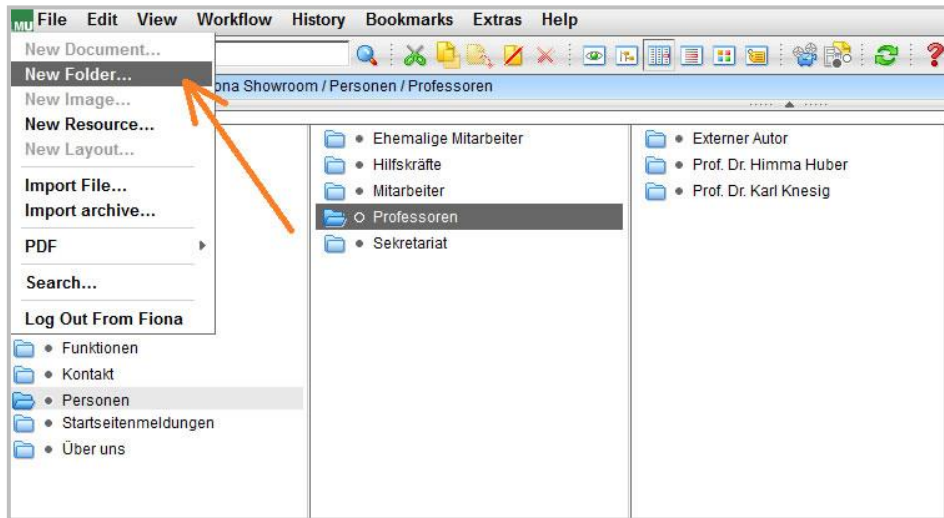


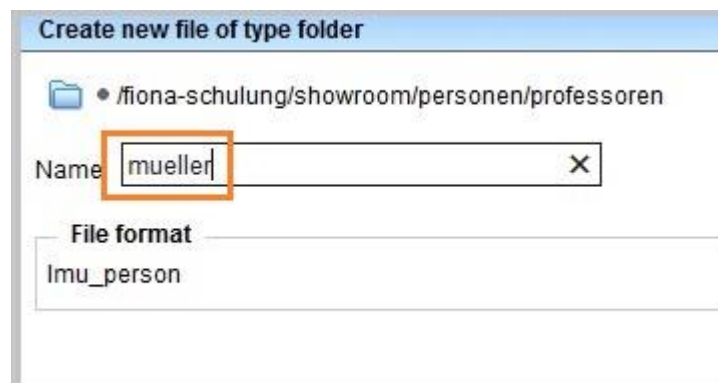
How do I set up a new Person Profile?

Step 1: Create a new folder



- Navigate to the folder *Personen* (maybe renamed *People*, *Staff*, ...) and choose the appropriate category for the new person you are creating.
- Create a new folder via *File > New Folder*.

Step 2: Choose file format and name



- Choose a meaningful *name* (max. 30 characters, no capital letters and no special characters). The name will later be visible as part of the URL.
- Confirm with *OK*.

Step 3: Fill in essential personal data

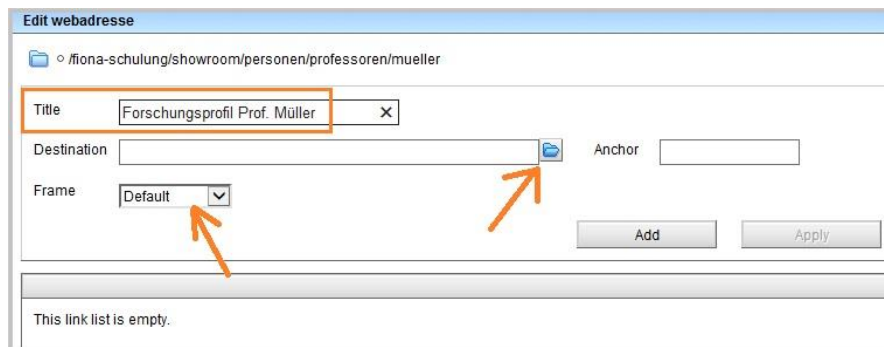
- Insert personal information. You do not need to fill in all boxes (obligatory: marked with an asterisk)
- The **Title** will not be visible on the website, but appears in the superordinate category (in case the category is displayed as a list).
- Confirm with *OK*.

