

# MANAGING A PROJECTSITE WITH MODX

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## 1. PROCESS

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Your project website has now been created using a template defined by UNICOM, and you have access rights to add your content. Throughout the construction phase, your website will remain in an intranet environment. It is **not yet public**.

Your role as a web publisher is now to complete the site by entering any missing or incomplete content in preparation for its upcoming online publication. When you are ready, you will need to contact [webmaster@unifr.ch](mailto:webmaster@unifr.ch) again, who will carry out a final check before the site goes live.



*Throughout the process, the webmaster is available to advise and assist you in case of technical issues. Contact [webmaster@unifr.ch](mailto:webmaster@unifr.ch).*

## 2. ACCESS TO THE MANAGEMENT INTERFACE

### 2.1 LOGGING IN TO MODX MANAGER

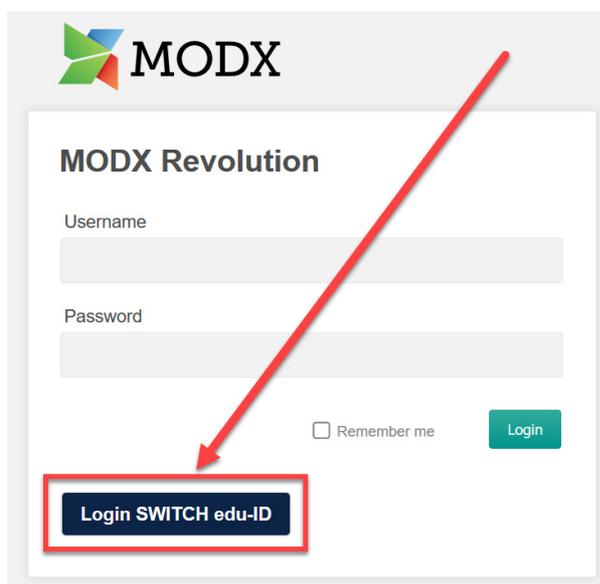
You can log in to a website's management interface via a browser by adding `/manager` to the end of the website URL.

Example: Website URL: `https://projects-stg.unifr.ch/xyz/en`

Access to MODX Manager: `https://projects-stg.unifr.ch/xyz/manager`

 *The website under construction is located in an intranet environment. If you wish to access it from home (or outside the University's computer network), you must have a VPN connection. More information on this subject can be found here: <https://www.unifr.ch/go/vpn>*

Then click on **Login SWITCH edu-ID** to log in using your SWITCH edu-ID.



 *When working in MODX Manager, we strongly recommend using the **Chrome browser**. The use of any other browser (Firefox, Edge or Safari) is strongly discouraged. If you do not have Chrome on your personal computer, IT support can help you install it.*

