



Research Portal

End user guide

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About this document

This document is intended to assist anyone responsible for managing content on the ACIAR Research Portal located at <https://research.aciar.gov.au>. It provides an overview of functionality and basic principles for managing content on your new site.

Research Portal overview

Features and benefits

- Hosting and ongoing maintenance of new program/project websites.
- Templated website within the ACIAR-hosted web environment that project leaders can maintain.
- A centralised location for all existing ACIAR program/project websites through a single host.
- Financial savings on domain and hosting fees, cyber, and data security.
- Long-term access to the project assets and information.

Types of websites

1. Websites from closed projects that have been ‘flattened’ and the information is now static.
For example:
 - Australian International Food Security Research Centre (AIFSRC)
<https://aifsc.aciar.gov.au/>
 - Eastern Indonesia Agribusiness Development Opportunities (EI-ADO)
<https://ei-ado.aciar.gov.au/>
2. Links to ACIAR-related websites created by projects that are still active.
 - For example: TADEP, SDIP, IndoBeef (Accessed on 13/04/2023)
<https://research.aciar.gov.au/tadep/>
<https://aciarsdip.com/>
<https://www.indobeef.com/>



Government requirements

When creating content on the ACIAR Research Portal, you should be aware of your requirements in relation to the following Government policies:

Accessibility and inclusivity

Content on government websites must be accessible to people with disabilities who may use screen readers as well as to users in remote areas and users with different devices. Australian Government agencies are required to meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. Therefore, under the *Disability Discrimination Act 1992*, you have a legal requirement to ensure your content is usable and accessible to people with disabilities.

WCAG 2.0 requirements <https://www.w3.org/TR/WCAG20/> (Accessed on 21/04/2022)

Australian Government | Digital Transformation Agency guidance
<https://www.dta.gov.au/accessibility> (Accessed on 21/04/2022)

Understanding the Four Principles of Accessibility
[Introduction to Understanding WCAG 2.0 \(w3.org\)](https://www.w3.org/TR/WCAG20/) (Accessed on 30/05/2023)

Create and verify PDF accessibility
<https://helpx.adobe.com/au/acrobat/using/create-verify-pdf-accessibility.html> (Accessed on 21/04/2022)

Make your Word documents accessible to people with disabilities
<https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d> (Accessed on 21/04/2022)

Ensure your content is written in plain English using language and terms that are inclusive, non-discriminatory and without jargon:

Accessibility and inclusivity
<https://guides.service.gov.au/content-guide/accessibility-inclusivity>

Writing for the web
<https://guides.service.gov.au/content-guide/writing-style/>



Creation process and site management

Creation process

Submit the Formal request for a new site to the Research Program Manager at ACIAR. When the request is approved, an ACIAR staff member will contact you and discuss your site needs.

When the site is created, as site owner, you will receive an email containing details of the site URL, your username and password and at this point, you will also be assigned Content editor role in the system.

A staff member will contact you to organise training.

Responsibilities

Site owner

Create and maintain site content while project/program is still running

Be primarily responsible for keeping content up to date.

ACIAR

Initial site creation and user guidance

General 'how-to' support and occasional content updates when requested or urgent

Management of bugs or issues via technical support.

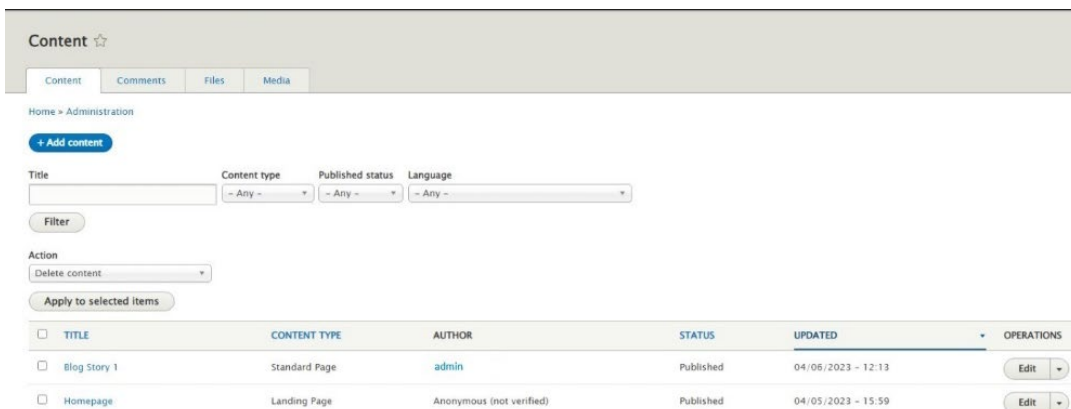


Administration

When you log in, it gives you a new menu bar at the top of the site, looking like this:



Click **Content**.



This screen is the *Content menu*. Users with content editor roles primarily have access to the Content menu. From this screen, users can access the backend of every page, and this is also where users will do all content creation and maintenance of published pages.

Structure and terminology

Frontend and backend

The frontend of the website is anything that a visitor sees. Backend is where you perform the behind-the-scenes work that creates the website's structure and overall functionality, allowing a site's front end to exist.

When working in the backend of the website, the pages of the website are referred to as 'Content' and 'Content type'. Throughout this guide, we refer to what's called a content page, which means any overarching page that offers content of its own, and that acts as a section of the website.

Components is another term you become familiar with when working in the backend of the website. The *components* are what each template includes as functionality within each of the different content types. Depending on how the information for your website is structured, you can add as many components to a page as required to best accommodate the information.

Frontend view

Here is a frontend example of a Landing Page using a **1 Column Layout** component and two **Multi Column Layout** components.

HEADER BANNER

HEADER BANNER Header Title

HEADER BANNER Header Image

HEADER BANNER Header Summary

HEADER BANNER Header Link

COMPONENTS

Overview

COMPONENTS 1 Column Layout
Image as right column

COMPONENTS 1 Column Layout
(No images applied)

COMPONENTS Multi Column Layout

Collaborating projects

project 1 >

project 2 >

project 3 >



Backend view

Edit Landing Page Homepage ☆

View Edit Delete Revisions

Home » » Homepage

Title *
Homepage

TEASER

Teaser Image
Choose File No file chosen
One file only.
50 MB limit.
Allowed types: png gif jpg jpeg

Teaser Summary
B I | [bold] [italic] [link] [img] [code] [source] | Format

Text format: Basic HTML About text formats

METADATA

Tags
- None -
 Show in search
 Display Subscribe to Newsletter Block?

