# Introduction to
# SharePoint CMS

We use Microsoft SharePoint 2016 to manage and publish content on CoR website: https://cor.europa.eu/en.
You have access to the production site by adding prod-portal to its URL: https://prod-portal.cor.europa.eu/en.

**Box 1: What is a Content Management System (CMS)?**

To update or edit the CoR website, users should access the "production" website – our so called "prod-portal" – which is supported by Microsoft SharePoint. Microsoft SharePoint is a CMS, or Content Management System, like WordPress, Joomla and Drupal, among others.

CMS's exist to support the content management of Web pages. They are typically easy to use, reducing the users' need to code.
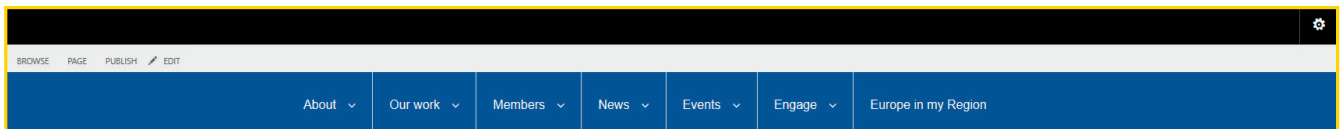
# 1. How to access the "production site" aka "prod-portal"

Just as the website is divided into sections, so is its backstage. However, contributors have only access to one or more of these sections, depending on what they need to maintain/update.

Permissions must be requested to the webteam in advance. To request access to production site, please fill in this form or send an e-mail to cdrwebmasters@cor.europa.eu, indicating which sections or type of content you need to edit/create.

Only after you log in with the access details provided by the webteam, and click on one of the sections you should have access to, will you get a ribbon with a Settings button and some editing/publishing tabs enabling you to create/edit and publish/submit for approval.

**Screenshot 1:** Prod-portal - Ribbon



BROWSE    PAGE    PUBLISH    ✎ EDIT

About ⌄    Our work ⌄    Members ⌄    News ⌄    Events ⌄    Engage ⌄    Europe in my Region

Contributors are usually trained and given editing rights to certain sections of the website, depending on the type of content they need to edit/upload. This means every page created/edited has to be checked and approved by the webteam before it goes online. Direct publishing rights are only granted to experienced users, meaning their created/edited pages go online without having to wait for the webteam's approval.

**Box 2: Tips on how to get your pages approved faster:**
- Make sure you copy-paste CLEAN, so that the pre-defined formatting of our website is kept and we don't end up with pages in Times New Roman and with all sorts of colours and font sizes
- The URL should be short and not have any special characters like ! ' ( ) , [ ] etc.. Example of a good URL: https://prod-portal.cor.europa.eu/en/news/Pages/Future-EU-budget.aspx
- Filenames (of both pictures and documents) should have meaningful names, no spaces between words but hyphens instead, no accents or special characters
- Fill in all the metadata fields: language, page description/abstract (or 1st paragraph), theme(s) and keywords(s) are some of the most important
- Don't upload a picture which is too small or too big. It should be rectangular and be around 700 px large.

## 2. How to update or create content on the CoR website

### The contributor dashboard

Having our contributors in mind and aiming at making their lives at work easier, we created a dashboard which provides short-cuts to perform the most common tasks.

A contributor can therefore quickly:

• create a news item (press release, highlight or success story), or more specifically a regional news piece

• create an event

• add a call for tender or a job

• upload a study, a brochure or a President speech

**Screenshot 2:** Contributor Dashboard

## Contributor Dashboard

If you have any questions please contact us at: here

### Create

- a News Article
- an Event Item
- a Job Page
- a Call for Tender

### Upload

- a study
- a brochure
- a president speech
- Jobs documents
- News Images
- Events Images
- Call for Tender documents
- Tag members in Videos

### Create Regional Articles

- Create a Bulgarian Article
- Create a Czech Article
- Create a Danish Article
- Create a German Article
- Create a Greek Article
- Create a Spanish Article
- Create a Estonian Article
- Create a Finnish Article
- Create a French Article
- Create a Irish Article
- Create a Croatian Article
- Create a Hungarian Article
- Create a Italian Article

### How-to

- How-to-create-a-call-for-tender
- How-to-create-an-event-page
- How-to-create-a-news-item
- how-to-load-up-mass-translations.doc
- How-to-upload-a-document
- How-to-upload-an-image
- How-to-upload-a-speech
- Introduction-to-SharePoint

# 3. How to handle a multilingual website?

## 1. Content replication

A page must always be created first on the English variation of the site, so that its content can be replicated by the system into the other language variations.