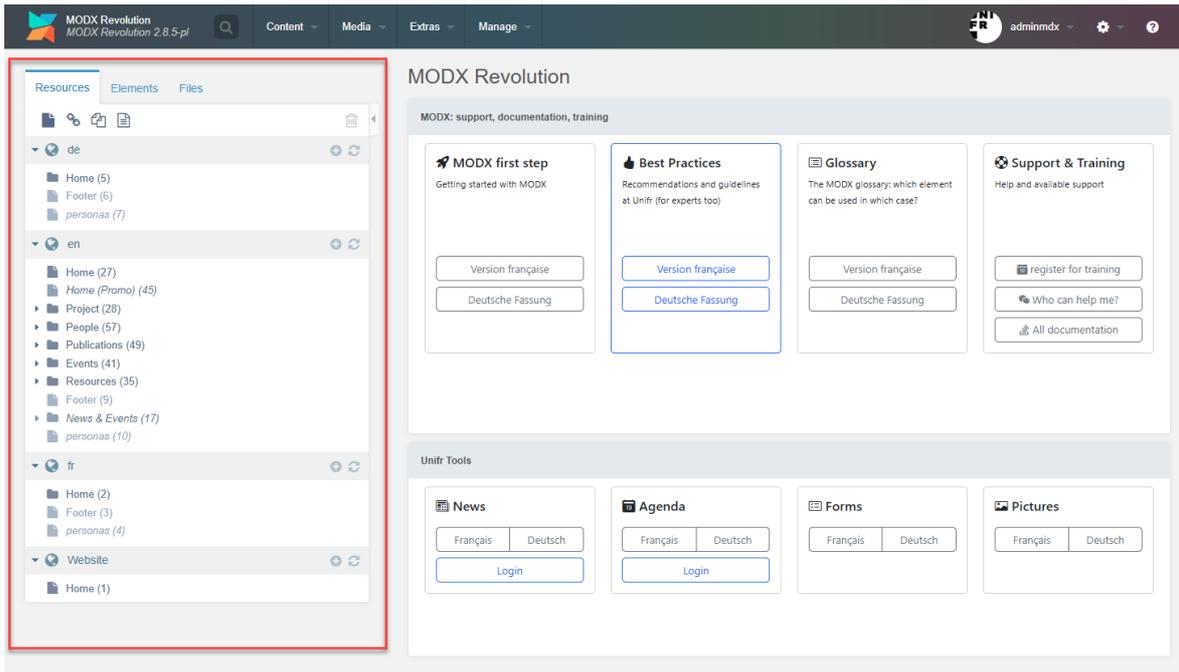
### 2.2 GRANTING ACCESS RIGHTS

Access rights to MODX Manager are managed centrally by Weboffice. If you are responsible for modifying website content but do not have the necessary access rights, please send an access request to [webmaster@unifr.ch](mailto:webmaster@unifr.ch).

### 2.3 OVERVIEW OF THE MANAGEMENT INTERFACE

#### Site structure

In the left-hand column, select the **Resources** tab to display the complete structure of your website.

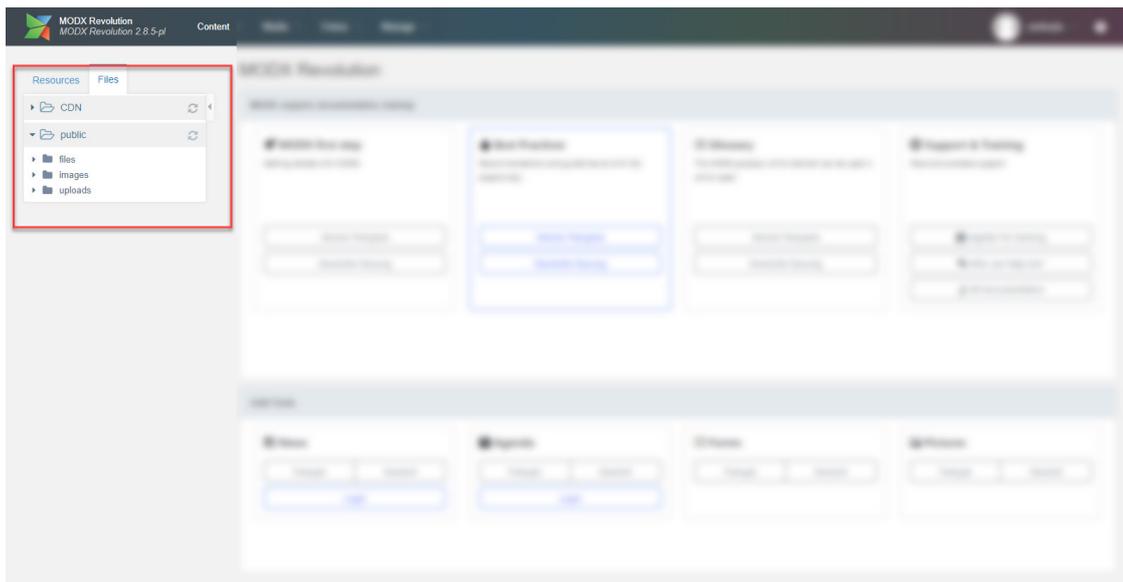


## Language contexts

By default, your website is configured in the language versions you specified when ordering the site. The corresponding language contexts appear in the tree structure. Sample pages have been created in a single language context. It is advisable to start building the site in this version. Once the reference version has been finalised, you can translate the pages individually into the other language contexts (see below).

