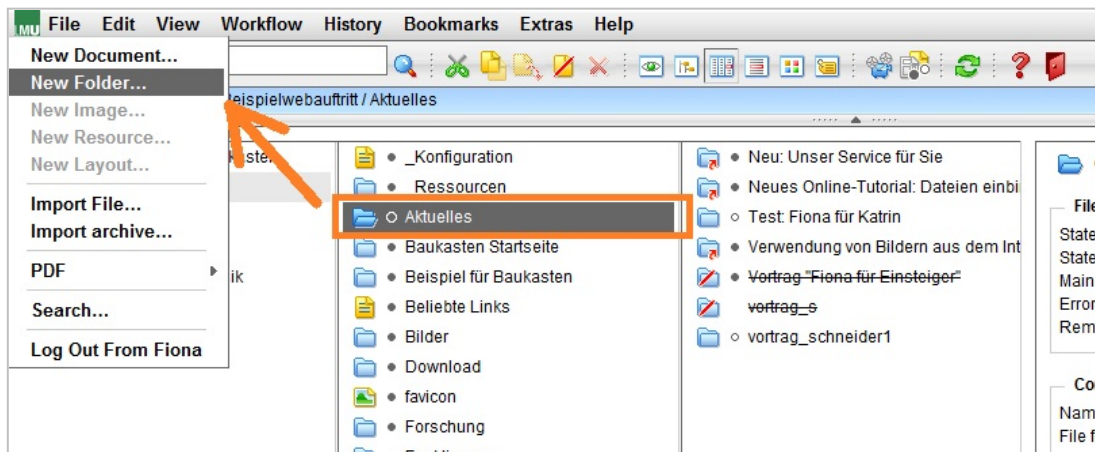


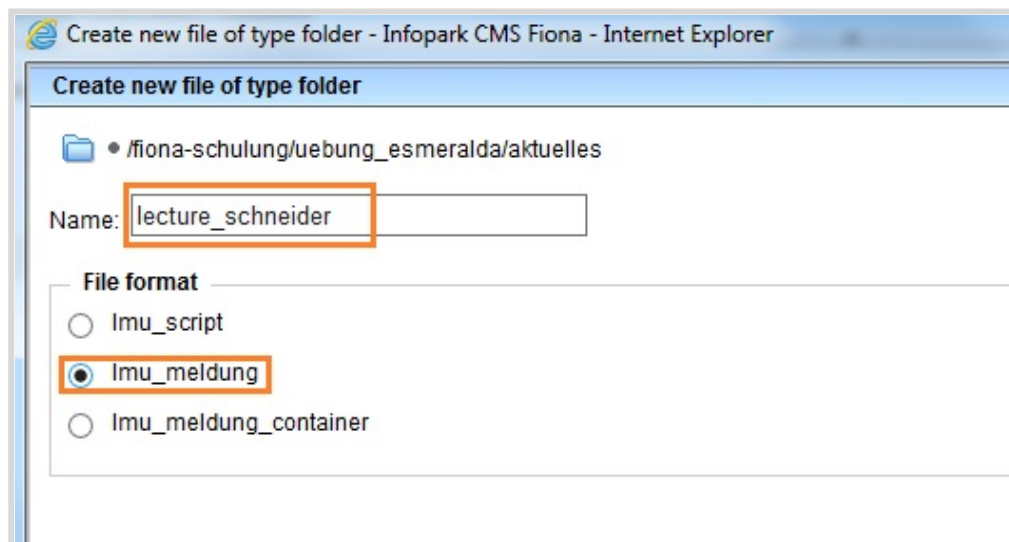
How do I set up a new notification (Meldung)?

Step 1: Create a new folder



- Navigate to the folder **Aktuelles** (often renamed '**News**', '**Current**'...)
- Create a new folder via **File > New Folder** ('Datei > Neuer Ordner')

Step 2: Choose file format and name



- Choose a meaningful name (max. 30 characters, no capital letters and no special characters or umlauts). The name will later be visible as part of the URL
- Select **Imu_meldung** (**[Allgemein] Meldung**) as the file format
- Confirm with OK