COMPONENTS Show row weights Expand all

- 1 Column Layout [1] Remove
- 1 Column Layout [1] Remove
- Multi Column Layout [1]

Add Hero Banner to Components

HEADER BANNER

Header Title
Gender equitable agricultural extension through institutions and youth engage

Header Image
Alternative text *
alt text
This text will be used by screen readers, search engines, or when the image cannot be loaded.
Header banner_0.png (2.12 MB) Remove

HEADER LINK

URL *
Methodology (9)

Link text
Read more
Header call to action

Header Summary
B I S U * | [bold] [italic] [link] [img] [code] [source] | Format

This project is a joint collaboration between the University of Canberra, Australia, the Pacific Adventist University, PNG, and East New Britain Women and Youth in Agriculture Cooperative Societies Association (WYWA), PNG. The project is funded by the Australian Centre for International Agricultural Research (ACIAR).

Text format: Full HTML About text formats

Published

Save Preview Delete

Published
Last saved: 04/17/2023 - 16:53
Author:
 Create new revision
Revision log message

Briefly describe the changes you have made.

MENU SETTINGS (Not in menu)

SIMPLE XML SITEMAP

URL ALIAS (Automatic alias)
 Generate automatic URL alias
Uncheck this to create a custom alias below. Configure URL alias patterns.
URL alias
/homepage

Specify an alternative path by which this data can be accessed. For example, type "about" when writing an about page.

AUTHORING INFORMATION (By Anonymous (0) on 2023-04-04)

PROMOTION OPTIONS (Promoted to front page)

Annotations:

- This 'Title' will not display on the page itself.
- A Teaser is optional. The information from the Tease will display if the page is attached to another page as a related resource. If Teaser Summary is left blank, it will just display the 'read more' link.
- Choose this option if you want text to display across the full width of the page.
- Choose either a two or three tile layout.



Content types

Content types determine the templates that are in use for each page.

Type	Function
Event	Use this template if you want to showcase an upcoming event. The event page can be created and then seen (linked) from either a Landing Page or from a Standard Page.
Landing page	Your new site has pages already created, with “dummy content”. The Home page uses the Landing page content type (template). A landing page is different from a standard content page in that it acts as an entry point to the website and sections of the website. It typically has various content listings to help direct viewers to other content e.g., news pages, articles, events, etc.
News	ANY page using the News content type template gets automatically listed in a section called ‘News & Resources’, regardless of if it’s been previously setup. News pages can be attached to the bottom of Landing Pages or Standard Pages. Downloadable documents in specific formats, and video can be added to News pages.
Publication	This template is not being used. Disregard this template please.
Standard Page	Most of the pages on the website use this template. Use the Standard Page template to display overarching information such as ‘About [the program]’ or ‘Our team’. Pages using this template may include text, images, links, and video.

Components

When you select a content type for a new page, a particular template is applied to that page. Depending on the content type, each template offers optional components such as:

- downloadable documents
- photo gallery
- video
- standard or two column layouts.

There is also a Subscription component which can be linked to an email publishing service such as MailChimp for example. Ask the ACIAR web team if you need this service to be setup on your website.

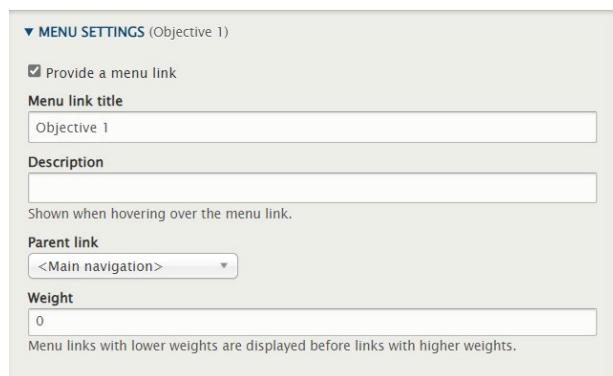
Menus — how to add items

Navigate to the page that you want to show in the menu and click Edit.

In the right-hand column click **'MENU SETTINGS'** to expand it.

Click **'Provide a menu link'** and from the list, select the **Parent item** or the page where you want the item to appear under.

Tip: The number of dashes next to an item show you the hierarchy in the menu level. e.g., the Home page is at the highest level in the menu. It is the 'parent' to all other menu items, and therefore, shows only 2 dashes:



▼ MENU SETTINGS (Objective 1)

Provide a menu link

Menu link title
Objective 1

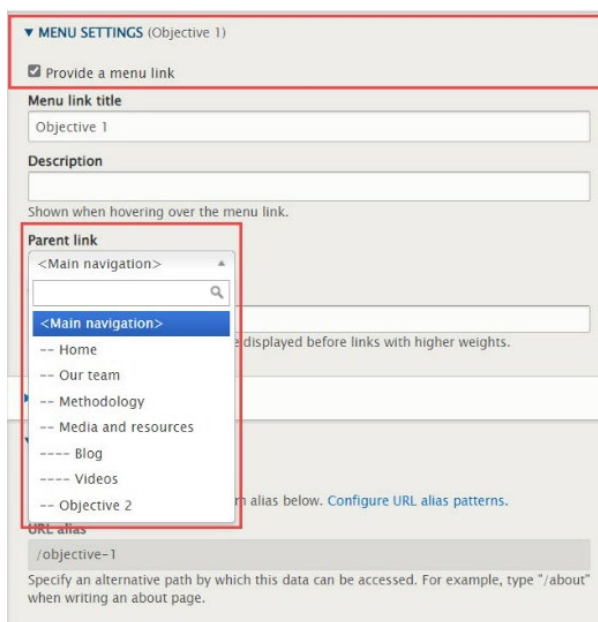
Description

Shown when hovering over the menu link.

Parent link
<Main navigation>

Weight
0

Menu links with lower weights are displayed before links with higher weights.



▼ MENU SETTINGS (Objective 1)

Provide a menu link

Menu link title
Objective 1

Description

Shown when hovering over the menu link.

Parent link
<Main navigation>

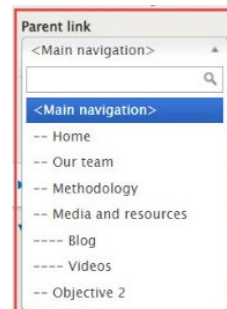
- <Main navigation>
- Home
- Our team
- Methodology
- Media and resources
- Blog
- Videos
- Objective 2

URL alias
/objective-1

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Tip: The number of dashes next to an item show you the hierarchy in the menu level. e.g., the 'Home' page is at the highest level in the menu.

It is the 'parent' to all other menu items and therefore, shows only 2 dashes.



Parent link

- <Main navigation>
- Home
- Our team
- Methodology
- Media and resources
- Blog
- Videos
- Objective 2

Managing images

Images are uploaded from your computer to the page you're working on. Each component in The Research Portal manages images slightly differently, so in some cases it might be an idea to choose your component to match your images.

If unsure, use the standard Rich Text Editor component as it provides the most flexible image display options.