Please be careful to comply with Data Protection Legislation. (Which legal aspects need to be considered?)

Step 4: Create an external link (optional)

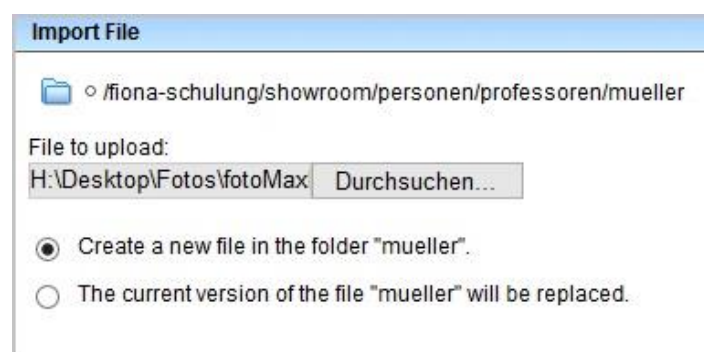
- Links to websites outside of Fiona are referred to as “external links”.
- Edit external links via *Webadresse* (= URL)
- Choose an clear link title and insert the URL to which the link will point.
- For *Frame*, select *New window*. This ensures that the link will open in a new window/tab
- Confirm with *OK*.

Step 5: Create an internal link (optional)



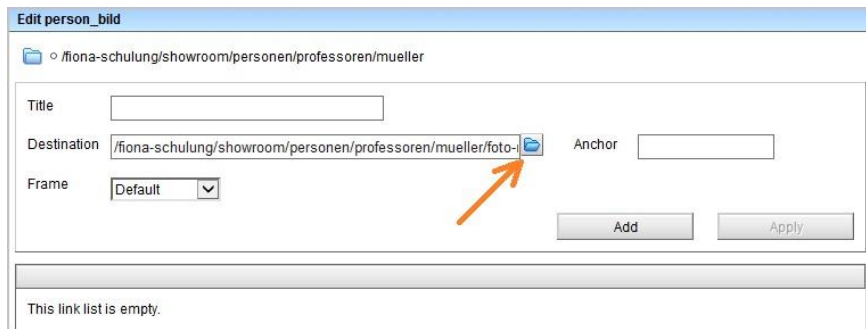
- Links pointing to a website within Fiona are referred to as “internal links”. The major advantage of an internal link is that it will always work as intended, even if the link destination is renamed or relocated.
- Edit internal links via *Webadresse (URL)*.
- Choose a link title and select the blue folder symbol. Navigate to the website which will serve as your link destination.
- In case the intended link destination is your own website, choose *Frame: Default*. This way your link will open up in the very same window/tab.
- In case your link destination is a different website or download, choose *Frame: New window*. The link will then open up in a new window/tab.
- Confirm with *OK*.

Step 6: Import a photo (optional)