Step 3: Enter the basic information of your notification

Edit version fields

Path: /fiona-schulung/uebung_fiona/aktuelles/vortrag_schneider

Field set: Fields

Fields

Title: * Vortrag "Fiona für Einsteiger" x

untertitel:

teaserbild: Edit linklist

navigation:

datum: * 30.04.2015 13:00

enddatum:

termin_zeit_anzeigen: ja

Main content: Edit

Bild: Edit linklist

- Give a detailed and meaningful **title** to your notification. The title is the heading of your notification. The field "Title" is mandatory. You can also give additional information in the **untertitel** ('**subtitle**') field
- If the title is longer than 5-7 words, choose a short version with 1-3 words as **navigationname** ('**navigation name**')
- If you are announcing a short event (i.e. a lecture) give the concrete **datum** ('**date**') and, if applicable, the exact time
- Optionally, you can insert an **enddatum** ('**end date**') and, if possible, the exact ending time. If you have given the exact time, select: "**termin_zeit_anzeigen: ja**" ('**show time: yes**')
- Optionally, you can also set the time frame when your notification will be visible online **Gültig ab / Gültig bis** ('**Valid from/ Valid until**')
- Confirm with Ok

Step 4: Open the Hauptinhalt ('Main Content')

Overview

File info

State: Draft

State: active since 21.04.2015 03:06

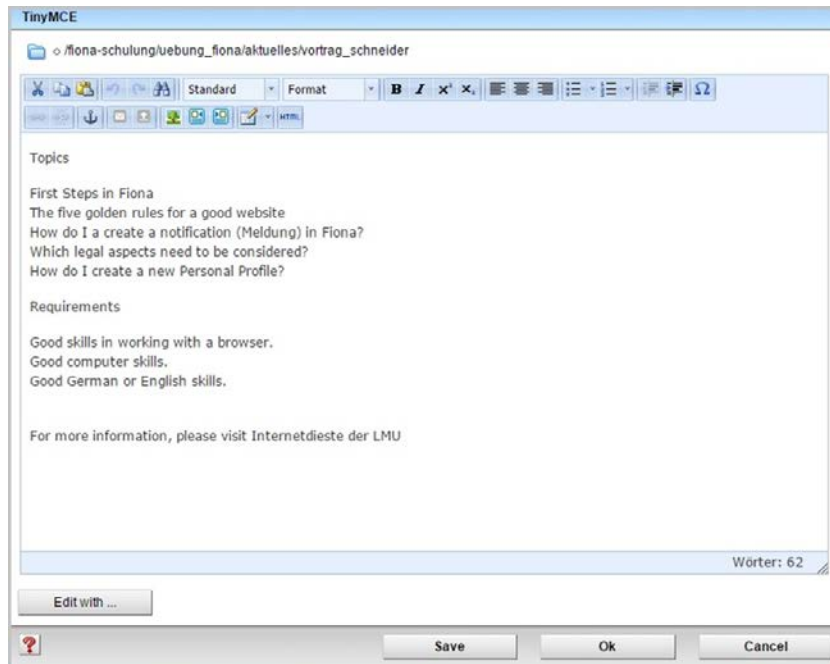
Main content: <...>

Errors in version: none

Reminder: <...>

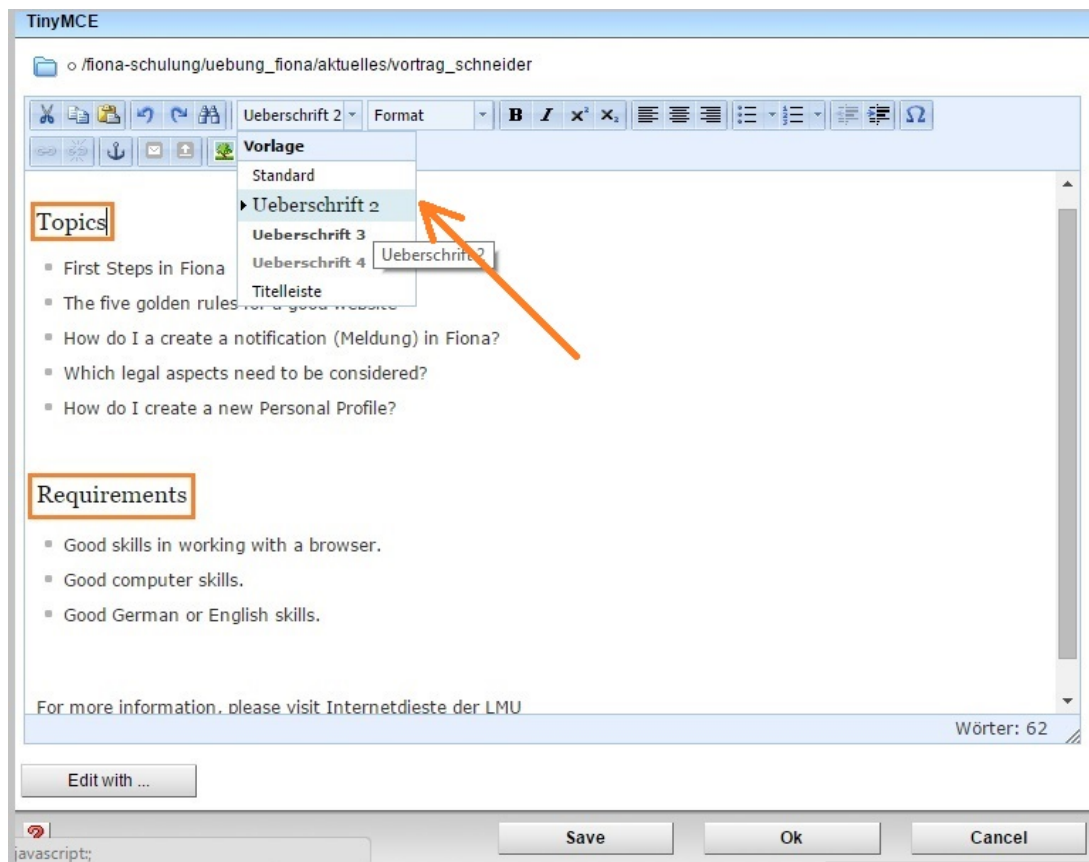
- Open the main content

Step 5: Write text for your notification



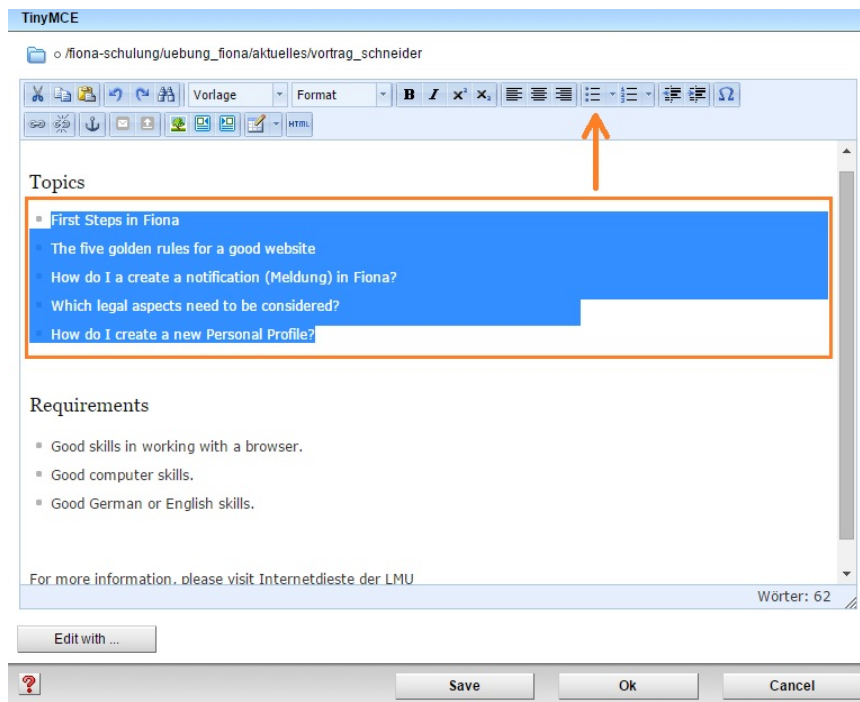
- Write the text yourself or
- Copy and paste the text (*i.e. with STRG/CTRL+V or right click>Paste*)
- **Please note:** format is not transferred with the text in case of *copy+paste*
- Make sure that your text consists of short paragraphs with appropriate subheadings. Try to limit a sentence to a maximum of 12 words

