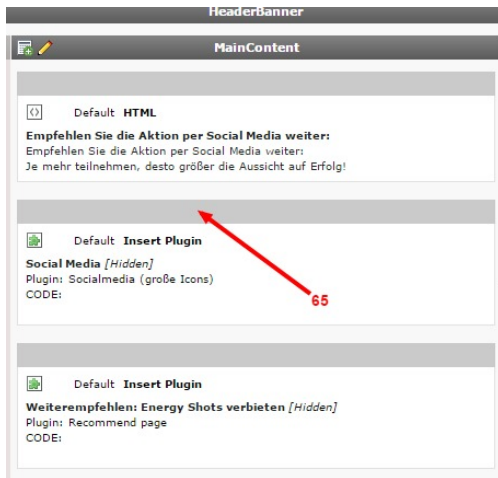


63. In the textfield "Recipients (for page), please change the recipients of the action. They will be shown on the page.

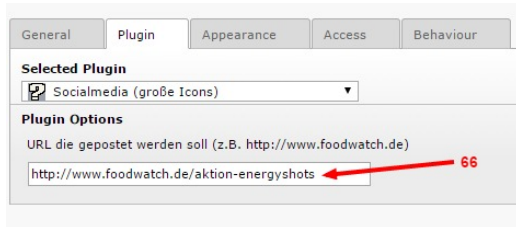
You can ignore the other two tabs of the plugin options ("Form configuration" and "Confirmation page"). The same applies for the tab "Appearance", "Access" and "Behavior" of the plugin.



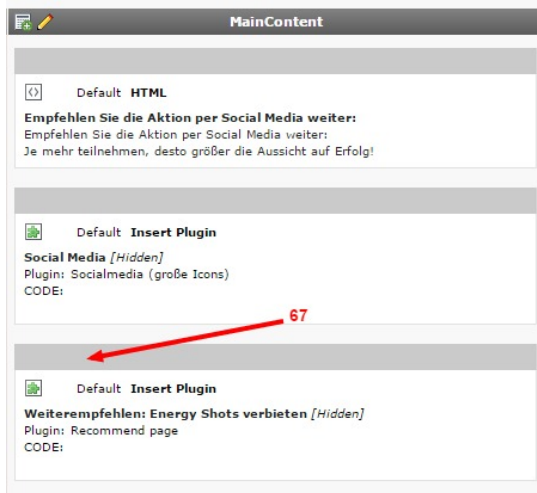
64. Now go on with the recommend page. Click on it on the page tree and open...



65. ... the social media plugin for editing.



66. In the tab "Plugin" you have to change the URL, which should be posted if the action is shared on facebook or twitter.



67. Now open the recommend page plugin.

General Plugin Appearance Access Behaviour

**Content Element**

Type Column Language  
 Insert Plugin MainContent Default

**Header** 68

Header  
 Weiterempfehlen: Energy Shots verbieten

Type Alignment Date  
 Hidden Default

Link

68. Change the header of the plugin. It will help you keeping a better overview in the backend.

General Plugin Appearance Access Behaviour

**Selected Plugin** 69  
 Recommend page

**Plugin Options** 70

Form settings General settings Form labels Error settings

Form type  
 Recommend PLAIN 71

Subject  
 E-Mail-Aktion gegen Energy Shots: Mach mit!

Recipients (to separat by comma e.g. test@example1.com,test@example1.com)

email text user (default) 72  
 Hallo,  
 unterstütze doch auch die E-Mail-Aktion gegen Energy Shots!

email text by foodwatch 73  
 www.foodwatch.de/aktion-energyshots  
 <br><br>  
 Energy-Getränke – vor allem die hochkonzentrierten Energy Shots – stehen im Verdacht, Herzrhythmusstörungen, Nierenversagen, Krampfanfälle und sogar Todesfälle zu verursachen. Die Getränke sind „nicht sicher“: Zu diesem Ergebnis kommt auch ein Gutachten, das Bundesverbraucherministerin Ilse Aigner bereits 2009 in Auftrag gegeben hat. Doch der neue Minister Christian Schmidt bleibt untagig, foodwatch fördert: Energy Drinks dürfen nicht mehr an Kinder und Jugendliche verkauft werden, die hochkonzentrierten Shots müssen vollständig verboten werden.  
 <br><br>  
 \* Diese E-Mail wurde nicht von foodwatch direkt versendet, sondern von einem Besucher der foodwatch-Internetseite. Bitte beachten Sie, dass foodwatch die Absender-Adresse nicht überprüft hat.

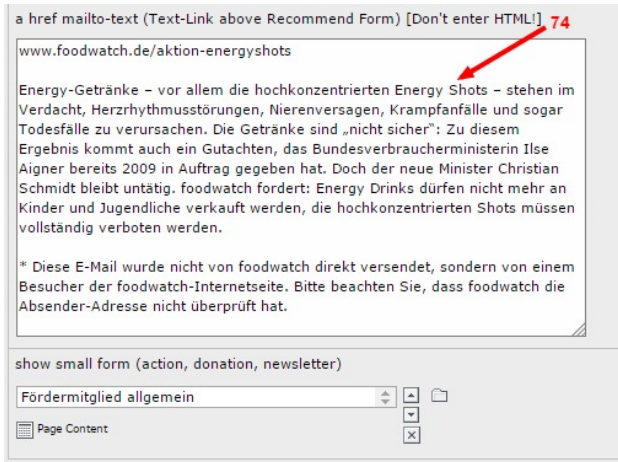
69. In the tab “Plugin” you have to change several things:

70. In the tab “Form settings” change...

71. ...the subject...

72. ...and the email text user. It will be shown in the frontend as suggestion for the user. User can also change it.

73. Change also the mail text by foodwatch. It's send in the mail and it can't be changed by the user.



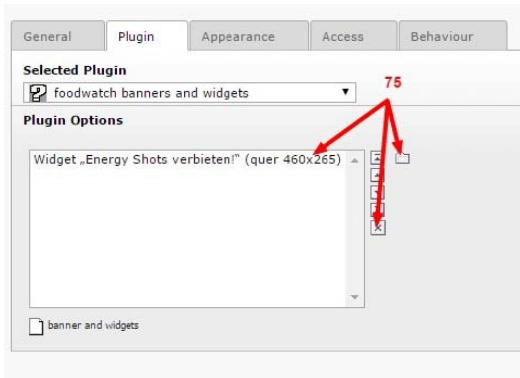
74. Change also the mailto-text. It's the same text as at the top. **Please note:** Make sure, that you insert no html-tags here!

That's all for the recommend page. Go on with the banner and widgets page. Select the page in the page tree:



Open the plugin:





75. In the tab “Plugin” you have to change the widget. For that mark the old widget, delete it with the little cross and insert the right. **Please note:** You have to create the widget before! The way to do this is described in [chapter 21](#).

### Checklist for copying e-mail-actions

- Copied the action into the right page?
- Copied all subpages?
- Edited the page properties of all pages belonging to the action (action page, recommend page, banner & widgets page):
  - Descriptions and abstracts?
  - Browsertitles?
  - Date of the last update?
  - Pictures?
  - Page titles and subtitles?
  - Facebook settings (title, description, image)?
- Edited the plugin of the action page:
  - Header?
  - The signer action recipients (name, e-mail-adress, introduction)?
  - The form title, introduction, image ore youtube link in the plugin options?
  - The email subject, the html and the plain email text in the plugin options?
  - The recipients shown on the website?
- On the recommend page:
  - Changed the URL in the social media plugin?
  - Changed the settings of the recoomend plugin (subject, email text)?
- On the banner and widgets page:
  - Changed the linked widget in the plugin “foodwatch banners and widgets”?



## 27. Create a small action form

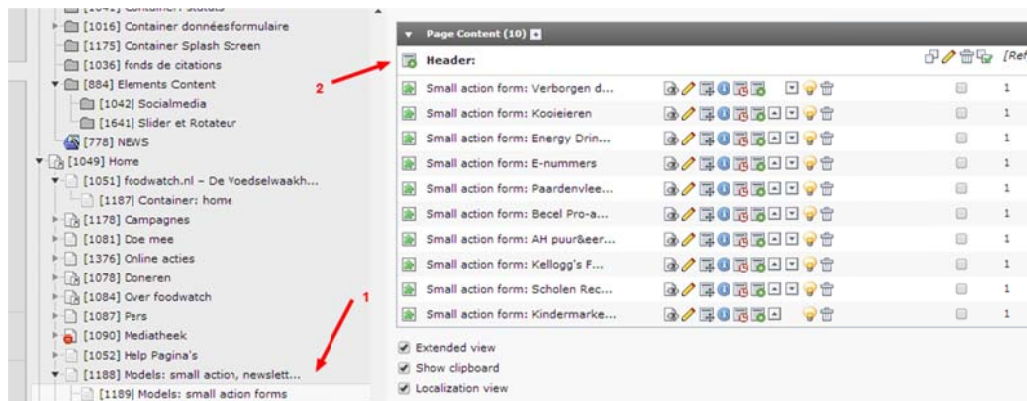
The screenshot shows a form titled "Non au yaourt bio pas si bio que ça !" with the Foodwatch logo. It includes a header image (14/15), a signature count (0), and a "PARTICIPER" button. The form contains a text area with a "Vrai, marque de produits laitiers bios de Triballat Noyal, recourt aux mêmes ruses scandaleuses que l'industrie conventionnelle. Son yaourt arôme naturel fruits rouges ne contient aucun fruit et son arôme n'est même pas bio !" and a "EN SAVOIR PLUS" link (11). Below is a registration form with fields for "prenom", "nom", "12345", "Paris", "rue", "2", and "nom@foodwatch.de". A checkbox (16) for "Protection des données" is also present.

The small forms are stored on one pivotal page (Dutch: id 1189, 1742; French: 1644) and can be inserted on other pages by using the content element "insert record". This allows to hide a small form wherever it is inserted on the website with one single click, what is very useful especially for the small action forms in case the related action is terminated.

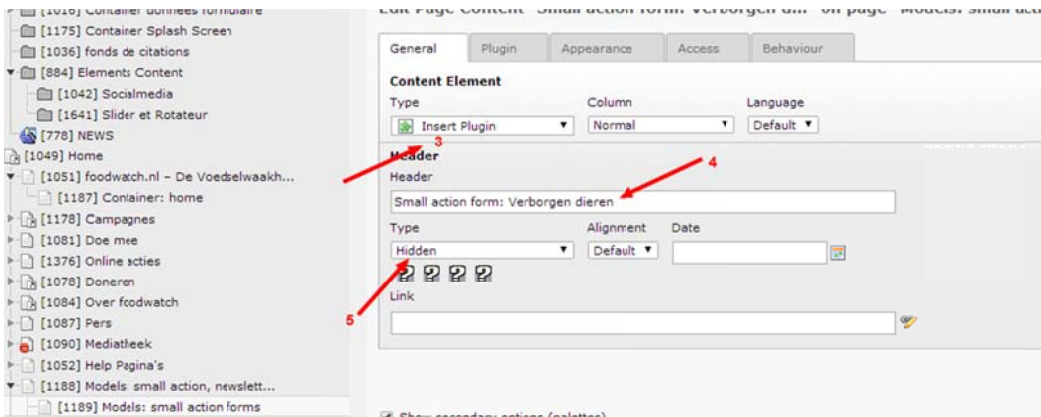
The pivotal pages have to be in the https mode. Before setting up this form you have to prepare an image.

### Image:

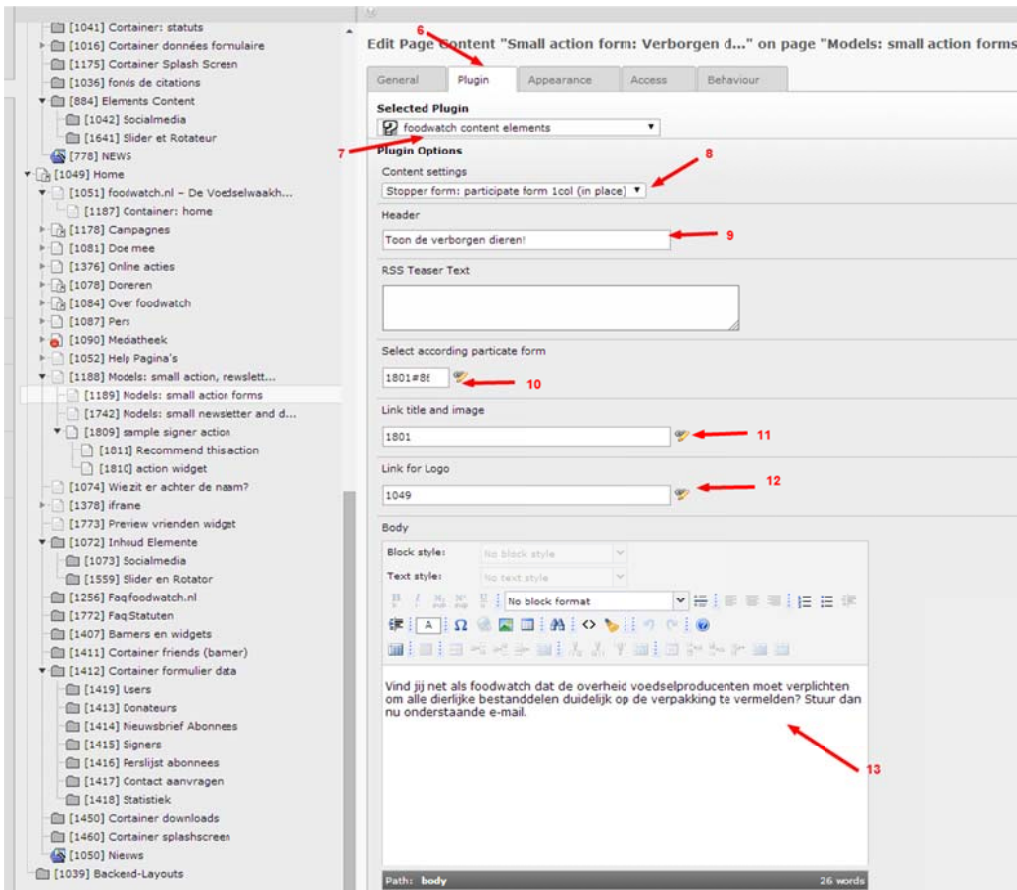
- Image for the small action form: 115 x 78 px



1. Click on the page where the small forms are stored
2. Add a new content element

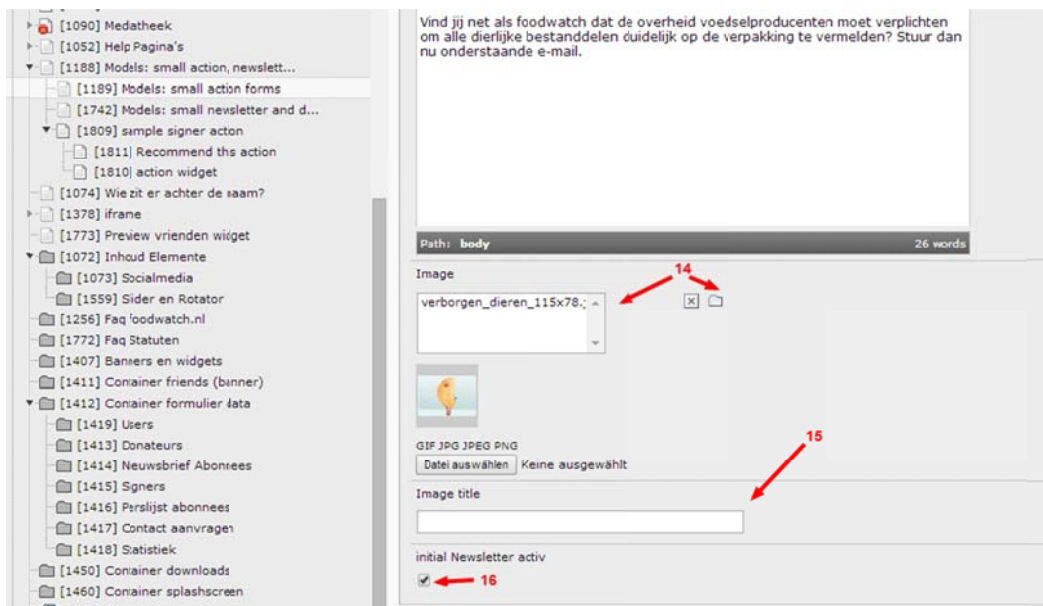


3. Select the type of the content element: "Insert plugin"
4. Fill in the title of the form
5. Hide the title



6. Select the tab "Plugin"
7. Select the right plugin: "foodwatch content element"
8. Select the Content settings: "Stopper form: participate 1col (in place)"

9. Fill in the header (must be short!)
10. Select the related signer form by clicking on the little biro, the tree will open and you have to click on the little orange arrow beside the page where the action form is set up, then you can click on the content element (signer form) to relate it to this form here
11. Here you just have to insert the id of the page where the signer form is set up
12. This must be the id of the homepage, it's the link of the logo at the top on the right; as this form can be inserted as an iFrame on external pages, it always needs a link to the homepage
13. Fill in a short call to action text



14. Select the image you have prepared (height 78px, width 115px)
15. Fill in the copy right if necessary
16. Check this box if the newsletter subscription should be active by default

#### Checklist Small action form

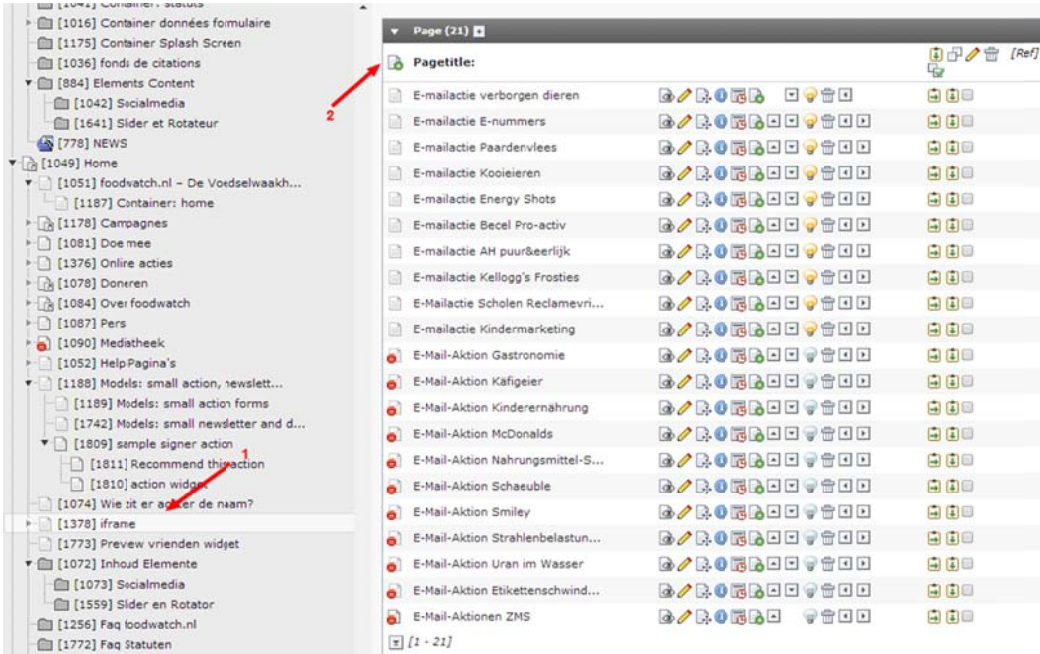
- Have you related the right id of the big action form?
- Did you test the form after having set it up?

## 28. Create the element that provides the code to insert the action widget by iFrame on external pages

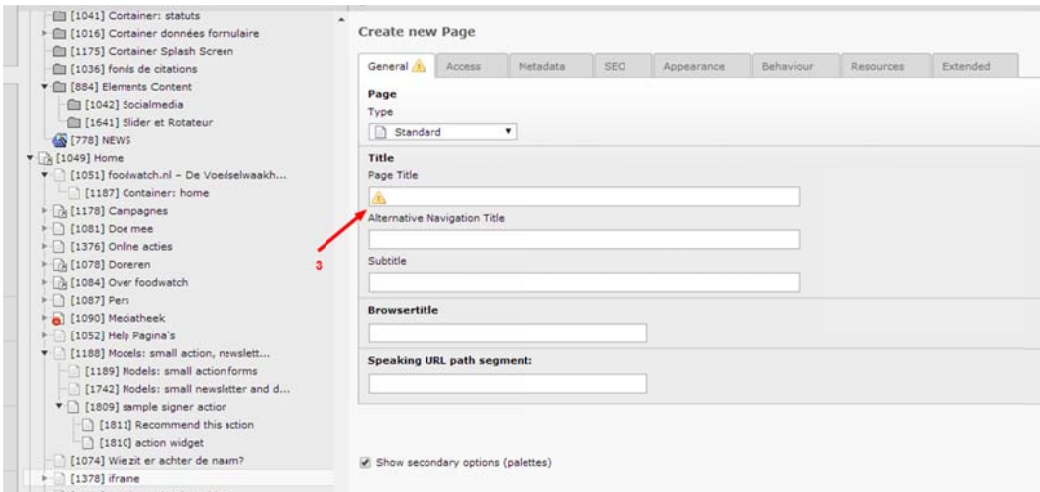
Therefore you first have to create a small action form ([see chapter 21](#)) that needs to be inserted on a special iframe page by using the element "insert record". This special page has the template iFrame so that's why it's called iframe page. Every small action form needs to be integrated on its own iframe page.

- iframe pages in the Dutch tree: id 1378

- iframe pages in the French tree: id 1665
- iframe pages in the German tree: id184



1. Click on the page iframe where all the iframe pages as subpages are stored
2. Add a new page by clicking on the little green plus icon



3. Fill in the page title, it should be done always in the same way as it is responsible for the link building: e.g. *email action hidden animals*

**Edit Page "E-mailactie Kindermarketing"**

General Access Metadata SEO Appearance Behaviour Resources Extended

**Visibility**

Page In Menu

Disable  Hide

**Publish Dates and Access Rights**

Publish Date Expiration Date Extend to Subpages

Enabled

Usergroup Access Rights

Selected Items:

Available Items:

Hide at login  
Show at any login  
\_\_Usergroups: \_\_  
Standard

Login Behaviour

Enable login

4. Select the tab "Access" and hide the page in the menu

**Edit Page "E-mailactie Kindermarketing"**

General Access Metadata SEO Appearance Behaviour Resources Extended

**Page title**

title-TAG (absolute, without prefix/suffix)

Suffix (inheritable)

Inheritance mode

Normal

**Searchengines**

Exclude page from SearchEngines

Canonical URL (if your content is a copy from another webpage, link here to it)

**Sitemap**

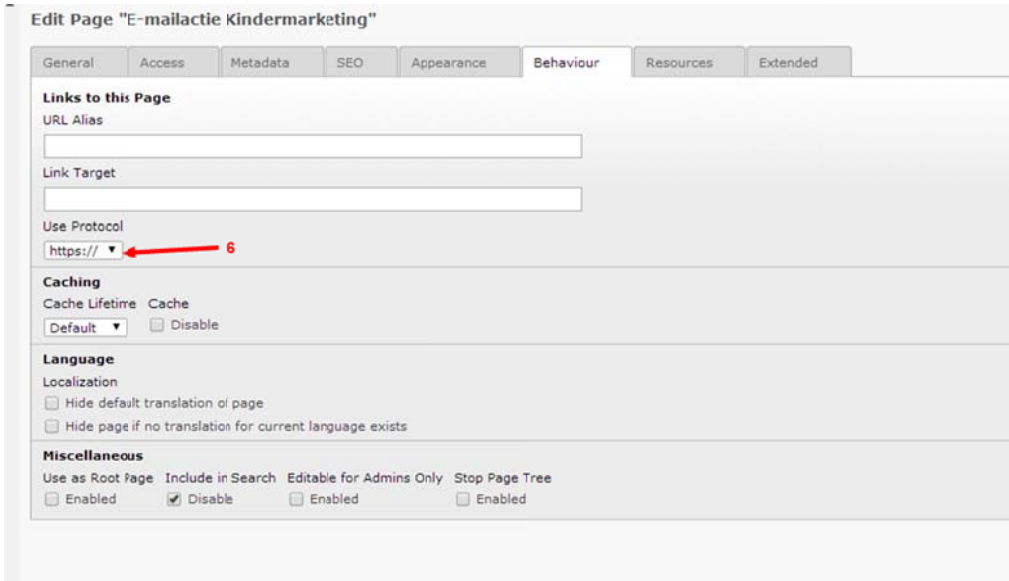
Priority (0-100)

0

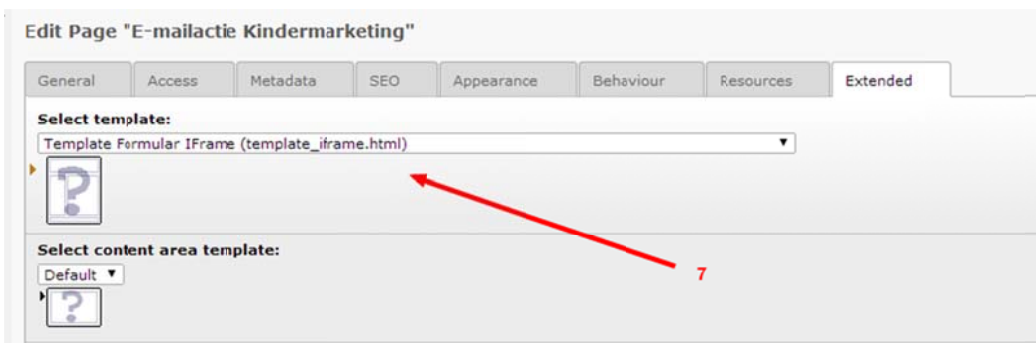
Page change frequency

Default (see constants)

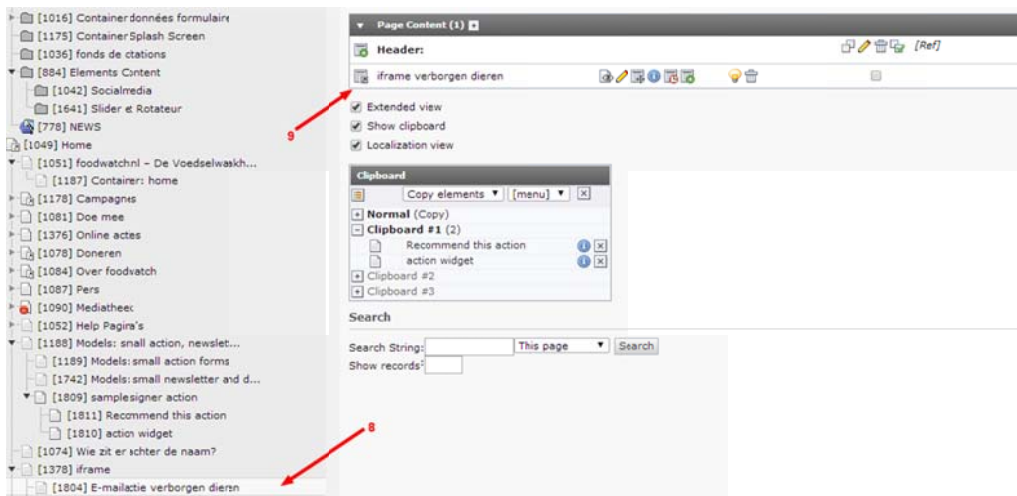
5. Select the tab "SEO" check the box "Exclude the page from Search Engines"



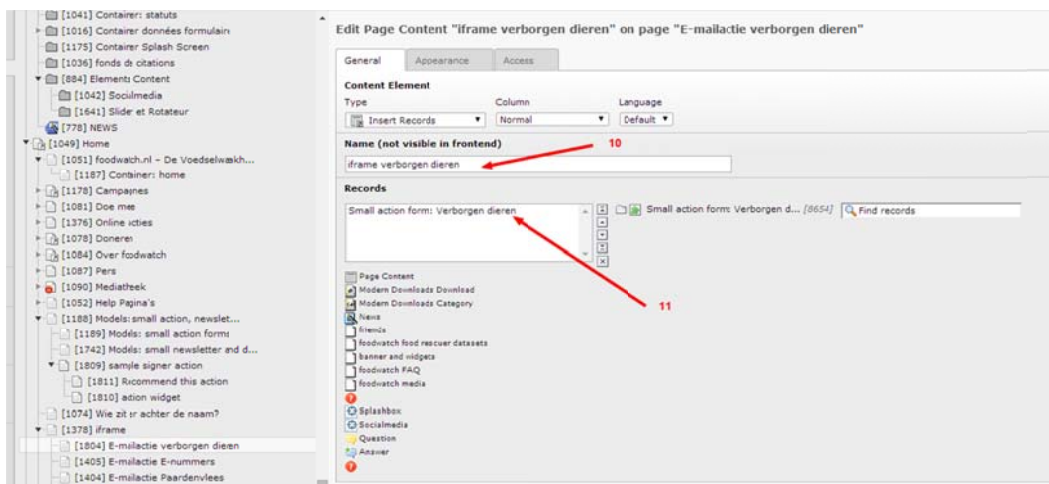
6. Select the tab "Behavior" and the protocol https:// in the field "Use protocol"



7. Select the tab "Extended" and then the right template "Template Formular IFrame (template\_iframe.html)".



8. After having saved the settings click on the page you have created before to edit its content
9. Create a new content element of the type "insert record"



10. Insert a title for the content element (not visible in the frontend)
11. Relate the right small action form that is stored on the pivotal small action form page: Dutch: id 1189; French: 1644)

Before creating the item providing the code to be integrated on external websites to show the widget (small action form) you need to create this code. It has the following format.

#### German version

```
<iframe height="265" width="460" scrolling="no" frameborder="0" name="E-Mail-Aktion" src="
https://www.foodwatch.org/nl/iframe/e-mailactie-e-nummers/" class=""><p>Ihr Browser kann leider keine
eingebetteten Frames anzeigen</p></iframe>
```

#### Dutch version

```
<iframe height="265" width="460" scrolling="no" frameborder="0" name="E-mailactie"
src="https://www.foodwatch.org/nl/iframe/e-mailactie-capri-sun-multivitamin/" class=""><p>Sorry, jouw browser
```

kan geen ingesloten frames laten zien</p></iframe>

Don't forget to adapt the URL corresponding to the iframe page you have created before.

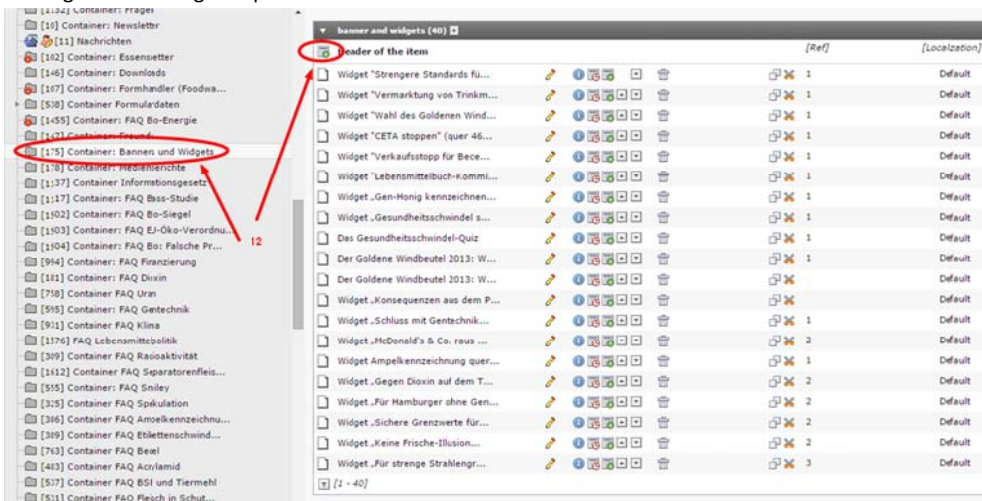
### Folder element for plugin „foodwatch banners and widgets“ (widget code)

Now you can create the item that later needs to be related in the plugin on the page (see page 74, PLUGIN “foodwatch banners and widgets” -> [4<sup>th</sup> bulletpoint](#)). You should prepare the image before:

#### Image for the element:

- screenshot of the action widget located on page: DE id479, FR id1644, NL id1189
- Format 134 x 81 px

12. In the folder „Banner und Widgets“ (DE id 175, FR id 1644, NL id 1407) you need to create a new element by clicking on the little green plus icon:



13. Select „widget“ as Type

14. Insert a title for the type, it should have the following format:

**DE:** Widget "Strengere Standards für Babyprodukte!" (quer 460x265)

**FR:** Widget Pétition Lustucru (horizontal 460x265)

**NL:** Widget Capri-Sun Multivitamin (liggend 460x265)

15. Insert the standard text to explain what people can/should do with the code:

**DE:** Mit diesem Widget können Besucher direkt auf Ihrer Website an unserer Mitmach-Aktion teilnehmen. Kopieren Sie dazu einfach den folgenden Code mit einem Mausklick und fügen Sie ihn in den HTML-Code Ihrer Internetseite ein.