Image sizes

Sizes are measured in pixels (px).

The width is always first, then the height, and described as either “landscape” or “portrait”.

- 880px x 530px is a *landscape* image — it is wider than it is high.
- 530px x 880px is a *portrait* image — it is longer than it is wide.

We suggest selecting and, where appropriate, cropping and/or resizing images to fit the specific component you plan to use before uploading the image to your page.

Note

- Images in the Research Portal must resolve to look good—not stretched or pixelated—at 530px high, and 880px wide. Smaller images than the recommended end up being stretched to meet the requirements of the module, and additional width may be cut off. This may result in distortion.
- If you have smaller images, we recommend placing them in the centre of a canvas of the correct dimensions, turning any additional background transparent, or changing it to match the background of the image.

Image sizes in specific modules

Landing page banner: 1800 x 600px

Standard page banner: 1883 x 413px

Default images size: 880px x 530px

Hero banner (includes header images): 1920px x 800px, noting that the image will be manipulated to fit the identified browser size/type (mobile, large screen, etc), and that not all the images may display on all browsers.

Gallery images: 1000px x 1000px

Multi-Column component: 880px x 530px (default size). **Note:** the component manages image resize and display very well.

1-Column component: 680px width, no set height. Will resize images to fit width but will not crop to fit any set length. ACIAR recommends 680px x 410px (this is the proportional resize of the default 880px x 530px image size). We recommend pre-cropping images *prior* to uploading when using this component.

Rich Text Editor component: no set size. Imported images will be displayed at full size. While you can resize the image proportions by dragging the edges, this will not change the physical size of the image (in Mb or Mb). We therefore recommend resizing the image to the appropriate proportions for the text *prior* to upload.

Managing and Creating content

Logging in

1. Visit the URL/user link provided via email to the new user.
<https://research.aciar.gov.au/yourstename/user>
2. Enter your username and password.

Username *
Enter your ACIAR Research Portal username.

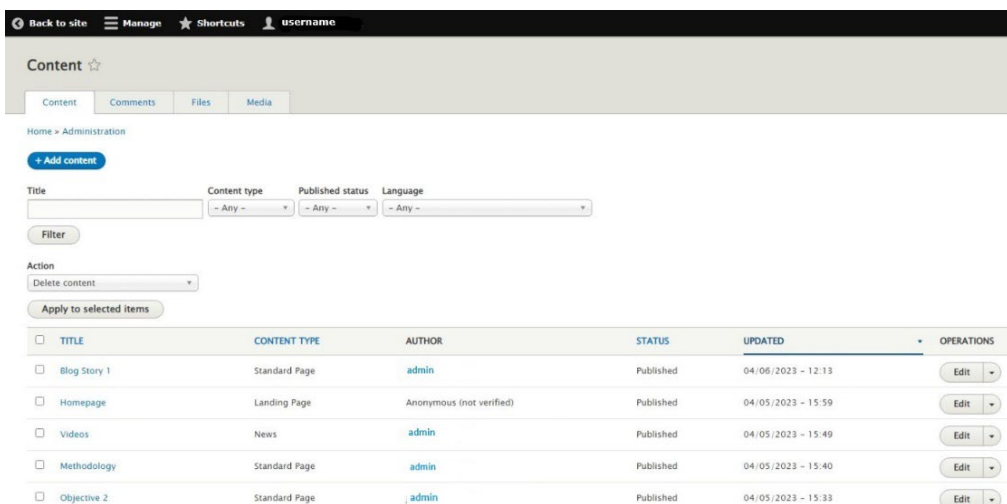
Password *
Enter the password that accompanies your username.

This gives you a new menu bar at the top of the site, looking like this:



Click **Content**.

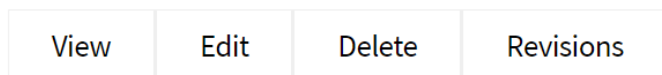
You should see the **Content** menu (below). This menu allows you to edit published pages and also to add new content (create new pages).



TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/> Blog Story 1	Standard Page	admin	Published	04/06/2023 - 12:13	<input type="button" value="Edit"/>
<input type="checkbox"/> Homepage	Landing Page	Anonymous (not verified)	Published	04/05/2023 - 15:59	<input type="button" value="Edit"/>
<input type="checkbox"/> Videos	News	admin	Published	04/05/2023 - 15:49	<input type="button" value="Edit"/>
<input type="checkbox"/> Methodology	Standard Page	admin	Published	04/05/2023 - 15:40	<input type="button" value="Edit"/>
<input type="checkbox"/> Objective 2	Standard Page	admin	Published	04/05/2023 - 15:33	<input type="button" value="Edit"/>

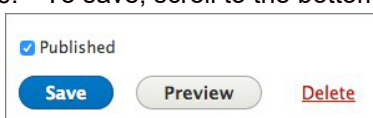
Editing published pages

Your new site has pages already created, with empty or “dummy” content. All pages will have an “Edit” bar, either at the top, bottom, or side of the page:



To edit any page:

1. Click “Edit”.
2. The backend of the page will be displayed. Each page will look a little different depending on [what sort of page it is](#), and what content ([components](#)) have already been added.
3. Components have their content hidden away initially. Click the [+] next to each module name to find the content.
4. Edit content as required for each module.
5. The system does not have an auto-save or draft options, so remember to **save your work**. Do not navigate away from the webpage you’re editing without saving, or you may lose your content.
6. To save, scroll to the bottom of the page to find the “Save/Preview” option:



7. If you don’t want your changes to go live yet, uncheck the button next to “Published”. Your content will appear with a pink background, to differentiate it from “published” content.
8. You can also preview your changes at this stage.

Adding new pages

You will need to know which kind of page you wish to use. In general, you will be using a “[Standard](#)” page.

1. Click “Content”.
2. Click “Add content”.
3. Select the content type you need.
4. A new, blank page will be created.
5. You will need to edit the information already on the page (teaser, header, banner images), and start adding your own components to add your own information.


From the ‘Content’ screen (top left), click ‘Add content’ and select the page template, or content type, you’d like to create.