Step 6: Format Headings



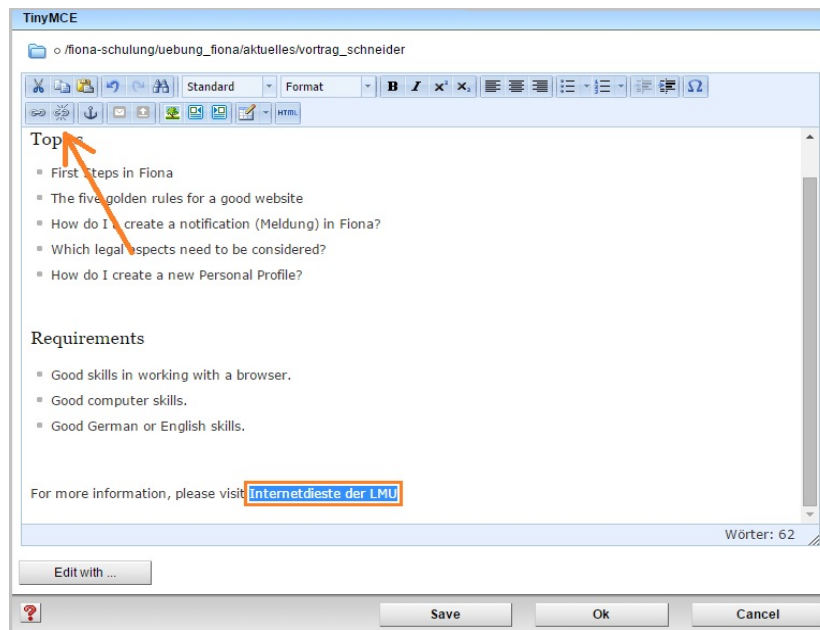
- All headings need to be formatted correctly and in order. This way they will be prioritized by search engines and screen readers (cf. our "3 golden rules"). Simple highlighting (i.e. bold characters) is incorrect
- Format all headings as **Überschrift 2, 3, 4**

Step 7: Format the lists



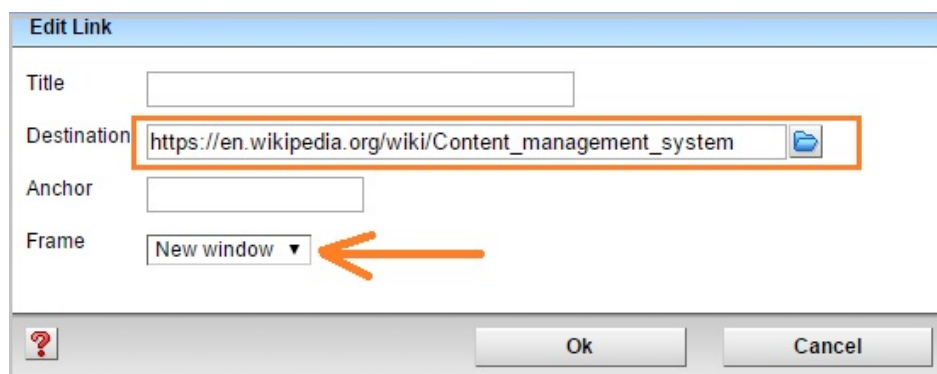
- Format all enumerations and lists as intended. PLEASE DO NOT use manual bullets or asterisks and, if they were copied from the source, delete them
- Select the text that is to be formatted as a list
- Click on **Unsortierte Liste ('unsorted list')** or **Sortierte Liste ('sorted list')**
- Close the editor by clicking Ok or continue formatting

Step 8: Links - Create a link



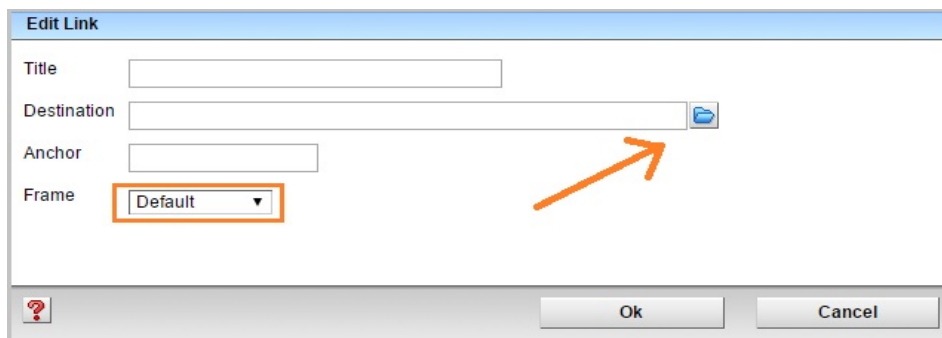
- Select the text that should work as the link (i.e., the text that will be clicked on by the user)
- Choose a meaningful text excerpt. Phrases like “click here” should NOT be used as a link
- Open the window to select the link destination by clicking on the button **Link einfügen/bearbeiten** (‘to add a link/edit a link’). Note: the button looks like a chain symbol in the editor toolbar