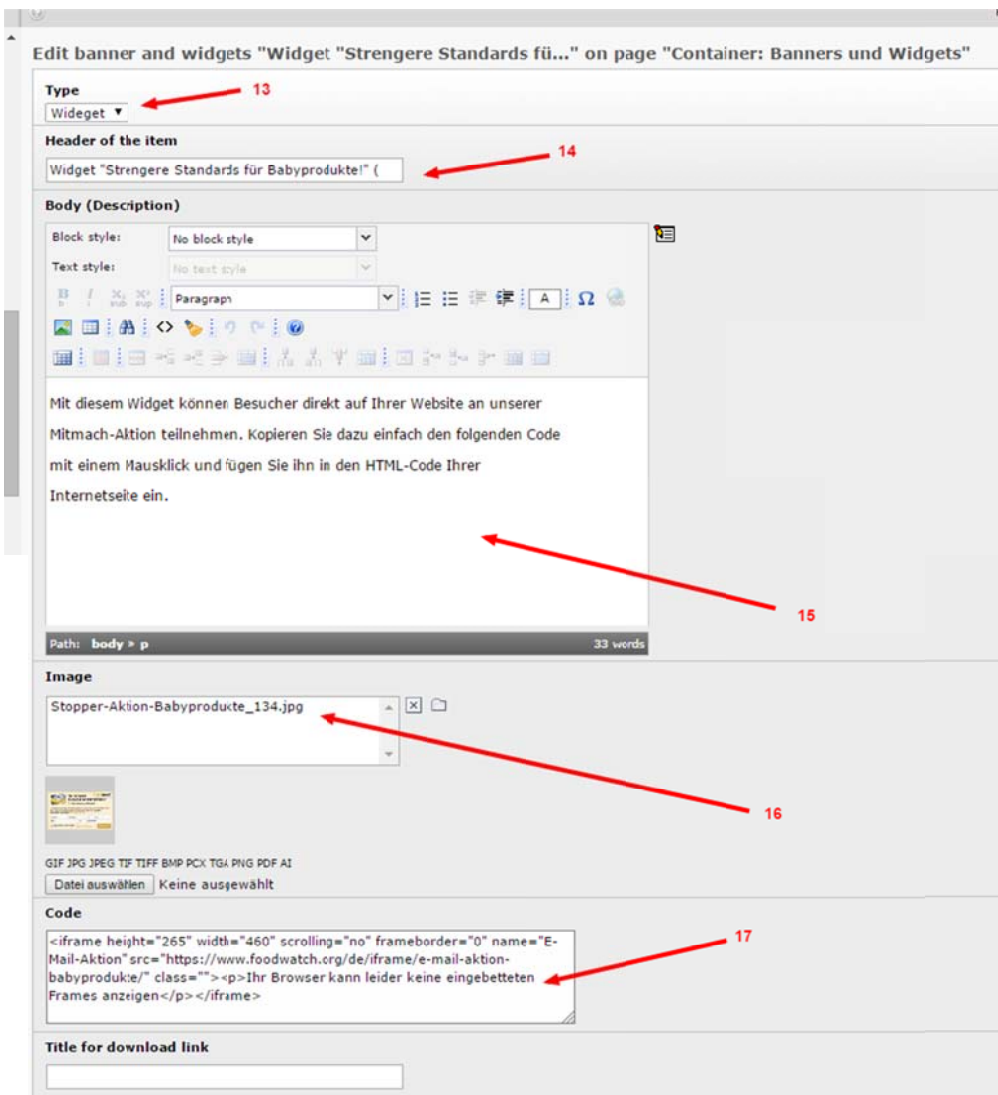
**FR:** Avec ce widget, les internautes peuvent signer la pétition foodwatch directement sur votre site. Il vous suffit de copier le code ci-dessous et de le coller dans le code HTML de votre site web.

**NL:** Met deze widget kunnen bezoekers op jouw website meedoen aan de e-mailactie.

16. Insert the image (134 x 81px) of the widget (screenshot) you have prepared before

17. Insert the iframe code you have prepared before and don't forget to save the element eventually!





## 29. Actions with shared counter

For every email action on the foodwatch website it is possible to have a common counter with other organizations. This way it is possible to have a common email action with the smallest technical effort. Every organization keeps their data, they can handle their newsletter subscriptions and the way they ask people for their consent to be contacted as they like – still the number of signers will be more impressive. All you share technically is numbers: the number of signers. (Only thing to consider: Since the data is not shared, people may theoretically sign on the websites of all participating organizations, so it is not possible to technically make sure that every person signs only once (but you can never make a 100% sure that anyway, since on your own website you can also only check email addresses – if people have more than one or use offers like “spambog” they can sign more than once anyway...))

**What we did with our first petition we did this way:**

- Every organization had the same letter signed

- Every organization showed the logos of the other ones taking part
- To make it look the same you can also: Share the text leading to the petition/share the image of the petition/share the headline of the petition

Technically it's just a matter of all the organizations communication their number of signers to our system – us making a sum and communicating this sum back to them. Therefore we need to create two links for each organization and give it to them:

- One is to communicate their counter to us (this can be done manually or automatically, it's up to them).
- One is to communicate the sum of all counters back to them (you can give them an iframe they can just embed on their website, or you give them a link their system can read automatically).

## 2. How to create the links for the participating organisations

For each organization taking part in the action you need to create two links: First step for this is to generate API-Keys for them.

### 2.1 First step: Create the API-key in the backend

*One thing first: For **international actions on the foodwatch website** (when more than one office is taking part): The form creating the APIs must be the master form (the one being marked as "master" and which sends the common email in the end).*

You can create API-keys in the normal plugin for an email action, see screenshot – click "**Create new**" underneath "API-Keys for shared signer-counter".

The screenshot shows a web interface with several tabs: General, Plugin, Appearance, Access, Behaviour, and Categories. The 'Plugin' tab is selected. Underneath, there are three main sections:

- Selected Plugin:** A dropdown menu showing 'Form Signer Action'.
- API-Keys for shared signer-counter:** A section containing a 'Create new' button.
- Signer action recipient:** A section containing a 'Create new' button.

Then a field opens looking like screenshot underneath. Now you should give these API-keys a name – makes sense that this is the name of the organization. Then click on “**generate new API-Key**” to really generate an API-key. Then numbers show in the fields (see screenshot). These numbers are the API-Keys.

**API-Keys for shared signer-counter**

Create new

Test Shared Counter

**Hide:**

Disable

**Title**

Test Shared Counter

**API-Key to read the Shared Counter**

10c97e36-a47b-9708-2898-80add6a8d124 Generate new API-Key

**API-Key to input their Counter**

6a49c11c-e46e-aebf-12f4-d9fcc03cbb08 Generate new API-Key

**Counter**

0

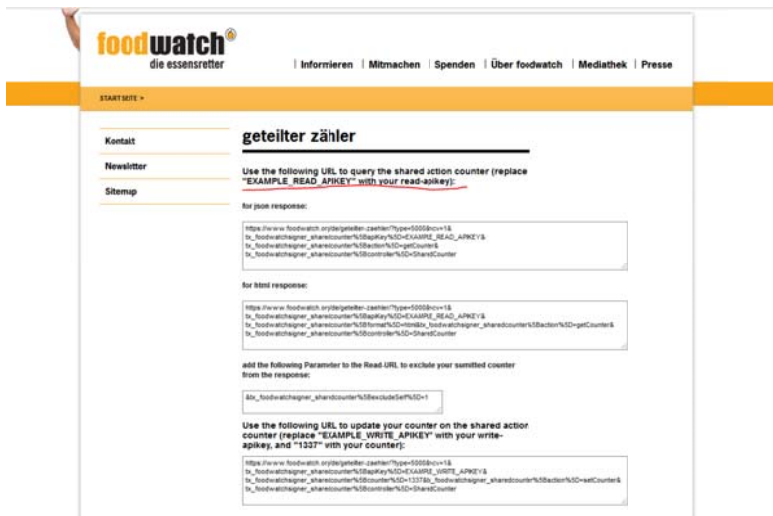
**Input the counter of another organization manually:**

*There is also a field „Counter“ (see screenshot above). Here you can add counters of other organizations manually. This means: If one organization is not able or willing to use the links we create, they could for instance regularly send their number of signers to you via email and then you add it to this field in the backend. The number will then be added to the shared counter.*

**2.2 Create the links for the organizations**

You can find an overview over the possible links also here:

<https://www.foodwatch.org/de/geteilter-zaehler/>



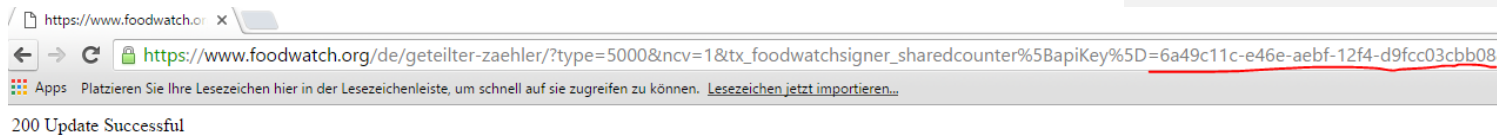
### 2.2.1 Create the link to *give us their counter*

This is the link:

[https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx\\_foodwatchsigner\\_sharedcounter%5BapiKey%5D=EXAMPLE\\_WRITE\\_APIKEY&tx\\_foodwatchsigner\\_sharedcounter%5Bcounter%5D=1337&tx\\_foodwatchsigner\\_sharedcounter%5Baction%5D=setCounter&tx\\_foodwatchsigner\\_sharedcounter%5Bcontroller%5D=SharedCounter](https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx_foodwatchsigner_sharedcounter%5BapiKey%5D=EXAMPLE_WRITE_APIKEY&tx_foodwatchsigner_sharedcounter%5Bcounter%5D=1337&tx_foodwatchsigner_sharedcounter%5Baction%5D=setCounter&tx_foodwatchsigner_sharedcounter%5Bcontroller%5D=SharedCounter)

Where it is marked with yellow you need to paste the API you created in the backend in the second field: "API-Key to input their counter"

Where it is marked with green (place holder here: 1337) the organization then can fill in their counter. When pasting this link in the URL field in your browser and then pressing enter this number is communicated to our system. You can see this – the page then shows: 200 Update Successful



This means, our system got the message. Short time later the counter on our website will go up according to the number communicated. No worries if there was a misspelling in the number: You can correct it by just doing the same thing again with the right number.

⇒ If you want to test this: Caution – our system can only show the numbers communicated via the APIs when there has already been a signer in the form on our website. So you need to take part first to make testing possible.

## 2.2.2 Create a link to give them the shared counter back

### Create a machine readable JSON-link

If you want to give the organizations a machine readable link, use this one:

[https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx\\_foodwatchsigner\\_sharedcounter%5BapiKey%5D=EXAMPLE\\_READ\\_APIKEY&tx\\_foodwatchsigner\\_sharedcounter%5Baction%5D=getCounter&tx\\_foodwatchsigner\\_sharedcounter%5Bcontroller%5D=SharedCounter](https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx_foodwatchsigner_sharedcounter%5BapiKey%5D=EXAMPLE_READ_APIKEY&tx_foodwatchsigner_sharedcounter%5Baction%5D=getCounter&tx_foodwatchsigner_sharedcounter%5Bcontroller%5D=SharedCounter)

Where it is marked with yellow you need to paste the API key created in the first field in the backend, saying: “API-Key to read the shared counter”. That’s it. They can pass it to their admins. This way we give them a number their system can read and which can be shown on their website as all the other counters are too.

### Create an html-Link (to include as an iframe)

If you want to give them an html-link which they can include in their website as an iframe (that means just doing copy and paste – can be done by any online editor without help of an admin) – use this link:

[https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx\\_foodwatchsigner\\_sharedcounter%5BapiKey%5D=EXAMPLE\\_READ\\_APIKEY&tx\\_foodwatchsigner\\_sharedcounter%5Bformat%5D=html&tx\\_foodwatchsigner\\_sharedcounter%5Baction%5D=getCounter&tx\\_foodwatchsigner\\_sharedcounter%5Bcontroller%5D=SharedCounter](https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx_foodwatchsigner_sharedcounter%5BapiKey%5D=EXAMPLE_READ_APIKEY&tx_foodwatchsigner_sharedcounter%5Bformat%5D=html&tx_foodwatchsigner_sharedcounter%5Baction%5D=getCounter&tx_foodwatchsigner_sharedcounter%5Bcontroller%5D=SharedCounter)

Where it is marked with yellow you need to paste the same API-key like above (“API-Key to read the shared counter”).

The counter you see when accessing this link with your browser looks like this:

1 3 4 8

And it would look like this too when included as an iframe on other organizations website.

### Excluding the counter of the organization from the shared counter (exclude self)

If you want to give the organizations the sum of all counters back *excluding their own counter* you can use the same links as above and just add this in the end:

&tx\_foodwatchsigner\_sharedcounter%5BexcludeSelf%5D=1

So the complete JSON-Link with “exclude self” would look like this:

[https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx\\_foodwatchsigner\\_sharedcounter%5BapiKey%5D=EXAMPLE\\_READ\\_APIKEY&tx\\_foodwatchsigner\\_sharedcounter%5Baction%5D=getCounter&tx\\_foodwatchsigner\\_sharedcounter%5Bcontroller%5D=SharedCounter](https://www.foodwatch.org/de/geteilter-zaehler/?type=5000&ncv=1&tx_foodwatchsigner_sharedcounter%5BapiKey%5D=EXAMPLE_READ_APIKEY&tx_foodwatchsigner_sharedcounter%5Baction%5D=getCounter&tx_foodwatchsigner_sharedcounter%5Bcontroller%5D=SharedCounter)

Background: Some organizations already have the possibility in their backend to add numbers to their own counter. Then they need the shared counter back excluding the number of their signers.

#### **Testing the links before giving them to the organizations**

- I'd always test the links before giving them to the other organizations – just to make sure there wasn't a mistake when you did "copy and paste": If you missed out just one number or letter the whole link won't work.
- If you want to test you should first take part in the action yourself – because the adding of counters via API-keys does only work if there has been one signer.
- Then you create the link to input other counters to our system – put in some number – check if it shows in the counter of the form on our website.
- Then you create the link to read the shared counter – check if it shows the number of the shared counter you saw in the form. (You can input various numbers and see if they show when you refresh the output link. Or you put in a number in the backend in the field saying counter manually and check if the sum is correct. If the links are correct everything should be working fine. Has been tested thoroughly and been tried in real life ;)
- Before communication the links to the other organizations you should then put in zero as the number of their signers to reset the shared counter.

#### **Finishing an action with shared counter**

If you want to finish an action with a shared counter, you can disable the plugin for the email action on our website without „destroying“ the API-Keys. This means, if the other organizations don't finish their action at the same time their counter will still show the sum of all counters. The shared counter will work as long as the plugin does exist – only thing you shouldn't do is delete it.

#### **FAQ**

*If we decide to launch a petition, is it possible, using this system, for other organizations to join in later on, or must every participant be integrated within the system from the start?*

⇒ They can also join in later. As soon as they join in and use the shared counter on their website the already existing counter would show – so if you already collected 40.000 signatures by then they would start with 40.000 signatures.

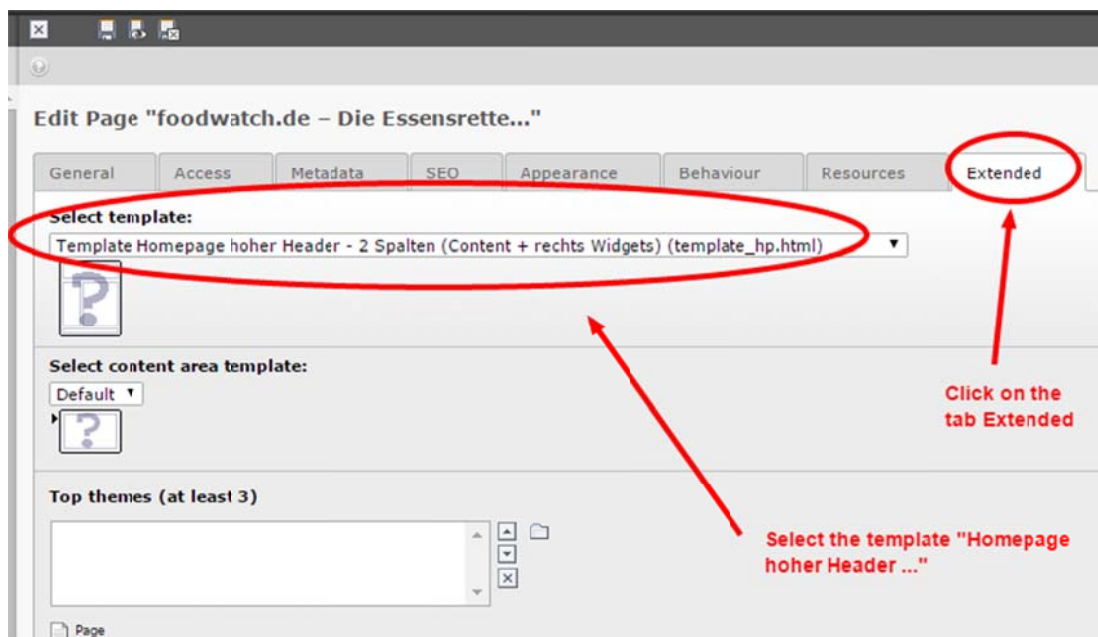
*In the case that we have multiple organizations taking part, how do we deal with the signers that come in from their end? Do they have direct access to their own data, or must we send it to them each time they need it?*

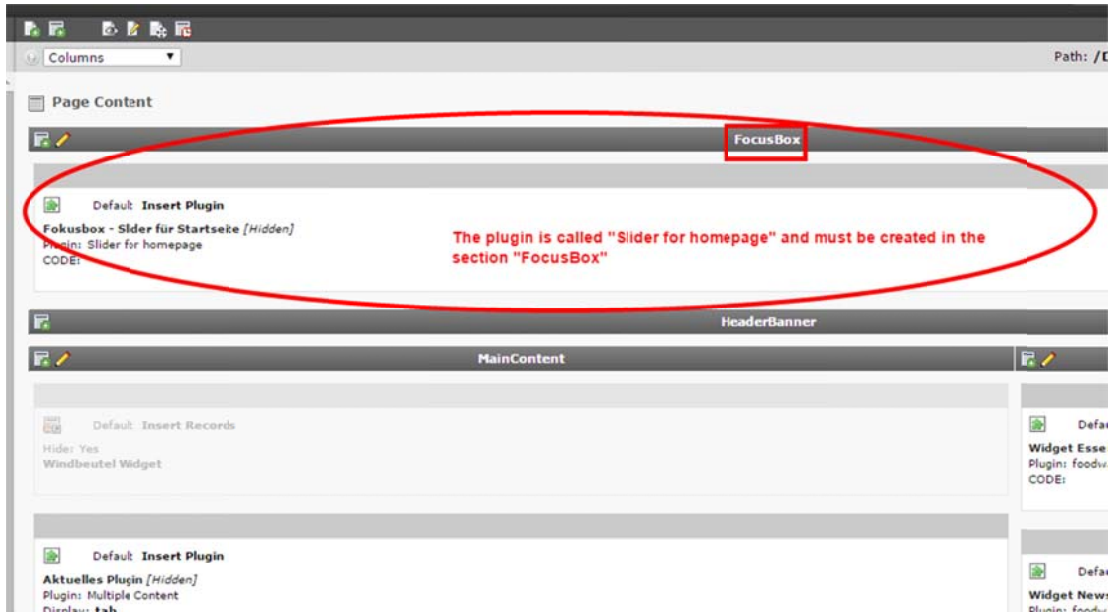
⇒ Actually there is no transfer of data involved. It is just a shared counter. All you share is the numbers of signers. The handling of data and workflow of the petitions stays exactly the same as every single organization wants it to be/is used to.

### 30. Slider on the homepage (Fokusbox)



This slider is normally used only on the homepage. It is a plugin („Slider for homepage“) located in the header zone of the page, so that you actually can use it on every other page as well given that you have selected the right template: „Template Homepage hoher Header – 2 Spalten“ in the tab „Extendend“ in the site properties.



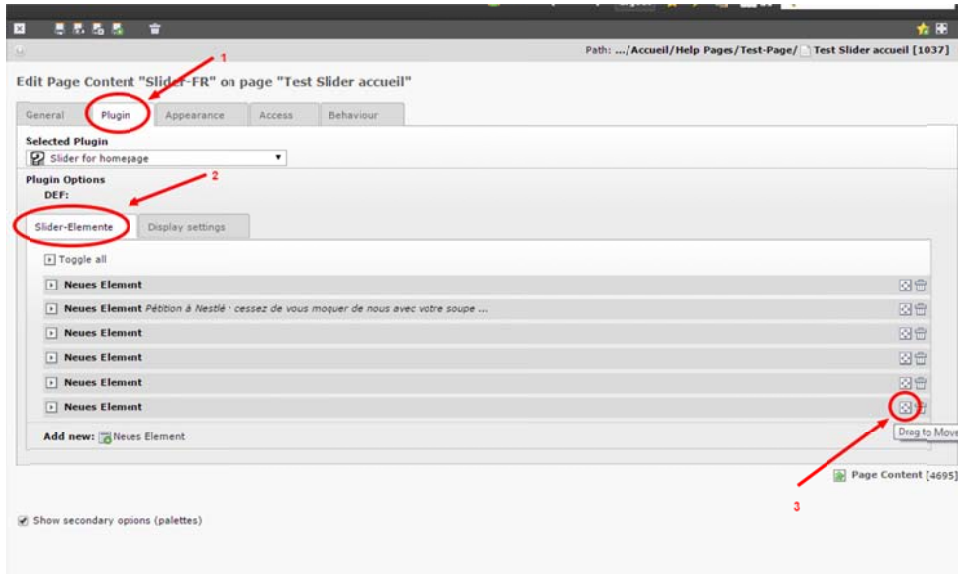


**Please note!** There's **no preview** for the slider. So either you put a new slide at the end of the list so that it appears as the last slide and won't be seen immediately or you create a new slide in test slider on a test page like here: DE id1118, NL id 1410, FR id 1037. Unfortunately it is not possible to copy/cut a single slide and to paste it somewhere else (e.g. on the slider on the homepage). So after having tested you always have to create a new slide in the slider plugin on the homepage using the same settings as in the test slide.

### Changing the order of the slides

The next screenshot shows how you can change the order of the different slides (a slide is called „Neues Element“ in the list. It's helpful to click twice on "Toggle all" - right underneath "Slider-Elemente" - to see the names of all slides). The slide at the top of the list appears as the first slide in the slider in the frontend.





1. Select the tab „Plugin“
2. Select the tab „Slider Elemente“
3. Click on the drag icon and drag the slide to the right position by holding down the left mouse key.

## Different slider layouts

You can select **five different layouts**:

1. Action form with image or video (see screenshot at the top)
2. text with image or video (only image as well)
3. banner with text overlay
4. newsletter form with image
5. show faces (friends and supporters)

**Please note** that whenever you use a **layout with an image** an angle extends into the image (see the next screenshot) Therefore you have to prepare a special image file as there is a cast shadow appearing automatically but that does not include the point. This is obvious especially when the image background is bright (white or yellow etc.). To prepare the image you can use a template (photoshop file) you can get in the German foodwatch office (ask the responsible web editor: [redaktion@foodwatch.de](mailto:redaktion@foodwatch.de)) or find in google drive next to this guide: file “template for adding a shadow – slider homepage”



#### Images

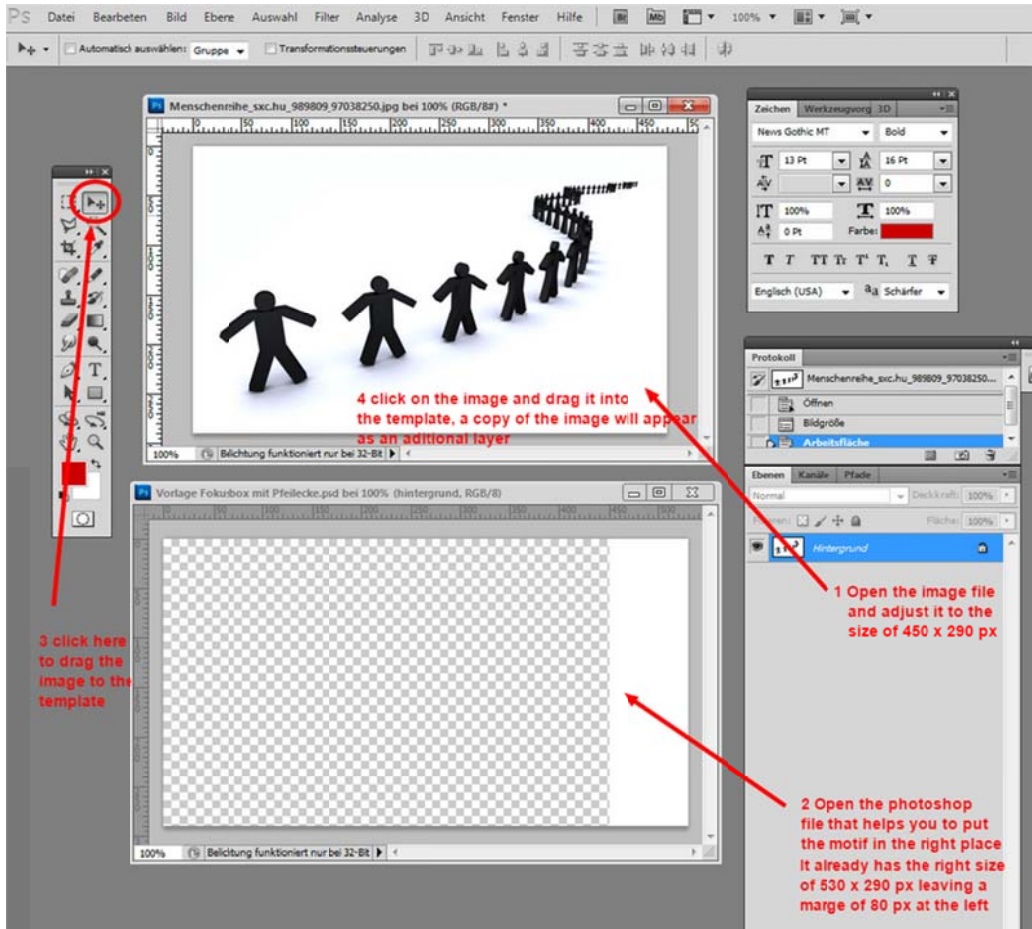
- Size 530 x 290
- As the image has to be prepared in a special way, please read the following instructions

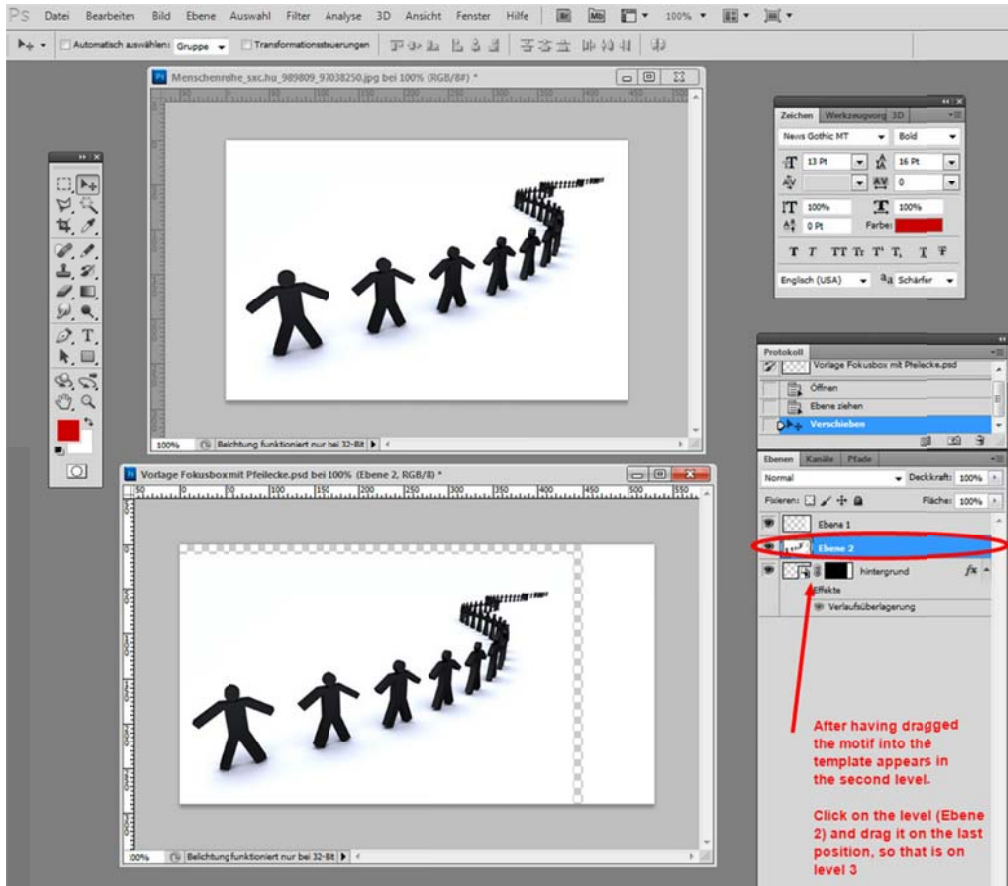
#### Only picture / Banner

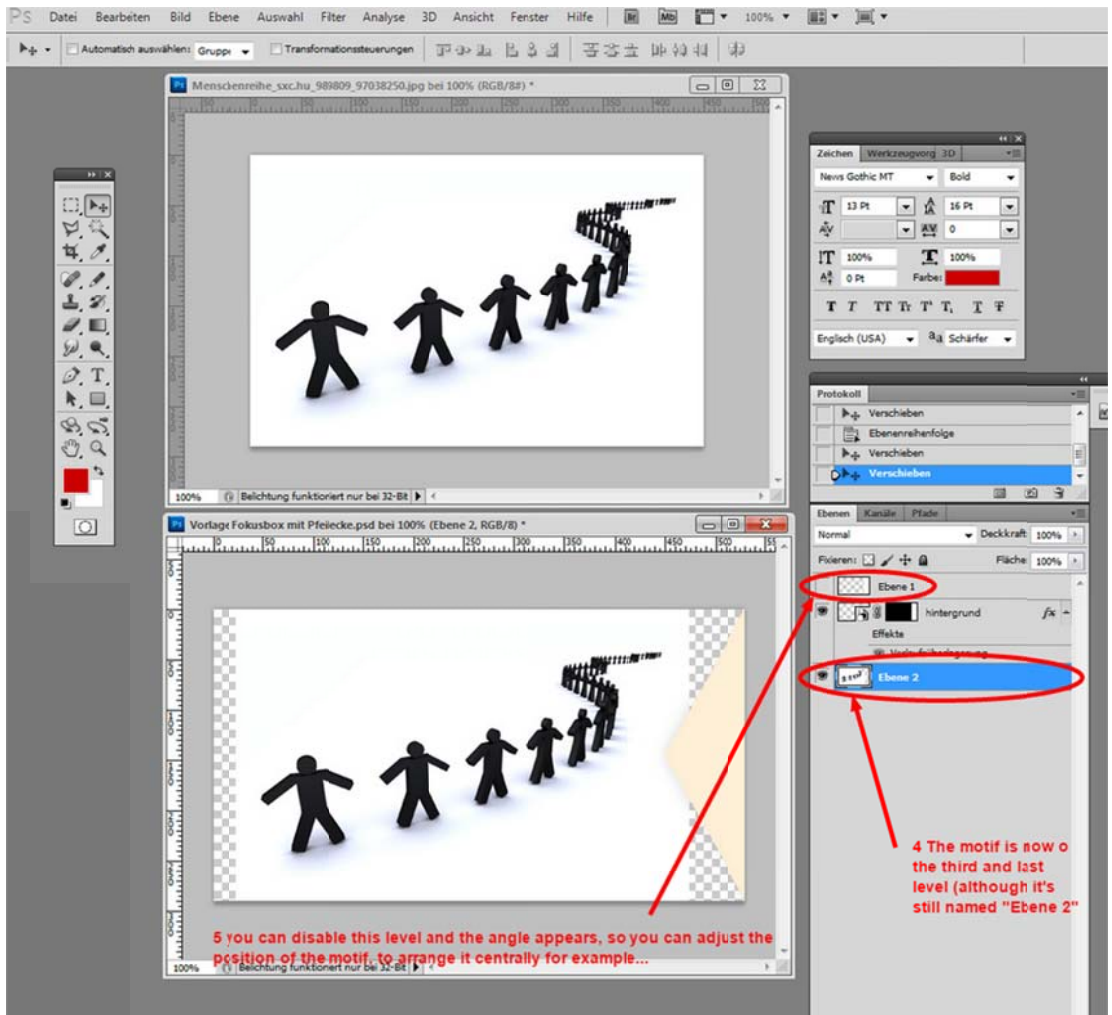
- Size 940 x 290

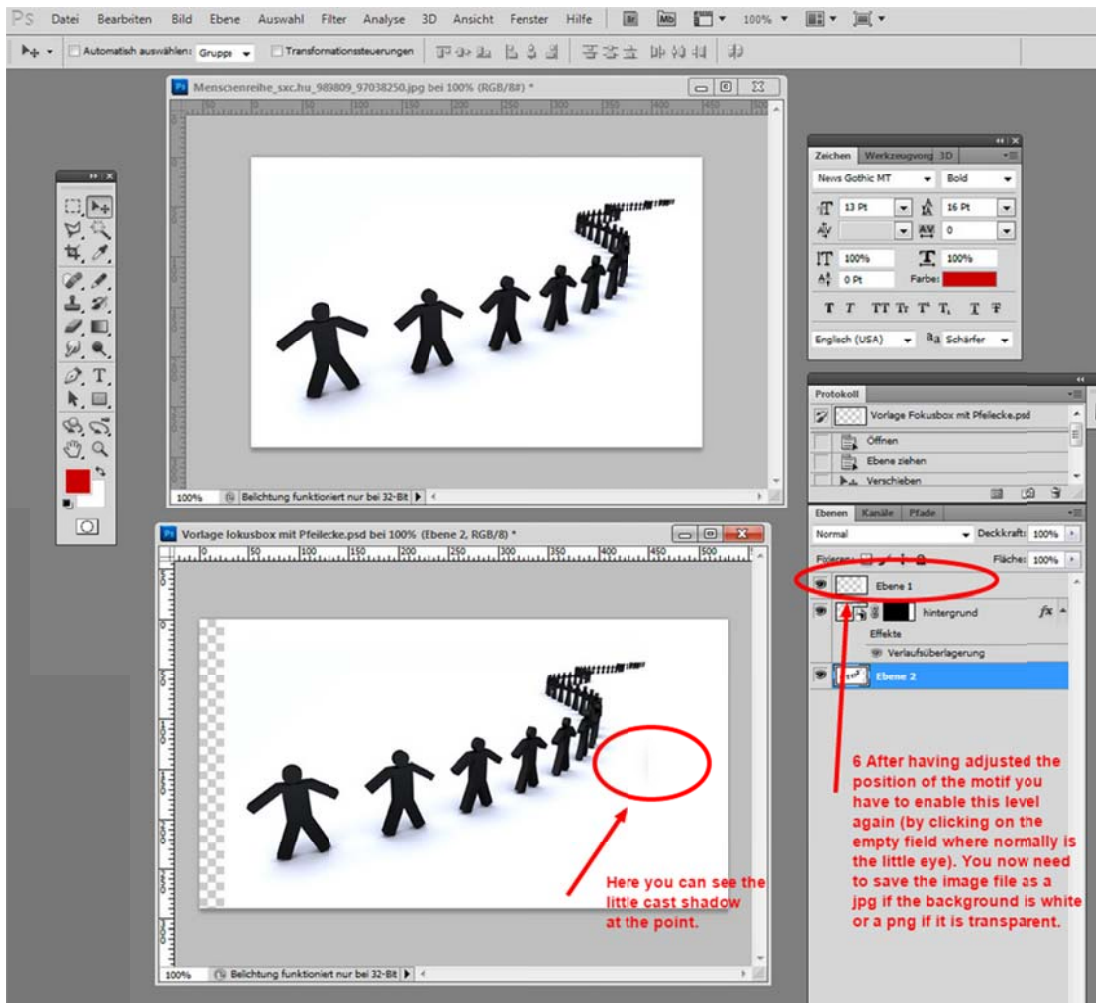
### How to prepare the image for the slider (with photoshop!!!)