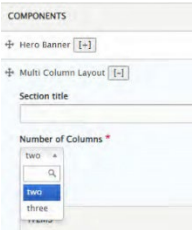
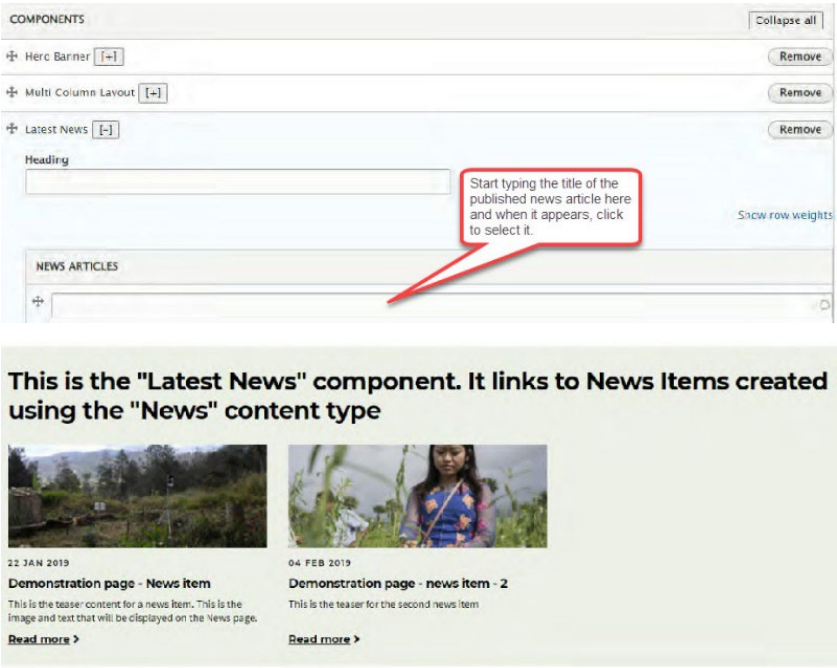
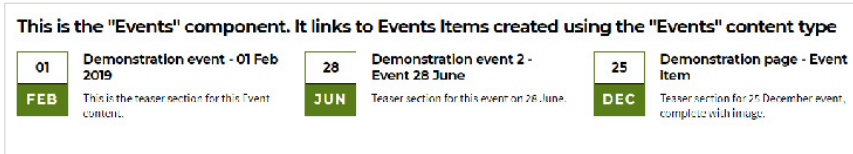



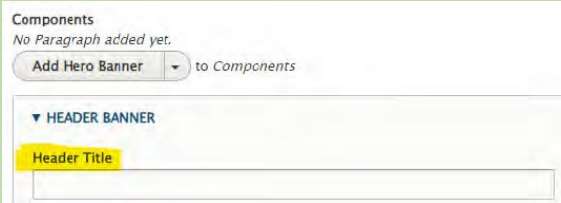
The following sections explain each content type in more detail.

Content types explained

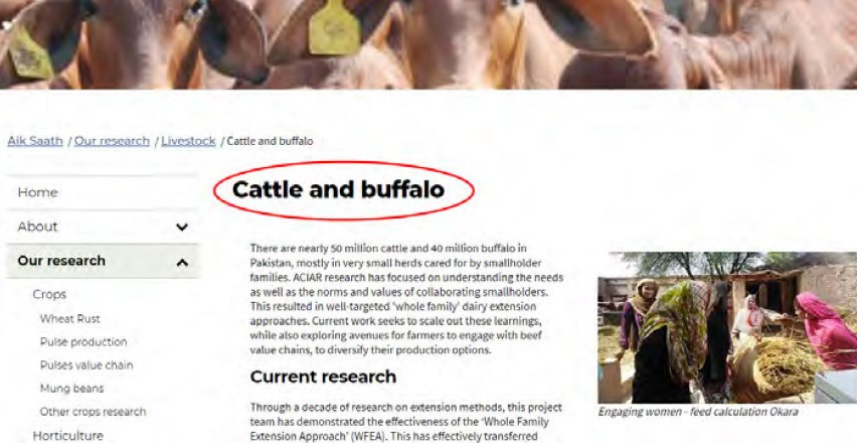

Landing Page






Field & Component	Functionality description
Title	Enter a descriptive title for the page.
	<p>The title field automatically generates the page URL and will also display in navigation, but this 'Title' will not display on the page itself.</p> <p>To apply a heading to the page, use the 'Header title'; in the HEADER BANNER section further down the page.</p>
Teaser	
	<p>A teaser image and summary can be included. This info will display if the page is attached to another page as a related resource. If no summary text is added it will just display the 'read more' link e.g.:</p> <p>Related news and resources</p> <p>Social science and gender inclusion</p>  <p>Read more ></p>
Metadata	
	<p>Tags can be added here to aid searching. To be able to select taxonomy terms, they must have been previously added in. You can do this by selecting, from the menu, Structure > Taxonomy.</p> <p>Show in search function is automatically ticked. If you don't want the page to show untick this option.</p> <p>Display Subscribe to newsletter block? When you create a new page, this function is automatically ticked. Untick this option if you do not offer a subscription or do not want this to display.</p> <p>When this option is ticked, the subscription block displays across the bottom of the page and enables people to enter an email address to subscribe to any services you may have.</p>



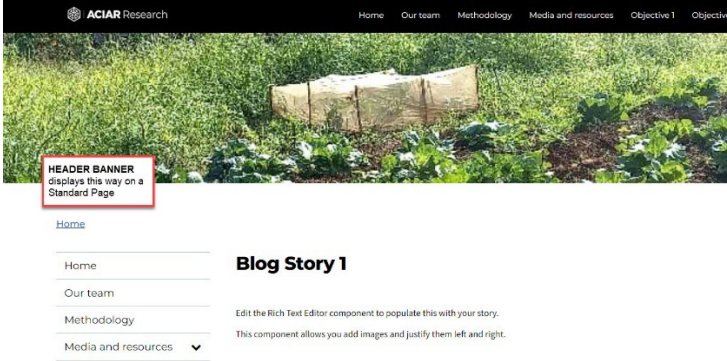
Components	Choose the components which best suit the information you will show on the specific page
	
<p>1 Column Layout</p>	<p>Choose this option to display text across the full width of the page. Images can be inserted and embedded in the body text, and you may center, right or left align, so that the text wraps around.</p>
<p>Multi Column Layout</p>	<p>Choose either a two or three tile layout. You can add as many tiles as you need.</p> 
<p>Latest News</p>	<p>Here, assuming you have already published a News page, you can add links to your News pages by simply typing the title of the page in the NEWS ARTICLES space and then select it.</p>  <p>This is the "Latest News" component. It links to News Items created using the "News" content type</p>
<p>Upcoming Events</p>	<p>Here you can add links to events pages you have published.</p>  <p>This is the "Events" component. It links to Events Items created using the "Events" content type</p>

<p>Photo Gallery</p>	<p>You can add photos to display in a gallery. Click to expand each image and add captions using the 'Title' field.</p> <p>This is the photo gallery component.</p> 
<p>HEADER BANNER</p>	<p>Add a banner image for the top of the page here. See the Images section for size specifications</p> 
	<p>Header title displays on top of the feature image in the header banner and is the main title for the page.</p> <p>Header Summary Text can be added here, which will also display over the banner image. If using this option, ensure to keep it short.</p>