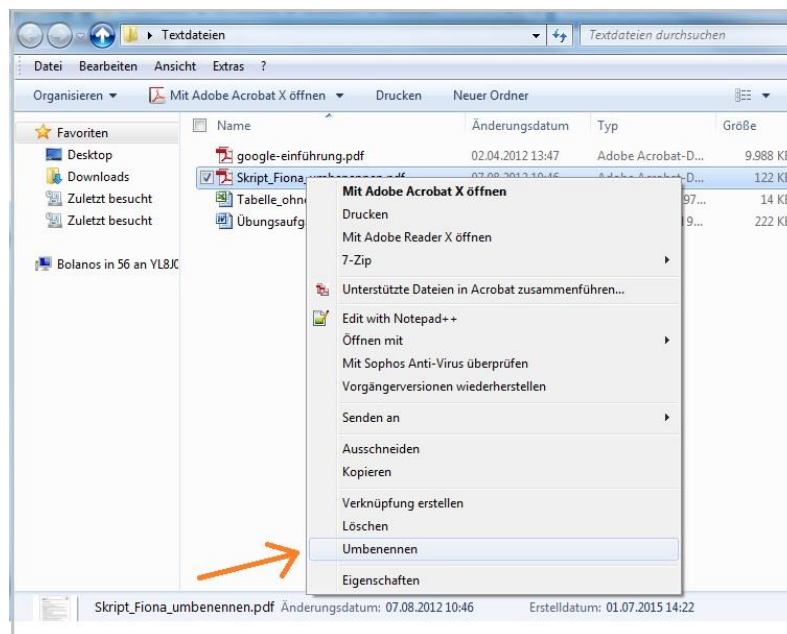
- Import picture via *File > Import File*.
- Select *Durchsuchen* ('Browse') and choose the picture you want to import. Please choose a professional image in the size of a passport photograph.
- You have the option of either importing a new picture or replacing an existing one. (In case you want to replace an existing picture, select the existing picture in Fiona before selecting “import picture”!) Confirm with *Import*.

Step 7: Insert the photo



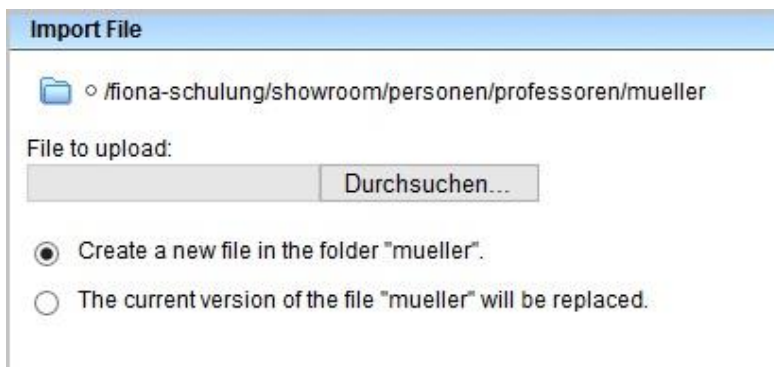
- To insert the photo, select the *Person*-folder you have just created. Then select *person_bild*.
- Click on the blue folder symbol.
- Choose the picture you have imported in Step 6. The quickest way to find the picture is in your *History* in the top navigation bar.
- Confirm with *OK*.

Step 8: Downloads (1): Insert a download



- Prior to importing a file into Fiona, you have to re-name the file appropriately. The file name will later appear online and should thus represent the content of the file (not: "file 1").
- Any file format is possible for upload.

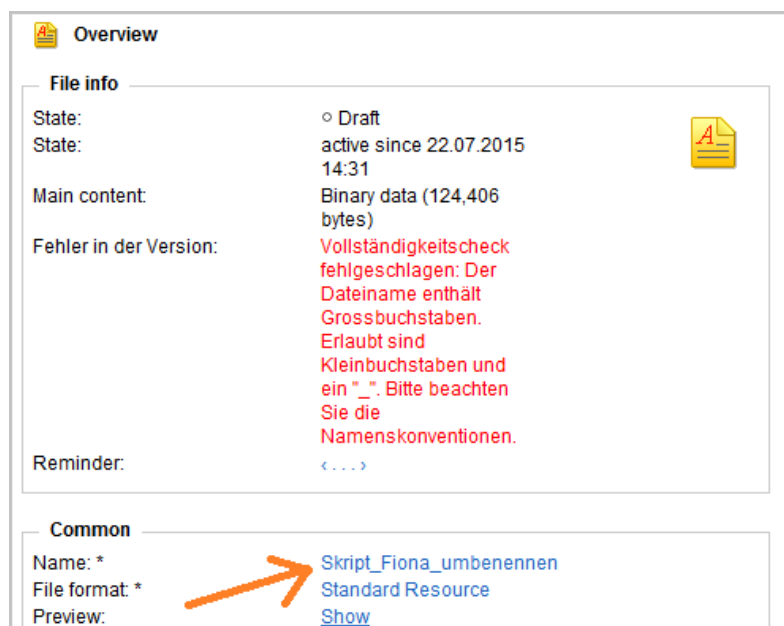
Step 9: (Downloads 2): Import a download file



- Start the import via *File > Import File*
- Select *Durchsuchen* (*Browse*) 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 choosing the new one.
- Confirm with *Import*.