The image size is 530 x 290 px. Please make sure that a marge of 80 px is left over at the right side, this is the area where the angle will appear. The template (photoshop file) will help you to arrange the image: So open the photoshop file and also the image with the object (graphic etc.) you want to use for the slide image. It could be a jpg file with a white background as shown in the screenshot or a png file with a transparent background.









## Creating a new slide

6. Click on the little green plus to create a new slide
7. The drop down to select a layout appears. So click on arrow to see all the layouts and select the one you wish

Edit Page Content "Fokusbox - Slider für Startseite..." on page "foodwatch.de - Die E...

General Plugin Appearance Access Behaviour

Selected Plugin  
 Slider for homepage

Plugin Options  
 DEF:

Slider-Elemente Display settings

Toggle all

- Neues Element Bürgerinitiative gestartet: Jetzt mitmachen! / No block style / No ...
- Neues Element Jetzt bei Nestlé beschwerten! / No block style / No text style / No ...
- Neues Element Schluss mit Gentechnik ohne Kennzeichnung! / No block style / No te...
- Neues Element Unsere Freunde und Förderer / 6 / 28 / 451 / Alle Freunde und Förderer
- Neues Element Der foodwatch-Newsletter / No block style / No text style / No bloc...
- Neues Element Versteckte Tierbestandteile kennzeichnen! / No block style / No text...
- Neues Element Gesundheitsschwindel stoppen! / No block style / No text style / No...
- Neues Element Freihandelsabkommen gefährdet Verbraucherschutz / No block style / ...
- Neues Element Gen-Honig kennzeichnen! / No block style / No text style / No block...
- Neues Element Schluss mit Gentechnik wider Willen! / No block style / No text sty...
- Neues Element Betriebe für die Smiley-Offensive! / No block style / No text style...
- Neues Element Quengel-Kassen abschaffen, Lidl! / No block style / No text style / ...
- Neues Element 70.000 Tonnen Separatorenfleisch gesucht / No block style / No text...
- Neues Element Die Wahl ist beendet / No block style / No text style / No block fo...
- Neues Element Geheime Lebensmittelbuch-Kommission abschaffen! / No block style / ...
- Neues Element 1723
- Neues Element Goldener Windbeutel 2014 / No block style / No text style / No bloc...
- Neues Element CETA verhindern! / No block style / No text style / No block format...

Add new:  Neues Element 6

Slider-Elemente Display settings

Toggle all

- Neues Element Bürgerinitiative gestartet: Jetzt mitmachen! / No block s
- Neues Element Jetzt bei Nestlé beschwerten! / No block style / No text s
- Neues Element Schluss mit Gentechnik ohne Kennzeichnung! / No block
- Neues Element Unsere Freunde und Förderer / 6 / 28 / 451 / Alle Freun
- Neues Element Der foodwatch-Newsletter / No block style / No text style
- Neues Element Versteckte Tierbestandteile kennzeichnen! / No block sty
- Neues Element Gesundheitsschwindel stoppen! / No block style / No tex
- Neues Element Freihandelsabkommen gefährdet Verbraucherschutz / N
- Neues Element Gen-Honig kennzeichnen! / No block style / No text style
- Neues Element Schluss mit Gentechnik wider Willen! / No block style / N
- Neues Element Betriebe für die Smiley-Offensive! / No block style / No t
- Neues Element Quengel-Kassen abschaffen, Lidl! / No block style / No t
- Neues Element 70.000 Tonnen Separatorenfleisch gesucht / No block st
- Neues Element Die Wahl ist beendet / No block style / No text style / No
- Neues Element Geheime Lebensmittelbuch-Kommission abschaffen! / N
- Neues Element 1723
- Neues Element Goldener Windbeutel 2014 / No block style / No text sty
- Neues Element CETA verhindern! / No block style / No text style / No bl

Neues Element

Layout  
 Select layout 7

Folder-ID

Page

Add new:  Neues Element

Neues Element

Layout

- Participation with form (images or video) ▼
- Select layout
- Participation with form (images or video)
- Theme/text-content (image oder video)
- banner with optional text overlay
- Newsletter subscription
- abgespeist.de
- Show faces (conveyance members)

Header

## 1. Image with E-Mail-Action-form: "Participation with form (images or video)"

Neues Element

Layout 8  
Participation with form (images or video)

Hide 9

Media type 10  
Image

Header 11

Body 12  
Block style: No block style  
Text style: No text style  
No block format

Path: body

Body link 13

Title for body link 14

Select image 15  
Datei auswählen Keine ausgewählt

Button link 16

- 8 Select the layout in the dropdown menu
- 9 Enable this box when you don't want to show this slide in the slider (if e.g. the action should pause for a while)
- 10 Select here whether you want to show an image or a video (please ignore the entry „only picture“, it needs to be corrected, it should named „please select“ as you only can select an image or a video)
- 11 Fill in a short header
- 12 Fill in a short text to describe the action
- 13 Fill in the id of the page where you want to link to give more information about the action (usually the page of the action itself)
- 14 Fill in the link title for the link you have set before, e.g. READ MORE
- 15 Insert the image you have created before



16 Fill in the id of the page where you have created the action

17 Fill in the id of the page where you have created and **form id** of the action (You can find out the id of the form if you do mouseover on the plugin of the form) separated with a #. For example: 1366#5772 (1366 is the id of the page, where you have created the action and 5772 is the form id of the action).

Select image

JPG GIF PNG

Datei auswählen Keine ausgewählt

Button link

Select according particate form (required) 17

Folder-ID

MainContent

Standard Plug-In einfügen

E-Mail-Aktion: CETA stoppen! [Verborgen]

id=9567

ular Mitmach-Aktion

CODE:

## 2. Text with image or video (only image with link filling the whole box as well)

Neues Element Bürgerinitiative gestartet: Jetzt mitmachen! / No block style / No ...

Layout  
Theme/text-content (image oder video) 18

Hide  
 19

Media type  
Image 20

Header  
Bürgerinitiative gestartet: Jetzt mitmachen! 21

Body  
Block style: No block style  
Text style: No text style  
No block format  
Unter größter Geheimhaltung wird zwischen der EU und den USA aktuell das Freihandelsabkommen TTIP verhandelt. Es soll – so versprechen es Regierungen und Konzerne – Wachstum und Arbeitsplätze auf beiden Seiten des Atlantiks schaffen. Wir von foodwatch sind dagegen überzeugt: Das Abkommen nutzt ausschließlich den Konzernen und nicht den Bürgern. Wir Verbraucher werden entmachtet. Deshalb: Beteiligen Sie sich an der selbst organisierten Europäischen Bürgerinitiative, die auch foodwatch unterstützt, um TTIP und CETA zu stoppen. 22  
Path: body 74 words

Body link  
<https://www.foodwatch.org/de/informieren/freihar> 23

Title for body link  
Jetzt unterzeichnen! 24

Select image  
stopp\_ttip\_530x290.jpg 25

JPG GIF PNG  
Folder-ID **to be ignored**

- 18 Select the layout “Theme/text-content (image oder video)” in the dropdown menu
- 19 Enable this box when you don’t want to show this slide in the slider (if e.g. the action should pause for a while)
- 20 Select the media, either “image”, “video” or “only picture” – the input fields change accordingly
- 21 Fill in a short header
- 22 Fill in a short text to describe the action

- 23 Fill in the link where it all should link to
- 24 Fill in the Title for the link
- 25 Select the prepared image (image: 530x290px, only picture: 940x290px)

**For videos:** all the same like above, except for the link to the video – this should be the embed/data privacy (nocookie)-link from youtube, but only the link to the source – see underneath what it should look like. In the end you need to add: “?rel=0”, so there is no list of related videos shown in the end.



### 3. Banner with text overlay



Neues Element E-Mail-Aktion / No block style / No text style / No block format / ...

Layout  
 banner with optional text overlay 26

Hide  
 27

Header  
 E-Mail-Aktion 28

Body  
 Block style: No block style  
 Text style: No text style  
 No block format  
 Schreiben Sie jetzt an die Bundestagsabgeordneten in Ihrem Wahlkreis und fordern Sie sie auf, Stellung zu TTIF zu beziehen! 29  
 Path: body 19 words

Select image  
 Banner-Fokusbox\_TTIP-Aktion\_ohneText\_01.jpg 30 picture has to be 960 x 290

Target  
<https://aktion.foodwatch.de/ea-action/action?ea.cl> 31 edit link target

Link title (target)  
 Jetzt mitmachen 32 edit link title - shows in orange majuscule

Folder-ID  
 ignore

- 26 Select layout "banner with optional text overlay" (the text overlay isn't optional, though, because there always is the transparent overlay on the picture – for a picture without overlay you have to use the second layout "text with image or video" and choose "only picture")
- 27 Enable this box when you don't want to show this slide in the slider
- 28 Edit header
- 29 Edit text
- 30 Upload picture – 960 x 290
- 31 Edit link target
- 32 edit link title (shows in orange majuscule)

#### 4. newsletter form with image

Neues Element Der foodwatch-Newsletter / 242 / 242

Layout Newsletter subscripton 33

Hide  34

Header Der foodwatch-Newsletter 35

Body

Block style: No block style

Text style: No text style

No block format

Bleiben Sie mit **###NEWSLETTER\_COUNTER###** anderen immer auf dem Laufenden - mit dem foodwatch-Newsletter. Jetzt bestellen! 36

Path: body 14 words

Select image 37

newsletter-foodwatch\_schreibmaschine\_c\_-pastier

JPG GIF PNG

Target 242

Button link 38

242

Folder-ID

ignore!

Page

33 Select layout "Newsletter subscription"

34 Enable this box when you don't want to show this slide in the slider

35 Edit header

36 Edit text – if you want the counter to show you can use "###NEWSLETTER\_COUNTER###" where it should show. *Attention: To make the counter be shown in the right layout the text needs to be formatted like this if you switch to the html mode:*

```
<p><b class="left">Bleiben Sie mit </b>&nbsp;###NEWSLETTER_COUNTER###&nbsp;<b class="right">anderen immer auf dem Laufenden - mit dem foodwatch-Newsletter. Jetzt bestellen!</b></p>
```

37 Select image (530 x 290)

38 Select link target and button link (page with newsletter form)

## 5. Show faces (friends and supporters)



Neues Element *Unsere Freunde und Förderer / 6 / 28 / 451 / Alle Freunde und Förderer*

Layout 39  
 Show faces (conveyance members) ▼

Hide 40

Header 41  
 Unsere Freunde und Förderer

Subheader 42  
 Verbraucher kämpfen gemeinsam für ihre Rechte.

Quote frame 43 **select the member which should show big on the website**  
 Willemsen     
 friends

Folder-ID 44  
 Container: Freunde    Container: Freunde [147]  
 Page

Number of VIPs (default: 3) 45  
 6

Select page "Show faces" 46  
 28

Target 47  
 451

Text for Link to "all Friends" Page 48  
 Alle Freunde und Förderer

- 39 Select Layout "Show faces (conveyance members)
- 40 Enable this box when you don't want to show this slide in the slider
- 41 Edit header
- 42 Edit subheader
- 43 edit the member shown big on the website (we choose a famous one)
- 44 choose the folder where you edit the "friends" in
- 45 choose how many VIPs should be shown in this screen
- 46 select page where you can see all members who show face (on the german website it is <https://www.foodwatch.org/de/ueber-foodwatch/freunde-foerderer/>)
- 47 select the target page for the button "seien sie dabei!" ("become a member!") – usually the page "become a member"
- 48 choose the link title for the link leading to the page with all friends

### 31. Fokusbox on the homepage FOR MOBILE

Unfortunately the slider doesn't work on mobile devices. So we need to put in the content of the first slide in a special element which works on tablets and mobiles.

This is what the mobile fokusbox looks like in the frontend for tablets:

**Keine Lockerung der Grenzwerte für Quecksilber!**

Die EU will die Grenzwerte für Quecksilber in Fisch lockern und den Verbrauchern damit insgesamt eine höhere Belastung zumuten. XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX  
XXXXXXXXXXXXXXXX. XXXXXX XXXXXX XXXXXX XXXXXX.

**MEHRERFAHREN** ➔

E-Mail-Adresse

**JETZT UNTERZEICHNEN**

**Headline headline headline**

Text text text Text text text Text text text Text text text Texttext text  
Text text text Text text text Text text text Text text text Texttext text  
Text text text Text text text Text text text Text text text Texttext text  
Text text text Text text text Text text text

**LESEN SIE MEHR**

There are **two possible contents**:

- **Image or video and email action** (contains form where the users can put in their email address already and then are transferred to the email action form, like from the fokusbox in the desktop version)
- **Image and text**



This is what the mobile fokusbox looks like in the frontend **for mobiles**:



This is how it works in the **backend**:

- Insert the **plugin Slider for homepage (mobile)**
- **Choose the layout** – either:
  - **Participation with form (images or video)** or
  - **Theme/text-content (image or video)**
  - *Caution: Even though it says “or video” this doesn’t work so far – at the moment you can only use an image. But we will make this possible in the next step.*

**Picture:**

- You can upload the picture you use for the email action: **350x250px** (picture can be bigger in the same width-to-height ratio, up to 600x430)
- You shouldn’t use motives on a white background, looks strange – rather use the orange of the box as a background then, it’s colour `color="#feefd6"`

**Length of text:**

The text should not be too long (**maximum 206 characters**), if the headline is more than one line (35 characters), otherwise the form is higher than the picture and this looks strange on tablets – *but this is still to be checked with different devices, only my first impression.*


You can check what it looks like if you change the size of your browser window – as soon as the fokusbox looks differently you are in the tablet view. When it turns to one column only you are in the mobile view. Best thing of course is to check with a real mobile/tablet.

## Edit Page Content "Slider für Homepage mobil (Fok..." on page "fo

General Plugin Appearance Access Behaviour Categories

**Content Element**

Type **Column** Language


 Insert Plugin ▼ FocusBox ▼ Default ▼





**Header**

Header


Slider für Homepage mobil (Fokusbox)

Type Alignment Date

Hidden ▼ Default ▼  

Link



**Column needs to be FocusBox**

# Edit Page Content "Fokusbox for mobile 2 " on page "foodwatch.de -

General Plugin Appearance Access Behaviour Categories

**Selected Plugin**

Slider for homepage (mobile) 1

**Plugin Options**

DEF:

Slider-Elemente Display settings

Toggle all

Layout

Participation with form (images or video) 2

Hide

Media type

Image 3

Header

Keine Lockerung der Grenzwerte für Quecksilber! 4 headline


Body

Block style: No block style Text style: No text style

No block format

Die EU will die Grenzwerte für Quecksilber in Fisch lockern und den Verbrauchern damit insgesamt eine höhere Belastung zumuten. XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXXXXXXXXXXX. XXXXXX XXXXXX XXXXXX XXXXXX.

5 text for teaser

Body link	= Link to the page of the email action (for the text link)
<input type="text" value="2188"/>	
Title for body link	= what the text link above the form field should say
<input type="text" value="Mehr erfahren"/>	
Select image	link to the image in the fileadmin (can be the same one like for the email action page itself)
<input type="text" value="Quecksilber-Fisch-350x250_01.jpg"/>	
	
JPG GIF PNG	
Button link	Link for the send button (usually the same like above)
<input type="text" value="2188"/>	
Select according particate form (required)	IMPORTANT: link to the form of the email action
<input type="text" value="2188#11408"/>	
Folder-ID	
<input type="text"/>	
<input type="checkbox"/> Page	


Since the version with text and image is very similar there are no special screenshots for it. Hope it is self explaining.

As with the desktop fokusbox you can put up different versions and store them in the plugin. The first one will show on the website.

### 32. Edit the mega-menu „Mitmachen“ / “Online acties”

| **Informieren** | **Mitmachen** | Spenden | Über foodwatch | Mediathek | Presse


#### CETA stoppen, TTIP verhindern!



Vizekanzler und SPD-Chef Sigmar Gabriel will plötzlich das Freihandelsabkommen CETA, das er gerade selbst noch als „Gefahr“ bezeichnet hatte, unterzeichnen. Damit wäre ein gefährlicher Präzedenzfall für TTIP geschaffen! Schreiben Sie jetzt an den SPD-Parteivorstand und fordern Sie ihn auf, ihren Parteivorsitzenden und CETA zu stoppen!

**MITMACHEN** 1. main / current email-action

#### ABGESPEIST



3. DE only: current abgespeist-action

**Nebenwirkungen völlig unklar**  
Becel pro.activ, die Pille zum Aufs-Brot-Schmieren  
**MEHR** >

Mit der abgespeist-Kampagne entlarvt foodwatch die größten Werbelügen der Lebensmittelindustrie.

---

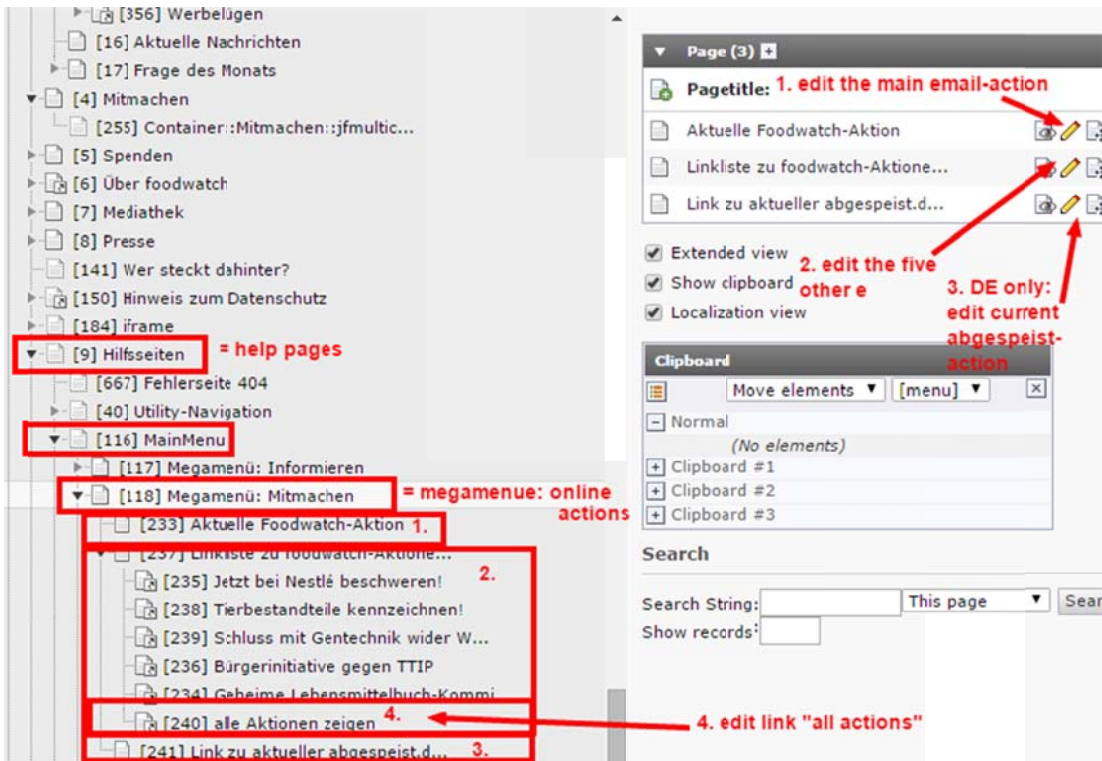
Jetzt bei Nestlé beschweren! > Bürgerinitiative gegen TTIP >

Tierbestandteile kennzeichnen! > Geheime Lebensmittelbuch-Kommission abschaffen! 2. five other highlighted actions

Schluss mit Gentechnik wider Willen! > **ALLE AKTIONEN ZEIGEN** > 4. link „all actions”

To edit the menu you need to choose **help pages / MainMenu / Megamenü: Mitmachen**

1. Edit the current email-action
2. Edit the other 5 highlighted email-actions
3. DE: Edit the link to the current “abgespeist / legal-fraud”-action
4. Edit the link “all actions”



### Edit the highlighted action

In the german tree this page is called "recent foodwatch-action". There you find a text&images-element, where you can edit header (1), the teaser text (2) and the link target (3) in the tab general, the image (4) in the tab image – image needs to be 115x78, same as in the widget for email-actions.

#### Image size for highlighted action:

- 115 x 78 px

## Edit Page Content "CETA stoppen, TTIP verhindern!" on page "Aktuelle F

4

General **Images** Appearance Access

**Content Element**

Type: Text & Images Column: MainContent Language: Default

**Header** 1

Header: CETA stoppen, TTIP verhindern!

Type: Hidden Alignment: Default Date: [ ]

**Link** 2

Link: 1958

**Text**

Block style: No block style Text style: No text style Paragraph

Vizekanzler und SPD-Chef Sigmar Gabriel will plötzlich das Freihandelsabkommen CETA, das er gerade selbst noch als „Gefahr“ bezeichnet hatte, unterzeichnen. Damit wäre ein gefährlicher Präzedenzfall für TTIP geschaffen! Schreiben Sie jetzt an den SPD-Parteivorstand und fordern Sie ihn auf, ihren Parteivorsitzenden und CETA zu stoppen!

3

## Edit Page Content "CETA stoppen, TTIP verhin


General **Images** Appearance Access

**Image Carousel**

Activate:

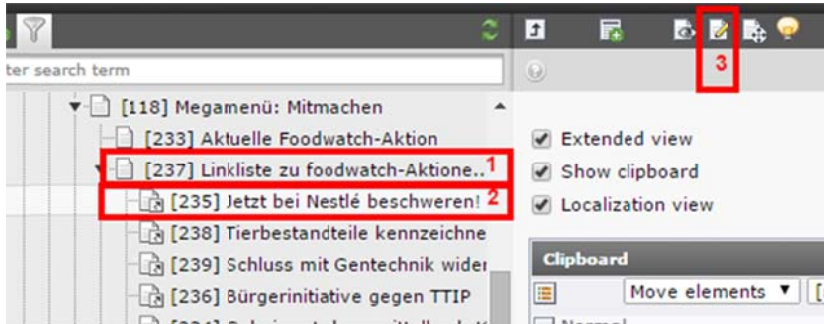
**Images and Captions** 4

Images: ceta\_stoppen\_\_c\_-boiotolux\_115x78.jpg

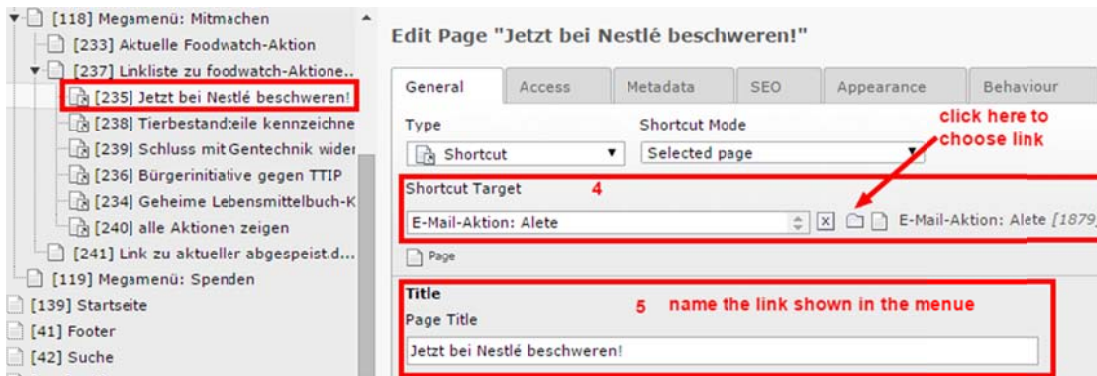


### Edit the five other highlighted email-actions

In the German tree the list of links is called "Linkliste zu foodwatch-Aktionen" (1), you need to choose the page/link you want to edit (2) underneath and edit the page properties (3).



There you can edit the link target (4) and the name of the link shown in the menu (= title, 5).



### Edit the link "all actions"

Same as above (edit highlighted actions)



### DE only: Edit the link to the current "abgespeist / legal-fraud"-action

Edit page "Link zu aktueller abgespeist-Aktion". Then everything is edited in the text editor, headline, teaser text and link. Headline in this case is just bold (exception: not h3) and linked to the page which is teased. **Caution:** The link itself needs to be set on **style=internal-link-orange-upper** so it appears in the right layout, which means bold letters and the "ball" in the end.

The screenshot shows the 'Edit Page Content' interface for the page 'Aktueller Link zu abgespeist.d...'. The 'Text' section contains the following content:

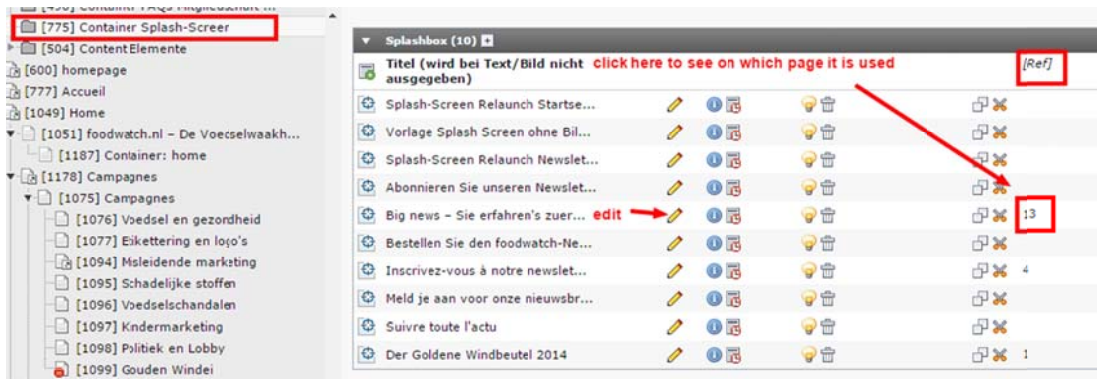
**[Nebenwirkungen völlig unklar](#)**  
Becel pro.activ, die Pille zum Aufs-Brot-Schmierer **[MEHR](#)**

edit headline, text and link here

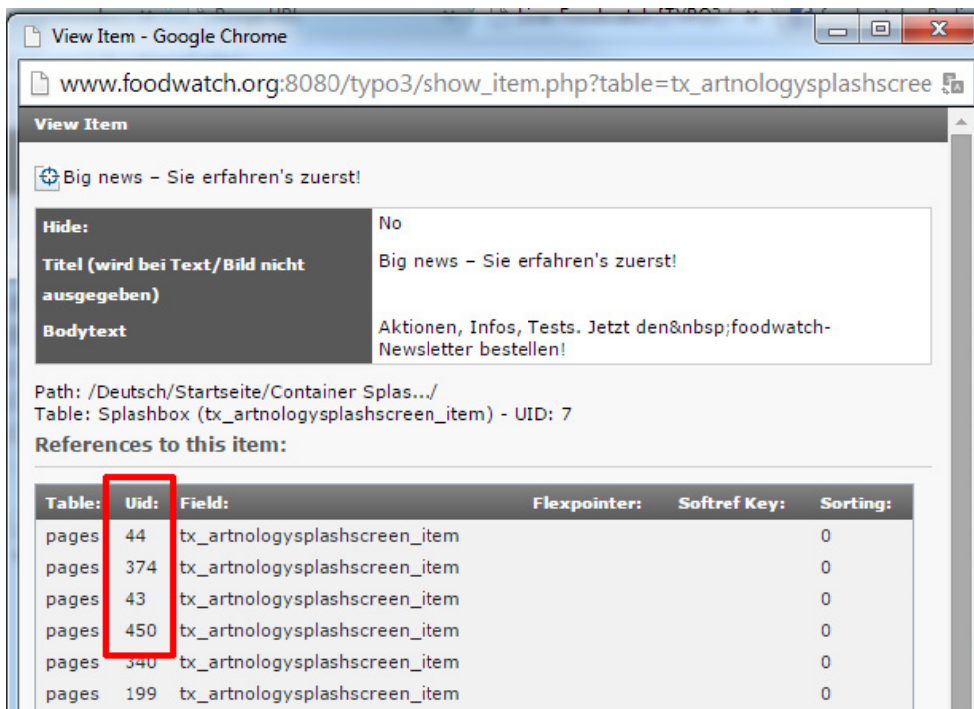
The 'Modify link' dialog is open, showing the 'Style' dropdown set to 'internal-link-orange-upper'. A red arrow points from this dropdown to the 'MEHR' link in the text editor, with the note: 'makes the link appear in the proper layout (bold with a Page tree: "ball" in the end)'. The page tree on the right shows the current page structure.

### 33. Splash-Screen (and cookie line)

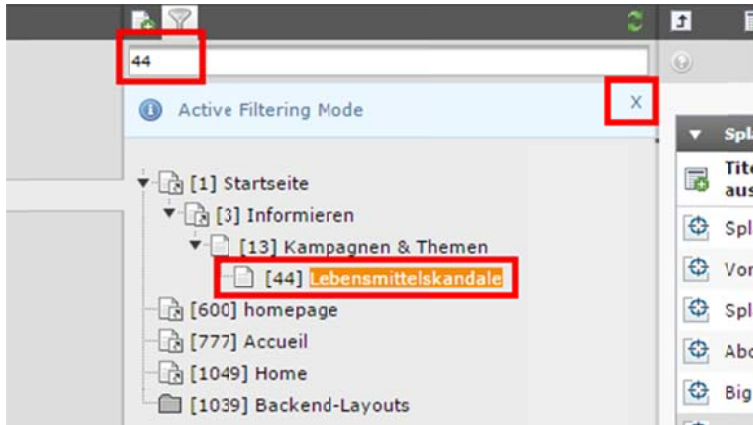
You can edit **Splash-Screens** (for all languages!) in **container [775]**.



To check on which page a splash screen is used click on the number shown in the column “Ref(erences)”. In the opening window you see the ids of pages where the splash screen is used.

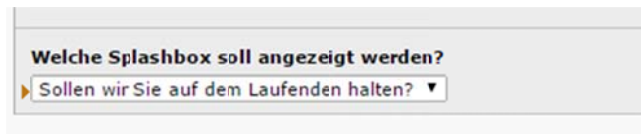


If you want to check on these pages you can look for the id of the page in the search field above the tree in the middle column and press enter. To leave the Filtering Mode again click on the blue cross.



### Select which splash screen should be shown when people enter a page

Got to the page properties of the page and then to the tab *Extended*. At the very bottom you find “Welche Splashbox soll angezeigt werden?” In the dropdown menu underneath you can select the splash screen.



### Preview of the Splash-Screen

There is **no automatic preview** in the system.

But you can see what your layouted screen looks like when you connect it to a testpage (see above) and then **open the testpage with another browser with cookies switched off** (e.g. firefox: settings, data privacy, chronic – no) . After closing the browser, opening it again and going to the testpage you will see the changes in your splash.

Another way is to **edit the number shown in the field “key”**, then you can see your changes also if you open another tab in your browser. (We only need to make sure no numbers of actually used splash screens are used twice, because this is what is saved in the cookie/local storage and then your splash screen wouldn’t show if people already have seen the old one with the same number. But by using high numbers of keys it is unlikely to have the same one twice.

### Edit splash screens (for all pages or just for one page)

There are two different types of splash-screens:

- a) Text and image only
- b) Newsletter form

Splash screens can be **globally** or especially **for one page**.

If a splash is globally (edit it on the homepage) it makes all extra splashes for pages not open!

When there is a global splash the time until it opens (edited in the backend) starts counting when a user enters whatever page on the website and goes on counting when he moves to other pages. When there is a splash for a certain page the time starts counting when a user enters this page and when he continues to another page it just finishes – and counts on when he returns (even after weeks, local storage). So the time shouldn’t be too long for

page splashes because otherwise nobody will ever see them because people usually don't stay on a page for very long.

### Edit local storage line

The dropdown menu shows a third type called "local storage". This is not really a splash screen though, but is used for the cookie line on foodwatch.fr and foodwatch.nl – there you can edit the text for the cookie (actually local storage) line.

NL: Container [1460]

FR: Container [1175]

**Caution: The cookie layer suppresses the splash screen!** As long as a person didn't yet click on "yes" or "no" the splash screen won't open. Only after clicking "yes" or "no" the splash screen will open when entering the page for the next time. By the way: If somebody clicks on the cross (close) this is interpreted as "yes".

If you want a new splash screen you could copy and paste an existing one in the right format and edit it.

The screenshot shows a software interface with a list of splash screens and a clipboard window. Red annotations provide instructions on how to copy and paste elements.