**Example:** • Start from https://prod-portal.cor.europa.eu/en/news/Pages/default.aspx to create a news item
  • Start from https://prod-portal.cor.europa.eu/en/events/Pages/default.aspx to create an event

**Exception:** Regional news. A regional news item is created directly in the language of the country concerned. For instance, if the news item concerns Romania only, and there's no interest in having it in other languages, then it should be created directly in the Romanian variation of the website. Regional news items are not replicated.

**Example:** https://prod-portal.cor.europa.eu/ro/news/Pages/default.aspx

Once a page is created and published for the first time, its content (the content of the English variation) is replicated into all the other language variations. This means the system creates an English draft for each language variation, which have to be published by the webteam.

**Screenshot 3:** Variation publisher



## 2. Pages translation

The translation process of a page may start as soon as an English draft is created in the other language variations.

There are two main ways to upload translations:

1. manually editing each language variation and replacing the English text with the corresponding translated text (used for all pages except News items, in which case a script can facilitate the task)

2. using a script created by our web developers, which, as long as press releases in Word files comply with certain rules (a template with a predetermined number of cells must be respected), can pick up the text from the translated press releases and display it in the respective language variations of the website

# 4. Disseminating your content further

## 1. Static vs dynamic pages

Our website is composed of both static and dynamic pages. Dynamic pages are those which integrate features enabling them to display constantly updated content pulled up from other pages or content libraries.

The homepage as well as the News and Events pages are the most obvious dynamic pages as they always display the most recent items created. But there are other pages like these: Commissions, President, Vice-President, ARLEM and CORLEAP, among others. In the Commissions pages, for instance, you will find a set of tabs which display relevant info (news, meetings, opinions, studies) for each commission based on a keyword.

**List of dynamic pages and respective keywords:**

| | |
|---|---|
| **President** | President |
| **First Vice-President** | Vice-president |
| **Secretary-General** | Secretary general |
| **Plenary session (last and next)** | Plenary |
| **COTER** | COTER |
| **CIVEX** | CIVEX |
| **ENVE** | ENVE |
| **ECON** | ECON |
| **NAT** | NAT |
| **SEDEC** | SEDEC |
| **ARLEM** | ARLEM |
| **CORLEAP** | CORLEAP |
| **Enlargement countries** | Montenegro, Turkey, etc. (select country name) |
| **Future of Europe** | Future EU |
| **Regional Hubs** | RegHub |
| **Cohesion Alliance** | Cohesion alliance |
| **European Entrepreneurial Region** | EER |
| **Cities and Regions for Integration of Migrants** | Integration Initiative |

## 2. Keywords vs themes and their impact on your content visibility

Metadata such as keywords and themes tell the system where your content should be displayed.

**Keywords** are used to determine where the information is displayed **on the website**. So if, for instance, you want an ARLEM related event or study displayed under the respective tab on ARLEM page, you will have to add the keyword ARLEM to the event page or study properties.
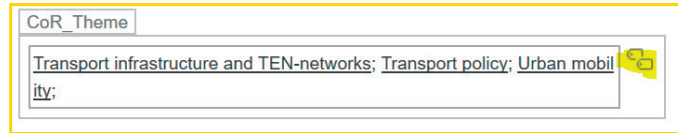
CoR_Keywords