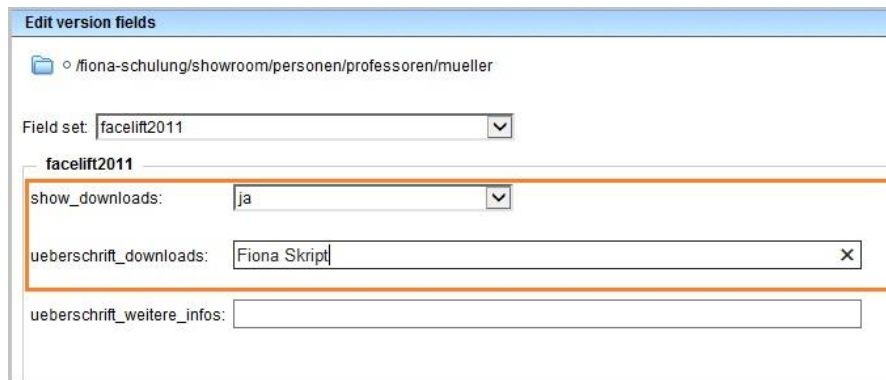
Please be careful not to violate any copyright laws (Which legal aspects need to be considered?)

Step 10: (Downloads 3): Correcting the file name



- Since you have chosen a meaningful file name with capital letters (Step 1 of the download import) an error message comes up (indicated 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 11: (Downloads 5): Adjust visual properties of the file



Edit version fields

o /fiona-schulung/showroom/personen/professoren/mueller

Field set: facelift2011

facelift2011

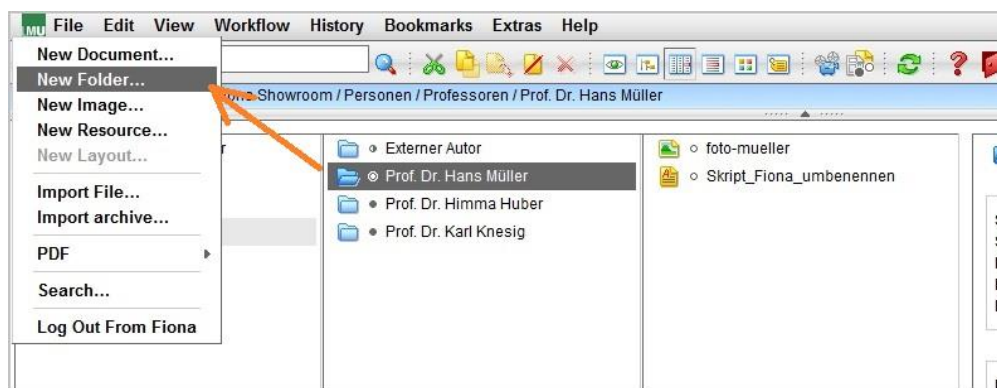
show_downloads: ja

ueberschrift_downloads: Fiona Skript

ueberschrift_weitere_infos:

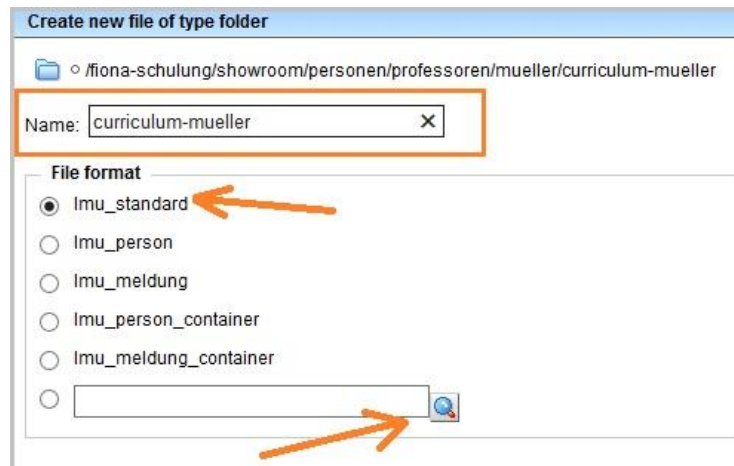
- Navigate back to the folder in which the download will appear.
- In the *Overview*-box, select *Edit All* and set *Field Set* to *facelift2011*.
- The option *show_downloads* (yes/no) needs to be set to *yes*.
- In *Uberschrift_downloads* (Headline), you can insert an individual headline for the downloads on your website. In case you leave this box empty, a default headline (usually "Downloads") will appear.

Step 12: Adding extra information (optional)



- You can also add extra information as sub-folder (i.e. curriculum vitae.)
- To add the sub-folder create a new folder via *File > New Folder*.

Step 13: Choose the format and name for your sub-folder



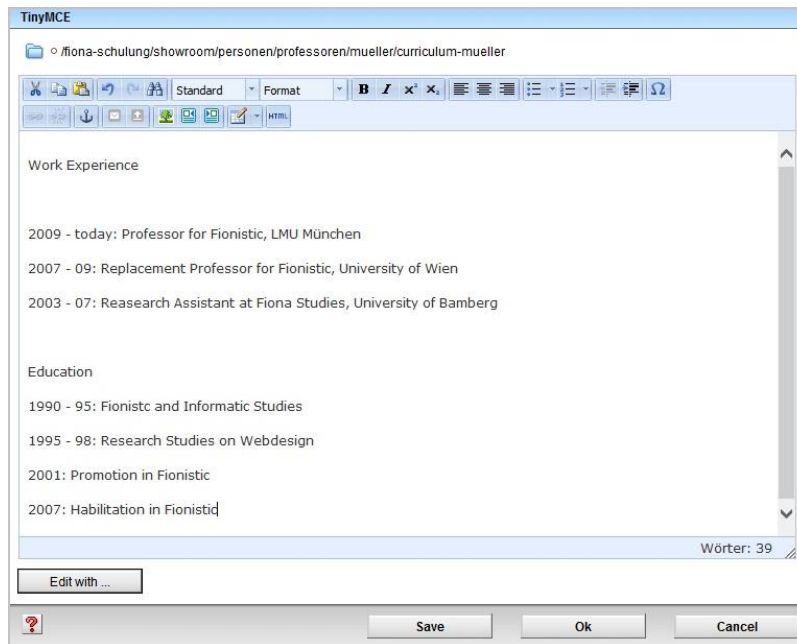
- Give the file a meaningful name with a maximum of 30 characters, only low case, no special characters, and no spaces. The name will later appear as part of the URL.
- Choose *Imu_standard* as the file format. In case that this format does not appear in the shortlist, open all format types by clicking on the loupe symbol.
- Confirm with *Ok*.

Step 14: Open the main content.