**3. click on this icon to paste** (arrow pointing to a red box around a paste icon)

**1. click on this icon to copy it, afterwards it gets the red sign and shows in the clipboard** (arrow pointing to a copy icon)

**2. check that this says "copy" and not "move" before pasting it** (arrow pointing to a dropdown menu in the clipboard window)

Titel (wird bei Text/Bild nicht ausgegeben)						
Splash-Screen Relaunch Startse...						
Vorlage Splash Screen ohne Bil...						
Splash-Screen Relaunch Newslet...						
Abonnieren Sie unseren Newslet...						
Big news – Sie erfahren's zuer...						13
Bestellen Sie den foodwatch-Ne...						
Inscrivez-vous à notre newslet...						4
Meld je aan voor onze nieuwsbr...						
Suivre toute l'actu						
Der Goldene Windbeutel 2014						
Sollen wir Sie auf dem Laufend...						1

Clipboard window showing:

- Copy elements [menu]
- Normal (Copy)
- Splash-Screen Relaunch Startse... (Copy)
- Clipboard #1
- Clipboard #2
- Clipboard #3

## Newsletter Splash



### Image splash screen:

- 300 x (e. g.) 207 px – images are all resized to 300 px width automatically (and should therefore be uploaded this size), height can differ

Edit Splashbox "Wollen Sie in Sachen TTIP, Gen..." on page "Containe


**Hide:**  
 ← ignore - doesn't show anyway if you don't make it show elsewhere

**Art der Splashbox**  
Newsletterformular ▾ ← choose a) "Newsletterformular" for the splash with newsletter form or b) "Text/Bild" for text/image only

**Titel (wird bei Text/Bild nicht ausgegeben) 1**  
Wollen Sie in Sachen TTIP, Gentechnik & Co. auf d ← choose a title - this is the headline for a), for b) text/image it doesn't show

**delay time (in seconds)**  
10 ← time until the splash screen shows after entering the page

**Bild**  
TTIP-durchgestrichen\_300x207.jpg [X] [Folder] ← choose image  
2 (300 x 207)



GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI

**Bodytext**

Block style: No block style ▾  
Text style: No text style ▾  
No block format

Dann bestellen Sie unseren kostenlosen Newsletter! 3 ← edit text

Path: body 6 words

**Page-ID vom Newsletter**  
242 ← select page with newsletter form or enter page id

## Splash-Screen with image and text

### Image splash screen:

- Can differ, quadrat looks good, in the example we used e. g. 239 x 239
- Has to be inserted using the editor and edited afterwards in a special way! (See underneath)



If you want to use the splash **with picture** you need to **insert the picture using the editor**, there is no extra insert field. Afterwards you need to layout the picture:

- Click right mouse button on the picture - „**Modify picture**“ (or select picture and click on the image icon in the editor)
- **Float: Left**
- **Right padding:** at least **10**, maximum 30

The heading should be „**heading 1**“, links should be defined as "**internal-link**". See example "Test/model splash-screen text/image" in the system.

If you use **text without a picture** you need to indent heading and text (paragraph). This way you get a class "indent". Above the text and underneath you need an empty p-tag, so that there is room above and underneath the text.

Edit Splashbox "Test/model Splash-Screen text/..." on page "Container Sp

Hide:  ← ignore

Art der Splashbox: Text/Bild  
Text/Bild is text/image (without any form)

Titel (wird bei Text/Bild nicht ausgegeben): Test/model Splash-Screen text/image  
title - doesn't show for text/image screen

delay time (in seconds): 0  
time until the splash screen shows after entering the page

Bodytext: icon for inserting and modifying the image

Block style: No block style  
Text style: No text style  
Paragraph

Herzlich willkommen auf unserer neuen Internet-Seite!

Key (wird beim ersten Aufruf beim Benutzer gespeichert): 6611  
number used for local storage - you can modify it to see your layouted screen for testing

Zeige Splashscreen nur bei ausgewählten Protokolltyp: http  
← ignore



### Example code with picture

```
<div class="csc-default" id="c1692"><p class="bodytext">&nbsp;  

</p>

<h1>Neue Optik -<br>aber keine
Mogelpackung!</h1>

<p class="bodytext"><b>Lorem ipsum
dolor sit amet, consectetur adipiscing elit, sed diam&nbsp;  <br>nibh euismod
tincidunt ut laoreet dolore magna volutpat.</b><br><br>&nbsp;  <br>nibh euismod
Duis autem vel eum
iriure dolor in hendrerit in vulputate velit consequat, vel illum dolore. In iis
qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me
lius quod ii legunt saepius. Duis autem vel eum iriure dolor in hendrerit in
vulputate velit consequat.

</p>

<p class="bodytext"><br><br><a
class="internal-link" target="_top" href="index.php?id=2">hier geht es zu
unserer neuen startseite</a></p></div>
```

### Example code without picture

```
<div class="csc-default" id="c1694"><div class="indent"><p
class="bodytext">&nbsp;  </p>

<h1>Neue Optik -<br>aber keine
Mogelpackung!</h1></div><div class="indent"><p class="bodytext"><b>Lorem ipsum
dolor sit amet, consectetur adipiscing elit, sed diam&nbsp;  <br>nibh euismod
tincidunt ut laoreet dolore magna volutpat.</b><br><br>&nbsp;  <br>nibh euismod
Duis autem vel eum
iriure dolor in hendrerit in vulputate velit consequat, vel illum dolore. In iis
qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me
lius quod ii legunt saepius. Duis autem vel eum iriure dolor in hendrerit in
vulputate velit consequat.

</p>

<p class="bodytext"><br><br><a
class="internal-link" target="_top" href="index.php?id=2">hier geht es zu
unserer neuen startseite</a>

</p>

<p
class="bodytext">&nbsp;  </p></div></div>
```

## Report: how many newsletter-subscriptions generates the splash screen?

You can see the number of newsletter subscriptions either in "Form Reports" or "Form Exports".

### 1. Form Reports

Left column: **Form Reports** (see screenshot)

Upper dropdown menu: **Statistic Newsletter –absolute**

See number in right column: Newsletter insert (splash screen)

DN	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter	Newsletter
2015-01-08	203544	10932	290296	405336	68851	80	13900	14396	55907	32448	128	198483	3389	335	34096	42794	1337	0	23448	
2015-01-07	203525	10942	290277	405327	68849	80	13900	14396	55904	32445	128	198474	3389	335	34096	42794	1337	0	23448	
2015-01-06	203425	10908	290177	405393	68837	80	13900	14396	55905	32322	127	198393	3388	335	34096	42794	1337	0	23448	
2015-01-05	203366	10902	290117	405328	68823	80	13900	14397	55884	32311	126	198304	3386	335	34096	42794	1337	0	23448	
2015-01-04	203344	10873	290115	405277	68779	80	13900	14445	55859	32091	125	198262	3385	335	34096	42793	1337	0	23448	
2015-01-03	203322	10890	290102	405242	68750	80	13900	14446	55844	32082	124	198211	3384	335	34096	42793	1337	0	23448	
2015-01-02	203333	10824	290103	405217	68649	80	13900	14446	55829	32074	123	198143	3382	335	34096	42793	1337	0	23448	
2015-01-01	203347	10793	290117	405370	68284	80	13900	14446	55844	32066	123	197996	3379	335	34096	42793	1337	0	23448	
2014-12-31	203533	10761	290303	405354	68285	80	13900	14446	55806	32065	123	197974	3379	335	34096	42793	1337	0	23448	
2014-12-30	203515	10759	290288	405354	68278	80	13900	14446	55803	32059	123	197956	3379	334	34096	42793	1337	0	23448	

## 2. Form Exports

Left column: **Form Exports**

Upper dropdown menu: **Subscriber regular newsletter**

There you can either view the newsletter-subscribers of one week as a table or download them as csv and work with it in excel. In the table there is one column (**Inserted by type**) where it says "splash screen" when the person subscribed to the newsletter in the splash screen.

Update	Status	Salutation	Vorname	Nachname	E-Mail	Strasse	PLZ	Ort	Language	Land	Telefon	Inserted by type
2015-01-25	bestaetigt	Keine Angabe			marcel.hinderboom@web.de				fe			newsletter teaser
2015-01-25	bestaetigt	Keine Angabe			T.N.Philipoff@web.de				fe			splash screen
2015-01-26	bestaetigt	Keine Angabe			strolch_69@web.de				fe			newsletter teaser
2015-01-25	bestaetigt	Keine Angabe			gerhard.inkus@intertek.com				fe			newsletter teaser
2015-01-25	bestaetigt	Keine Angabe			Gel-Mayer@gmx.de				fe			splash screen

## 34. Edit page "online actions" (DE: "Mitmachen", NL: "Online acties")

<https://www.foodwatch.org/de/mitmachen/>

<https://www.foodwatch.org/nl/online-acties/>

The page is only put together on the page "mitmachen" id: [4] itself. This page needs to have the template "Template 1 breite Contentsspalte (template\_3html)" (page properties – tab Extended – select template).

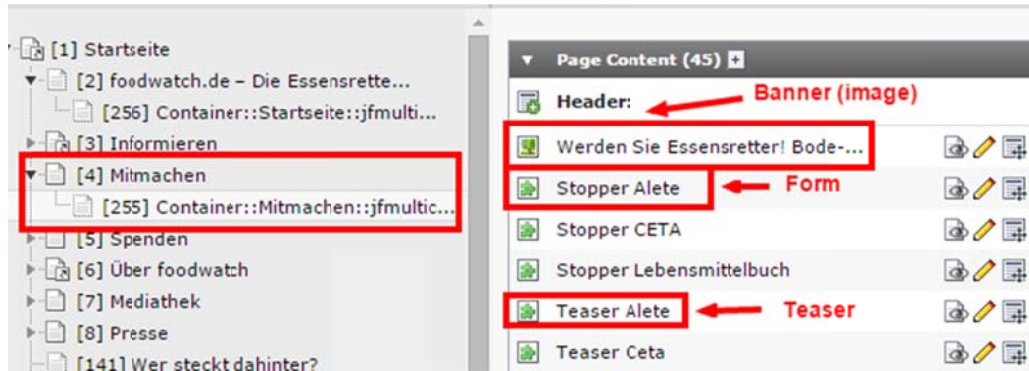
But the **single elements**, the teasers and the form on top of the page (stopper), are edited in the container just underneath that page (id:[255]).

So if you want to add another **teaser** or change the featured email action form (**stopper**), you first have to make one in the container [255]. Best thing is to copy and paste one to afterwards edit it.

## Edit a teaser for page “online actions” (“Mitmachen”)

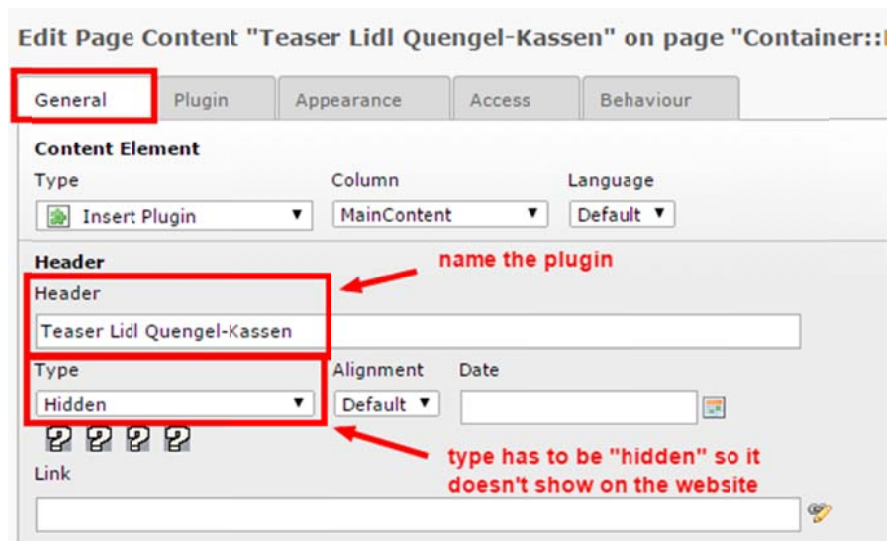
### Image size for teasers on page “Mitmachen”:

- 220 x 120 px



If you want to **edit a teaser** click on the icon of the pencil (or right mouse button – edit).

In the **first tab (general)** you should **change the header** of the plugin to recognize it working in the list view, and choose the **Type “hidden”**.



The content of the plugin – that means what you see on the website – is edited in the **second tab “Plugin”**.

**Edit Page Content "Teaser Gastronomie" on page "Container::Mitmachen::jfm"**

General | **Plugin** | Appearance | Access | Behaviour

**Selected Plugin**

**Plugin Options**

Content settings

**Header**

Widget header type

Select according particate form

Link title and image

Link for Logo

**Annotations:**

- must show this after copying -> leave as it!
- change title of the teaser
- leave as it is
- choose corresponding email action form so the correct counter is shown (howto: see screenshot underneath)
- link everything to the page with the email action form
- ignore, has no effect

**How to choose the corresponding email action form:**

important: do not click directly on the page of the email-action but click on the little orange triangle right of it – then the plugin (green icon) shows. Click there!

**Page tree:**

- [1] Startseite
- [2] foodwatch.de - Die Essensrette...
- [3] Informieren
- [13] Kampagne1 & Themen
- [14] Kampagne1 & Themen
  - [166] Muster Artology
  - [569] Muster foodwatch - Seitentitel
  - [464] Acrylamid
  - [377] Ampelkennzeichnung
  - [1478] Bio-Lebensmittel
  - [1437] Bio-Energie
  - [536] BSE und Tiermehl: Wie Gammelfl...
  - [204] Dioxine und PCB
  - [326] EHEC
  - [969] Energy Drinks
  - [510] Schutzatmosphäre
  - [1652] Freihandelsabkommen
  - [517] Gastronomie
    - [528] Gastronomie: Fertiggerichte mi...
    - [523] Hintergrundinformationen zu Ke...
    - [522] Aktuelle Nachrichten zum Thema...
    - [518] E-Mail-Aktion: für mehr Klarhe...
      - Annotations:**
        - 1. click here !!!
        - 2. click on the green icon

**Content elements:**

- E-Mail-Aktion: für mehr Klarhe...
- Aktion: Gastronomie

Body

Block style: No block style

Text style: No text style

Paragraph

Werden Zusatzstoffe oder Aromen verwendet? Wird frisch gekocht oder aufgewärmte Fertignahrung serviert? foodwatch fordert klare Kennzeichnungsregeln in der Gastronomie! Machen Sie mit!

edit text for the teaser

Path: body » p 22 words

Image

gastronomie\_kennzeichnun: edit image: 220 x 120

GIF JPG JPEG PNG

Image title: © James Steidl - fotolia.com this is what shows in mouseover - should contain copyright if the picture needs one!

initial Newsletter activ  ignore (leave as it is) - has no effect

### Edit a stopper form for the page "Online actions" ("Mitmachen")

You best do copy and past of an existing stopper again and then **change the name of the plugin** in the tab general (type must be hidden).

You edit the stopper form in tab "plugin".

#### Image size for stopper forms on page "Mitmachen":

- 220 (fix) x about 300 (can vary)

27388 haben mitgemacht. Sie auch?

1 **CETA stoppen, TTIP verhindern!** = heade

2 Nachdem Sigmar Gabriel wochenlang den Eindruck erweckt hat, er würde das Freihandelsabkommen CETA zwischen der EU und Kanada neu verhandeln wollen, hat er jetzt einen Schwenk vollzogen: Er will zustimmen. Fordern Sie den SPD-Parteivorstand auf, das zu verhindern! = text (body)

3 MEHR ERFAHREN > = link title and image

4 = image

Vorname

Nachname

E-Mail-Adresse

**MITMACHEN**

Edit Page Content: "Stopper Lebensmittelbuch" on page "Container::Mitmac

General	Plugin	Appearance	Access	Behaviour
<b>Selected Plugin</b>				
<input type="text" value="foodwatch content elements"/>				
<b>Plugin Options</b>				
Content settings				
<input type="text" value="Stopper form: participate form 2col (forward)"/>				
1	<input type="text" value="Lebensmittelbuch-Kommission abschaffen!"/>			edit header
2	<input type="text" value="1366#5;"/>			select form of the email action (see section about teaser)
3	<input type="text" value="1366"/>			link target for the link "learn more"
Link for Logo				
<input type="text"/>				

has to show this - leave as it is after copying

ignore, has no effect

Body

Block style: No block style

Text style: No text style

Paragraph


Fordern Sie von Bundesminister Christian Schmidt die sofortige Abschaffung des Geheim-Gremiums Lebensmittelbuch-Kommission! 3

edit text

Path: body > p 12 words

Image

lmbk-kamp-bild-220x290.jp



4

GIF JPG JPEG PNG

edit image - width 220 (fix), height about 300, can differ

Image title

Bild: foodwatch

edit title - shows when doing mouseover, should contain copyright if necessary

### Edit image only teasers (banners)

There are two other elements on this page. One is a banner, which is only an image (jpg/png).

**Werden Sie Essensretter!**

„ Die Lebensmittelindustrie wird sich nur ändern, wenn wir Verbraucher sie dazu zwingen. Bitte helfen Sie uns, öffentlich Druck aufzubauen. Unterstützen Sie foodwatch als Fördermitglied – je mehr wir werden, umso stärker sind wir in unserem Kampf für mehr Verbraucherrechte! Seien Sie dabei! „

 **Thilo Bode**  
foodwatch-Gründer

**JETZT MITGLIED WERDEN**



Image for a banner on page “Mitmachen”:

- 460 x 281

It is uploaded in a **content element “images”**, which should be named in the tab “general” and then edited in the tab “images”, see screenshot



Edit Page Content "Werden Sie Essensretter! Bode-..." on page "Contain

General Images Appearance Access

**Images and Captions**

Images

bode-banner\_zweispaltig-neues-foto.jpg

choose image - 460x281

Captions (one per line)

Behavior

Enlarge on Click

Enabled

Links (one per line, one link per image)

18

edit where it should link to

Accessibility

Alternative Labels (one per line)

Unterstützen Sie foodwatch als Mitglied!

Titles (one per line)

Unterstützen Sie foodwatch als Mitglied!

Long Description URLs (one per line)

edit alt and title tag (title shows in mouseover, both important for search engines)

### Edit text teasers

There is a text teaser explaining why taking part in online actions is important:

## Ihre Stimme macht den Unterschied!

header, layout 1

Bei den E-Mail-Aktionen von foodwatch können Sie Politik und Lebensmittelindustrie die Meinung sagen. Tausende E-Mails von Bürgern können es schaffen, Konzerne wie McDonald's zum Einlenken zu zwingen und die Regeln zu verändern.

Machen Sie mit!

## Edit Page Content "Ihre Stimme macht den Untersch..." on page "Container::

General Appearance Access

**Content Element**

Type: Text Column: MainContent Language: Default

**Header**

Header: Ihre Stimme macht den Unterschied! edit header

Type: Layout 1 Alignment: Default Date: [ ] type = layout one

Link: [ ]

**Text**

Block style: No block style Text style: No text style Paragraph

Bei den E-Mail-Aktionen von [foodwatch](#) können Sie Politik und Lebensmittelindustrie die Meinung sagen. Tausende E-Mails von Bürgern können es schaffen, Konzerne wie McDonald's zum Einlenken zu zwingen und die Regeln zu verändern.

**Machen Sie mit!**

edit teaser text

Path: body > p 35 words

### Edit the order of teasers on page "Online actions" ("Mitmachen")

On page DE: [4] Mitmachen / NL: [1376] Online acties you can edit the lines of the page – you see plugins saying 1. line (1. Zeile / 1. Rij). If you edit this plugin (Tab Plugin, no changes in tab General necessary) you can choose as many items as fit into one line, which consist of 4 columns.

- In the **first line** we usually have **one stopper form** and **one text teaser**.
- In the **second line** we usually have **two action teasers** and a **two column membership banner**.
- In **all following lines** we usually have **four action teasers** each, sortet by up-to-dateness or importance.

1. line

**27402** haben mitgemacht. Sie auch?

## CETA stoppen, TTIP verhindern!

Nachdem Sigmar Gabriel wochenlang den Eindruck erweckt hat, er würde das Freihandelsabkommen CETA zwischen der EU und Kanada neu verhandeln wollen, hat er jetzt einen Schwenk vollzogen: Er will zustimmen. Fordern Sie den SPD-Parteivorstand auf, das zu verhindern!

MEHR ERFAHREN

Vorname

Nachname

E-Mail-Adresse

**MITMACHEN**

## Ihre Stimme macht den Unterschied!

Bei den E-Mail-Aktionen von foodwatch können Sie Politik und Lebensmittelindustrie die Meinung sagen. Tausende E-Mails von Bürgern können es schaffen, Konzerne wie McDonald's zum Einlenken zu zwingen und die Regeln zu verändern.

Machen Sie mit!

2. line



### Schluss mit der Vermarktung von Trinkmahlzeiten!

Ärzte warnen vor hochkalorischen Trinkmahlzeiten, da sie Überfütterung und Kariesbildung fördern – Nestlé verkauft sie als gesunde, babygerechte Produkte.

**19615** Unterstützer



### Versteckte Tiere kennzeichnen!

Gelatine im Fruchtsaft, Schweineborsten in der Brotherstellung, Milchzucker in der rein pflanzlichen Schokolade: Oft werden uns tierische Produkte untergejubelt. Fordern Sie die Kennzeichnungspflicht für alle versteckten Tierprodukte!

**111860** Unterstützer

### Werden Sie Essensretter!

Die Lebensmittelindustrie wird sich nur ändern, wenn wir Verbraucher sie dazu zwingen. Bitte helfen Sie uns, öffentlich Druck aufzubauen. Unterstützen Sie foodwatch als Fördermitglied – je mehr wir werden, umso stärker sind wir in unserem Kampf für mehr Verbraucherrechte! Seien Sie dabei!

*Thilo Bode* Thilo Bode  
foodwatch-Gründer

**JETZT MITGLIED WERDEN**



3.-... line



### Keine Gentechnik wider Willen!

Wir fordern eine klare, einheitliche Kennzeichnung von Gentechnik. Auch tierische Lebensmittel, die mit gentechnisch veränderter Futterpflanzen erzeugt wurden, müssen gekennzeichnet werden!

**64829** Unterstützer



### Lebensmittelbuch-Kommission abschaffen!

Fordern Sie von Bundesminister Christian Schmidt die sofortige Abschaffung des Geheim-Gremiums Lebensmittelbuch-Kommission!

**46578** Unterstützer



### Smiley-System für Deutschland

Dänemark macht es vor. Mit Hilfe von Smileys werden die Ergebnisse von Lebensmittelkontrollen veröffentlicht, direkt im Restaurant oder Geschäft. Fordern Sie Politiker auf, auch bei uns ein Smiley-System einzuführen.

**76253** Unterstützer



### Kampagne gegen Etikettenschwindel

Genervt von leeren Versprechen, sauer über unverantwortliche Werbung empört über Lügen auf der Verpackung? Beschweren Sie sich bei den Unternehmen über dreisten Etikettenschwindel!

**HIER GEHT'S ZUR ABGESPEIST-KAMPAGNE**

**Edit Page Content "1. Rij" on page "Online acties"**

General Plugin Appearance Access Behaviour

**Selected Plugin**  
Multiple Content

**View**  
Contents

**Contents to display**

Selected Items:  
Big stopper Capri-Sun Multivit...  
Jouw stem maakt het verschil!

**Available Items:**  
Jouw stem maakt het verschil!  
Teaser Paardenvlees  
Teaser Kooieieren  
Teaser Kellogg's Frosties  
Teaser Becel Pro-activ  
Teaser Puur&eerlijk  
Teaser Energy Drinks  
Teaser E-nummers  
Teaser Scholen reclamevrij  
Big stopper Becel Pro-activ  
Teaser Kindermarketing  
Big stopper Capri-Sun Multivitamin

**Plugin Options**

General Title Attributes Options

**Style**  
2 columns

**Column Order**  
only one row (no repeat)

**Column class 1**  
75

**Column class 2**  
25

Equalize columns

**Annotations:**

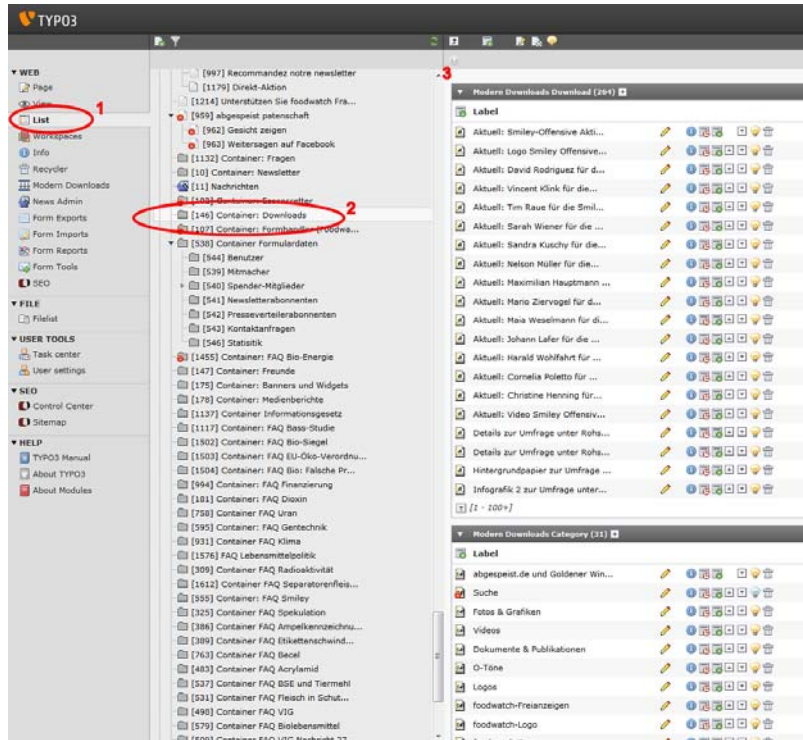
- choose what contents to show by clicking on them here - then they move to the left box
- move content in the left box up and down using the arrow
- This is what shows on the website
- click on the content you want to remove in the left box and then on this cross
- leave all this as it is!

### 35. Download section

**Image size for thumbnails download section:**

- 142 x 142 px (caution: You can use the original download file for *image* and *file* – only if you don't like the automatic preview you need to upload a cutted image)

You can provide images, graphics, videos and all the other files for download in the download section (press). You create the records in the following folder: DE 146, NL 1450, FR 1031. Every enabled record will appear in the download section according to the search criteria.



- 1 Select the list view in the left navigation.
- 2 Select the folder in the tree.
- 3 On the right hand side opens an interface showing all elements in the folder.



- 4 Add a new element by clicking on the create button (little green plus).

## Overview of the tabs in a download record

Create new Modern Downloads Download on page "Container: Downloads"

General Relations Sponsorship Statistics

Label

Hide: Start: Stop: Restrict editing by non-Admins:

Description

- 5 In the tab „General“ you can enter title, description, search tags, date, time and the state. You can also hide the download here.
- 6 In the tab „Relations“ you assign the download to the topics and set the link to the file.
- 7 You didn't have to do anything in the tab „Sponsorship“.
- 8 In the tab „Statistics“ you can see how often the file was downloaded.

## Tab „General“: Add title, description, search tags

Create new Modern Downloads Download on page "Container: Downloads"

General Relations Sponsorship Statistics

Label

Hide: Start: Stop: Restrict editing by non-Admins:

Description

Language: Default

Tags (separated by comma)

Meta-Daten

Language:

Date/Time  
14:13 21-7-2014

Status  
Pending

- 9 Select the tab „General“.
- 10 Fill in the file title in the field „Label“, e.g. „foodwatch-Report: Von Maden und Mäusen“. **Caution!** In the frontend the files appear in alphabetical order. So if you want to make sure that a record appears first the title should begin by an A (in German we write: Aktuell: ...)
- 11 Enable this box to hide the record.
- 12 In the fields „Start“ and „Stop“ you can enter a period of publication time for the download. **Caution!** The scheduling still doesn't work (as in October 2014), but should be fixed as soon as possible. Until that don't use it, otherwise the record is visible immediately.
- 13 In the field „Description“ you need to enter a short description. It will be shown as an overlay in the frontend (see next screenshot):

Pressekontakt

Pressemitteilungen

Presseverteiler

Downloads

## Downloads

Medienvertretern bieten wir hier Fotos und Grafiken, das foodwatch-Logo, Portraits der Team-Mitglieder sowie Reports, O-Töne und andere Dateien honorarfrei zum Download an. Bitte beachten Sie die Urheberhinweise. Bei Fragen wenden Sie sich gern direkt an die [foodwatch-Pressestelle](#).

### Downloads durchsuchen

alle Materialien  Alle Kategorien

Alle Dateiarten   
  Dokumente & Publikationen   
  Videos  
 Fotos & Grafiken   
  Logos   
  O-Töne

27 Materialien gefunden:



### So erreichen Sie uns

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An Wochenenden erfahren Sie unter der angegebenen Telefonnummer per Bandsage, auf welchem Wege Sie uns kontaktieren können.

Außerhalb der Bürozeiten erreichen Sie Pressesprecher Martin Rücker in dringenden Fällen mobil unter +49 (0) 1 74 / 3 75 16 89

Tragen Sie sich in unseren [Presseverteiler](#) ein, um unsere Pressemitteilungen per E-Mail zu erhalten.

### Ansprechpartner



**Martin Rücker**  
Pressesprecher,  
Leiter Presse- und  
Öffentlichkeitsarbeit  
[mr@foodwatch.de](mailto:mr@foodwatch.de)

- 14 In the field „Tags“ you should fill in relevant search words. They are used for the search on the page and you should take care in filling them in.
- 15 In the field „Date/Time“ you can change the date (creation of the download record).
- 16 In the field „Status“ you need to select „Approved“. That's very important, otherwise the download record won't appear in the result list in the frontend.

## Tab „Relations“: Assignment to the topics and linking the actual download file

Path: /Deutsch/Startseite/ Container: Downloads [146]

Edit Modern Downloads Download "Aktuell: Smiley-Offensive Akti..." on page "Container: Downloads"

General Relations Sponsorship Statistics

Contact Address

Homepage

Category

Selected Items:

- Smiley
- Dokumente & Publikat
- Kenzeichnung & Siegel

Available Items:

- Suche
- Fotos & Grafiken
- Dokumente & Publikationen
- Logos
- Videos
- O-Töne
- foodwatch-Logo
- foodwatch-Team
- foodwatch-Aktionen
- abgespeert.de und Goldener Win...
- Goldener Windbeutel 2013
- Essen & Gesundheit
- Lebensmittelskandale
- Kenzeichnung & Siegel
- Verbrauchertäuschung
- Welternährung und Umwelt
- Politik & Lobby
- Kinderernährung
- Smiley

Image

Smiley\_Aktion\_Online\_Brief.pdf

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI

Durchsuchen... Keine Datei ausgewählt.

File

Smiley\_Aktion\_Online\_Brief.pdf

-PHP -PHP3

Durchsuchen... Keine Datei ausgewählt.

- 17 Select the tab „Relations“.
- 18 The field „Category“ shows the selected topics and categories . The download record will appear in the list when these topics or/and categories are selected in the download search menu in the frontend. After selecting on you can delete or sort it with a click on the little cross or the little arrows.
- 19 Select the topics and categories in the field „Available Items“. Don't forget to select the type of the download file (e.g. logo, video, sound file ...).
- 20 Select the right category and topic.
- 21 In the field „Image“ you can upload the same picture like in file – but if you don't like the automatic generated thumbnail (middle of the picture) you need to upload a self cutted thumbnail (size 142 x 142 px). Click on the little folder icon to open the fileadmin and relate the image you have uploaded before.
- 22 Do it the same way in the field „File“: click on the little folder icon to open the fileadmin and relate the file you have uploaded before.

## Checklist downloads

### Checklist downloads

- Set the state on „approved“ in the tab „General“?
- Uploaded a thumbnail (142 x 142 px)?
- Selected the right category and topic?



## 36. Slider (products as on abgespeist.de)

### Image sizes:

- 1) Rotator 138x130px PNG file, object/product should touch the image border at the bottom
- 2) Slider: text and image are sliding, max. width 530, PNG file
- 3) Slider: only text is sliding, max. width 530, PNG file
- 4) Banner max. width 650

**Please note!** If the page where the slider will be inserted isn't created yet, make sure that you select the right template (see also "settings in the site properties" at the end of this chapter).