COTER (Commission for Territorial Cohesion Policy);
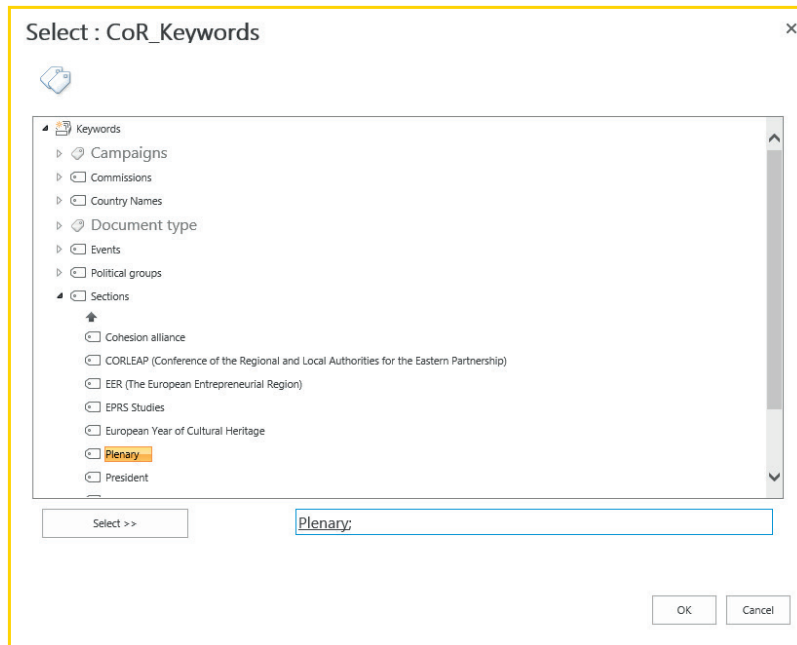
**Example:** when a news item is tagged with the X keyword, the news will automatically be displayed in the News tab of the X Commission page.
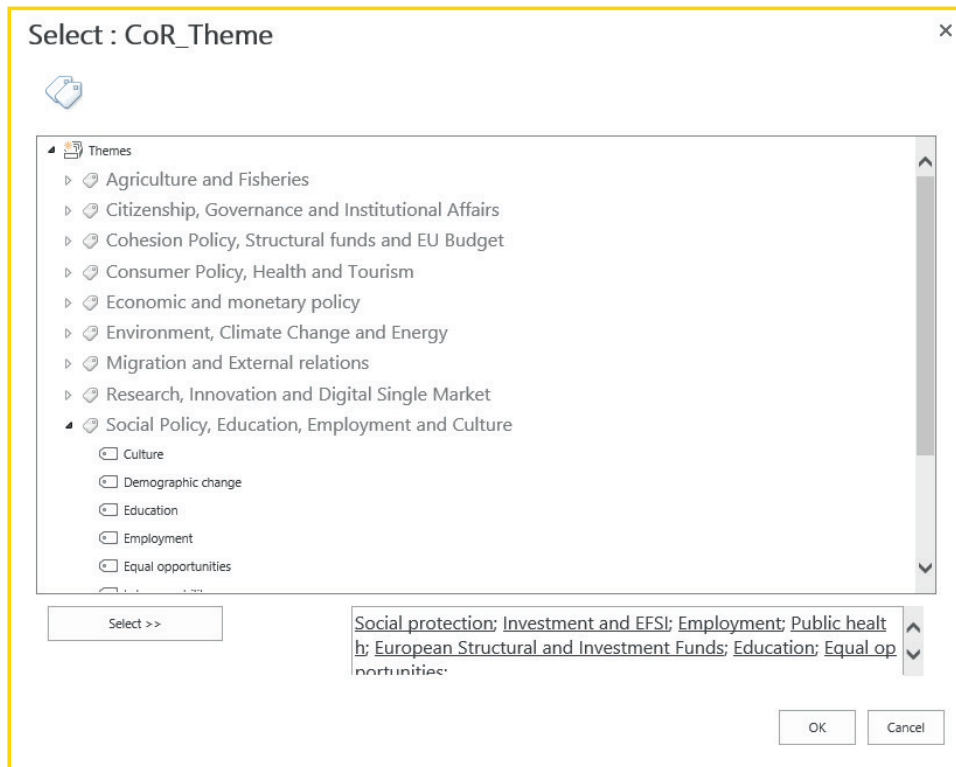
**Themes** (or topics), on the other hand, are key metadata to add to your content (news, events, studies, brochures, opinions) if you want it to appear **on CoR's newsletter**.



You can also find this how-to here: https://mycor.cor.europa.eu/EN/Directorate_D/Unit_D3/web/Pages/default.aspx

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**European Committee**
**of the Regions**

Created in 1994, after the entry into force of the Maastricht Treaty, the European Committee of the Regions is the EU's assembly of 350 regional and local representatives from all 28 Member States, representing over 507 million Europeans. Its mission is to involve regional and local authorities and the communities they represent in the EU's decision-making process and to inform them about EU policies. The European Commission, the European Parliament and the Council consult the Committee in policy areas affecting regions and cities. It can appeal to the Court of Justice of the European Union if its rights are infringed or it believes that EU law infringes the subsidiarity principle or fails to respect regional or local powers.

Edited by the Directorate for Communication of the European Committee of the Regions