## File directory

In the left-hand column, select the **Files** tab and then the **Public** folder to display the **physical directory** of files associated with your site. You will place the images and any PDF documents specific to your site in the subfolders of this physical directory.

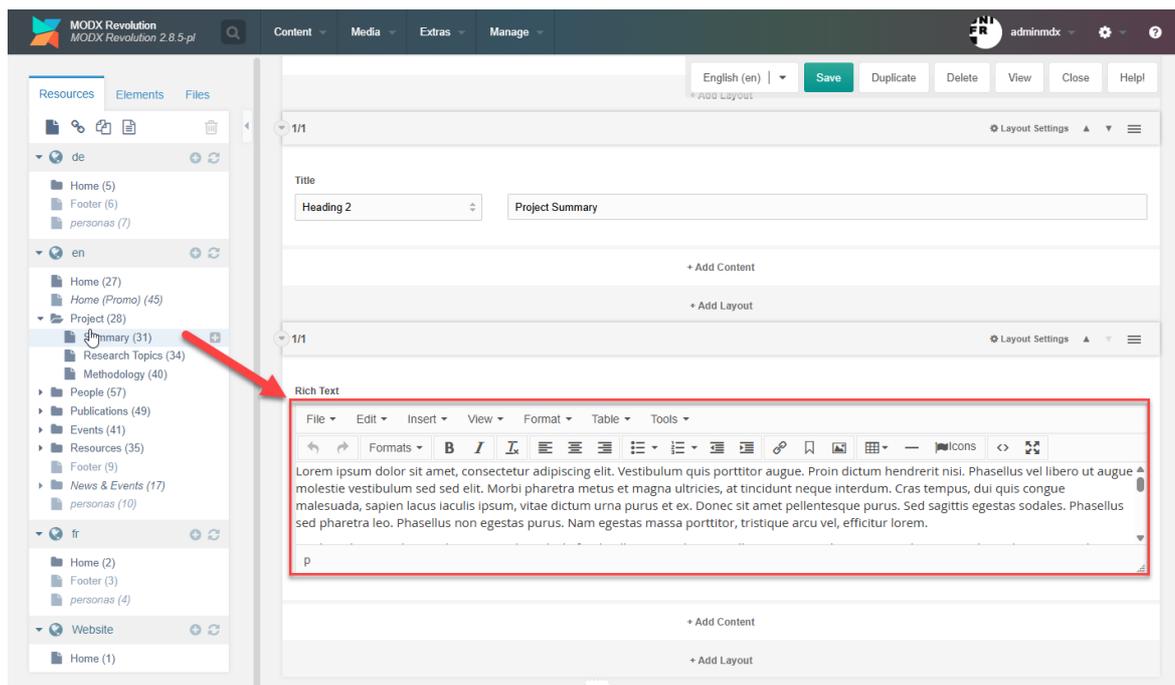


### 3. MODIFYING CONTENT

Your project site is based on a template with a tree structure and some predefined content that serves as an example. Now that you have editing rights, your task will mainly consist of replacing the template content with your own (text and images) and adding and/or deleting pages in the tree structure.

#### 3.1 ADDING OR EDITING TEXT ON A PAGE

To edit the text content of a page, left-click on it in the tree structure. If necessary, scroll down until you reach the text editor and formatting functions.



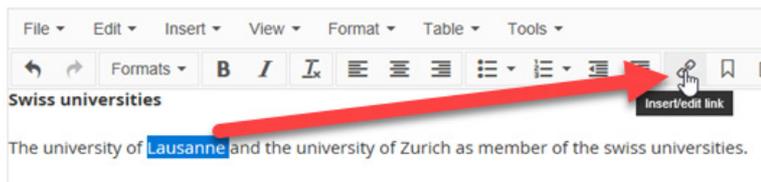
The options available for formatting your text are limited. It is not possible to change the font, size or colour of the text. This restriction is deliberate and ensures consistency across all UNIFR websites.