### Preparing the slider items

To implement a slider you first have to prepare the slide items. Therefore you find a container on the

- German site id 1253
- French Site id 1641
- Dutch site 1559

Slider Element (4)			
Title (frontend not display)			[Ref]
Slider: Filet de dinde Traditè...			2
Slider (x Images)			1
Slider produits Maggi			1
Slider Puget			1

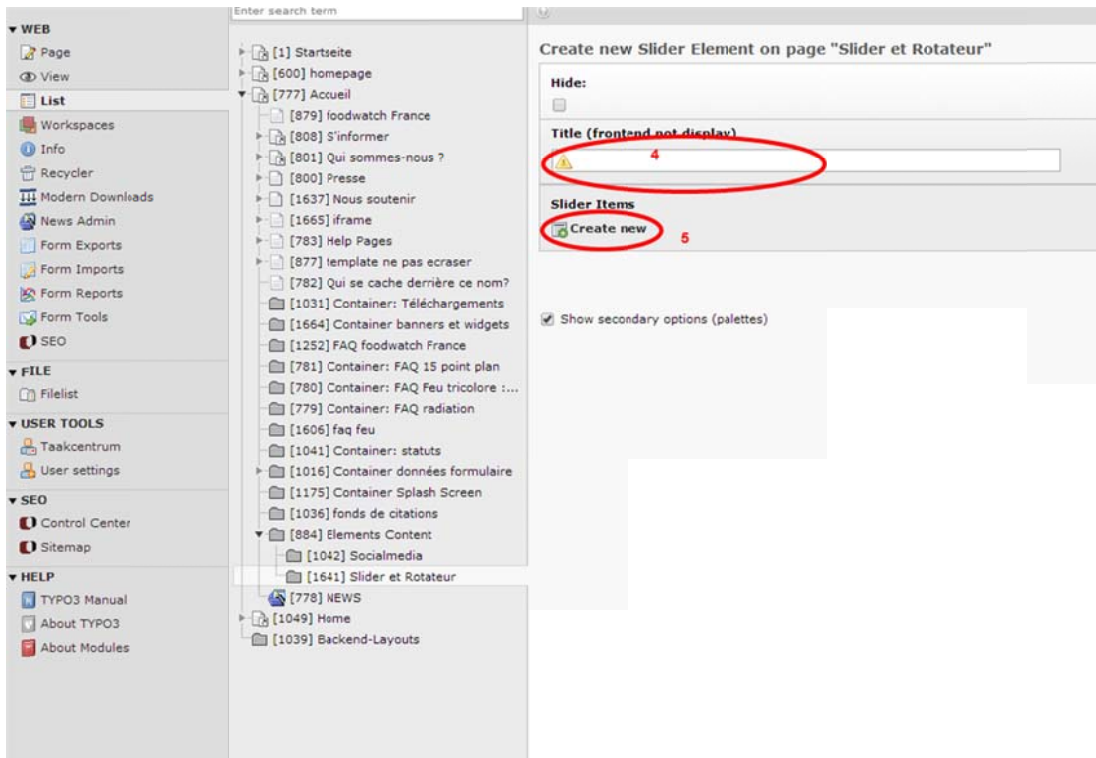
  

Slider Item (15)			
Title			[Ref]
Qualité supérieure, vraiment ?			1
100% filet mais pas 100% viande...			1
L'équivalent d'une tranche sur...			1
Plein d'additifs autorisés			1
Assez de dinde à l'eau			1
Alkohol			1
Die Pille zum Aufsbrot-Schmie...			1
= Boeuf », vraiment ?			1
Ah, ces exhausteurs de goût d'...			1
Promettre de la viande cui ne ...			1
Petit prix, mauvaise excuse			1
Puget trahit notre confiance			1
Ingrédients bon marché, prix s...			1
Une recette « confirmée » ?			1
Promettre de l'huile d'olive e...			1

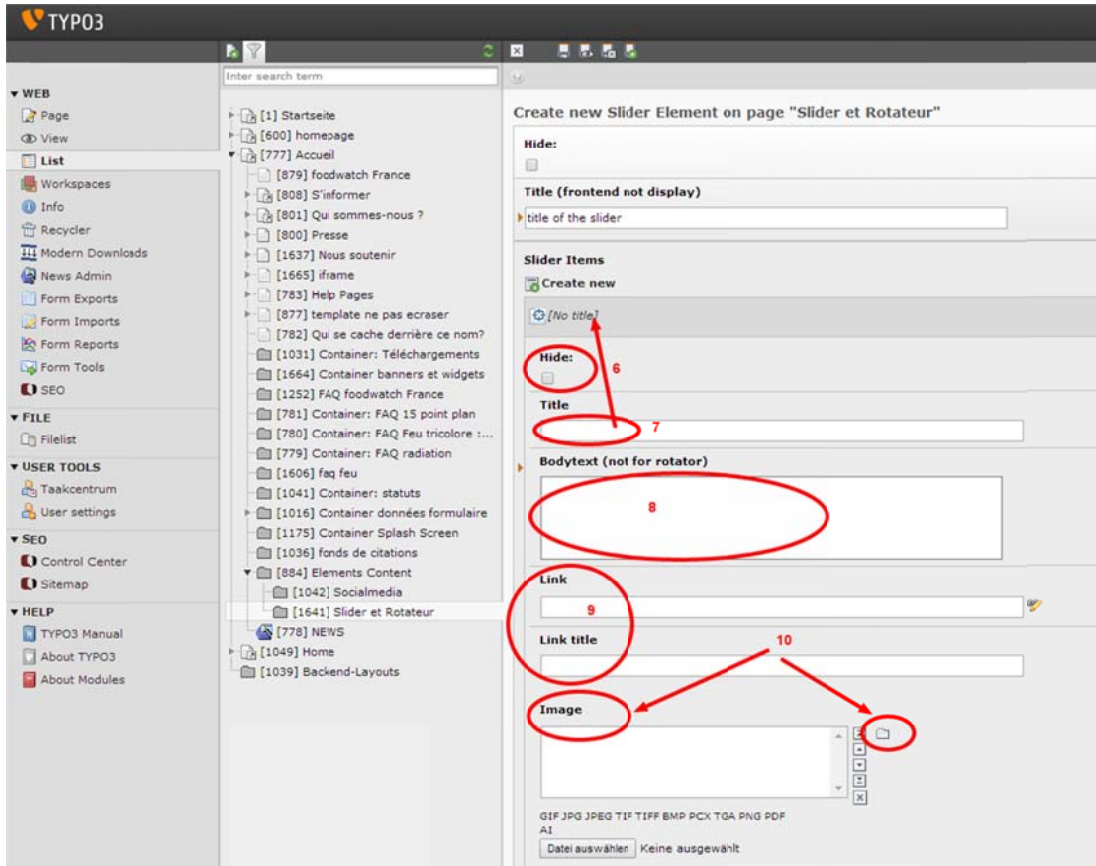
1 Select the mode "list"

2 Click on the folder to open it

3 Click on the little plus icon to create a new slider



- 4 Fill in the title of the slider (only for the backend)
- 5 Click on the plus icon to create the first slider item



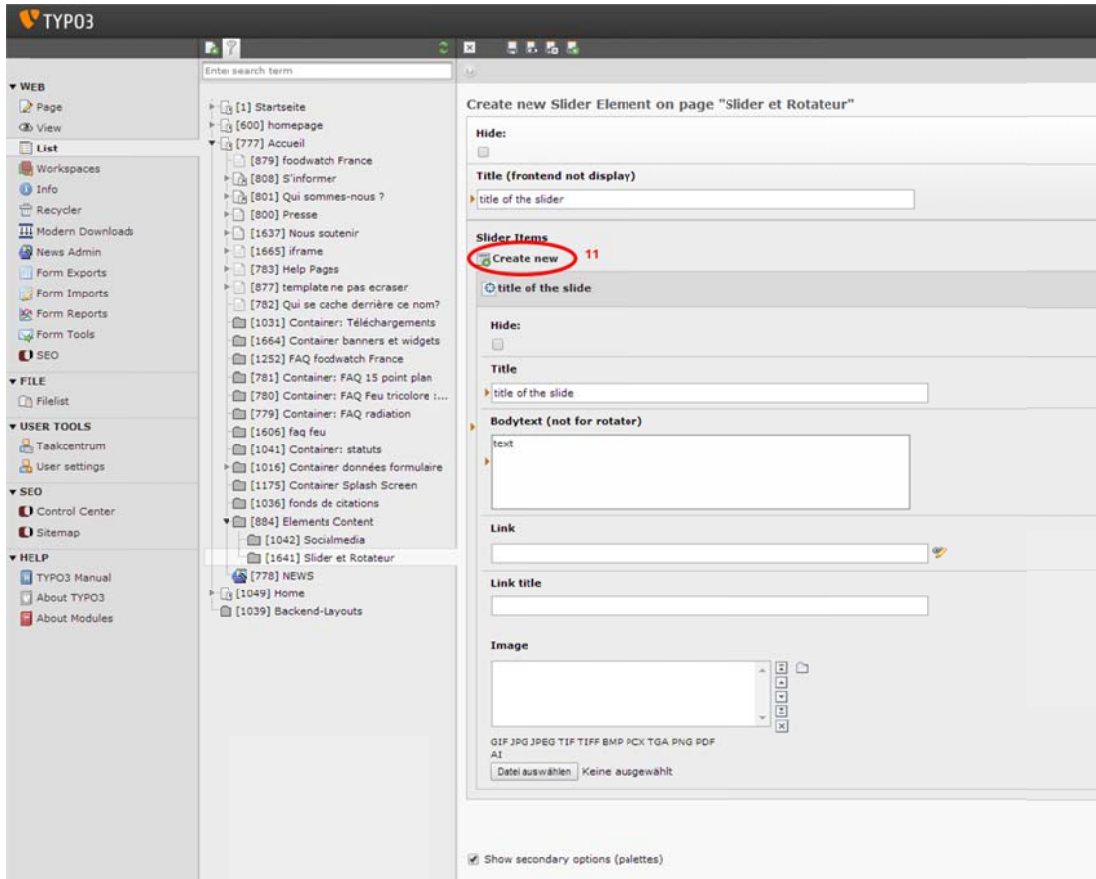
6 Enable this box to hide the item in the slider, default setting; box is not enabled

7 Fill in the title of the slider item

8 Fill in the description of the image

9 Fill in the link and the link title only when you are creating a rotator as here: [www.abgespeist.de](http://www.abgespeist.de)

10 Relate the image from the file list, they must have been prepared before



11 Click on "Create new" to create the next slider item and so on until you have created all the slider items of the slider element

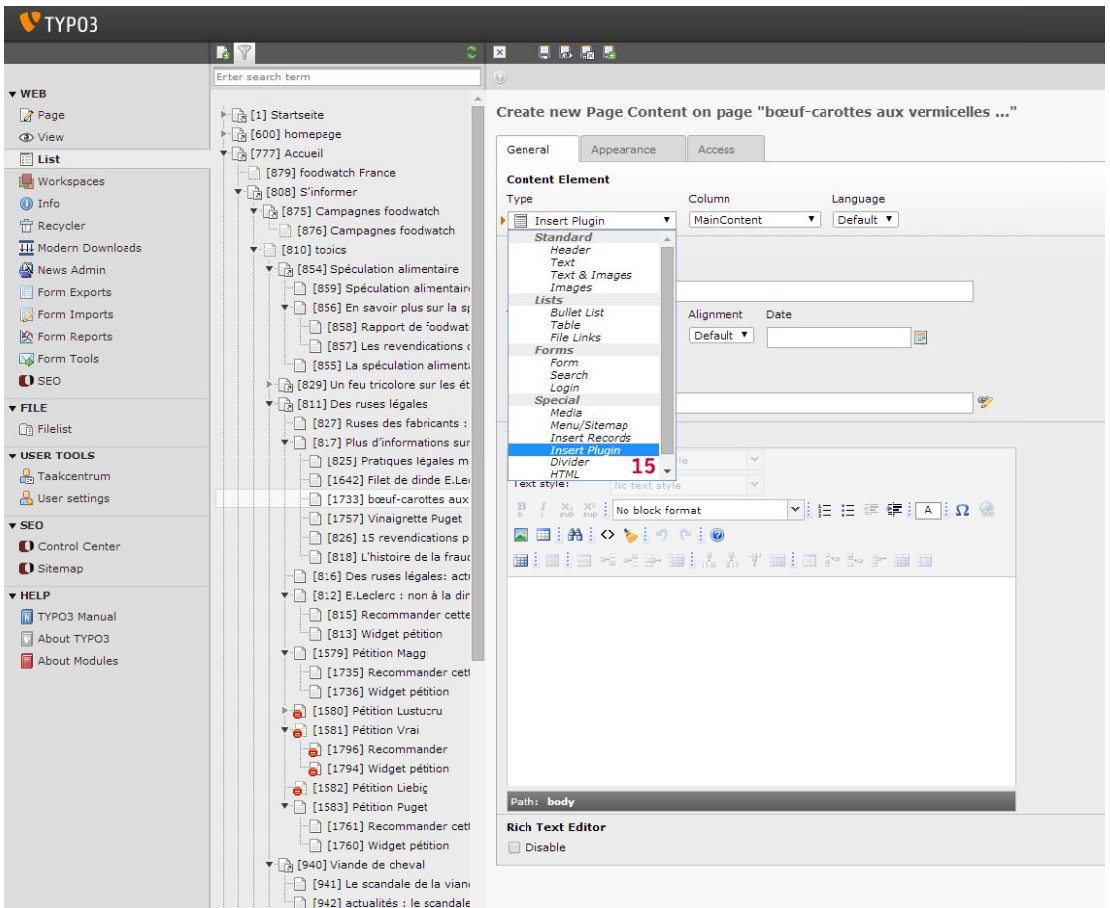
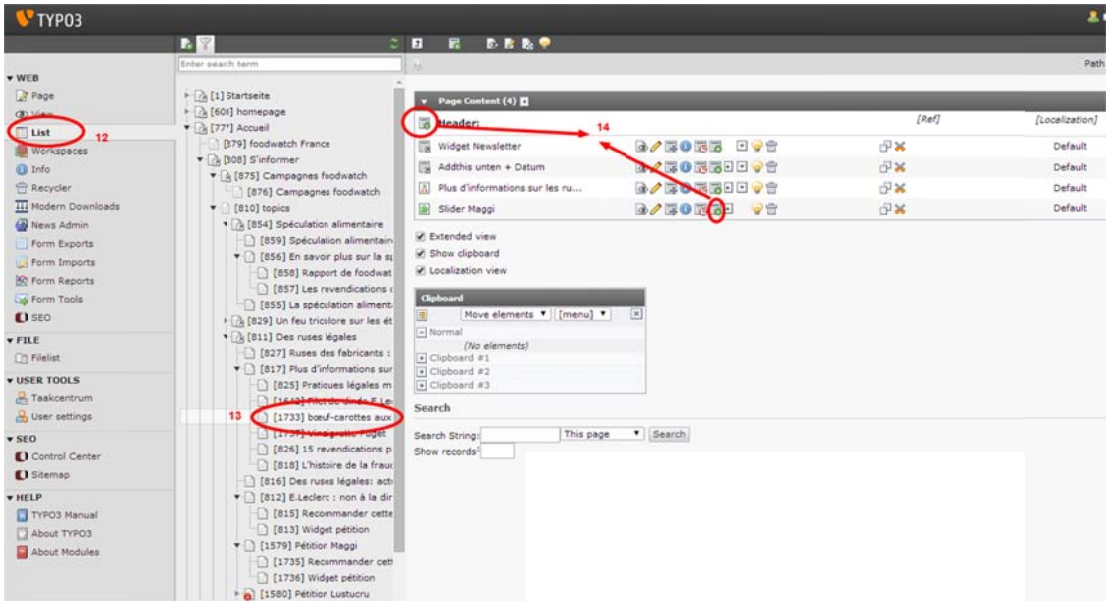
## Creating the slider element on the page

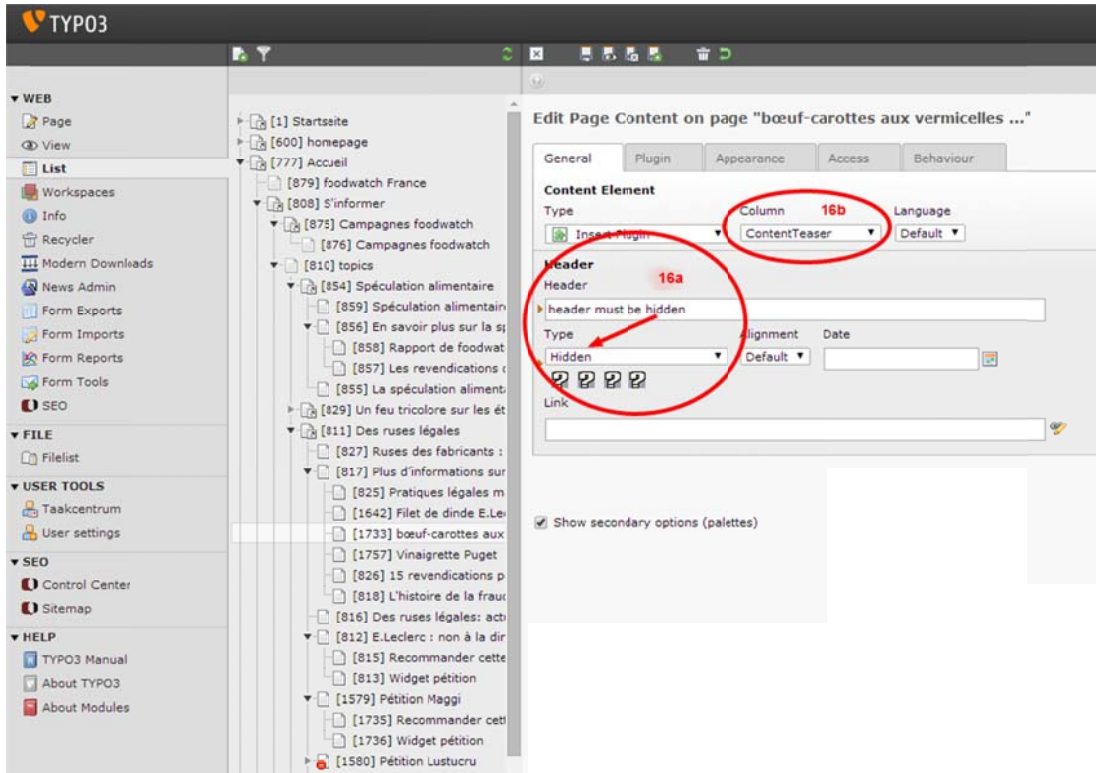
12 Switch to the list mode again

13 Open the page where you want to create the slider element as a new content element

14 Click on the little plus at the top or in the list to create a new element

15 Click on the little black arrow to open the drop down and choose the content element type "insert plugin" in the list by clicking on it

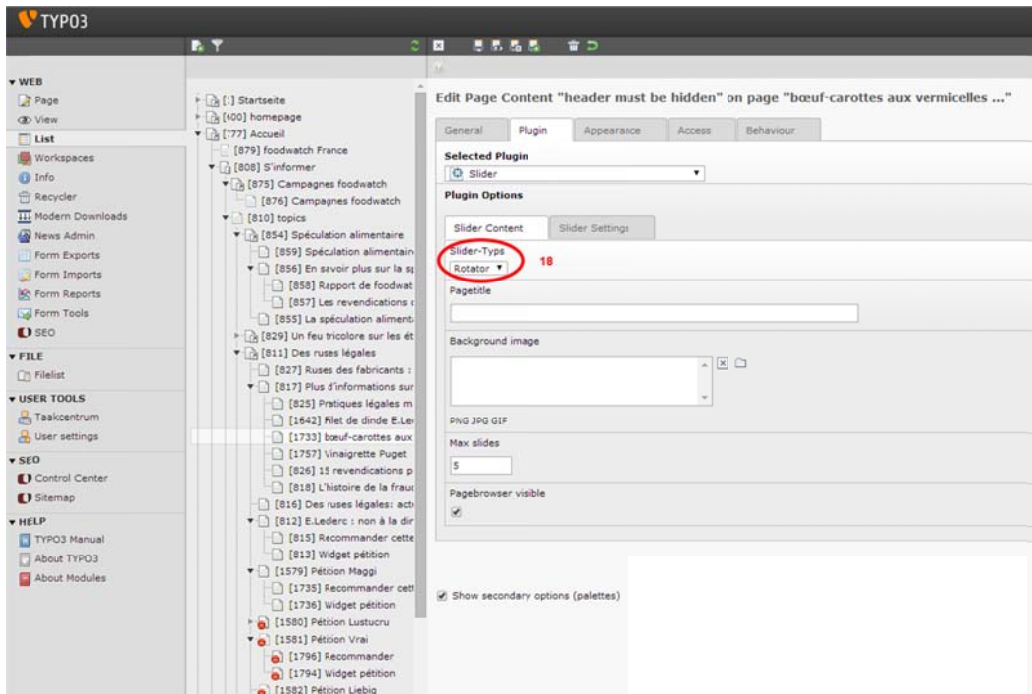
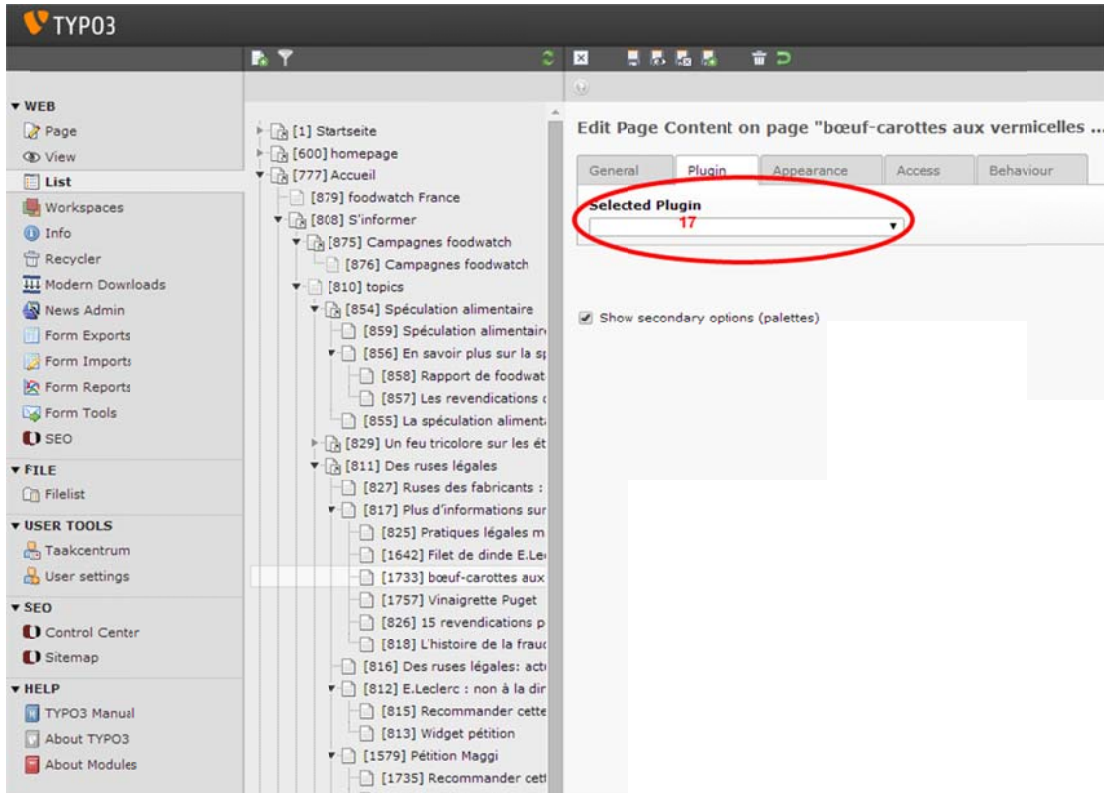




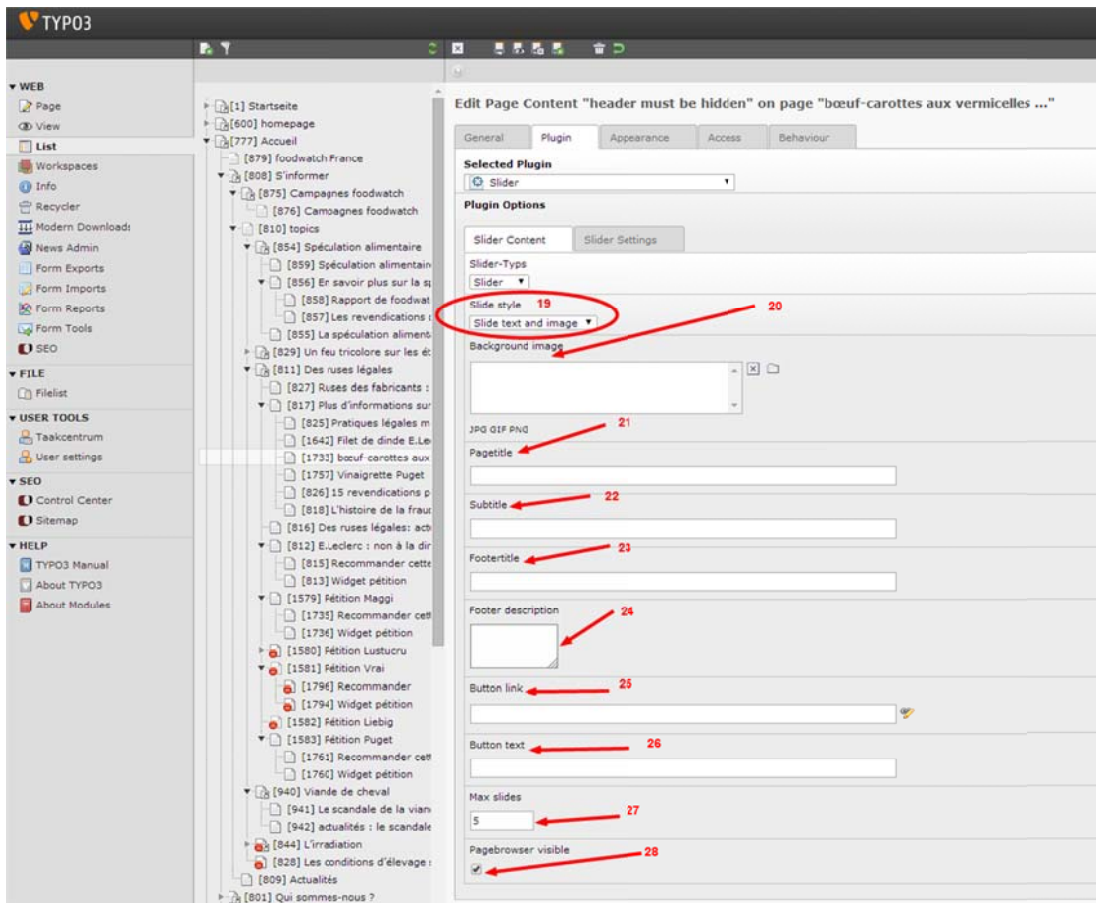
16a Fill in the header field and hide the header

16b Select "ContentTeaser" in the field "Column"

17 Click on the tab Plugin and choose slider in the drop down (nearly at the bottom of the list)

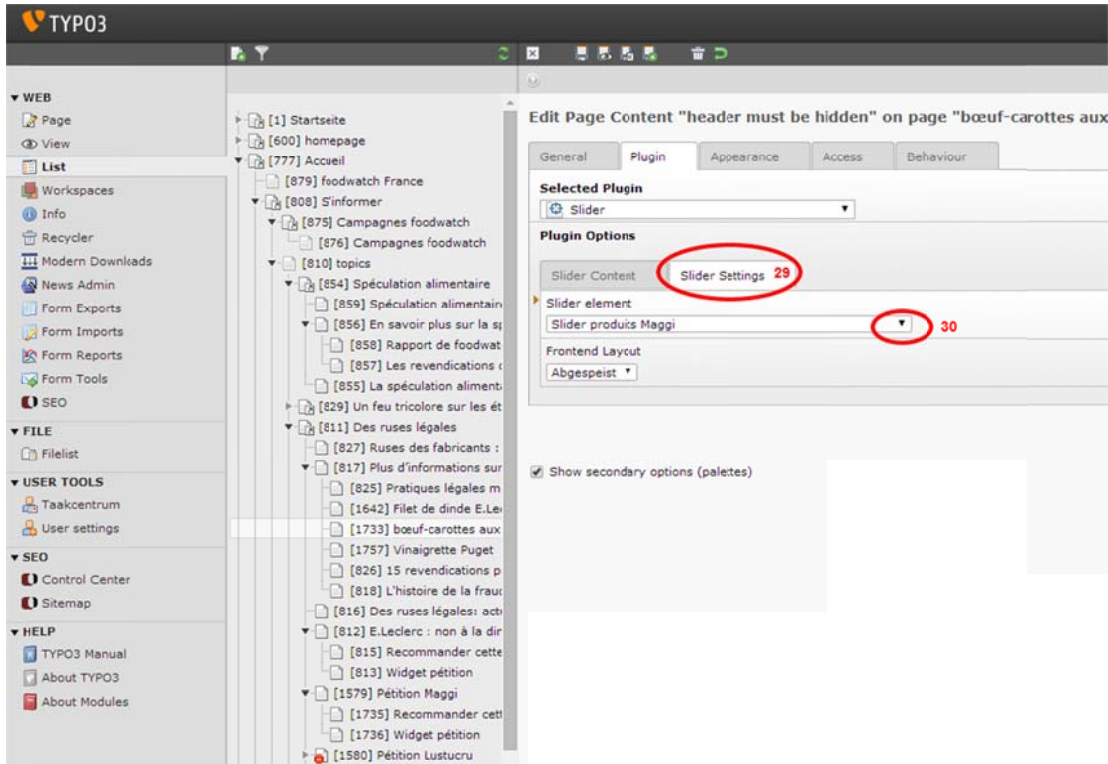


18 Select slider in the drop down (instead of rotator what is the default setting)



- 19 Choose the right "slide style", you can choose "slide text and image", "slide text only" and "only image", it's normally "slide text and image" what is also the default setting
- 20 Select the background image only when you are creating a rotator
- 21 Fill in here the main header
- 22 Fill in here the subheader
- 22 Fill in here the header in the footer
- 23 Fill in here the footer header
- 24 Fill in here the footer text
- 25 Fill in here the link in the footer
- 26 Fill in here the link title for the footer link
- 27 Adjust this number to the number of the slider items you have prepared before
- 28 Disable this box when the page browser (circlets at the bottom of the slider indicating the number of the slider items) shouldn't be visible



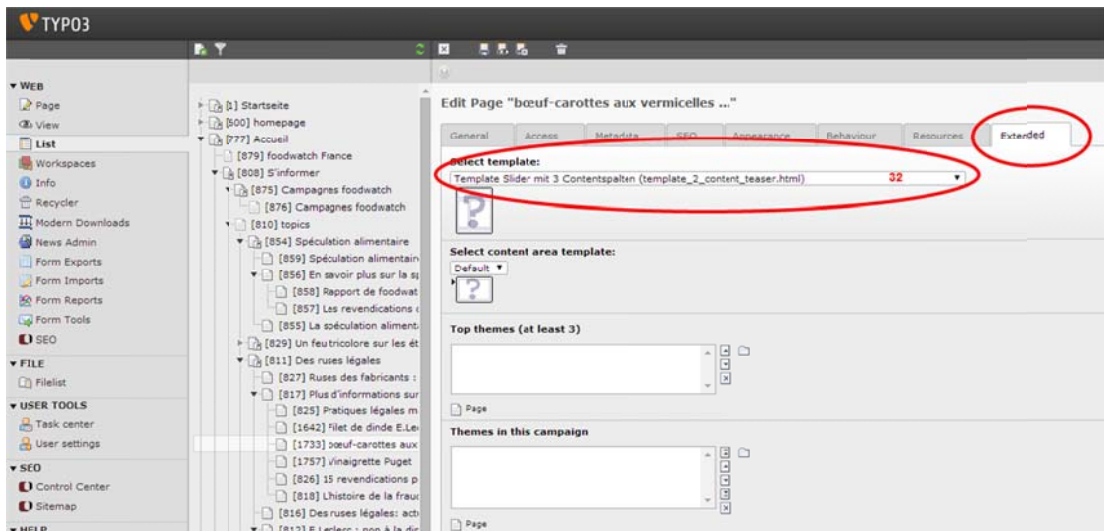
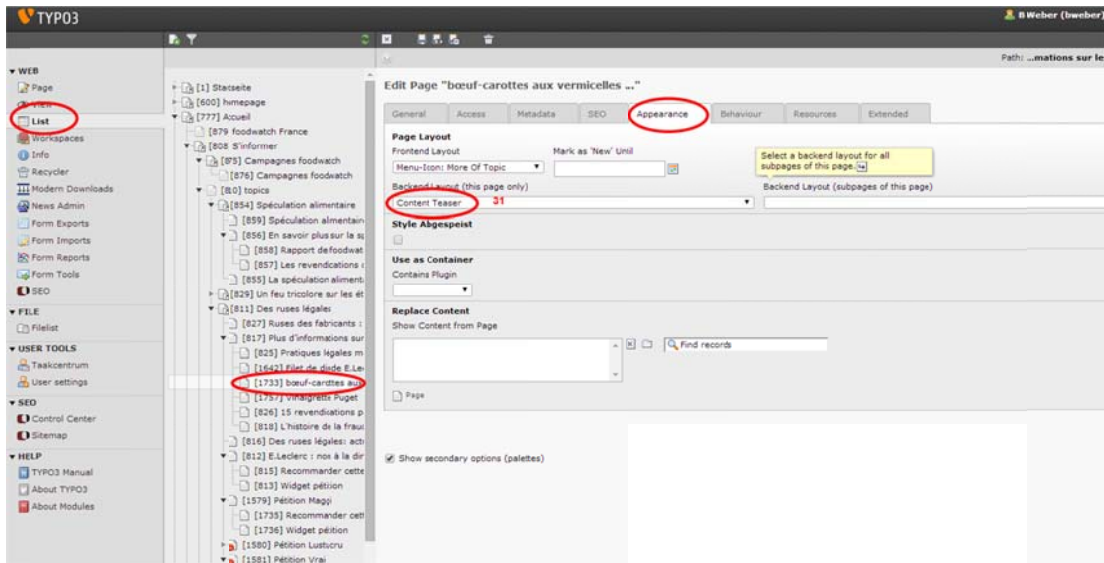


29 Click on the tab “slider setting” to relate the slider you have prepared before, you’ll find the title you have chosen in the list

### Settings in the page properties

31 Open the site properties of the page where you have created the slider element, click on the tab appearance, select “Content Teaser” in the drop down “backend layout (this page only)”

32 Check if the in the tab “Extended” the right template is selected: “Template slider mit 3 Contentspalten...”

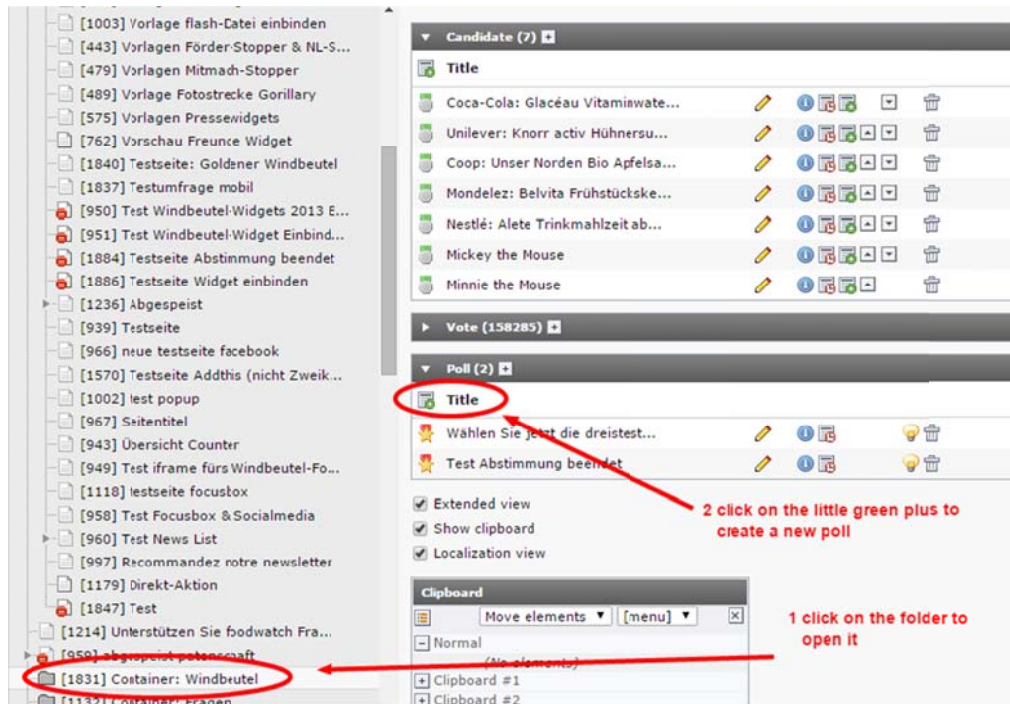


## Checklist Slider

- Did you select the right template in the site properties of the page where the slider should appear?
- Did you select the right backend layout in the tab appearance in the site properties?
- When the text is cut in a slider item the corresponding image perhaps is too large. Did you check the right size?
- In the plugin „slider“ on the page in the tab „General“ did you select the right entry in the drop down „column? It must be “ContentTeaser”.