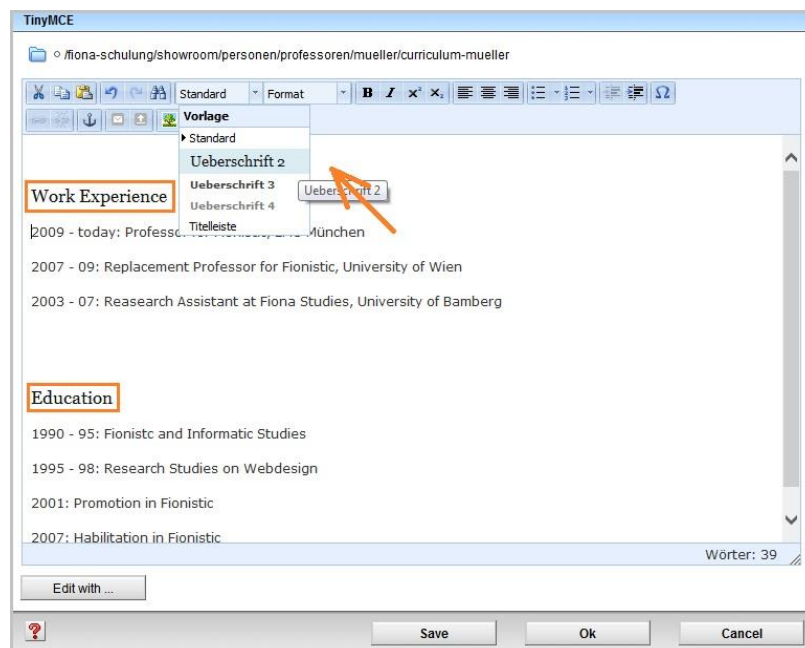
- Open the main content.

Step 15: Enter the text.



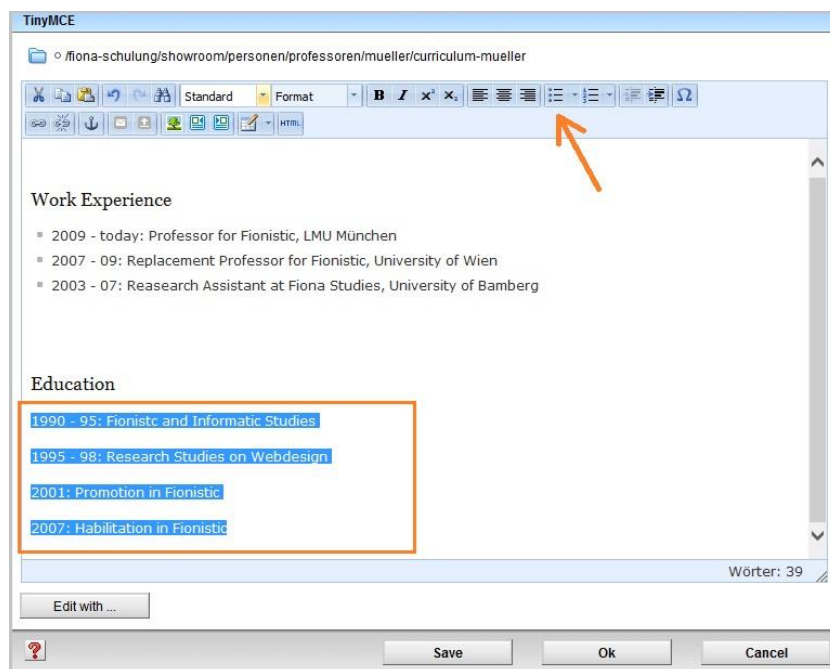
- Write the text yourself or
- Copy and paste the text (i.e. with *STRG/CTRL+C/V* or *right click>Copy/Paste*)
- (The format will not be copied)
- Make sure that your text has short paragraphs with corresponding subheadings.