Standard Page

Field & Component	Functionality description
Title	Enter a descriptive title for the page.
	<p>The page URL will be automatically generated from the Title field. This title will also display in navigation. Unlike the Landing Page template, this title will display at the top of the page.</p> <div data-bbox="443 546 919 674"> <p>Title *</p> <input type="text" value="Cattle and buffalo"/></div> 
Teaser	A teaser image and summary can be included. This information will display if the page is attached (or linked) to another page as a related resource. If no summary text or image is added, it will just display the title of the page and 'read more'. If an image is added and no summary text it will display like this.
	<p>Related news and resources</p> <p>Social science and gender inclusion</p>  <p>Read more ></p>
Metadata	
	<p>Tags can be added here to aid searching; however, they must first be added under Structure > Taxonomy.</p> <p>Show in search is automatically ticked. If for any reason you don't want the page to show in search results you can untick this box.</p> <p>Display Subscribe to newsletter block? is automatically ticked. This displays at the bottom of the page and enables people to enter their email address to subscribe to any services you may have. Untick the box if you do not want this to display.</p>

Components	Components house the main content for the page, and you may add many components to a page.
<p>1 Column Layout</p>	<p>Choose this option to display text across the full width of the page. Images can be inserted and embedded in the body text, and you may centre or right/left align, so that the text wraps around; like this:</p> <div data-bbox="411 501 1262 981" style="border: 1px solid #ccc; padding: 10px;"> <p>Home</p> <p>About <input type="button" value="v"/></p> <p>Our research <input type="button" value="^"/></p> <p>Crops</p> <ul style="list-style-type: none"> Wheat Rust Pulse production Pulses value chain Mung beans Other crops research <p>Horticulture</p> <ul style="list-style-type: none"> Mangoes Vegetables Citrus <p>Livestock</p> <p>Cattle and buffalo</p> <ul style="list-style-type: none"> Extension Modules developed through the ten-year ASLP Dairy project Saltbush and fodder Sheep and goats Policy <p style="text-align: center;">Cattle and buffalo</p> <p>There are nearly 50 million cattle and 40 million buffalo in Pakistan, mostly in very small herds cared for by smallholder families. ACIAR research has focused on understanding the needs as well as the norms and values of collaborating smallholders. This resulted in well-targeted 'whole family' dairy extension approaches. Current work seeks to scale out these learnings, while also exploring avenues for farmers to engage with beef value chains, to diversify their production options.</p> <p>Current research</p> <p>Through a decade of research on extension methods, this project team has demonstrated the effectiveness of the 'Whole Family Extension Approach' (WFEA). This has effectively transferred specialist knowledge, provided skills and empowered farming families to improve their productivity and livelihoods. By collaborating with public and private organizations in the livestock sector, the team aims to reach a much greater proportion of huge number of families involved in dairying.</p> <p>Research into scaling out the WFEA model began in 2017. This new project is researching how effective the extension staff in government services, NGOs and the private sector can be in expanding the beneficiaries of the WFEA approach.</p> <p>Other projects in Pakistan and elsewhere, are extremely interested in the results of this study as all face similar challenges in scaling out their research outcomes.</p> <p>Other objectives of the new project are focused on the potential for dairy farm families to turn a profit by raising male calves for the beef market. This entails research into the beef value chain and options to access the market, possibly involving community co-operation.</p>  <p style="text-align: right; font-size: small;"><i>Engaging women - feed calculation Okara</i></p>  <p style="text-align: right; font-size: small;"><i>Beef retailer interview Sindh</i></p> </div> <p>Alternatively, use the image field to upload an image and tick the 'image as left column' box (or leave unticked for images on the right). This option will display two separate columns: one for text and one for images.</p> <div data-bbox="411 1106 1225 1572" style="border: 1px solid #ccc; padding: 10px;">  <p style="font-size: small;">Gender and youth in agriculture / Our team</p> <p>Home</p> <p>Our team</p> <p>Methodology</p> <p>Media and resources <input type="button" value="v"/></p> <p>Objective 1</p> <p>Objective 2</p> <p style="text-align: center;">Our team</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <p>Team Member</p> <p>Title</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  </div> <div style="width: 45%;"> <p>Team Member</p> <p>Title</p> </div> </div> </div>

<p>Bio</p>	<p>You can add a researcher's bio to a page. However, before you can select it to link it to a page, a bio must first have been created; from the People > Add user menu.</p>
<p>Photo Gallery</p>	<p>You can add photos to display in a gallery style. You can click to expand each image and captions can be added using the 'Title' field.</p> <p style="text-align: center;">This is the photo gallery component.</p> 
<p>Pull Quote</p>	
<p>Rich Text Editor</p>	<p>This is a basic content box that displays full width, similar to the 1 column layout, however any images added must be embedded within the content rather than in a left or right column. This component is useful if you want to have content above and below other components.</p>
<p>Video</p>	<p>Video can be embedded on the page using a link from Youtube in this format 'https://www.youtube.com/watch?v=TmTWuzuWSmk'</p>
<p>HEADER BANNER</p>	<p>Add a banner image for the top of the page here. Images should be large (at least 1900px wide x 800px high) otherwise they will stretch.</p>
<p>Header title</p>	<p>Please leave blank. This setting does not display.</p>
<p>Header image</p>	<p>Upload the image here and add alternative text (alt text)</p> 

Downloads

This is where you can upload Word or PDF documents for viewers to download.

Ensure all files are accessible ([see the Accessibility and inclusivity section](#)). Add the name of the file in the 'Description' field; this will display on the page. If the description is left blank, the filename will display.

Groundwater

Partner with us

News & resources

Downloads

Final report Economic and policy constraints affecting the development of small-scale dairy farmers in Pakistan
113 KB - PDF

Final report Improving dairy value chains in Pakistan
915 KB - PDF

targeted infrastructure improvements to facilitate the transition of small scale producers into the milk processing industry.

Visit the [Transforming dairy farming in Pakistan](#) website for more information on this research.

Partners

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Shumaila graduation

Research partnerships

In addition to these extension partnerships, the project is also closely engaging the research partners both in Pakistan and Australia. This includes many PhD research studies from Charles Sturt University (CSU) and University of Melbourne, Australia to address the issues of smallholder dairy-beef farmers in Pakistan.

The project is also running various applied on-farm research trials with University of Agriculture (UAF), Faisalabad on fodder and grasses. There are also many calf research trials with Sindh Agriculture University (SAU), Tandojam.

With these partnerships, the project is engaging young researchers and building their capacity for future research needs.

Contact us

Dairy-Beef Project, University of Veterinary & Animal Sciences, Outfall Road, Lahore:
 Ph: 042-37212339

Related Stories

To add stories to a page, simply start typing the name of the page into the field and then select it.