When **importing text** from a Word document by copying and pasting, foreign formats may be imported and may cause editing problems or block the editor. In this case, it is essential to **clean up the intrusive formatting**. To do this, you can:

1. Activate the **Edit > Paste as text** function to paste the text into the editor;
2. Use the **Clear formatting** command , which will remove all unnecessary formatting.

#### 3.2 CREATING LINKS WITH THE TEXT EDITOR

To create a hyperlink within a text, start by selecting the text in question in the editor. Then click on the **Insert link** button .



The **URL** field allows you to define the link target.

- For a **link to another internal page on your site**, search for the name of the page in question in the **Search** field and then select the target page.

**Insert link** ✕

Url	<input type="text"/>
Search	département
Text to display	Département (11) <span style="background-color: #0070C0; color: white;">Département DE (28)</span> Department EN (51)
Title	
Target	None
Class	None

- For a **link to an external site**, enter the full URL.

Url	http://www.berkeley.edu/
Search	<input type="text"/>
Text to display	University of Berkeley

- For a **link to a PDF document**, select the PDF file to display by clicking on  (see below  Embedding a document in a page).

Url	<input type="text"/>
-----	----------------------

The **Target** field allows you to define how the link will open.

- For **all internal links**, leave the option set to **None**; the link will open in the same browser window.

Target	None
--------	------

- For **external links**, change the option to **New Window** if you want the link to open in a new browser window. This option is not recommended in most cases.

Target	None
--------	------

The **Class** field allows you to define the graphic style of the hyperlink and make it more visible to the user. Among the many classes, only those marked in blue are relevant for editors.

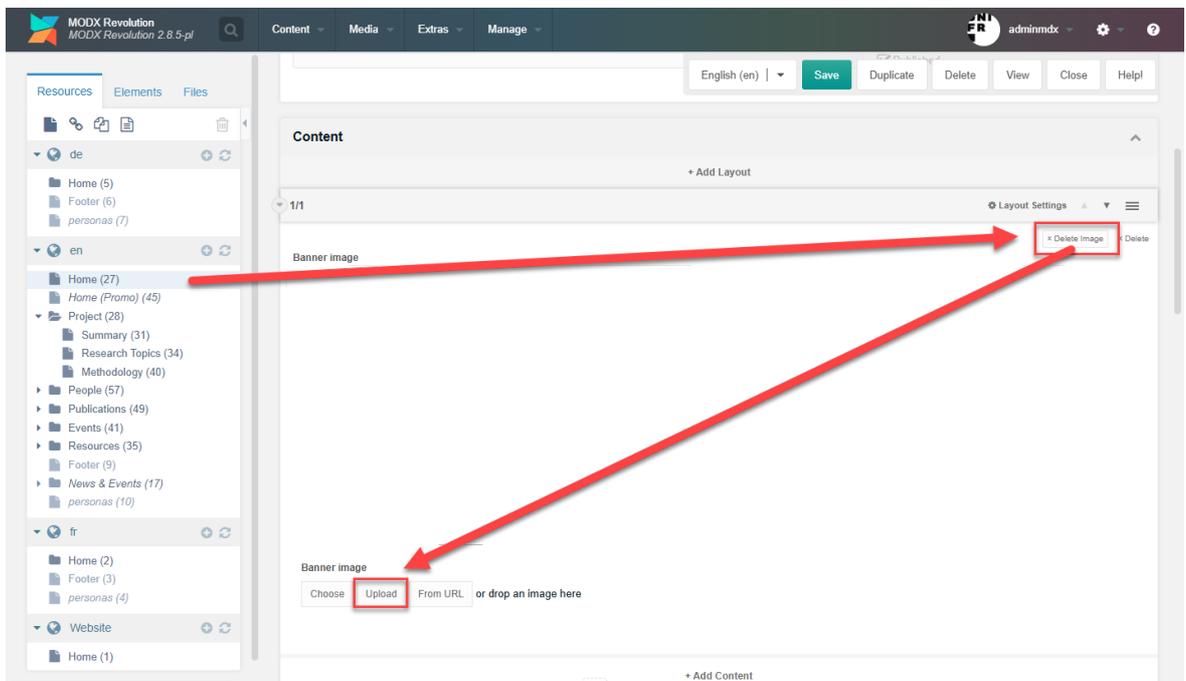
- Class **Link** for a **simple link without a symbol**. The link is automatically positioned on a new line.  
[Simple link](#)
- Class **=>Link** for a link to an **internal page** on your site. The link is automatically placed on a new line. Also suitable for a **list of links**.  
[→ Link to an internal page](#)
- Class **External link** for a link to a **page external** to your site. The link is automatically placed on a new line.  
[🔗 Link to an external page](#)
- Class **Download** for a link to a **document to download** (PDF or other). The link is automatically placed on a new line.  
[↓ Link to a document](#)
- Class **Inline link** for a **link within a text**. It does not cause a line break.  
Lorem ipsum dolor [inline link](#) sa  
dipiscing elit, sed diam nonumy.
- Class **Inline link right after** for a **link to a subpage** within a box, an invitation to view additional information.  
[Link to a subpage →](#)