Step 16: Format your headings



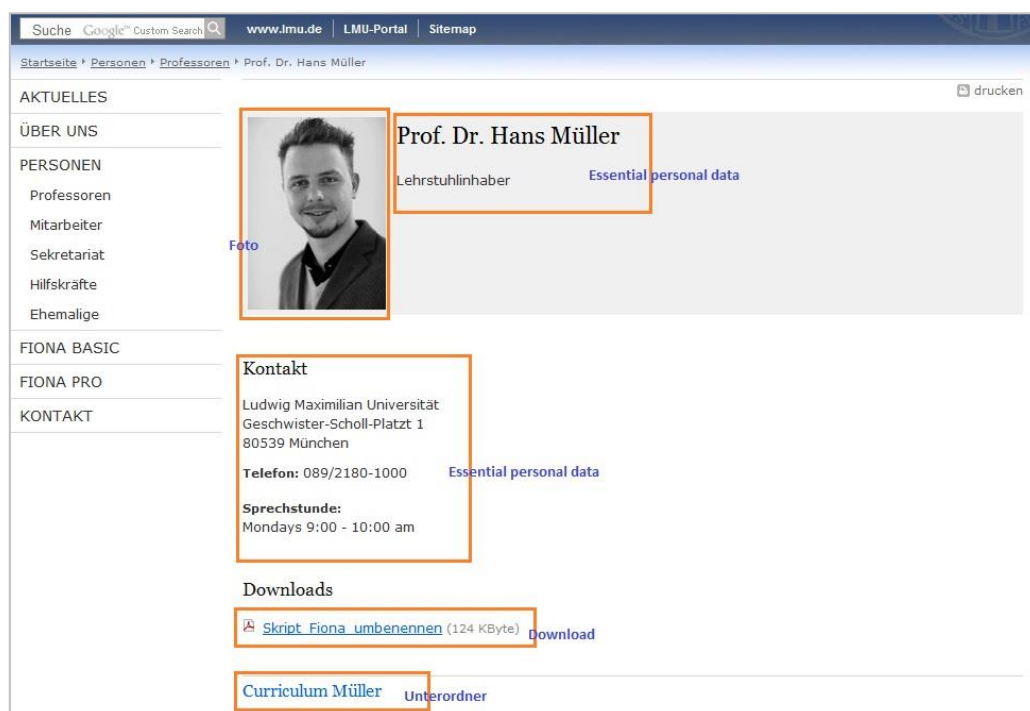
- All headings must be formatted correctly in order to be prioritized by search engines. Simple highlighting (i.e. *bold* characters) is incorrect.
- Format all your headings as "Überschrift" (2,3 or 4)

Step 17: format the lists



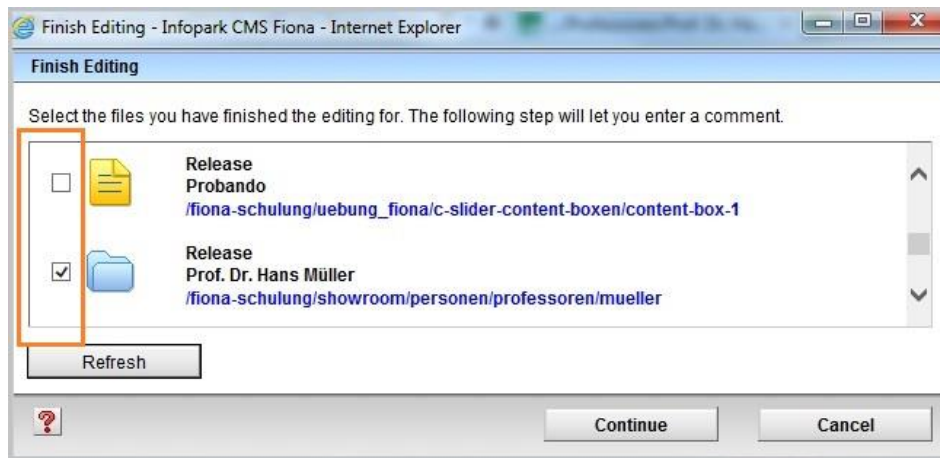
- Give your enumerations a correct *list format*. Lists need to feature the right format on the internet for search engine purposes. PLEASE DO NOT use bullets or asterisks for enumerations. (cf. "3 golden rules")
- Select the text that is to be formatted as a list.
- Click "Unsortierte Liste" (Unordered List).
- Close the editor by clicking "Ok"

Step 18: Check the preview



- Open the separate preview by clicking on the blue projector symbol.

Step 19: Finish editing



- Put changes online by releasing them:
- Open the overview of all the files that you are editing via *Workflow > Finish Editing*.
- Choose the file(s) you want to release.
- Select *Continue*
- You may leave the "commentary" section empty. click *Ok*.
- In the LMU-Portal you can check when your changes will be published ("Fiona CMS export").