Remember: You must have published a News Item first to allow it to be linked in this way.

Home Our team Methodology Media and resources Objective 1 Objective 2

Gender and youth in agriculture / Media and resources / Blog

Home

Our team

Methodology

Media and resources

Blog

Videos

Objective 1

Objective 2

Blog

You must publish a news item first, and then you can link it from this page by adding 1 Column Layout components in the back end page.

Blog story 1

Summary of the story. Nulla placerat id mi suscipit imperdiet. Morbi vel nisl lorem. In laoreet, metus vitae tristique vulputate, felis leo tempus est.

Read story >

Blog story 2

Summary of the story. Nulla placerat id mi suscipit imperdiet. In laoreet, metus vitae tristique vulputate, felis leo tempus est, non tempor libero purus nec est.

Read story >

Related news and resources

Blog Story 1


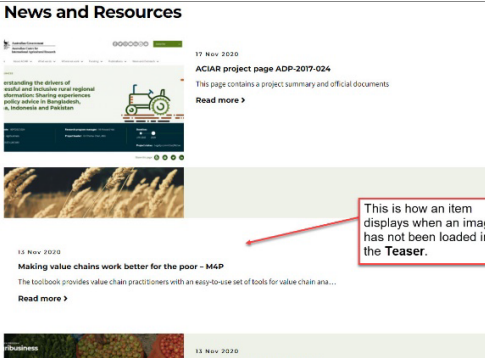
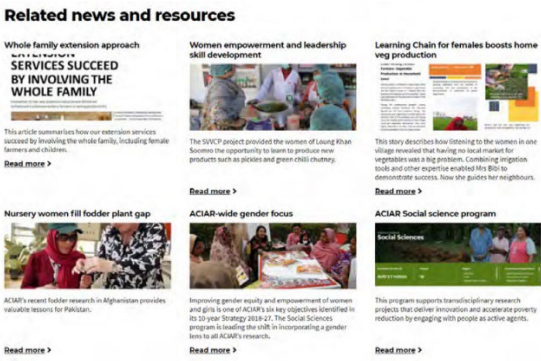
Read more >



News page

The News page template works in a similar way to how the Standard Page works, with components for each of the sections you wish to add to the page.

Any page created using the News template gets automatically listed in a 'News listing page'. This is an automatic feature, which pulls news items from your site and collates them on the 'News listing'. You may like to add the 'news listing' to the main menu (at the top) when creating your site.

Field & Component	Functionality description
Title	<p>Enter a descriptive title for the page.</p> <p>This title will display at the top of the page. The page URL will be automatically generated from the Title field. This title will also display in navigation:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> View Edit Delete Revisions </div> <p>Home » » News Page</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Title *</p> <p>Title of news item—you may edit this page and populate with your own info</p> </div> <p>▶ TEASER *</p> </div> <hr/> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Home / News & Resources</p> <ul style="list-style-type: none"> Home Our team Methodology Media and resources ▾ Objective 1 Objective 2 </div> <div style="width: 75%; padding-left: 5px;"> <p>Title of news item—you may edit this page and populate with your own info</p> <p>This is using Rich Text Editor Component. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec aliquet est maximus nisi sodales, sit amet varius diam consequat. Sed blandit varius erat vitae aliquet. Cras ac eleifend mauris. Sed ultricies vel nisi sit amet maximus. Phasellus at mollis sem. Integer id sagittis ipsum. In a mauris eu nulla imperdiet tempor at nec turpis.</p> <p>Praesent varius nisl nec enim vehicula venenatis. Vivamus mattis</p>  </div> </div>
Teaser	<p>It is recommended that you always load a teaser image and include summary for news items as this affects how the information displays whenever referenced from other pages. For example, the Teaser displays when a site has a News Listing page or on any page where you attach (reference) this news item to.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="width: 45%;"> <p>Teaser seen a News listing:</p>  <div style="border: 1px solid red; padding: 2px; width: fit-content; margin-left: 150px; margin-top: 10px;"> <p>This is how an item displays when an image has not been loaded in the Teaser.</p> </div> </div> <div style="width: 45%;"> <p>Teaser seen from Standard Page:</p>  </div> </div>



Metadata

Tags can be added to aid searching; however, they must first have been added under the Structure > Taxonomy menu.

Show in search is automatically ticked. If for any reason you don't want the page to show in search results you can untick this box.

Display Subscribe to newsletter block? is automatically ticked. Untick the box if you do have a subscription service and not want this item to display. This displays at the bottom of the page and enables people to enter an email address and subscribe to any services you may have

Components

Components house the main content for the page template, and you may add as many components to a page as suitable.

1 Column Layout

Choose this option if you want text to display across the full width of the page or upload an image to display in two columns like this:

[Home / News & Resources](#)

- Home
- Our team
- Methodology
- Media and resources ▼
- Objective 1
- Objective 2

Title of news item—you may edit this page and populate with your own info

This is using Rich Text Editor Component. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec aliquet est maximus nisi sodales, sit amet varius diam consequat. Sed blandit varius erat vitae aliquet. Cras ac eleifend mauris. Sed ultricies vel nisi sit amet maximus. Phasellus at mollis sem. Integer id sagittis ipsum. In a mauris eu nulla imperdiet tempor at nec turpis.

Praesent varius nisl nec enim vehicula venenatis. Vivamus mattis sapien non tortor dapibus vestibulum. Praesent ut posuere eros. Sed sapien metus, sodales non quam ac, sodales fringilla mauris. Phasellus efficitur magna vel odio consequat sagittis suscipit eu nisl. Donec vitae efficitur turpis. Vestibulum vel ultrices nisl, quis ullamcorper lacus. Quisque est ex, sollicitudin quis pretium nec, interdum sit amet lacus. Sed porta arcu sed ex sagittis, ac elementum odio iaculis.

Ut ut nunc gravida nisi feugiat fermentum. Nunc dapibus non leo nec semper. Aliquam erat volutpat. Quisque condimentum mattis diam ac imperdiet. Vivamus vitae quam metus. Curabitur id arcu efficitur, laoreet orci mollis, volutpat ante. Vivamus interdum ultrices laoreet. Praesent pretium rhoncus magna, quis lobortis erat tristique non. Pellentesque turpis est, volutpat eu elit placerat, sollicitudin ullamcorper lacus. Aliquam erat volutpat. Quisque vitae risus ante. Proin vitae ex sollicitudin, tempus ante non, rhoncus leo.