Step 9: Links - Create an external link



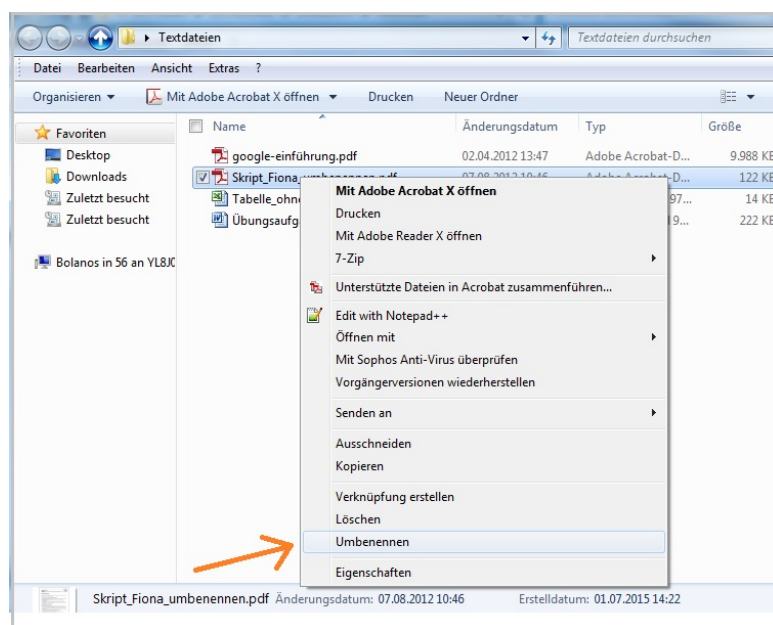
- Links to **websites outside of Fiona** are referred to as **external links**
- Enter the URL that you want to link
- Choose “**Frame: Neues Fenster**” (‘**Frame: New window**’). This way the link will be opened in a new window/tab
- Confirm with Ok

Step 10: Links - Create an internal link



- Links pointing to a **website within Fiona** are referred to as **internal links**. The major advantage of an internal link is that it will always work as intended, even if the link destination is renamed or relocated
- Click on the **blue folder symbol**. Navigate to the destination file in Fiona you want to set the link to
- If the destination is your own Website, select "**Frame: Standard ('Frame: Default')**". This way the link will be opened in the same window/tab
- If your destination is a website other than yours, select "**Frame: Neues Fenster ('Frame: New window')**". This way the link will be opened in a new window/tab
- Confirm with Ok

Step 11: Downloads - Rename the file



- Prior to importing a file into Fiona, you should rename the file appropriately. The title should express clearly the content of the download file. It will be visible online
- Any commonly used file format can be uploaded, but please note that images (.png, .jpeg) will not appear in the download section and audio-, videofiles need to be uploaded via file format "**Medien-Datei**" ('media file')

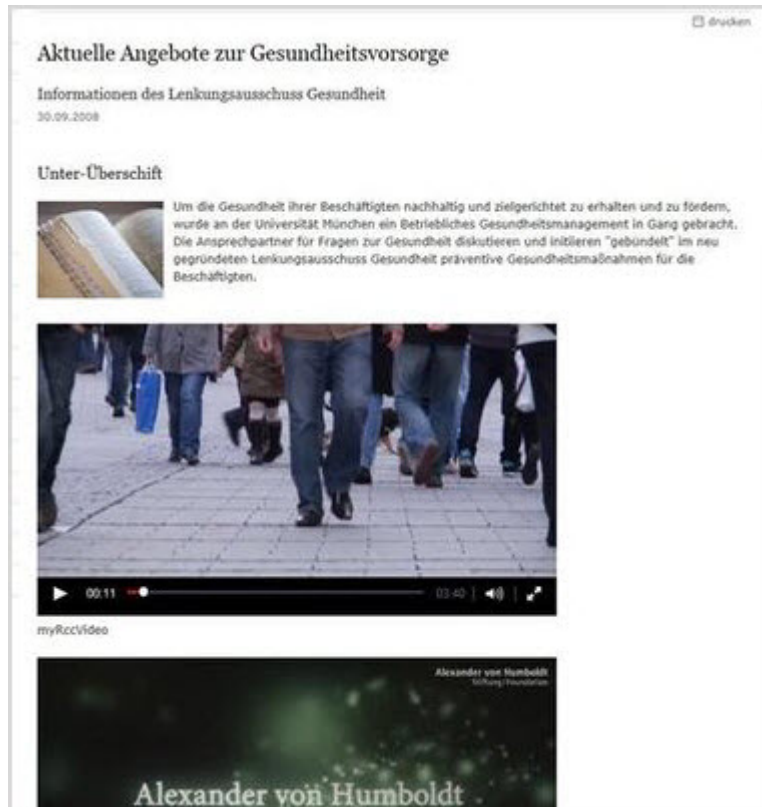
Step 12: Publishing of the video or audio file