### 37. Voting tool (Der Goldene Windbeutel, Het Gouden Windei)

First you have to create the poll and it's the basic settings like the starting and ending date and hour, the title, the description and the image. In the German branch the poll container has the id 1831 and in the Dutch branch it has the id 1832.



- 3 **Start and Stop** are important to fill in as before the start date (including the hour) and after the end date no vote will be taken into account.
- 4a Fill in a short title of you poll
- 4b Fill in a short description
- 5 Insert an image (size 130 x130 px), it must be a png (transparent background)
- 6 Check this box if for the voting the email address should be checked
- 7 After having managed the basic settings you have to create the poll items . It happens in the same container as before, this time in the lost „candidate“. To create a new poll items click on the little green plus again.

Edit Poll "Der Goldene Windbeutel 2015" on page "

**Hide:**

**Start:** 16:42 29-10-... **Stop:** 16:42 8-11-21... 3

**Title** 4a  
 Der Goldene Windbeutel 2015

**Description** 4b  
 Block style: No block style  
 Text style: No text style  
 Paragraph  
 Wählen Sie jetzt die dreiste Werbelüge des Jahres!

Path: body > p

**Image**  
 foodwatch\_windbeutel\_130x130.png 5

GIF PNG JPEG JKG

6

**Candidate (7)**

<b>Title</b> <span style="float: right;">7</span>	
Coca-Cola: Glacéau Vitaminwate...	
Unilever: Knorr activ Hühnersu...	
Coop: Unser Norden Bio Apfela...	
Mondelez: Belvita Frühstückske...	
festlé: Alete Trinkmahlzeit ab...	
flickey the Mouse	
flinnie the Mouse	

**Vote (158285)**

**Poll (3)**

<b>Title</b>	
Wählen Sie jetzt die dreitest...	
Test Abstimmung beendet	
per Goldene Windbeutel 2015	

Extended view  
 Show clipboard  
 Localization view

- 8 In the dropdown menu you select the poll you have created before (ist title appears in the list)
- 9 Fill in a code for your record, it's a short version of the title in the next field. This code is only used for the reporting.
- 10 Fill in the title of the poll record
- 11 Fill in a description of the poll record
- 12 Insert an image of the poll record, it has to be a png (transparent background). Make sure that the images of the poll records have the same size (especially the width should be the same).

Create new Candidate on page "Container: Windbeutel"

**Poll** 8  
Wählen Sie jetzt die dreisteste Werbelüge des Jahres! ▼

**Code (short name for candidate for reporting only)** 9

**Title** 10

**Description**

Block style: No block style  
Text style: No text style  
No block format

11

Path: body

**Image** 12

GIF PNG JPEG JPG

**DER GOLDENE WINDBEUTEL** 4

**Der Goldene Windbeutel 2015** 5

foodwatch®

Wählen Sie jetzt die dreisteste Werbelüge des Jahres! 6

**Mickey the Mouse** 10

Meine Stimme für Mickey Mouse. 11

Sicherheitsabfrage\*

Abstimmen!

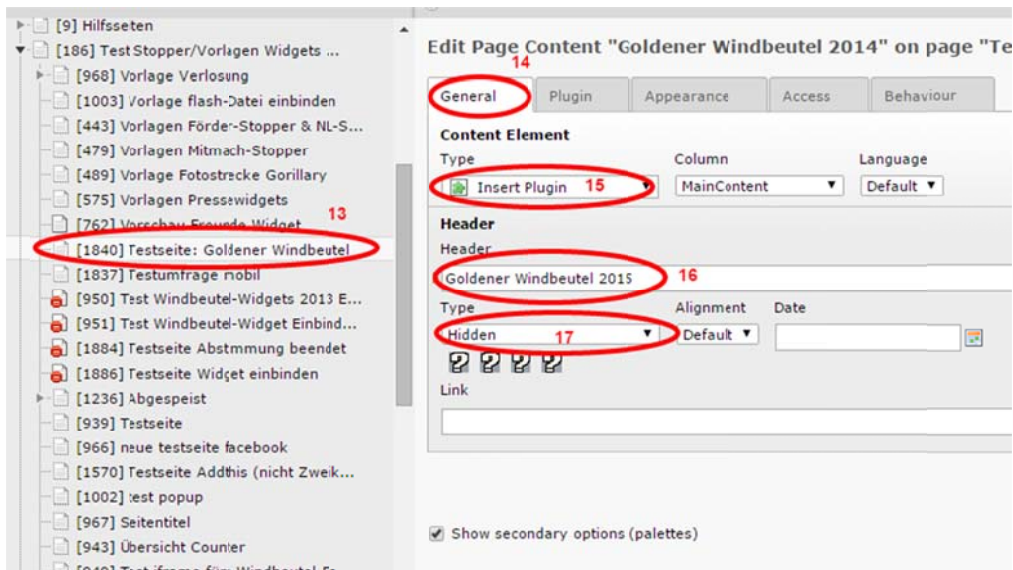
**Minnie the Mouse**

Meine Stimme für Minnie.

Bitte oben wählen.

The last screenshot illustrates which fields you have created until now (the numbers correspond with the numbers in the description before). To integrate a poll into a page and to get this view (last screenshot) you need to set up a plugin on a page. In this plugin you can edit other fields, e.g. the text that will appear when the poll is closed (after the ending date). This will be described in the following screenshot.

- 13 Click on the page on which the poll should be shown and create a new element. Make sure that the mode is set on https in site properties/tab behaviour
- 14 Click on the tab „General“
- 15 Select the element type „Insert plugin“
- 16 Fill in a title and don't forget...
- 17 ...to set it on „hidden“. If not you will have two titles as there's on already in the poll record you created before in the container.



- 18 Select the plugin type „Poll Form“
- 19 Click on the tab „General Settings“ to manage the general settings
- 20 Don't change anything here (there's nothing else to select)
- 21 Relate the poll that you want show here, normally it is this you have created before in the container
- 22 This is the id of your home page to which the foodwatch logo links at the top on the right side (DE 1, NL 1049, FR 777)
- 23 Enable this box if you want to ask in the poll form for the email address
- 24 Enable this box if you want that the contact box is initially checked (it's relevant only when you also have enabled the box to ask for the email address (see no. 23))
- 25 Enable this box if all newsletter subscription should be enqueued and not executed by the system right away (highly recommended!!!)
- 26 There's nothing to manage here.
- 27 This field can be used if you want to adapt the CSS style (e.g. background colors), ask Artmology for the format!

- 28 As the form only works if Java Script is enabled you have to ask the user to do so if not. Fill in the appropriate message here
- 29 There's nothing to do in this field, it probably will be deleted, so don't worry if you don't find it in the backend anymore.
- 30 Click on the tab „poll“ to manage further settings
- 31 Fill in the text explaining what happens if the newsletter box is /remains checked.
- 32 Fill in the Label for the captcha



Enqueue newsletter subscriptions (recommended)

CSS Version (for bigger adjustments)  
Default (de) ▾

Custom CSS (beware not to break the design! for smaller adjustments)

**Message when javascript is not enabled**

Block style: No block style ▾  
Text style: No text style ▾

Paragraph

Bitte aktivieren Sie Javascript, damit das Formular richtig angezeigt wird. Hier finden Sie [eine Anleitung](#), wie Sie JavaScript in Ihrem Browser einschalten.

Path: body > p 22 words

**Message when cookies are not enabled (not used as of #1720)**

Block style: No block style ▾  
Text style: No text style ▾

Paragraph

28

29

Edit Page Content "Goldener Windbeutel 2014" on page "Testseite: Goldener Windbeutel 2014"

General Plugin Appearance Access Behaviour

**Selected Plugin**  
 🌟 Poll Form

**Plugin Options**

General Settings **Poll 30** Newsletter Recommendation

**Label Newsletter Checkbox (if newsletter active or email is verified) 31**  
 Bitte halten Sie mich mit dem foodwatch-Newsletter auf dem Laufenden.

**Label Captcha 32**  
 Sicherheitsabfrage\*

**Error message when captcha wrong/empty. 33**  
 Bitte füllen Sie die Sicherheitsabfrage aus.

**Error message when given email has already voted successfully (only if email is verified) 34**

**Label Button Vote 35**  
 Abstimmen!

**Text below candidates 36**

Block style: No block style  
 Text style: No text style  
 No block format

Bitte oben wählen.

- 33 Fill in the error message when the captcha field is empty /the captcha is wrong when pushing the "vote" button.
- 34 Fill in here the error message when the entered email address has already voted. This only is relevant when the email address is checked
- 35 Fill in a label for the vote button

36 Fill in a text here that appears at the bottom of the form, e.g. to inform the user what to do if he has scrolled down and arrived at the bottom of the form (in German: "Bitte oben wählen"; in English: Please vote further up!) This is the field where you also can fill in the data protection information when the email address is integrated in the form.

The screenshot shows the Joomla! administrator interface for editing page content. The title is "Edit Page Content 'Goldener Windbeutel 2014' on page 'Testumfrage n'". The "Plugin" tab is selected, and the "Poll Form" plugin is chosen. Under "Plugin Options", the "Newsletter" sub-tab is active, marked with a red box and the number 37. The "Newsletter form" field is set to "Fomular: Newsletter bestellen" and is also boxed with a red border and the number 38. Below this, the "Title when poll open" field contains "Danke für die Abstimmung!" and is boxed with a red border and the number 39. The "Introduction when poll open" section is boxed with a red border and the number 40, containing a rich text editor with the text: "Wenn Sie zu den Ersten gehören wollen, die das Ergebnis der Wahl erfahren, bestellen Sie jetzt unseren Newsletter!". The bottom status bar shows "Path: body" and "18 words".

- 37 Click on the tab Newsletter to manage the settings for the newsletter subscription, this only is relevant if the email address and the subscription is not integrated in the first step of the poll but in the second one, what means that the invitation to subscribe for newsletter appears only after having clicked on the "Vote" button.
- 38 Relate here the form to subscribe for the newsletter. (DE record id 45 on page id 242, NL record id 5460 on page id 1266. Click on the folder icon and then in the tree on the page, then on the little orange arrow at the right to see all the content elements of the page and select then the newsletter form.
- 39 Fill in here the title that appears after having clicked on the Vote button. In the example (last screenshot) Danke für die Abstimmung! >> Thank you for having voted!
- 40 Fill in here a short text that appears under the header, e.g. Invite people to subscribe for the newsletter.

**Please note:** *The next screenshot shows the lower part of the same page in the backend that was already shown on the last screenshot.*

- 41 Fill in the the title that appears when poll is already closed (after the expiry you have filled in the poll record in the container), e.g. The poll is closed (Die Wahl ist beendet)
- 42 Fill in here a short text to explain when you will inform about the winner etc. This text appears under the title you have entered before.
- 43 When poll is already closed a newsletter form appears in poll form to invite people to subscribe for the newsletter. Fill in here the title of the newsletter form, e.g. Subscribe for the foodwatch newsletter
- 44 Fill in here the hint "mandatory fields", e.g. Fields marked with an asterisk are required.
- 45 Fill in the label for the field Email address.
- 46 Fill in here the error message when the email field is empty or the email address has the wrong format
- 47 Fill in here the label for the field first name
- 48 Fill in here the label for the field last name
- 49 Fill in here the label for the submit button
- 50 Fill in here the label for the skip button (by clicking on this button the user passes directly to the recommendation form what is the next and last step in the poll procedure), e.g. skip the newsletter subscription
- 51 Fill in here the privacy message with a link to the declaration of the privacy protection
- 52 Click on the tab "recommendation" to manage the settings for the recommendation that is the last step in poll procedure.
- 53 Fill in the title here when people have voted (click on the vote button), have subscribed for the newsletter or have skipped the newsletter subscription. Please note that you have adapt this title when the poll is closed and it's useless to recommend the poll.
- 54 This message appears when the email address is required in the first step of the poll procedure but the newsletter was not ordered. E.g. Thank you for having voted.
- 55 See 54 but newsletter was ordered. E.g. Thank you for having voted and subscribed for the foodwatch newsletter.
- 56 This message appears when the newsletter was ordered in the second step.
- 57 Relate here the recommendation elements you have prepared on an extra poll recommendation page. It's the [same procedure as for email actions](#). **Please note** *that you have to delete these elements when the poll is closed as it's then useless to recommend the poll.*

Path: **body** » **p** » **b** 18 words

Title when poll closed 41  
Die Wahl ist beendet.

Introduction when poll closed 42

Block style: No block style  
Text style: No text style  
No block format

Das Ergebnis wird in Kürze bekannt gegeben. Bestellen Sie unseren Newsletter und erfahren Sie zuerst, welches Unternehmen den Goldenen Windbeutel 2014 für die dreisteste Werbelüge des Jahres bekommt.

Path: **body** 27 words

Title Form 43  
foodwatch-Newsletter bestellen

Hint mandatory fields 44

Label Email 45  
E-Mail

Error message when email invalid/empty 46  
Bitte tragen Sie eine gültige E-Mail-Adresse ein.

Label Firstname 47  
Vorname

Label Lastname 48  
Nachname

Label Lastname

Label Button Submit **49**

Label Button Skip **50**

Privacy message **51**

Block style: No block style

Text style: No text style

No block format

Ihre Angaben werden von foodwatch ausschließlich für den Newsletter-Versand genutzt. Mehr Informationen zum Umgang mit Daten finden Sie in unserer [Datenschutzerklärung](#).

Path: **body** 21 words

Edit Page Content: "Goldener Windbeutel 2014" on page "Testumfrage mobil"

General Plugin Appearance Access Behaviour

**Selected Plugin**  
 Poll Form

**Plugin Options**

General Settings Poll Newsletter Recommendation 52

Title for recommendation box  
 Empfehlen Sie die Wahl jetzt weiter! 53

Thankyou message for only poll  
 Danke für Ihre Abstimmung! 54

Thankyou message for poll and newsletter 55  
 Danke für Ihre Abstimmung und die Bestellung unseres Newsletters.

Thankyou message for only newsletter (when poll is closed) 56  
 Danke, dass Sie unseren Newsletter bestellt haben. Bitte bestätigen Sie Ihr New:

Includes content elements (e.g. recommendation plugin)  
 Mobil: Empfehlen  
 Weiterempfehlen: Goldener Windbeutel 2014 57

Page Content

**Please note!** If you want to provide the code to embed the poll on external websites it is the same procedure as for the small action form: You have to create an extra iframe page( select the template "iframe..." in the site properties / Tab extended and insert the plugin you have created before by using the element type "insert record". Use the link of the iframe page to generate the iframe code. This procedure is described in detail [here](#). You find the format of the embed code for the voting widget below.

#### Vote tracking in external widgets

If you want to track how many votes came from one ore more externally embedded widgets you have to add to the link you are using in the iframe the following snippet : #ref-widget1, so that the embed code looks like this:

```
<iframe height="xxx" width="xxx" frameborder="0" name="Voting" src="
http://www.foodwatch.org/de/iframe/windbeutel\_2014#ref-widget1"><p>Ihr Browser kann leider keine
eingebetteten Frames anzeigen</p></iframe>
```

The blue part is the link of the iframe page, the orange part (#ref-) is always the same and has to added anyway, the green part is the code for the widget. You can write whatever you want, but it has to be unique and different from the other codes. It will appear in the export then.

## Checklist Voting tool

- Is the page where you inserted the plugin set on https?
- Did you hide the title in the plugin?
- Did you enable the box "Enqueue newsletter subscription" in the plugin/tab "General settings"?
- Don't forget to change the messages in the tab recommendation when the poll is closed.

## Export of the poll results / Explanations / How to check for manipulations

### Poll result – total

#### / Candidat

Filters for the candidate – results are inconspicuous, when valid/invalid/alreadyvoted/wrong captcha show about the same results

#### / Token/Blogger

Just interesting if you gave people a special code for using the poll widget – then you can see the votes from the widgets

#### / Referer

Links, using which people went to the website for voting – links which lead to many votes should be known to you from checking media coverage etc.

#### / Browser/Agent

= tells you which browsers were used. It always starts „ Mozilla, z.B. Mozilla/5.0 (Windows NT 6.1; WOW64; rv:31.0) Gecko/20100101 Firefox/31.0.“ – this is because „Mozilla“ ist he historic name for netscape but IE and chrome are also using this name – you see the real browser name later in the name

#### / IP (hashed)

Number of votes per (hashed) IP-address – here you could see if there were „unnaturally“ many (valid) votes from one IP (there isn't a certain number defined for it starting to be "unnatural" – when there are many votes from one IP we should think about it and it would start to be conspicuous when it's so many votes that it could change the end result)

#### / Hours

Hours sorted by the number of votes – Here we could see when there are many (valid) votes at a time when people are not online, for instance in the night. Normally the day of the start of he poll or days with important media releases (online articles with links, TV-Shows showing the link and asking people to vote) are on top. Usually you find explanations for the hours which are on top. If not, you check further.



### **Poll result – hourly development**

All the hours with many (more than fifty) votes are highlighted in red, when one candidate got more than 20% more or 10% less votes than in the end result. (They are marked orange when the candidate gets more than 10% more or 5% less than in the end result.)

⇒ Especially for the hours highlighted in red we check in the list „all votes“, if the votes make a „natural“ impression (do they come from different IPs, is the captcha sometimes firstly wrong, then right from one IP, do the email addresses used seem to be real ones of proper people – especially regularly occurring votes from one IP for one product with sort of fake email addresses would be a hint for manipulations

### **Poll result – all votes**

⇒ Using „Table with filter“ allows you to filter in a column – but if the list gets too long it doesn't work any more

All Referrer: Which links lead the user to the poll

Invalid votes: For the Dutch website only “already voted” and “wrong captcha”, because there are no cookies used – isn't the sum of both, because maybe people who already voted got the captcha wrong

## **38. Raffles (Verlosungen)**

We have a form where people can take part in a raffle and win for instance a book, dvd or whatever. Therefore they need to give us their data including their post address and we ask them if we can contact them (option is not initially active because of data privacy reasons). They need to confirm their taking part through activating a link in an email we send them after filling out the form.

In the export for raffles you will find only people who confirmed their taking part by clicking on the link in the email sent to them. There you can also see if people gave their consent to be contacted and if they are active newsletter subscribers.

## Verlosung der DVD "Population Boom"

Die mit einem \* gekennzeichneten Felder sind Pflichtfelder.

Vorname \*

Nachname \*

E-Mail-Adresse \*

Straße\*

Nr.\*

PLZ\*

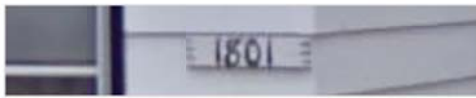
Ort\*

Land

- Ja, bitte halten Sie mich über Ihre Aktivitäten auf dem Laufenden und informieren Sie mich per Telefon, Newsletter oder per Post.

Sicherheitsabfrage \*

Bitte geben Sie hier die Worte ein, die im Bild angezeigt werden. Dies dient der Spam-Abwehr. Wenn Sie das Wort nicht lesen können, klicken Sie bitte auf die blauen Pfeile.



Geben Sie den argezeigten Text ein



ABSCHICKEN

Ihre Angaben werden ausschließlich für Zwecke von foodwatch genutzt. Mehr Informationen erhalten Sie in unserer [Datenschutzerklärung](#).

To create a new form for raffles just copy an existing one. Example: [1983]

You only need to **change the name of the form (tab General, header – should be put on “hidden”)** (**caution: the header of the plugin is also used in the text of the email** send to the people to ask for their confirmation).

## Edit Page Content "Verlosung der DVD "Population ..." on page "Ver

General Plugin Appearance Access Behaviour

**Content Element**

Type Column Language  
Insert Plugin MainContent Default

**Header**

Header  
Verlosung der DVD "Population Boom"

Type Alignment Date  
Hidden Default

Link

*name it properly! this name is also used in the confirmation email*

Hallo Christiane Groß,

Sie haben an der **Verlosung der DVD "Population Boom"** auf [foodwatch.de](http://foodwatch.de) teilgenommen. Sollte dies nicht der Fall sein, ignorieren Sie bitte diese E-Mail.

Um Ihre Teilnahme und Ihr Newsletter-Abonnement bzw. Ihre Kontakteinwilligung zu bestätigen, klicken Sie bitte auf den folgenden Link:

[Unterschrift bestätigen](#)

Mit dieser Bestätigung wollen wir vermeiden, dass jemand ihre E-Mail-Adresse missbräuchlich verwendet.

Falls sich der Link oben nicht anklicken lassen sollte, kopieren Sie bitte folgenden Linktext und fügen Sie ihn die Adresszeile Ihres Browsers ein:

<https://www.foodwatch.org/de/mediathek/filmtipps/verlosung-population-boom/?contact%5Bconfirm%5D=aa3c415e4a96a473093b750108dae225&ncv=1>

Vielen Dank für Ihre Teilnahme!

Mit freundlichen Grüßen

Ihr foodwatch-Team

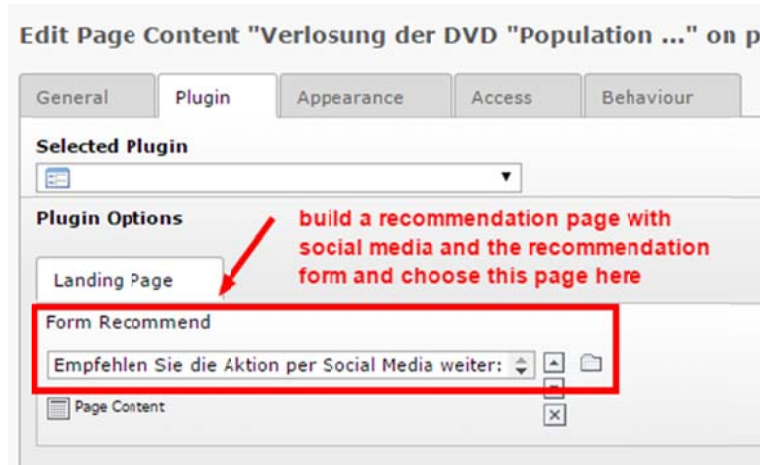
---

foodwatch e.v.  
brunnenstr. 181  
10119 berlin  
germany  
e-mail: [info@foodwatch.de](mailto:info@foodwatch.de)  
internet: [www.foodwatch.de](http://www.foodwatch.de)

---

Eingetragener Verein, Sitz Berlin VR 21908 Nz AG Charlottenburg,  
Geschäftsführer: Dr. Thilo Bode

Then all you need to do is **create a recommendation page** (Social Media, recommendation form (copy existing one and edit afterwards where necessary, see email-actions) and choose it in **tab "Plugin"**.



### 39. Creating a slideshow /photo series

**Image size for thumbnail on page "Mediathek":**

- 120 x 120 px

**Image size for the four thumbnails (alternative thumbnail):**

- 106 x 106

**Image size for slideshow images:**

- maximum height 1000, maximum width 1400  
(upload pictures this size if possible)



- 1 Select the id [32] Fotostrecken below the id [7] Mediathek.
- 2 Create a new photo series with a click on the add button.

## Edit Page Content "Übergabe Goldener Windbeutel 2..." on page "Fotostr

1 2 3 4

General Plugin Appearance Access

**Content Element**

Type 7 Column Language  
Insert Plugin MainContent Default

**Header**

Header  
Übergabe Goldener Windbeutel 2014

Type 8 Alignment Date 9  
Hidden Default 1-10-2014

Link

- 1 In the tab "General" put the **type on "Insert Plugin"**, enter a **headline** (just for your orientation, doesn't show on the website) and a **date** (does show on the website!).
- 2 In the tab "Plugin" you can select the plugin, upload the pictures and add the descriptions.
- 3 In the tab "Appearance" you have to select the right layout.
- 4 In the tab "Access" you can change the visibility of the content element.
- 7 In the field "Type" you have to select "Insert Plugin".
- 8 For reasons of clarity you should enter a headline, but don't forget to hide it in the field "Type". Otherwise it will be shown in the frontend.
- 9 Fill in the date here.
- 10 The header isn't shown on the website, but type on hidden.
- 11 Insert the right date.

## Edit Page Content "Übergabe Goldener Windbeutel 2..." on page "Fotostrecken"

General Plugin Appearance Access

**Selected Plugin**

Gorillary Gallery

**Media collections**

Create new

Goldener Windbeutel 2014: food...

- 12 Select the Plugin "Gorillary Gallery" (the user interface will change).
- 13 Click on the "create new" button for adding the pictures.
- 14 If you want to change an older photo series click on the headline of the plugin. This will open the user interface.

Goldener Windbeutel 2014: food...

**Collection Title**

Goldener Windbeutel 2014: foodwatch-Aktion bei...

**Collection Description (used on page Fotostrecken)**

Block style: No block style

Text style: No text style

Paragraph

foodwatch-Aktivist:innen haben am 1. Oktober 2014 in Frankfurt versucht, Nestlé den Goldenen Windbeutel 2014 zu übergeben, den Negativpreis für die dreisteste Werbelüge des Jahres. Doch der Konzern lehnte, es ab die Trophäe entgegenzunehmen, mit der Behauptung, von Werbelüge und Gesundheitsgefährdung könne keine Rede sein.

Path: body > p 41 words

**Teaser (for Mediathek)**

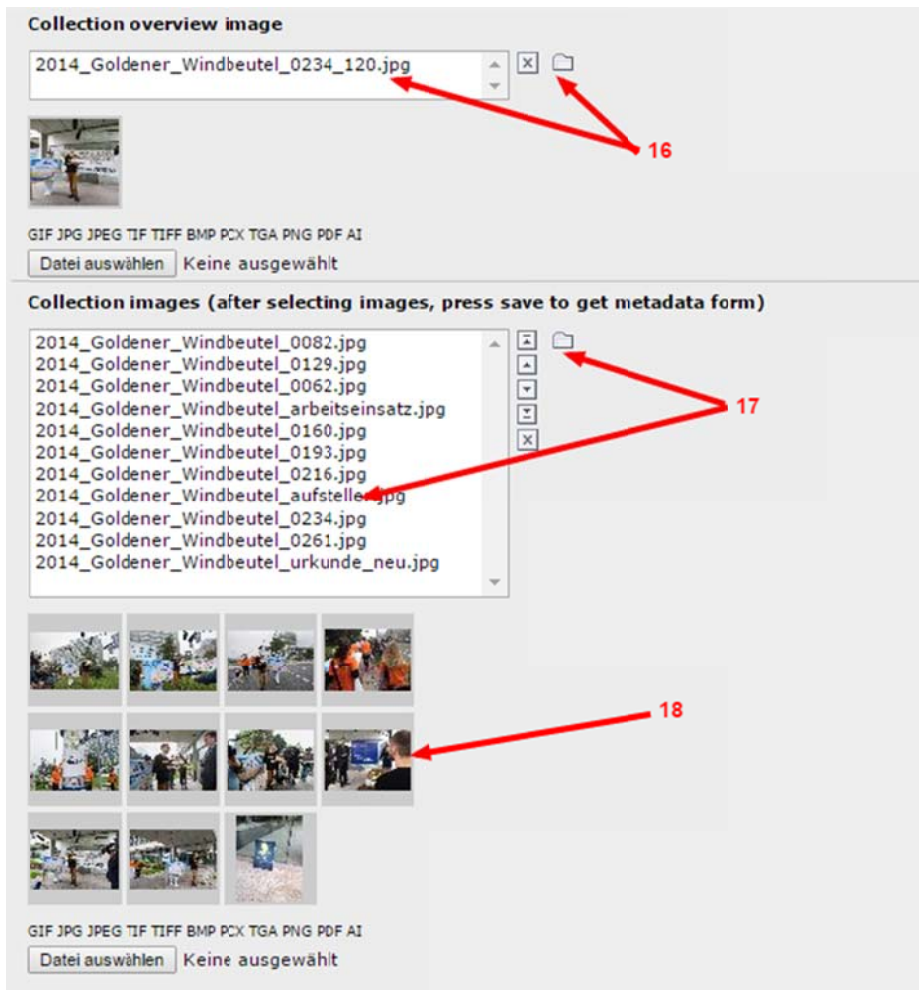
Block style: No block style

Text style: No text style

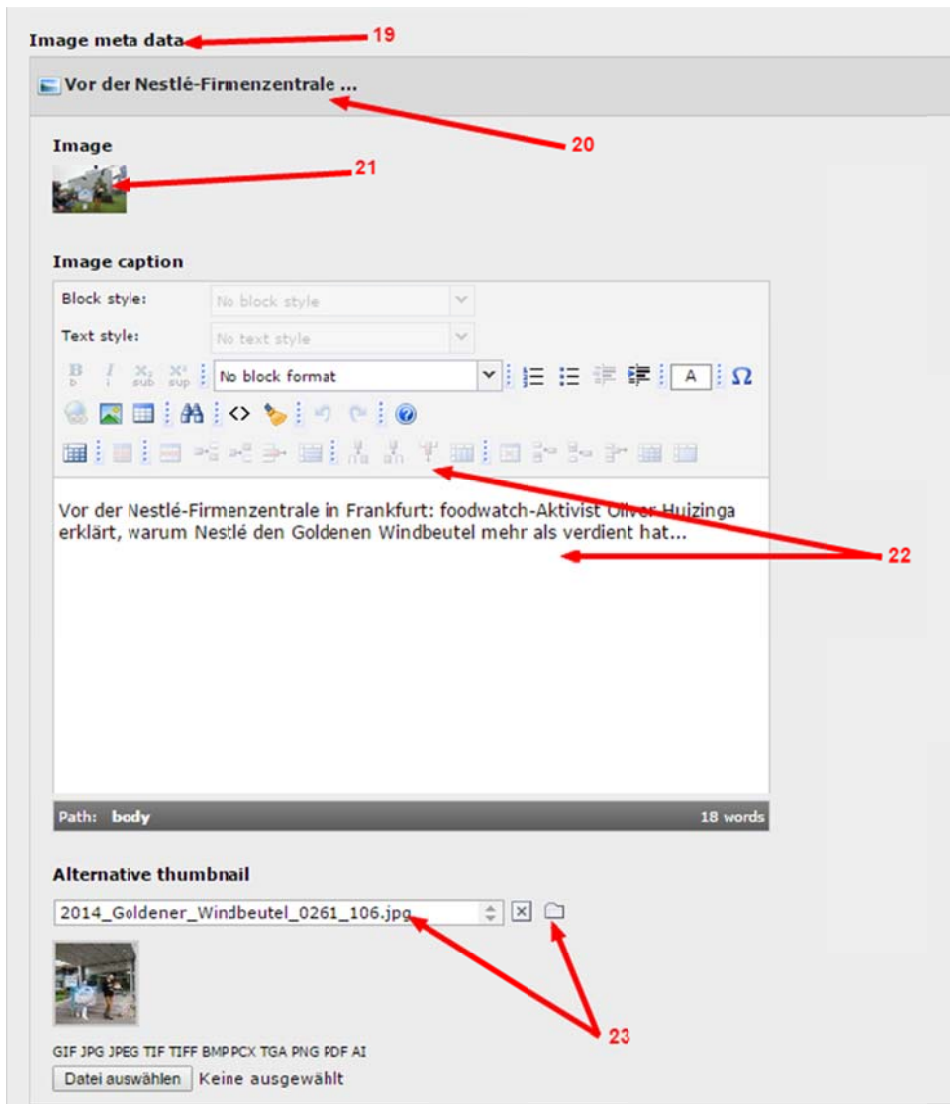
No block format

foodwatch-Aktivist:innen haben am 1. Oktober 2014 in Frankfurt versucht, Nestlé den Goldenen Windbeutel zu übergeben. Doch der Konzern lehnte die Trophäe ab, mit der Behauptung, von Werbelüge und Gesundheitsgefahr könne keine Rede sein.

- 15 Enter here the **headline** of the photo series (shows on the website in the “mediathek” and wherever the slideshow is embedded).
- 16 Type in here a short **description**. It will be shown on the **page “Fotostrecken”**.
- 17 Type in here a short **teaser**, which will be shown on the **page “Mediathek”**.

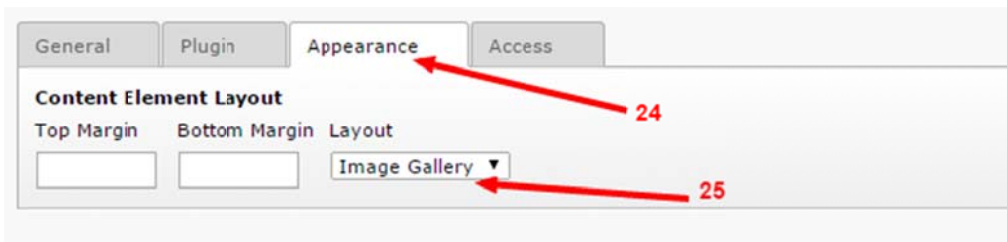


- 18 In the field “Collection overview image” you have to **link to a teaser photo for the series**. It will be shown on the side “Mediathek” (size 120 x 120 px). For linking, click on the little folder symbol. The file admin will open and you can select the right folder and picture.
- 19 Below the field “Collection images” you link to the pictures of the series (1400 x 1000). For that click on the little folder icon and select the pictures in the file admin.
- 20 After saving the changes in the plugin you can see here the preview of the pictures. After saving you will also get the user interface for entering the descriptions and the thumbnails (this is called meta data form).