Image set to **Align Right**

	<p>Image</p> <p>Use the image field to upload an image.</p> <div data-bbox="402 376 858 645" style="border: 1px solid red; padding: 5px;"> <p><input checked="" type="checkbox"/> Image as left column?</p> <p>Image</p> <p>MediaValet</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>One file only. 250 MB limit. Allowed types: png gif jpg jpeg.</p> </div> <ul style="list-style-type: none"> • Add an image to the left: Tick 'Image as left column' box. • Add an image to the right: Leave the box unticked.
<p>Bio</p>	<p>You can add a researcher's bio to a page, however, to list it on the page, you must first create the bio, from People > Add user.</p>
<p>Pull Quote</p>	<div data-bbox="411 790 1120 891" style="background-color: #e6f2e6; padding: 10px; border: 1px solid #ccc;"> <p>“ This is a pull-quote ”</p> </div>
<p>Rich Text Editor</p>	<p>This component is useful if you want to have content above and below other components. It allows you to add text and images which display full width, like 1 Column Layout. However, images work differently. To add images, they must be embedded within the content rather than in a left or right column.</p>
<p>Video</p>	<p>To embed a video component on the page, use a link from YouTube in this format:</p> <p style="text-align: center;">https://www.youtube.com/watch?v=TmTWuzuWSmk</p>

Downloads

You can upload Word or PDF documents here.

Before uploading any Word or PDF documents, check to ensure the files are [accessible](#).

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20 MB limit.
Allowed types: txt pdf docx doc png jpeg jpg.

Save the document file name as you would like it to appear, i.e., displayed on the page.

Partner with us

News & resources

Downloads

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113 KB - PDF
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Research partnerships



Shumaila graduation

Related stories

To add stories to a page, simply start typing the name of the page into the field and then select it.

RELATED STORIES Show row weights

- Blog Story 1 (16)
- Title


Published

Start typing the name of the article

...when the article name automatically appears, select it

Event page

You create an Event page in the same way you create a News page. This means, you need to populate it with a suitable title, an image, dates, etc. After an Event type of page has been created, it can be linked from a Landing Page template, so that the event teaser can be seen from the overarching page.

Field & Component	Functionality description
Title	<p>Enter a descriptive title for the page.</p> <p>This title will display at the top of the page. The page URL will be automatically generated from the Title field. This title will also display in navigation.</p> <p>Backend of the Event page:</p> <div data-bbox="438 698 1249 898" style="border: 1px solid red; padding: 5px;"> <p>Title *</p> <p>Fictitious Event 1 April 2023 1:04 PM at that Snazzy Place</p> <p>▶ TEASER *</p> <p>▶ METADATA</p> </div> <p>Frontend of the Event page (using Rich Text Editor to format it):</p> <div data-bbox="438 974 1420 1317" style="border: 1px solid gray; padding: 5px;"> <p>Home</p> <p>Home</p> <p>Our team</p> <p>Methodology</p> <p>Media and resources ▾</p> <p>Objective 1</p> <p>Objective 2</p> <p>Downloads</p> <hr/> <p>Fictitious Event 1 April 2023 1:04 PM at that Snazzy Place</p>  <p>Don't miss this opportunity to learn from our fun experts</p> <p>Here you can see that we have attached a Word document (left navigation menu). Donec dignissim, lectus ac luctus congue, sapien velit iaculis mauris, quis condimentum arcu magna a leo. Ut bibendum justo id magna ornare, condimentum imperdiet ante posuere. Sed nec augue ut turpis consectetur aliquet non eget ligula. Ut faucibus eros odio, nec egestas lacus fringilla ac. Aliquam erat volutpat. Nam quis pretium eros. Phasellus ac urna mollis velit hendrerit ultrices sed in odio. Quisque metus diam, luctus id ultrices nec, elementum sit amet eros.</p> </div>
Teaser	<p>A teaser Image is not essential for the Teaser. However, it is recommended you write a Summary, to enable complete information to show. This is how it will display on the Homepage or on any page that has used the Landing Page template.</p> <div data-bbox="438 1500 917 1780" style="border: 1px solid red; padding: 5px;"> <p>Events</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px; text-align: center;">01</div> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px; text-align: center; background-color: #4CAF50; color: white;">APR</div> <div> <p>Fictitious Event Starting 1 April 2023 1:04 PM at that Snazzy Place</p> <p>Teaser Summary should be specifically written for the piece and it is recommended be kept short. Donec dignissim, lectus ac luctus congue, sapien v</p> </div> </div> </div>
Metadata	<p>Tags can be added here to aid searching; however, they must first be added under Structure / Taxonomy.</p> <p>Show in search is automatically ticked. If for any reason you do not want the page to show in search results you can untick this box.</p> <p>Display Subscribe to newsletter block? Untick this if you do not have a subscription service or do not want this to display. It displays at the bottom of the page and enables viewers to enter an email address and subscribe to newsletter services.</p>

Components	
1 Column Layout	<p>Choose this option if you want text to display across the full width of the page or upload an image to display in two columns.</p> <p>Use the image field to upload an image and tick the 'image as left column' box (or leave unticked for images on the right).</p> <p style="text-align: center;">ASLP pioneers Social Research approach</p> <div style="display: flex; justify-content: space-around;">  <div style="width: 30%;"> <p>As the first ACIAR Pakistan project of this nature, ASLP Social Research 2005-2010 created lessons and tools that are increasingly relevant in R4D. This project applied a "place-based" approach - addressing community demand for information and training on farming as well as for broader skillsets. It demonstrated that a deep understanding of communities and the people in them is vital to empowering smallholder families.</p> </div> </div>
Bio	<p>You can add a researcher's bio to a page, however in order to select it to add to the page, you must first create the bio from the Administration menu, in People > Add user.</p>
Pull Quote	<div style="background-color: #e8f5e9; padding: 10px; border: 1px solid #ccc;"> <p>“ <i>This is a pull-quote</i> ”</p> </div>
Rich Text Editor	<p>This is a content box that displays full width, similar to the 1 Column Layout, however, images added must be embedded within the content rather than in a set column.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>COMPONENTS Collapse all</p> <p>Rich Text Editor [-1] Remove</p> <p>Body</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>B I [Link] [Image] [List] [Table] [Quote] [Code] [Format] [Source]</p> </div> <div style="display: flex; justify-content: space-between;">  <div style="width: 80%;"> <p>Don't miss this opportunity to learn from our fun experts</p> <p>Here you can see that we have attached a Word document (left navigation menu). Donec dignissim, lectus ac luctus congue, sapien velit iaculis mauris, quis condimentum arcu magna a leo. Ut bibendum justo id magna ornare, condimentum imperdiet ante posuere. Sed nec augue ut turpis consectetur aliquet non eget ligula. Ut faucibus eros odio, nec egestas lacus fringilla ac. Aliquam erat volutpat. Nam quis pretium eros. Phasellus ac urna mollis velit hendrerit ultrices sed in odio. Quisque metus diam, luctus id ultrices nec, elementum sit amet eros.</p> </div> </div> <p>Text format: Basic HTML About text formats</p> </div> <p>Frontend of Event page formatted using the Rich Text Editor component:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none"> Home Our team Methodology Media and resources ▼ Objective 1 Objective 2 Downloads <li style="background-color: #4caf50; color: white; padding: 5px; text-align: center;"> Agenda 29 KB - DOCX ↓ </div> <div style="width: 65%; padding-left: 10px;"> <p>Fictitious Event 1 April 2023 1:04 PM at that Snazzy Place</p> <div style="display: flex; justify-content: space-between;">  <div style="width: 80%;"> <p>Don't miss this opportunity to learn from our fun experts</p> <p>Here you can see that we have attached a Word document (left navigation menu). Donec dignissim, lectus ac luctus congue, sapien velit iaculis mauris, quis condimentum arcu magna a leo. Ut bibendum justo id magna ornare, condimentum imperdiet ante posuere. Sed nec augue ut turpis consectetur aliquet non eget ligula. Ut faucibus eros odio, nec egestas lacus fringilla ac. Aliquam erat volutpat. Nam quis pretium eros. Phasellus ac urna mollis velit hendrerit ultrices sed in odio. Quisque metus diam, luctus id ultrices nec, elementum sit amet eros.</p> </div> </div> </div> </div>
Video	<p>Video can be embeded on the page using a link from Youtube in this format</p> <p style="text-align: center;">'https://www.youtube.com/watch?v=TmTWuzuWSmk'</p>