### 3.3 MODIFY THE MAIN BANNER ON THE HOME PAGE

In the tree structure, click on the home page entitled **Home**, then scroll down in the content area to the content block called **Banner Image**.

Remove the default banner image by right-clicking on **Delete image**.

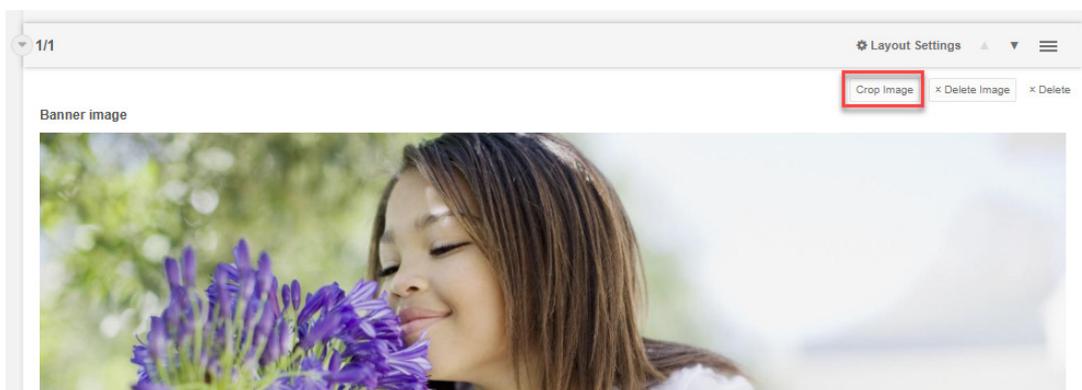
Upload a new banner image from your workstation by clicking on **Upload**.



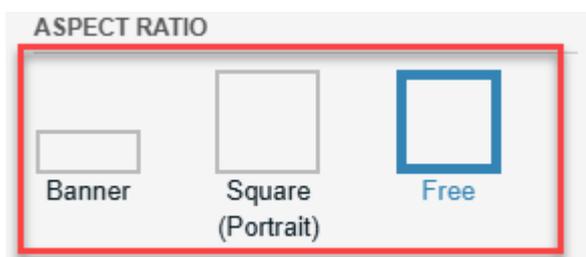
Finalise the integration by saving the page (**Save** button).

### 3.3.1 Cropping a banner image

You can optimise the framing of a banner image in MODX. After inserting an image into your page, hover over the image with the mouse and click on the **Crop Image** button.