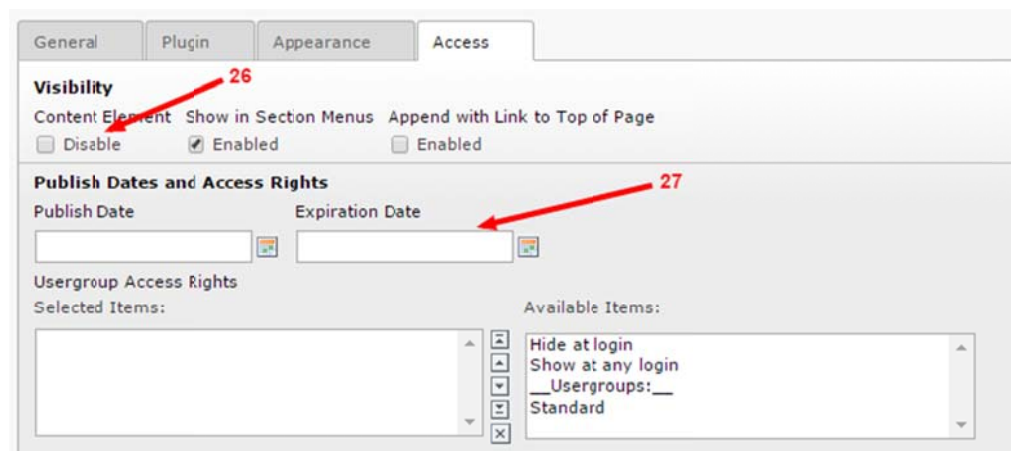
- 21 After saving the pictures, you can select them below "Image meta data" and edit them.
- 22 For that click on the header of the picture and the interface will open.
- 23 You can see a little thumbnail of the picture there and...
- 24 ... fill in a caption in the editor. You can format it as usual (set bold, italic, set a link, etc).
- 25 For the first four pictures you have to enter an alternative thumbnail (106 x 106 px). For that open the fileadmin with a click on the little folder icon and select the thumbnail.





26 In the tab “Appearance” you have to select the right Layout:

27 Select “Image Gallery”. **CAUTION!** This is really important. If you forget the series will not be shown correctly in the frontend.



28 In the tab “Access” you don’t need to do anything. (You can set the content element (in)visible.)

29 Or you could set a date when the slideshow should expire.

## 40. Creating media reports

Another area in the media center is the media reports. Here you set links to media reports connected to one of the foodwatch campaigns – or you can suggest tv shows or the like without any link.

You find all media reports in the “Mediathek” <http://www.foodwatch.org/de/mediathek/medienberichte/> (this is where they are edited in the backend).

There are also boxes called “Medienberichte” which are filled automatically with links entered on the page “Medienberichte”. You find such **boxes on the homepage** and **on the pages of topics**. **If situated on the homepage, it shows the three latest links. If situated on the page of a topic it shows the three latest media links and the ones which are marked as “sticky” in the backend** (so older but important media coverage can be kept online).

Box on the homepage

**In den Medien**

t-online.de, 06.01.2015  
**Welche Lebensmittel kommen wirklich „aus der Region“?** 

---

abendblatt.de, 05.01.2015  
**Wie TTIP die Bratwurst und andere regionale Produkte bedroht** 

---

haz.de, 05.01.2015  
**Kommt die Thüringer Wurst bald aus Texas?** 

Box for pages of a topic (e. g. campaign “Smiley”)

**In den Medien**

prenzlauerberg-nachrichten.de, 10.12.2014  
**Smiley: Pankow gibt nicht auf** 

---

n-tv.de, 26.11.2014  
**Lebensmittelüberwachung 2013: Lauwarmes Schulessen ist anfällig für Keime** 

---

focus.de, 26.11.2014  
**Fettig, ungesund, verkeimt: Kitas und Schulen tischen Ekel-Essen auf** 

---

rbb-online.de, 23.07.2014  
**Mehr Transparenz in der Gastronomie** 

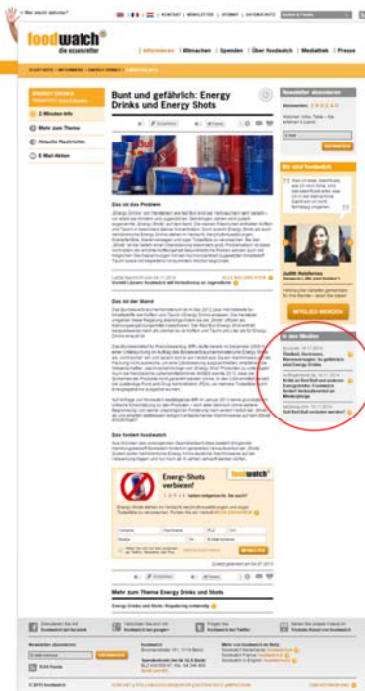
---

yahoo.com, 21.07.2014  
**Promi-Köche werben für Smiley-System zu Hygienekontrollen** 

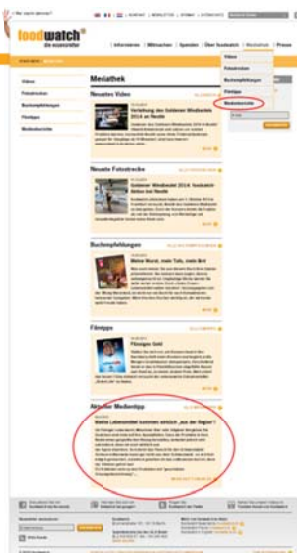
---

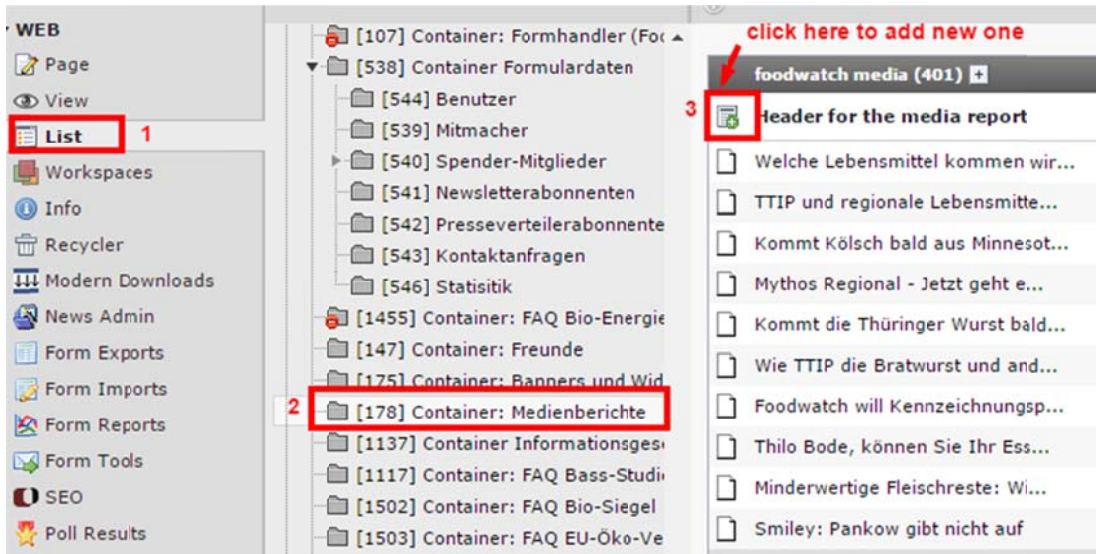
zeit.de, 30.10.2012  
**Deutschlandkarte Lebensmittelkontrollen** 


On the page of a topic:



In the media center:





- 1 For creating a new media report select first the **list view** on the left side.
- 2 Then **select the container “Medienberichte” id [178]** in the page tree.
- 3 On the right side will appear the list of all media reports. Create a new one with a click on the little button 

Edit foodwatch media "Welche Lebensmittel kommen wir..." on page "Container: Medien

**Hide:**  
 4

Start:  Stop:  Access:

**Date of the media report**  
6-1-2015 5

**Source of the media report**  
t-online.de 6

**Title of the media report**  
Mehr auf 7

**Link for the title of the media report**  
http://www.t-online.de/lif 8

**Header for the media report**  
Welche Lebensmittel kommen wirklich „aus der Re 9

**Teaser for the media report**  
Ob Thüringer Leberwurst, Münchner Bier oder Allgäuer Bergkäse: Die Deutschen sind stolz auf ihre Spezialitäten. Dass die Produkte in ihren Namen einen geografischen Bezug herstellen, bedeutet jedoch nicht automatisch, dass sie auch wirklich aus der Region stammen. So kommt das Fleisch für den Schwarzwälder Schinken mittlerweile meist gar nicht aus dem Schwarzwald - es wird dort lediglich geräuchert. Juristisch gesehen ist das vollkommen korrekt, denn der Schinken gehört laut EU-Richtlinien nicht zu den Produkten mit "geschützter Ursprungsbezeichnung". 10

**Set media report sticky**  
 11

**Show in RSS-Feed**  
 12

**Theme for the media report.**  
Herkunftsangaben 13  
Page

- 4 Here you can **hide or un-hide** the media report.
- 5 Enter here the **date** of the media report.
- 6 Enter here the **source** of the media report, e.g. t-online.de, spiegel.de etc.
- 7 Enter the line **"mehr auf"**. It will appear before the link to the media report. For a video it can also be **"Video auf"** or
- 8 Enter here the **link** for the media report (*caution: a link is not compulsory, we could also add "see the tv-show xy on ZDF" without any link*).
- 9 Here is the place for the **header** of the media report.
- 10 Copy a **short teaser** of the report and enter it here – shows only on the page "Mediathek / Medienberichte".
- 11 **If you select the report sticky it will stay in the box on the page of a topic until you undo it!!!**
- 12 Here you can select if the media report should appear in the rss feed.
- 13 Here you have to **select the topic/categories** for the media report (this makes the links appear in the boxes on the pages of a topic). Click on the little folder symbol and the page tree will appear. Select with a click on the topics the right one – or more! – for the media report. Don't forget to save at the end!

## 41. Page “Videos”

The page “Mediathek/Videos “ <http://www.foodwatch.org/de/mediathek/videos/> [31] gives access to all the videos we have embedded on the website. It’s just a list of videos. (If we embed videos somewhere else on the website this has nothing to do with this page, we simply use embed codes from youtube and enter them in an html content element.)

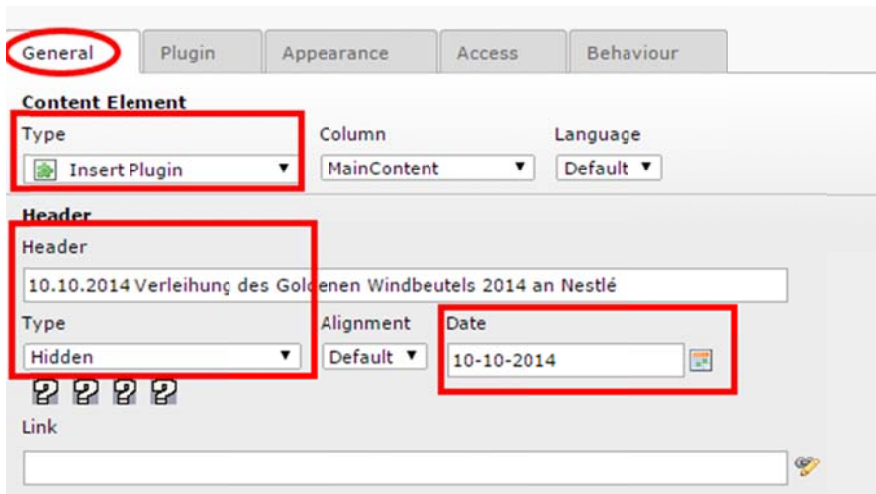
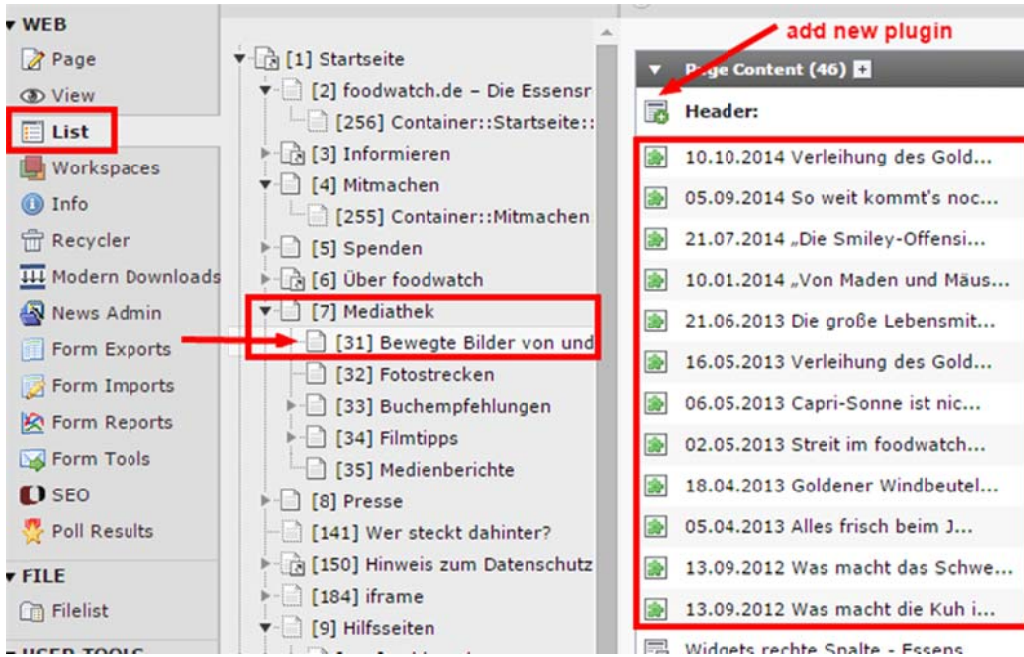
## Bewegte Bilder von und mit foodwatch

10.10.2014

### Verleihung des Goldenen Windbeutels 2014 an Nestlé



Gewinner des Goldenen Windbeutels 2014 ist Nestlé! Obwohl Kinderärzte seit Jahren vor solchen Produkten warnen, vermarktet Nestlé seine Alete-Trinkmahlzeiten als geeignet für Säuglinge ab 10 Monaten! Jetzt beschweren: <http://www.foodwatch.de/aktion-alete> Am 1. Oktober 2014 haben foodwatch-Aktivisten versucht, den Goldenen Windbeutel direkt am Firmensitz von Nestlé Deutschland in Frankfurt zu überreichen. Doch der größte Nahrungsmittelkonzern der Welt weist jede Kritik von sich...



- Edit header + put type on "hidden" (doesn't show on the website)
- Enter date

## Edit Page Content "10.10.2014 Verleihung des Gold..." on page "Bewegte I

General **Plugin** Appearance Access Behaviour

**Selected Plugin**  
foodwatch content elements **1 Select "foodwatch content elements"**

**Plugin Options**

Content settings  
YouTube-Video **2 Select "YouTube-Video"**

Header  
Verleihung des Goldenen Windbeutel 2014 an Ne: **3 Edit Header (shows on the website)**

Video-ID (required)  
LkxAps9LgAQ **4 Video ID is the end of the URL when you open the video on youtube:**

Video-ID (required) **<https://www.youtube.com/watch?v=LkxAps9LgAQ>**

Block style: No block style  
Text style: No text style

No text format  
Default font  
Medium  
No block format  
No language

**This teaser text: shows only on the page "Mediathek", no longer than 240 characters! (The text underneath the video is from youtube!)**

Gewinner des Goldenen Windbeutels 2014 ist Nestlé! Obwohl Kinderärzte seit Jahren vor solchen Produkten warnen, vermarktet Nestlé seine Alete-Trinkmahlzeiten als geeignet für Säuglinge ab 10 Monaten! Jetzt beschweren: [www.foodwatch.de/aktion-alete](http://www.foodwatch.de/aktion-alete) **(no longer than this)**

Am 1. Oktober 2014 haben foodwatch-Aktivisten versucht, den Goldenen Windbeutel direkt am Firmensitz von Nestlé Deutschland in Frankfurt zu überreichen. Doch der größte Nahrungsmittelkonzern der Welt weist jede Kritik von

Path: body 56 words

1 Select Plugin "foodwatch content elements"

2 Select Content settings "YouTube-Video"

3 Edit Header (shows on the website – page "Mediathek" and page "Videos")

4 Enter Video ID – this is the last bit of the youtube URL behind the "=", e. g.

<https://www.youtube.com/watch?v=LkxAps9LgAQ5>

5 Edit teaser. **Caution!** This text only shows on the page <http://www.foodwatch.org/de/mediathek/> - is only visible for the most recent video. **The text underneath the video itself is taken automatically from youtube. This is why there the links to our email actions have to look like this to be links on our website:**

<http://www.foodwatch.org/de/...>



## 42. Page “Informieren/Kampagnen & Themen” – “Onze campagnes”

DE: <http://www.foodwatch.org/de/informieren/>

NL: <http://www.foodwatch.org/nl/onze-campagnes/campagnes/>

## 43. Create a FAQ

FAQ are created in a container and are then linked from where you want to embed them.

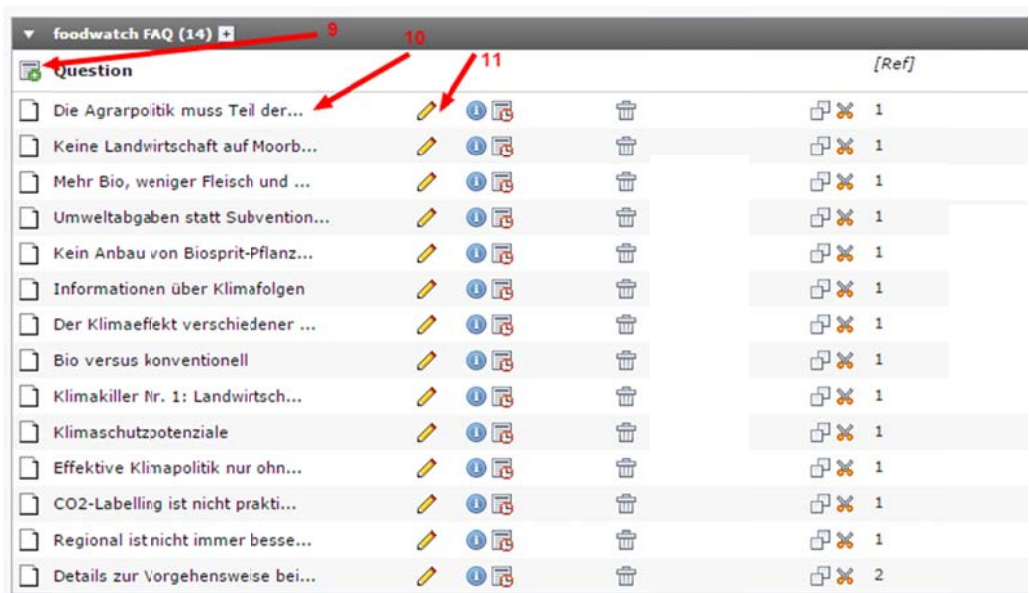
So you have to **create the container first**:

- 1 Select the list view.
- 2 At the bottom of every page tree you find all the containers with FAQs.
- 3 In the list on the right hand side you find also the FAQ containers.
- 4 To create a new one, search the right position in the list and click on the little add button. It will add a new content element after the one you selected. **CAUTION!** It's also possible to copy a FAQ container, insert in the list and edit it!
- 5 If you want to change the position of the content element you can use the little arrows.

- 6 You can hide the container or content element with a click on the little light bulb. (And set the element visible again as well)



- 7 After creating a new record, you have to select the type "folder".
- 8 Enter a title (it doesn't show on the website). There's nothing to do in the other tabs. After saving the changes, click on the container you just created and open it with a click.



- 9 With a click on the add button you can create a new question.
- 10 In the list you can find all the questions and answers.
- 11 With a click on the little pencil you can open one and edit:

Edut foodwatch FAQ "Die Agrarpolitik muss Teil der..." on page "Container FAQ Klima"

**Question**

Die Agrarpolitik muss Teil der Klimapolitik werden

**Answer**

Block style: No block style  
Text style: No text style  
Paragraph

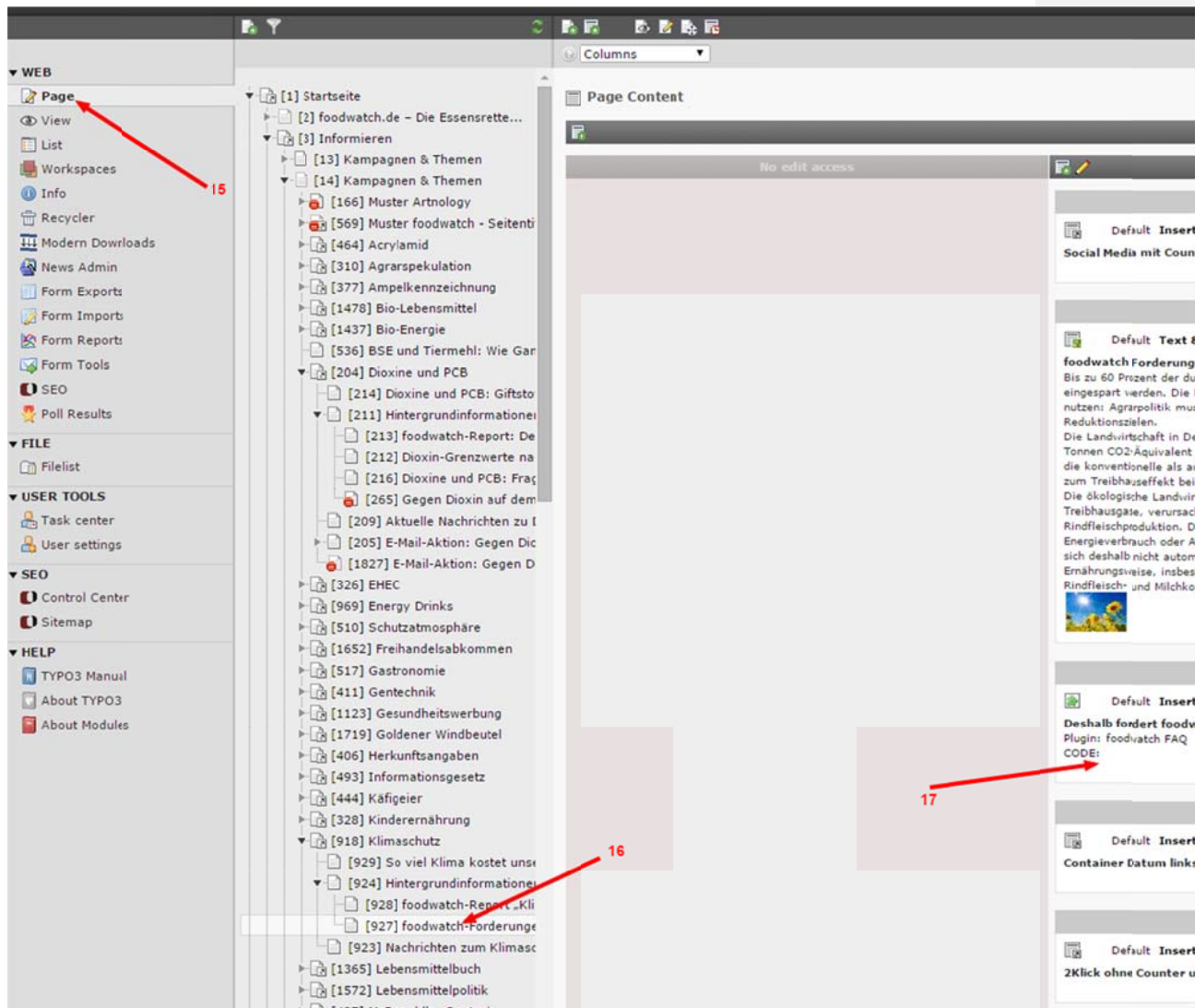
Die Landwirtschaft in Deutschland emittiert mit 133 Millionen Tonnen CO<sub>2</sub>-Äquivalenten fast ebensviel Treibhausgase wie der Straßenverkehr. 71 Prozent oder 94 Millionen Tonnen verursacht die Tierhaltung, deutlich mehr als die Hälfte davon die Rindfleisch- und Milchproduktion. 29 Prozent oder 39 Millionen Tonnen entstammen dem Anbau von Pflanzen für Nahrungsmittel. Trotz dieser hohen Treibhausgasmengen ist die Landwirtschaft nicht Teil der deutschen (oder europäischen) Klimapolitik. Die Bundesregierung begründet dies damit, dies sei nicht notwendig, weil es sich bei der Entstehung von Treibhausgasen in der Landwirtschaft um „natürliche Prozesse“ handle. Das Ausmaß der Treibhausgase in der Landwirtschaft beruht jedoch nicht auf „natürlichen Prozessen“, sondern wird durch die von Menschen gewählten Produktionsmethoden und durch die Ernährungsweise der Konsumenten bestimmt.

**Treibhausgase können um 60 Prozent reduziert werden**

Path: body > p 201 words

- 12 Enter the question.
- 13 Enter the answer. You can format it with the known tools (set italic, bold, etc.)
- 14 Format subheadings with heading 4.

Now go to the place in the page tree, where you want to integrate the FAQ, for example a background text.



15 For that select the page view.

16 And select the right page in the page tree, here for example a background text about climate.

17 Create a new content element with a click on the little add button:

### Edit Page Content "Deshalb fordert foodwatch:" on page "foodwatch-Fordert

General Plugin Appearance Access Behaviour

**Content Element**

Type Column Language

Insert Plugin MainContent Default

**Header**

Header

Deshalb fordert foodwatch:

Type Alignment Date

Layout 2 Default

Link

- 18 In the tab "General" you select the type of the content element ("Insert Plugin") (23) and enter a header (24). If it should not be shown in the frontend, don't forget to hide. Otherwise choose the right layout (for subheadings usually layout 3, in the example it's layout 2).
- 19 In the tab "Plugin" you select the plugin.
- 20 There is nothing to do in the tab "Appearance".
- 21 In the tab "Access" you can set the content element (in)visible and set a start and end date for publishing.
- 22 There's also nothing to do in the tab "Behavior".

### Edit Page Content "Deshalb fordert foodwatch:" on page "foodwatch-Forderun"

General Plugin Appearance Access Behaviour

**Content Element**

Type Column Language

Insert Plugin MainContent Default

**Header**

Header

Deshalb fordert foodwatch:

Type Alignment Date

Layout 2 Default

Link



- 23 Select the Plugin “foodwatch FAQ”.
- 24 Here you should always select no to select single questions and answers. (Theoretically you could also show all available FAQs (yes), but we will never do).
- 25 Select the FAQ items you want. For that click on the little folder icon. In a pop up the page tree will open and you can select the right FAQ container and the items you want.



- 26 Here you can set the content element (in) visible.
- 27 Here you can enter a start and end date for publishing the content element. Don't forget to save at the end!

#### 44. List on page “team”







There is a special list on the page “team”. The list gets its content from the pages underneath.

**Examples:**

DE: <http://www.foodwatch.org/de/ueber-foodwatch/der-verein/team/> [1930]

NL: <https://www.foodwatch.org/nl/over-foodwatch/onze-organisatie/ons-team/> [1160]

**Das sind die Mitglieder des foodwatch-Kernteam:**

		
<b>Doreen Altmann</b> > Rechnungswesen	<b>Eva Baumann</b> > Assistenz	<b>Lena Blanken</b> > Kampagnen
		
<b>Thilo Bode</b> > Geschäftsführer	<b>Anke Cordes</b> > Rechnungswesen	<b>Christiane Groß</b> > Online-Redaktion, Presse- und Öffentlichkeitsarbeit

= page title

= Alternative Navigation Title

If there are two people with the same role (= same Alternative Navigation Title) you need to fill the field "Speaking URL path segment:"!

(otherwise = two pages with the same URL = error!)

Page Content (7)

<b>Header:</b>	
Transparenzinitiative	[Icons]
Socialmedia oben	[Icons]
Das foodwatch-Team	[Icons]
Trenner	[Icons]
<b>Das sind die Mitglieder des fo...</b>	[Icons]
Datum	[Icons]
Socialmedia unten	[Icons]

list team

General Appearance Access

**Content Element**

Type: Menu/Sitemap Column: MainContent Language: Default

**Header**

Header: Das sind die Mitglieder des foodwatch-Kernteam:

Type: Layout 2 Alignment: Default Date:

Link:

**Menu and Sitemap**

Menu Type: Foodwatch :Allocation page (3 columns)

Selected Pages:

Find records

Page

General Appearance Access

**Content Element Layout**

Top Margin: 10 Bottom Margin: Layout: Default

Here you can see what content from the pages underneath is showing in the menue/list (see screenshot frontend above):



### Edit Page "Anke Cordes"

General | Access | Metadata | SEO | Appearance | Behavior

**Page**  
Type  
Standard

**Title**

Page Title  
Anke Cordes *shows in the menu/list in bold letters*

Alternative Navigation Title  
Rechnungswesen *shows in the menu/list as a sort of subheader*

Subtitle  
Anke Cordes, Rechnungswesen *shows on the page for the person itself as a title/header*

Browsertitle

Speaking URL path segment:  
ankecordes,rechnungswesen0 *you need to put in something unique here if there are two pages with the same navigation title*

### Edit Page "Anke Cordes"

General | Access | Metadata | SEO | Appearance | Behaviour | **Resources** | Export

**Files**

Media  
fw\_AC\_150x150\_01.jpg *The picture uploaded here (150 x 150) is grabbed also for the menu/sitemap and cropped to the right size automatically*

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI HTML  
HTM TTF TXT CSS  
Datei auswählen Keine ausgewählt

## 45. Edit teasers on the homepage or in right column

### Edit Teasers on the homepage

On the homepage we have teasers in the right column (we are foodwatch and newsletter form) which we don't need to edit on a regular basis. But we can also have four teasers in the bottom of the website which contain up-to-date-content (at the moment only on foodwatch.de). Here is how these can be edited:

Choose pageview – *Plugin Multiple Content (untere Teaserleiste)* in the area "FooterBanner".



When you edit the Plugin Multiple Content – tab Plugin – you will see that there are four plugins in there which can be different sorts of teasers.

### Edit Teasers in the right column – choose columns

The website has different areas which you can see when you choose page-view:

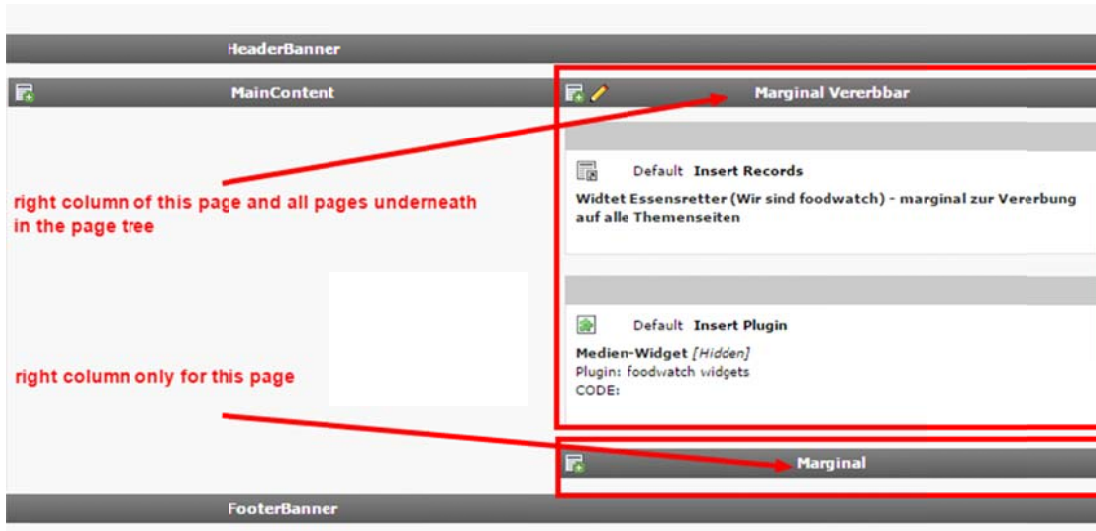
**HeaderBanner:** this is where we can upload banners which cover the whole page like the one of thilo we have in the German donations area

**MainContent:** This is the big middle column where usually the content is

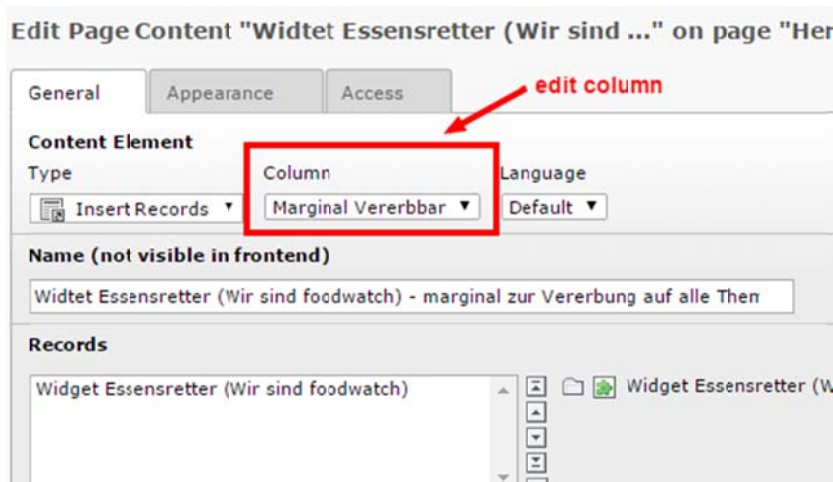
**Marginal Vererbbar:** This is the right column. If you put things in here they are not only shown on this page but on all the pages underneath this one in the page tree.

**Marginal:** This is also the right column. But if you put things in here they are only shown on this page, not on the ones underneath.

**FooterBanner:** This is where we can edit a banner for the very bottom of the page.



If you put in some content by mistake in the wrong area you can **edit the column** in the item itself –tab general:



If you want to use the same teasers on different parts of the website it makes sense to put them e.g. on a hidden page “Teasers” and insert them everywhere else by “insert record”. Then you only have to change them once to make them change everywhere on the website.

### Different sorts of Teasers (anywhere):

When you want to edit teasers it doesn’t matter where they are situated, it’s always the same.

### Teaser (widget) “in the media”

On the homepage the teaser in the media should show all media coverage. Therefore we select “Alle Medienberichte”.

If you want to use this teaser on the pages of a topic you need to select the topic in the plugin. Then the widget only shows media coverage about this topic.

## Edit Page Content "Medien-Widget" on page

General Plugin Appearance Access

**Selected Plugin**  
foodwatch widgets

**Plugin Options**

Widget  
Widget: Media

Header  
In den Medien

Herkunftsangaben

*select topic - or "Alle Medienberichte"*

## Teaser top campaigns

Here you can select maximum three topics (campaigns) which should be highlighted.