- It is possible to publish one or several video or audio files on your website. To start publishing your video it needs to be already uploaded
- Note: We have an online-tutorial for **media files ('Mediendatei')** on our website
- Click on **"Alle Bearbeiten" ('Edit all') > "Feldgruppe" ('Field set') > "Weitere Felder" ('AdditionalField')**. There you will find a **"Linkliste" ('list of the links')** "Videos/Audio". Here you can link your files. When you write something in the **"Linktitel" ('link title')**, it will be shown as a title under your video
- In the next field you can choose where your video will be shown: before or after the main content. Several videos will be shown in one block

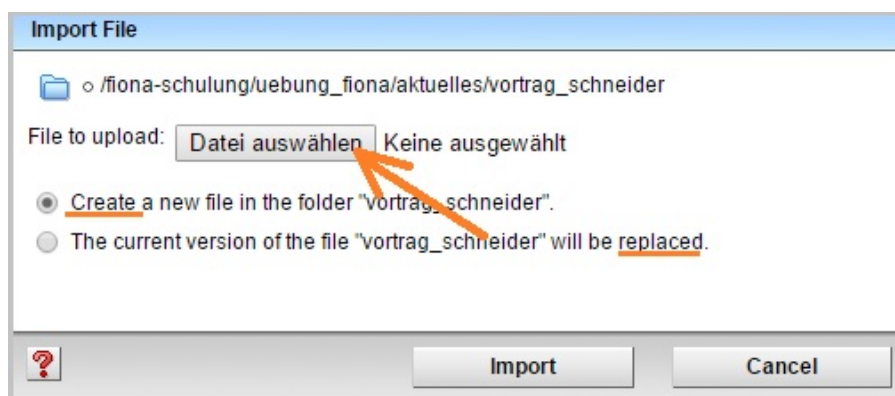
Feldgruppe:	Weitere Felder
Weitere Felder	
benutzerdefiniert 1:	<input type="text"/>
benutzerdefiniert 2:	<input type="text"/>
Typ:	(kein) ▼
Dateiendung:	html ▼
Videos/Audio:	<input type="button" value="Linkliste bearbeiten"/>
Position Video/Audio:	(kein) ▼

Step 13: Publishing of the video- result

- Here you can see the separate preview of the **notification ('Meldung')**:

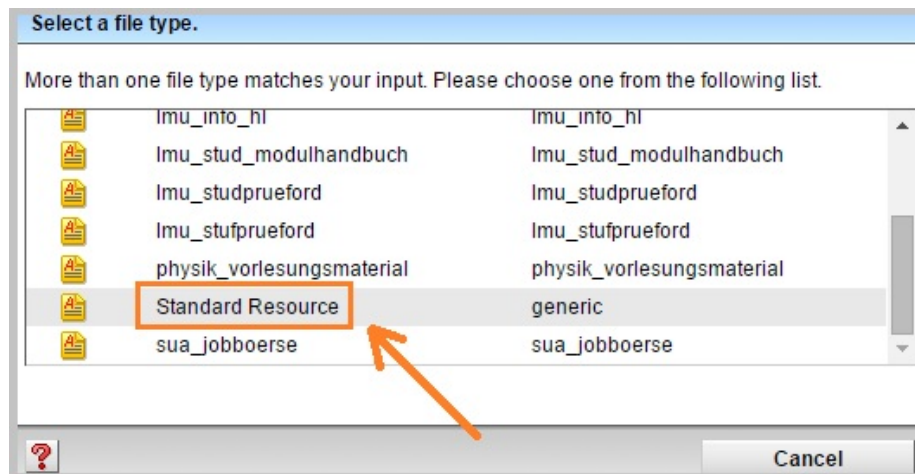


Step 14: Downloads - Import the download file



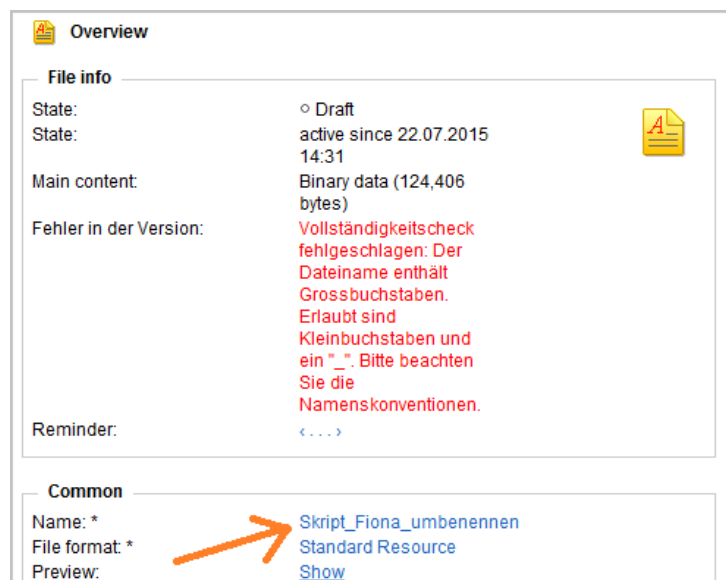
- Start the import via **"Datei > Datei importieren"** ('File > Import File')
- Click on **"Datei auswählen"** ('choose file') to select your download file
- You have the option of either importing a new file or replacing an existing one. In case you want to replace an existing file, select the existing file in Fiona before selecting „import file“
- Confirm with **"Importieren"** ('Import')
- Please be careful not to violate any copyright laws (cf. our "Which legal aspects need to be considered?")

Step 15: Downloads - Choose the format



- Open the selection by clicking on the **blue magnifying glass symbol**
- Choose **Standard Resource** as the file format. You can only use a different format if:
 - You work in the department, which has its own file formats (usually mentioned in the prefix), i.e. [Physik] Vorlesungsmaterial ('Faculty of physics: lecture material')
 - The format is really necessary in that place. If you are not sure, please contact us
 - Confirm with Ok and your download file will be imported

Step 16: Downloads - Correcting the file name



- In case you have given the file a name violating the requirements (i.e., with capital letters and spaces), an error message comes up (shown in red) once the file is uploaded
- Correct the file name: max. 30 characters, no capital letters, no special characters, no spaces
The name will later appear as part of the URL

Step 17: Downloads - Control the edition of your download

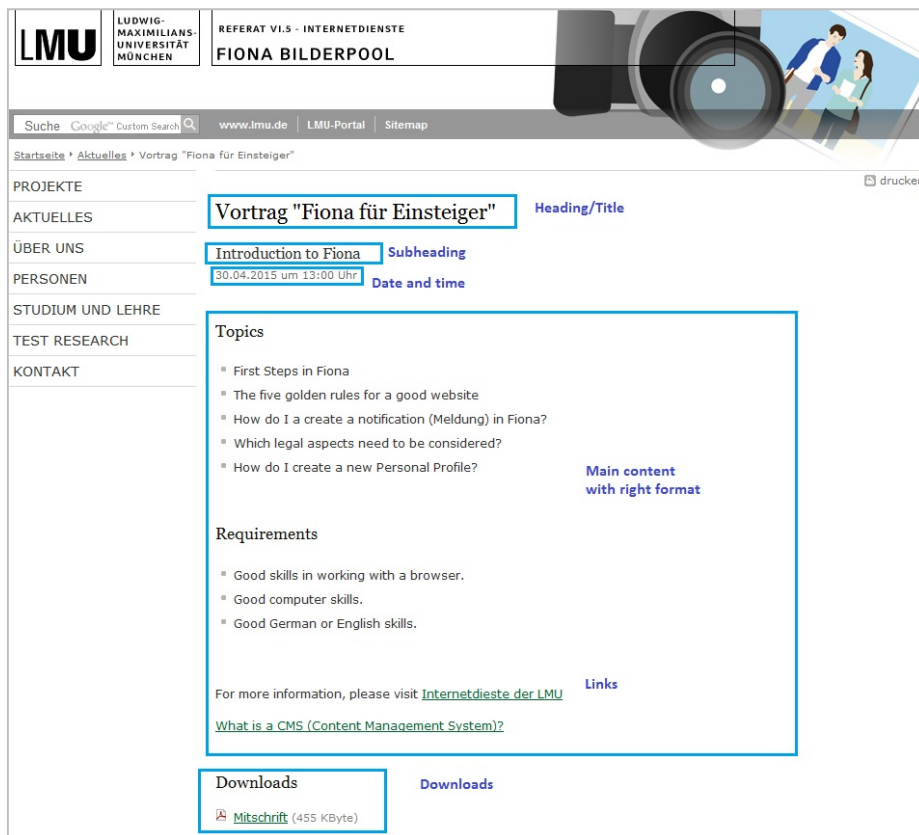
The screenshot shows the 'Edit version fields' dialog box. The 'Field set' is set to 'additionalGroup'. The 'additionalGroup' section contains the following fields:

- adressenlink:** Edit linklist
- Valid from:** 23.05.2017 14:16
- Valid until:**
- File extension:** html
- max_links:** ☒ N/A, ☐ nur 2. Unterebene ausblenden, ☐ alle Unterseiten ausblenden
- show_downloads:** ja
- ueberschrift_downloads:** Lecture materials
- ueberschrift_weitere_links:**

The 'OK' and 'Cancel' buttons are at the bottom right.

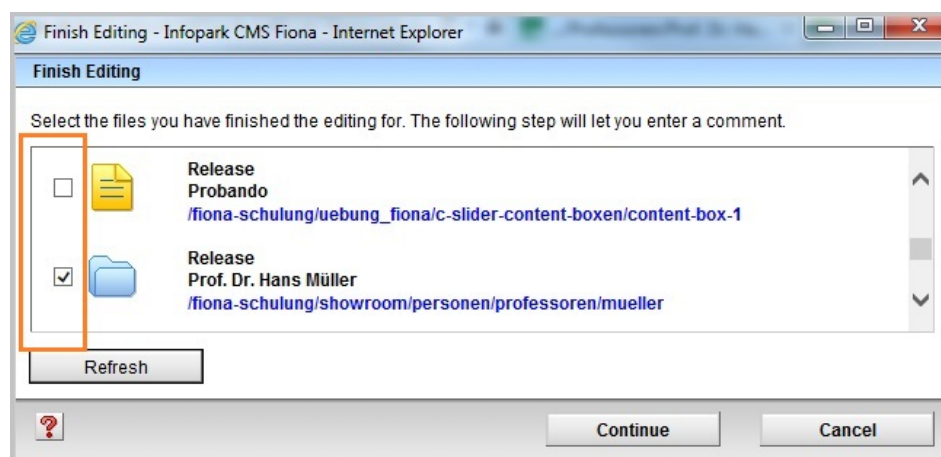
- Go back to your folder, where you imported your download file to
- Click in **"Eigenschaften" ('Overview')** the button **"Alle bearbeiten" ('Edit all')** and choose in **"Feldgruppe" ('Field set')** the option **"Weitere Felder" ('additionalGroup')**
- If downloads are to be displayed, select **"ja" ('yes')** next to **"Downloads anzeigen" ('show_downloads')**
- You can enter the dedicated heading for your downloads next to **"ueberschrift_downloads" ('heading_downloads')**
- If you don't provide an alternative heading, the standard heading will be shown (usually it is "Downloads")

Step 18: Check the separate preview



- Open the separate preview by clicking on the **blue projector symbol** in your toolbar. This way you will see how your website will be presented online

Step 19: Finish editing



- To make your changes visible online, you need to release them
- Open the overview of all the files that you are editing via **Workflow > "Bearbeitung abschließen"** ('Finish Editing')
- Choose the file(s) you want to release. Click on **"Weiter"** ('Continue')
- Let the **"Kommentar"** ('commentary') -section empty and click Ok
- In the LMU-Portal you can check when your changes will be published online ("FIONA CMS" Fiona export)