<p>Downloads</p>	<p>You can upload Word or PDF documents here</p>
	<p>Before uploading, save the document file name as you would like it to be seen. Ensure files are accessible (see Accessibility and inclusivity).</p> <div data-bbox="443 443 1326 638"> <p>▼ DOWNLOADS</p> <p>Add a new file</p> <p>Choose Files No file chosen</p> <p>Maximum 10 files. 20 MB limit. Allowed types: txt pdf docx doc png jpeg jpg.</p> </div> <div data-bbox="443 672 1414 1081"> <p>Home</p> <p>Home</p> <p>Our team</p> <p>Methodology</p> <p>Media and res</p> <p>Objective 1</p> <p>Objective 2</p> <p>Downloads</p> <p>Agenda 29 KB - DOCX</p> <p>Fictitious Event 1 April 2023 1:04 PM at that Snazzy Place</p> <p>Don't miss this opportunity to learn from our fun experts</p> <p>Here you can see that we have attached a Word document (left navigation menu). Donec dignissim, lectus ac luctus congue, sapien velit iaculis mauris, quis condimentum arcu magna a leo. Ut bibendum justo id magna ornare, condimentum imperdiet ante posuere. Sed nec augue ut turpis consectetur aliquet non eget ligula. Ut faucibus eros odio, nec egestas lacus fringilla ac. Aliquam erat volutpat. Nam quis pretium eros. Phasellus ac urna mollis velit hendrerit ultrices sed in odio. Quisque metus diam, luctus id ultrices nec, elementum sit amet eros.</p> <p>Save the filename as you would like it to be seen on the website</p> </div>
<p>Related stories</p>	
	<p>To add stories to a page, simply start typing the name of the page into the field and then select it.</p> <div data-bbox="443 1279 1414 1630"> <p>RELATED STORIES Show row weights</p> <p>Blog Story 1 (16)</p> <p>Title</p> <p>Title of news item—you may edit this page and populate with your own info</p> <p>Add another item</p> <p><input checked="" type="checkbox"/> Published</p> <p>Save Preview Delete</p> <p>Start typing the name of the article</p> <p>...when the article name automatically appears, select it</p> </div>
<p>Event date</p>	
	<p>Add the date and time of your event.</p> <div data-bbox="443 1771 1428 1966"> <p>EVENT DATE</p> <p>01/04/2023 01:04:23 PM</p> <p><input checked="" type="checkbox"/> Published</p> <p>Save Preview Delete</p> </div>



Newsletter subscription feature

The 'Subscribe to our newsletter' feature is available and can be added to your site at the time of the website creation. Please inform ACIAR web team if you would like it to be automatically featured.

Concluding your project

When your project is coming to an end please consider and implement, where appropriate, these recommendations.

- Update the homepage to advise that the project is concluded.
- Check and update any content that needs to be framed in the past tense.
- Remove or divert any 'Contact Us' forms — if a contact person or channel will not be available after the project is concluded for further details, remove the option. Otherwise, divert as required.
- Remove any subscription forms for newsletters.
- Ensure the [ACIAR Privacy Policy](#) is added as a link in the footer.
- Consider the longevity of any externally hosted/dependent content on the site. This type of content should be hosted on a site that is continually maintained. If not, the links can potentially break in the future which can negatively impact the user experience of your website.

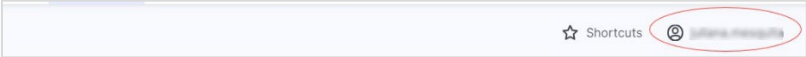
Examples of externally hosted/dependent content:

Videos (YouTube or Vimeo) — Will the videos remain permanently on a maintained account?

Newsletters (e.g., MailChimp) — If you currently have a link to the MailChimp newsletter, it is best to convert these to PDF and save/host them directly on the website.



Resources

Accessibility	Downloads Vision Australia – a page with links to tools, tip sheets and other resources.
Online Image Resizers	<ul style="list-style-type: none"> • Adobe Express – an online tool where you can change the dimensions of any photo you upload. • Image Resizer Easily Resize Images Online – a tool where you can resize images online for free.
Research Portal website assistance	Contact the ACIAR Outreach team - aciarc@aciarc.gov.au
Two-factor authentication (TFA)	<p>TFA Status Must be Enabled</p> <p>Two-factor authentication (TFA) provides additional security for your account. With TFA enabled, you log in to the site with a verification code in addition to your username and password</p>
	<p>TFA app download</p> <p>Microsoft Mobile Phone Authenticator App Microsoft Security</p>
	<p>TFA set-up for the Research Portal</p> <ol style="list-style-type: none"> 1. Log in to your research portal site with your credentials. 2. Click your username (at the top, right hand side).  <ol style="list-style-type: none"> 3. Select Edit profile from the drop-down menu. 4. Select TFA. 5. Enable TFA. 6. You should be able to scan a new QR code, using the Authenticator app, to set up TFA up on your phone. <p>TFA set up for existing users with a new device</p> <ol style="list-style-type: none"> 1. Open the user profile menu using the button in the top bar 2. Select Edit Profile 3. Select TFA 4. Click the Reset application link under the TFA application header. <p>This will ask you to enter your password, and then you should be able to scan a new QR code, using the Authenticator app, to set TFA up on your new phone. This will overwrite your original setup, so TFA codes on your old device will stop working.</p>