**Widget Top-Kampagnen**

General Plugin Appearance Access Behaviour

**Selected Plugin**  
foodwatch widgets

**Plugin Options**

Widget  
Widget: foodwatch campaign

Select campaign (at most 3)

Freihandelsabkommen  
Kinderernährung

Freihandelsabkommen [1652]  
Kinderernährung [328]

*click here to choose the campaigns/topics*

The picture is grabbed from the first page for the topic (the shortcut page). There it needs to be second in Resources, 220 x 90 px.

**Edit Page "Herkunftsangaben"** *click here to select picture*

General Access Metadata SEO Appearance Behaviour **Resources**

**Files**

Media

schinken\_web\_fotolia150.jpg  
schinken\_fotolia\_220x90.jpg

schinken\_web\_fotolia150.jpg  
schinken\_fotolia\_220x90.jpg

GIF JPG JPEG TIF TIFF BMP PCX TGA PNG PDF AI HTML  
HTM TTF TXT CSS

## Image and text teaser – e. g. “Question of the month”

Teasers with image and text can be used in the right column of every page or on the homepage.

### Frage des Monats

Januar 2015: „Studentenfutter soll gut für die Konzentration sein - stimmt das denn, sind Nüsse wirklich so gesund?“

---



**foodwatch-Expertin Astrid Gerstemeier antwortet**

**ANTWORT LESEN** >

### Verbraucherreport 2014



Ein foodwatch-Report über Kennzeichnungslücken und Verbrauchererwartungen.

**MEHR LESEN** >

General Plugin Appearance Access Behaviour

**Selected Plugin**  
foodwatch widgets

**Plugin Options**

Widget  
Widget: Text & Image

Header  
Frage des Monats

Body


Block style: No block style  
Text style: No text style

Paragraph

just html, needs to be the right code, see model

Januar 2015: „Studentenfutter soll gut für die Konzentration sein - stimmt das denn, sind Nüsse wirklich so gesund?“

---



**foodwatch-Expertin Astrid Gerstemeier antwortet**

[Antwort lesen](#)

should be style "internal orange upper"

Path: body > p > b 22 words

There is no fix layout for the image and text teasers except for the grey line in the top with the header and the grey background. All content in the teaser is to be layouted in html which makes it quite prone to errors – so please check carefully that e. g. the links look as they should – see the example above.

### 1. Model for code to be used for “Question of the month”:

Please copy in the editor (switch to html before) and edit afterwards.

```
<!-- comment: question and line -->
```

```
<p><b>November 2014: </b>„Was ist besonders an Hirse, Quinoa und Amaranth?“</p>
```

```
<hr />
```

```
<!-- comment: image with link-->
```

```
<table><tbody>
```

```
<tr><td style="vertical-align:top"><p>
```

```
<a href="http://www.foodwatch.org/de/informieren/frage-des-monats/was-ist-besonders-an-hirse-quinoa-und-amaranth/" external="1">
```

```
</a>
```


```
</p></td>
```

```
<!-- comment: answer -->
```

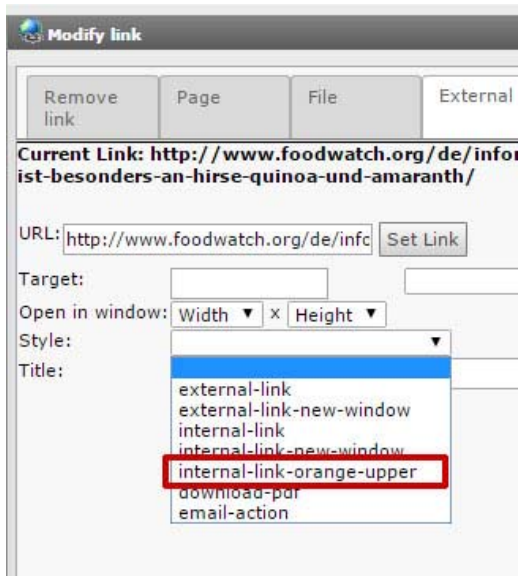
```
<td style="vertical-align:top"><p><b>foodwatch-Expertin Astrid Gerstemeier antwortet&nbsp;</b></p>
```

```
<p><a href="http://www.foodwatch.org/de/informieren/frage-des-monats/was-ist-besonders-an-hirse-quinoa-und-amaranth/" class="icon intern upper" external="1">
```

```
Antwort lesen</a></p></td></tr></tbody></table>
```

If only the link doesn't look like this: ,

as it's supposed to, you need to choose as a style: **internal link orange upper**



## 2. Model for teaser with image and text

Here is another model html code for the image with text teaser like above:

```

<table><tbody>

<tr>

<td style="vertical-align:top; padding-right:10px">

<a href="http://www.foodwatch.org/de/informieren/lebensmittelpolitik/mehr-zum-thema/verbraucherreport-2014-was-der-kunde-nicht-weiss/" external="1">

</a>

</td>

<td style="vertical-align:top">

<p><span style="float: left; padding-right: 10px;"><a href="https://www.foodwatch.org/de/informieren/lebensmittelpolitik/mehr-zum-thema/verbraucherreport-2014-was-der-kunde-nicht-weiss/" src="http://www.foodwatch.org:8080/uploads/RTEmagicC_915fd77c54.jpg.jpg" width="70" height="99" external="1" rtekeep="1"></a>

<!-- comment: text -->

</span>Ein foodwatch-Report über Kennzeichnungs-lücken und Verbraucher-erwartungen.&nbsp;</p>

<!-- comment: link read more -->

<p><a href="http://www.foodwatch.org:8080/?id=1861" class="icon intern upper">Mehr lesen</a></p>

```





## 46. Additional features

There are some features on the website which were especially programmed, but used only once. We will show these features and explain them shortly. If you want to use them, please contact [redaktion@foodwatch.de](mailto:redaktion@foodwatch.de) for input.

### **Direct action (“Schäuble-Aktion”)**

We have form which lets people send direct messages do somebody. It’s like an email action, but the difference to our usual actions is, that single emails are being sent as soon as somebody fills in the form. Our usual actions collect all signatures and comments and send them only once a day altogether.

Example: see id [1180] or [1179]

## E-Mail-Aktion: Das ist enttäuschend, Herr Schäuble

Schon **mehr als 8.000** Menschen haben eine persönliche E-Mail an Finanzminister Dr. Wolfgang Schäuble geschrieben und ihre Enttäuschung zum Ausdruck gebracht. **Machen auch Sie mit!**

foodwatch hat die Aktion am 17.1.2014 gestartet.



### Senden Sie eine E-Mail an Bundesfinanzminister Wolfgang Schäuble:

Die mit einem \* gekennzeichneten Felder sind Pflichtfelder.

Ihr Name: \*  Ihre E-Mail-Adresse: \*

### Dieser Text wird per E-Mail versendet:

Betreff: \*

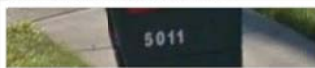
Ihre Nachricht (editierbar):

Dies wird automatisch an den Text der E-Mail angehängt:

\* Diese E-Mail wurde über [www.foodwatch.de](http://www.foodwatch.de) versendet. Bitte beachten Sie, dass foodwatch die Absender-Adresse nicht überprüft hat.

#### Sicherheitsabfrage\*

Bitte geben Sie hierdie Worte ein, die im Bild angezeigt werden. Dies dient der Spam-Abwehr. Wenn Sie das Wort nicht lesen können, klicken Sie bitte auf die blauen Pfeile, um ein neues Bild zu laden.



Geben Sie den angezeigten Text ein

**ABSCHICKEN**

Ihre Angaben werden ausschließlich zum Versand dieser E-Mail (an Bundesfinanzminister Wolfgang Schäuble, das Bundesfinanzministerium und in Kopie an foodwatch) genutzt. Die ins Formular eingegebenen Daten werden verschlüsselt übertragen.  
[\(Datenschutzerklärung\)](#)

## Edit Page Content "Formular" on page "Example direct action"

General	Plugin	Appearance	Access	Behaviour
---------	--------	------------	--------	-----------

**Selected Plugin**  
Recommend page

**Plugin Options**

Form settings | General settings | Form labels | Error settings

Form types  
Direct action

Subject

Recipients (to separat by comma e.g. test@example1.com,test@example1.com)

Recipients BCC (to separat by comma e.g. test@exampe1.com,test@example1.com)

email text user (default)

Sehr geehrte Frau Groß,  
  
ich bin zutiefst enttäuscht von Ihnen als Bundesfinanzminister. Sie haben versprochen, den exzessiven Auswüchsen auf den Finanzmärkten Einhalt zu gebieten und die unmoralische Spekulation mit Agrar-Rohstoffen einzudämmen. In Wahrheit haben Sie wieder einmal die Interessen von Deutsche Bank und Co. vertreten anstatt die von uns Bürgerinnen und Bürgern.  
  
Die Europäische Union hat sich, unter Ihrer Beteiligung, auf neue Regeln zur Finanzmarktregulierung geeinigt. Doch was als Durchbruch im Kampf gegen Spekulationsexzesse gefeiert wird, ist bei näherer Betrachtung nur ein fauler Kompromiss: Die Wetten auf Nahrungsmittelpreise können weitergehen - auf Kosten von Menschen in armen Ländern.  
  
Sehr geehrter Herr Schäuble, das ist enttäuschend und beschämend.  
  
Mit freundlichen Grüßen

email text by foodwatch (footer, e.g. ###NAME###)

<p>###NAME###</p>  
<p>\* Diese E-Mail wurde über [www.foodwatch.de](http://www.foodwatch.de) versendet. Wir bitten um freundliche Beachtung, dass foodwatch die Absender-Adresse nicht überprüft hat.</p>

show small form (action, donation, newsletter)

Page Content

## **Upload form (“Separatorenfleisch Such-Aktion”)**

Example: <https://www.foodwatch.org/de/informieren/separatorenfleisch/such-aktion/>

There is a form where people can upload all sorts of files, for instance to give us information anonymously. The uploaded files and emails are being sent to addresses which we can edit in the backend.

## Teilen Sie Ihr Wissen mit uns!



F Empfehlen Tweet



Haben Sie Hinweise auf Anbieter, die Separatorenfleisch verarbeiten, ohne es an der Verpackung (Supermarkt) oder der Speisekarte (Gastronomie) zu kennzeichnen? Hier haben Sie die Möglichkeit, uns anonym Informationen zukommen zu lassen.

### Nehmen Sie Kontakt zu uns auf!

Die mit einem \* gekennzeichneten Felder sind Pflichtfelder.

Vorname (freiwillig):  Nachname (freiwillig):

Ihre E-Mail-Adresse (freiwillig):

Vorwahl (freiwillig):  Telefon (freiwillig):

Betreff:

Ihre Nachricht: \*

### Sicherheitsabfrage\*

Bitte geben Sie hier die Worte ein, die im Bild angezeigt werden. Dies dient der Spam-Abwehr. Wenn Sie das Wort nicht lesen können, klicken Sie bitte auf die blauen Pfeile.



### Datei-Upload:

Erlaubte Formate: png, jpg, pdf, doc, xt, zip, odt, docx

keine ausgewählt

keine ausgewählt

keine ausgewählt

keine ausgewählt

keine ausgewählt

Ihre Angaben werden ausschließlich zum Versand der Weiterempfehlen-E-Mail genutzt. Die ins Formular eingegebenen Daten werden verschlüsselt übertragen. [\(Datenschutzerklärung\)](#)

## Edit Page Content "Upload Formular" on page "Wanted! 70.000 To

General Plugin Appearance Access Behaviour

**Selected Plugin**  
Recommend page

**Plugin Options**

Form settings General settings Form labels Error settings

Form type  
Upload Form

Subject  
Separatorenfleisch

Recipients (to separat by comma e.g. test@example1.com,test@example1.com)  
luise.molling@foodwatch.de, oliver.haizinga@foodwatch.de

Name of recipient mail  
Foodwatch Upload Form

General Plugin Appearance Access Behaviour

**Selected Plugin**  
Recommend page

**Plugin Options**

Form settings General settings Form labels Error settings

**Text data protection (below the send button)**

Block style: No block style  
Text style: No text style

No text format  
Default font

Medium  
No block format  
No language

Ihre Angaben werden ausschließlich zum Versand der Weiterempfehlen-E-Mail genutzt. Die ins Formular angegebenen Daten werden verschlüsselt übertragen. [\(Datenschutzerklärung\)](#)

Path: body 18 words

**Text confirmation page**

Block style: No block style  
Text style: No text style

No text format  
Default font

Medium  
No block format  
No language

Vielen Dank für Ihre Nachricht. Um auf dem Laufenden zu bleiben, können Sie hier den [foodwatch-Newsletter](#) bestellen.

## Recommend html

We also have a form for sending recommendation emails layouted, which means html-mails. We do not use it on the website at the moment, only French visitors get a html email after giving a donation.

**Plugin:** Recommend page, **Form types:** Recommend HTML

## Quiz

We have a possibility to have a quiz on the website, where people have to move pictures to fields for answering.

**Example:** <http://www.foodwatch.org/de/informieren/gesundheitswerbung/mehr-zum-thema/das-gesundheits-schwindel-quiz/> People can embed this quiz on their own homepage as an iframe:

<http://www.foodwatch.org/de/informieren/gesundheitswerbung/e-mail-aktion/quiz-widget-zur-aktion/>

There is a **plugin** „keq questionnaire“ which you need to use on the page where the quiz should be. Example: [1131]

There is a **container** where the actual content (questions, pictures) are edited. Example: [1132].







The image shows a screenshot of a content management system (CMS) interface. On the left, there is a file tree structure with folders and files. The folder '[1123] Gesundheitswerbung' is expanded, showing several sub-items, including '[1131] Gesundheits-Schwindel-Quiz' which is highlighted. On the right, the 'Edit Page Content' panel is visible, titled 'Edit Page Content "Quiz Gesundheitsschwindel"'. The panel has tabs for 'General', 'Plugin', 'Appearance', 'Access', and 'Be'. The 'Plugin' tab is selected, showing 'Selected Plugin' as 'keq questionnaire'. Below this, there are 'Plugin Options' with sub-tabs for 'General', 'Access', 'Texts', 'Appearance', and 'M'. The 'Texts' sub-tab is active, showing fields for 'sender', 'sender email', 'Title of invitation mail', 'Text for BE-Invitation Mail', 'Title of reminder mail', and 'Text for BE-Reminder Mail'.

[963] Weitersagen auf Facebook

- [1831] Container: Windbeutel
- [1132] Container: Quizfragen
- [10] Container: Newsletter
- [11] Nachrichten
- [102] Container: Essensretter
- [146] Container: Downloads
- [107] Container: Formhandler (Food)
- [538] Container: Formulare Daten
- [1455] Container: FAQ Bio-Energie
- [147] Container: Freunde
- [175] Container: Banners und Widge
- [178] Container: Medienberichte
- [1137] Container: Informationsgesetz
- [1117] Container: FAQ Bass-Studie
- [1502] Container: FAQ Bio-Siegel
- [1503] Container: FAQ EU-Öko-Verord











































**Question (1)**

**title**

Bitte ordnen Sie zu: Welcher G...      

**Answer (6)**

**title**

Belvita							
Adelholzener							
Ferdi							
Becel							
Red Bull							
Actimel							

# Das Gesundheits-Schwindel-Quiz



F Empfehlen



Tweet



Die EU erlaubt Gesundheitswerbung für Soft Drinks oder Süßigkeiten!

Bitte ordnen Sie zu: Welcher Gesundheits-Schwindel gehört zu welchem Produkt?

„Energie für den ganzen Vormittag“

„Magnesium trägt zur normalen Muskelfunktion bei.“

„Der tägliche Beitrag für eine gesunde Ernährung“

„Senkt aktiv den Cholesterin-Spiegel.“

„Belebt Geist und Körper.“

„enthält Vit. B6 und D. Diese tragen zu einer normalen Funktion des Immunsystems bei.“



# Das Gesundheits-Schwindel-Quiz



**F** Empfehlen  Tweet  i

Die EU erlaubt Gesundheitswerbung für Soft Drinks oder Süßigkeiten!

Bitte ordnen Sie zu: Welcher Gesundheits-Schwindel gehört zu welchem Produkt?

**Tatsächlich:** Sogar für Kekse (!) genehmigt die EU Gesundheits-Werbung. **Das darf nicht so weitergehen.**



**Korrekt.** Selbst Dickmacher wie Soft Drinks dürfen mit Gesundheit werben. **Das muss ein Ende haben!**



**Richtig:** Kinder essen viel mehr Wurst, als gut ist, trotzdem darf die Salami mit Gesundheit werben. **Schluss!**



**Genau:** Die EU erlaubt diese Werbung, obwohl die Margarine im Verdacht steht, Herzkrankheiten zu fördern. **Jetzt beschweren!**



**Korrekt.** Obwohl Wissenschaftler davor warnen, darf Red Bull wie ein Sportgetränk beworben werden. **Jetzt beschweren!**



**Gut zugeordnet:** Das ist legal, obwohl Actimel (Classic) ähnlich viel Zucker enthält wie Coca Cola! **Hier protestieren!**



**Jetzt E-Mail-Aktion unterzeichnen und direkt bei der EU beschweren! >>**

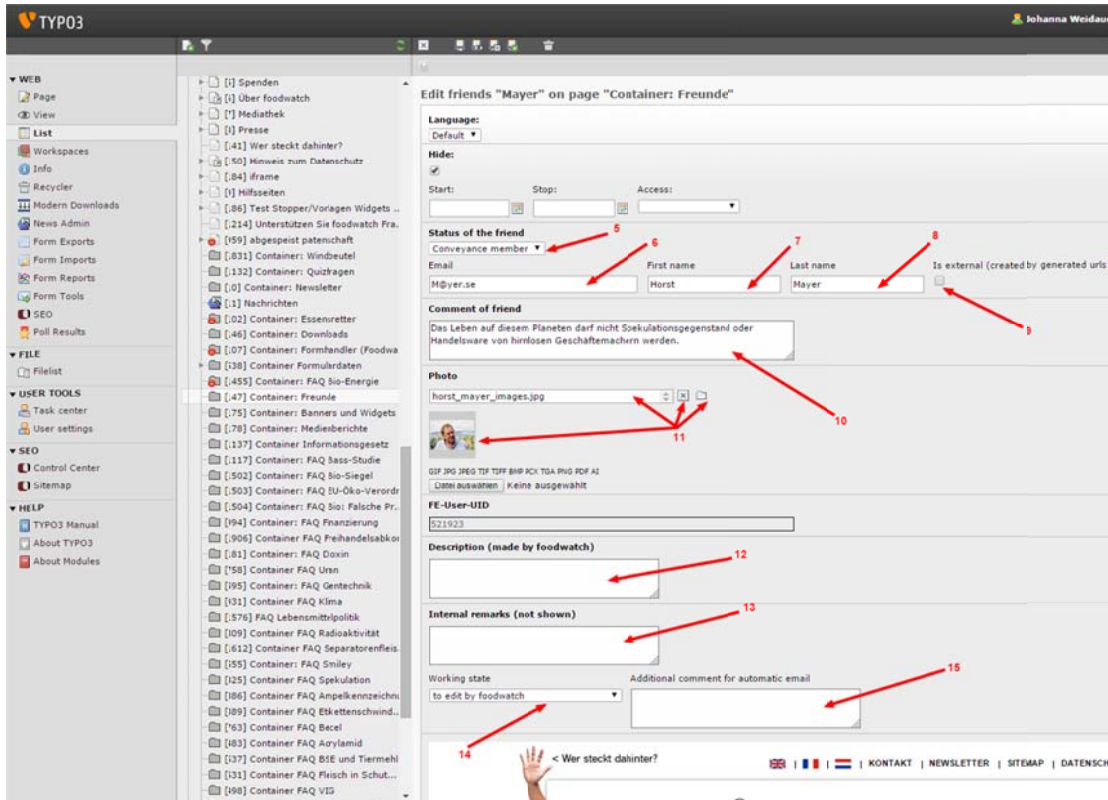


## 47. Edit new friends

The screenshot shows the TYPO3 CMS interface. On the left, there is a sidebar with various navigation options. The main content area displays a table of friends. The table has columns for 'Last name', 'Email', 'First name', and 'Working state'. Red arrows point to specific elements: one points to the 'List view' icon in the sidebar, another points to the 'friends' container ID [147] in the tree view, and others point to the 'edit' icons and 'working state' column in the table.

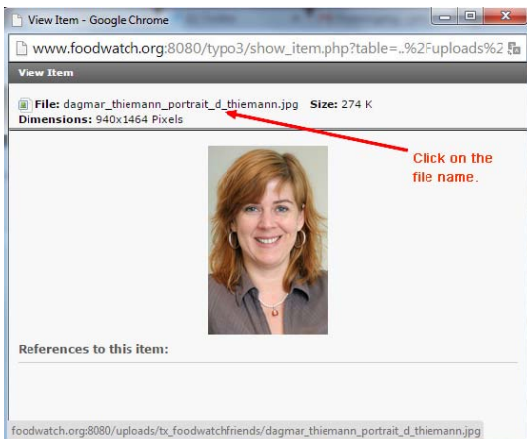
Last name	Email	First name	Working state
Hoffmann	kontakt@studkolleg-hoffmann.de	Jen	to edit by foodwatch
Reincke	reincke@hlfv.uni.de	Renate	to edit by foodwatch
Ernst	luar@igms.de	Lutz	to edit by foodwatch
Drömer	andrea.droemer@igms.uni-wuerzburg.de	Sabine	to edit by foodwatch
Reich	re@igms.uni-wuerzburg.de	Peter	to edit by foodwatch
Berens	berens@igms.de	Bernd	to edit by foodwatch
Fischbach	joachim.fischbach@gmail.com	Joachim	to edit by foodwatch
muenter	bernd.muenter@igms.uni-wuerzburg.de	bernd	to edit by foodwatch
Multi-Berling	mu.multi-berling@igms.uni-wuerzburg.de	Michael	to edit by foodwatch
Kaufmann	andrew@igms.de	Karl-Heinz	to edit by foodwatch
Sawall	leo.sawall@gmail.com	Daniela	to edit by foodwatch
Musch	joachim.musch@igms.uni-wuerzburg.de	Julia	to edit by foodwatch
von Stockelberg	stockelberg@igms.uni-wuerzburg.de	Sabine	to edit by foodwatch
Kirchhoff	Stephan.Kirchhoff@igms.uni-wuerzburg.de	Stephan	to edit by foodwatch
Zwilling	www.zwillingigms.de	Alwin	to edit by foodwatch
Wittmann	wittmann@igms.uni-wuerzburg.de	Wolfgang	to edit by foodwatch
Engelbrecht	engbr@igms.de	André	to edit by foodwatch
Thiemann	bernd.thiemann@igms.uni-wuerzburg.de	Dagmar	to edit by foodwatch
Meyer	igms@igms.de	Harald	to edit by foodwatch
Dr. Henninger	dr.henninger_igms@igms.uni-wuerzburg.de	Klausmarie	to edit by foodwatch
Kradel	igms@igms.uni-wuerzburg.de	Tobias	to edit by foodwatch
Krause	igms@igms.uni-wuerzburg.de	Lukas	to edit by foodwatch
Wimmer	katja.wimmer@gmail.com	Katja	to edit by foodwatch
Mecherberg	igms@igms.uni-wuerzburg.de	Simon	to edit by foodwatch
Berger	igms@igms.uni-wuerzburg.de	Patric	to edit by foodwatch
Winkel	igms@igms.uni-wuerzburg.de	Marlene	to edit by foodwatch
Stimmer	igms@igms.uni-wuerzburg.de	Andreas	to edit by foodwatch
Josef	igms@igms.uni-wuerzburg.de	Gerrit	to edit by foodwatch
Schulz	igms@igms.uni-wuerzburg.de	Heiko	to edit by foodwatch
Ohm	igms@igms.uni-wuerzburg.de	Thorge-Tobias	to edit by foodwatch
Drömer	igms@igms.uni-wuerzburg.de	Carina	friend has approved

- 1 Select the list view...
- 2 ... and select the friends container with the id [147] (in the dutch page tree you'll find the container "friends" with the id [141]). Here you find all friends showing their photos and statements.
- 3 With a click on the pencil you can open an entry to edit it. When you want to create a new entry on your own click on the little add button at the top.
- 4 You can recognize the new entries with a look on the last two columns: In the column working state you'll find the new ones marked as "to edit by foodwatch" and in the column internal remarks you'll find nothing if the entries isn't edited yet.



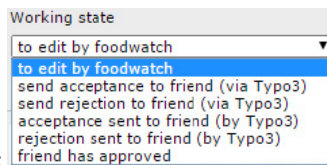
After the click on the edit button a new interface will appear. Here you can make all changes.

- 5 In the field "Status of the friend" you can select if the member is a "VIP" or a "conveyance member". If you select "VIP" the entry will be shown more often in the frontend. Mostly is "conveyance member" already selected, but when you create a new entry you must select it.
- 6 Here you find the e mail address of the member. Or enter the mail address of the member, if you create a new entry.
- 7 Here you find the first name of the member. (If you create a new entry, type in the first name here.)
- 8 Here you find the last name of the member. (If you create a new entry, type in the last name here.)
- 9 If you're not editing an entry made by a member, but creating a new on set here a check mark.
- 10 Here you find the comment of the member. Please check for typing mistakes, double blank spaces and spelling mistakes.
- 11 Here you find the uploaded photo of the member. For editing click on the little preview. A new little window will open. Here you have to click on the filename and the picture will open in a new tab. Now you can download it with a right click and "save under". Here you can also upload the edited photo, for that click on the little folder icon and the fileadmin will open. Caution! Pictures should have 155 x 155 px and the face of the member should be shown good.



12 In the field description you fill in “foodwatch-Mitglied”. It will be shown in the frontend below the name. For VIP members fill in their job like actor, singer, etc.

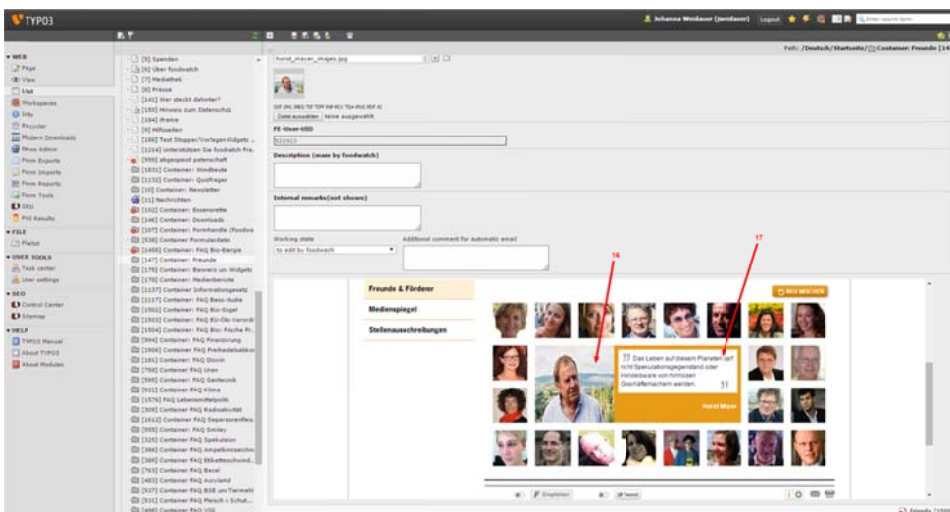
13 Here you can make internal marks. They will not be shown in the frontend. Please enter the date of you editing and your abbreviation. If you have to change a lot in the statement please copy the original statement here.



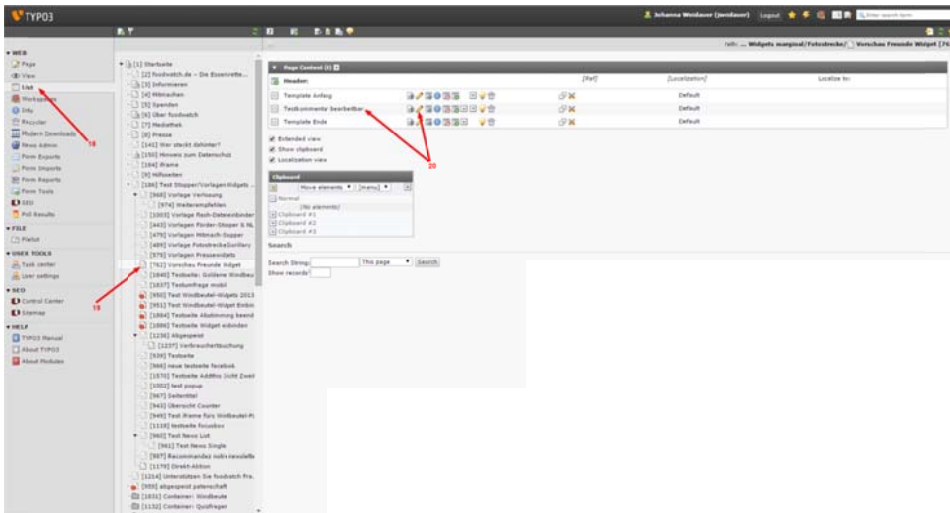
14 Here you can select and see the working state of the entry:

After you edited the picture and the statement you can select here to send the friend an acceptance (so the member will receive mail with a link to publish his entry himself) or a rejection (for example when the picture is too small). For an acceptance select “Send acceptance to friend” and for a rejection select “send rejection to friend” and close the entry with a click on the close-and-save-button at the top. The mail will only be send to the member if you do that. Later you can see here if the member has approved or not.

15 Here you can fill an additional comment for the automatic mail send to the member after accept or reject his entry.



- 16 In the preview field you can see a preview of the entry shown in the frontend. Here you see the picture and and...
- 17 ... the statement. Here you can see also if the statement fits into the field. If you need a word wrap enter in the comment field (point 10) the command "&shy;" at this point where the wrap should be be. It will set a word wrap, but only, when it's needed. That's important because the entries are shown on different places with different sizes in the frontend, so maybe the wrap is only needed at one place. For that look also up to point

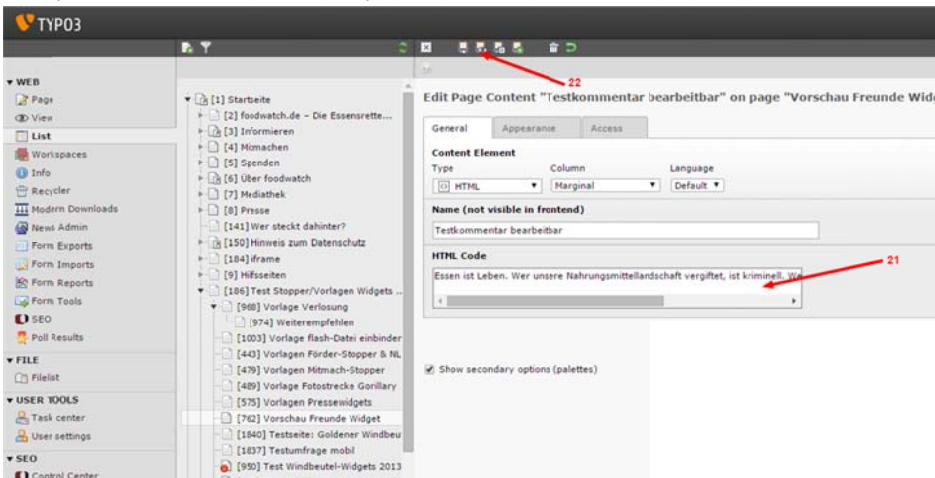


- 18 When you edited the picture, checked the statement and entered all the description of the member you have to check if the statement fits into the smaller place on the start page:



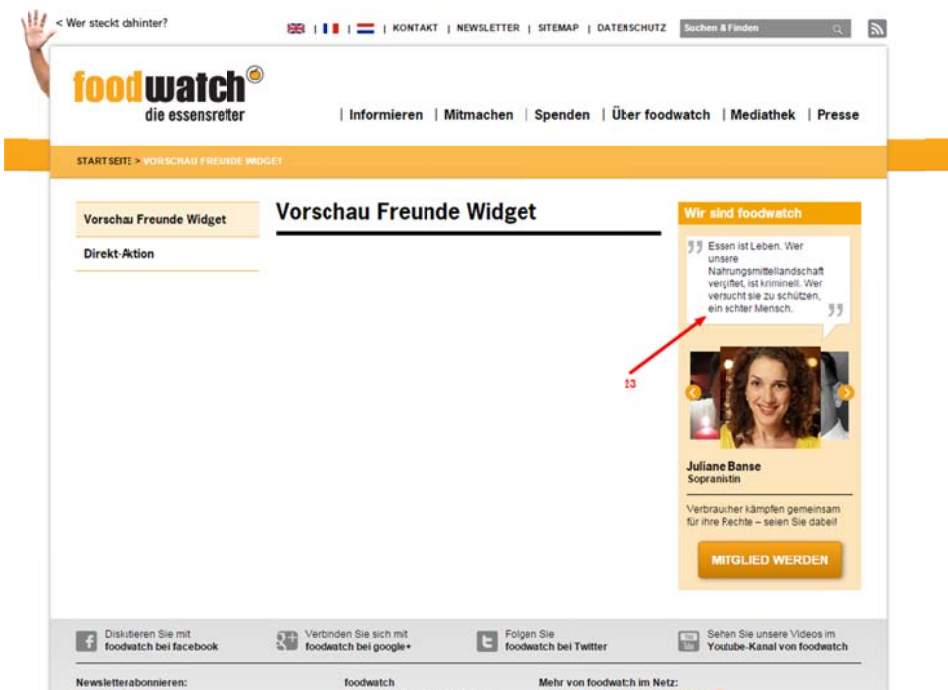
- For that select the list view.
- 19 And the preview page with the id [762].

20 Here you find a test statement, which you can edit. Click on the little edit button.



21 Enter the Statement here with copy and paste.

22 Click on the save-and-show button. A new tab with the preview will open:



23 Here you can check, if the statement fits in the speech bubble. If not, tray with the command "&shy;".

**Please note:** If you need a link to the entry of a particular person you can generate the link on your own. Only edit the id number of the member (which shows when doing mouseover at the friend item) at the end of the link below:

<http://www.foodwatch.org/de/ueber-foodwatch/freunde-foerderer/?friends%5Bfriend%5D=1692>