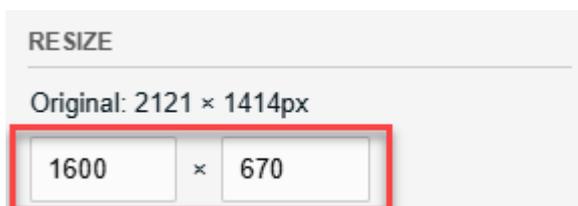


A cropping window will open, in which you can choose from three cropping ratios:



- **Banner:** for optimal cropping of banner images (all images inserted via the Banner Image or Banner Slideshow blocks)
- **Square:** for optimal square cropping of photos of people (e.g. on a team page)
- **Free:** for free cropping

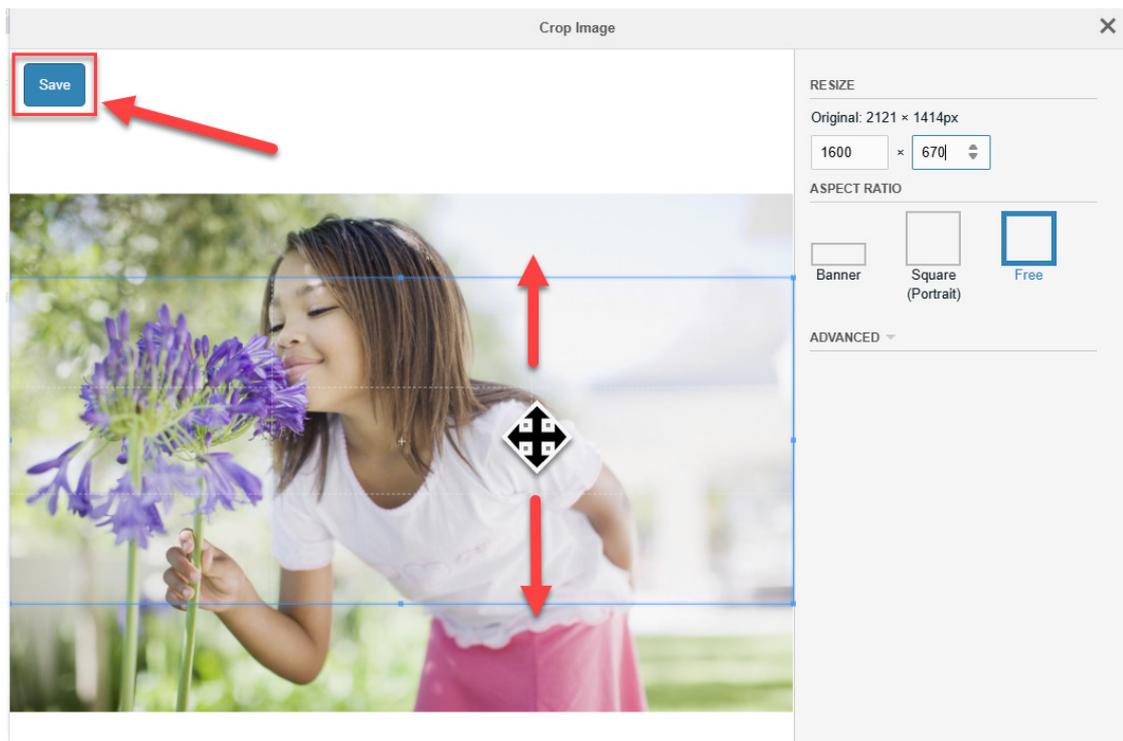
You can also enter the recommended cropping dimensions directly in the fields provided, indicating their value in pixels.



#### Recommended cropping dimensions:

- Banner images: **1600 x 670 pixels**
- Images used in boxes: **800 x 335 pixels**
- Dimensions for photos of people: **500 x 500 pixels** (square ratio)

Then move the **cropping mask** over your image to select the part of the image you want to keep, then click Save.



### 3.3.2 Criteria for choosing banner images

You can use your own images to illustrate your website. However, there are a few formal specifications that must be respected.

#### Guidelines for choosing banner images

- Give preference to **pure photographs**
- Avoid **low-quality** images
- Prefer **horizontal** formats and subjects
- No **superimposed text**
- No **graphics**
- No **logos**
- No **white background**
- Clarify image **usage rights (copyright)**



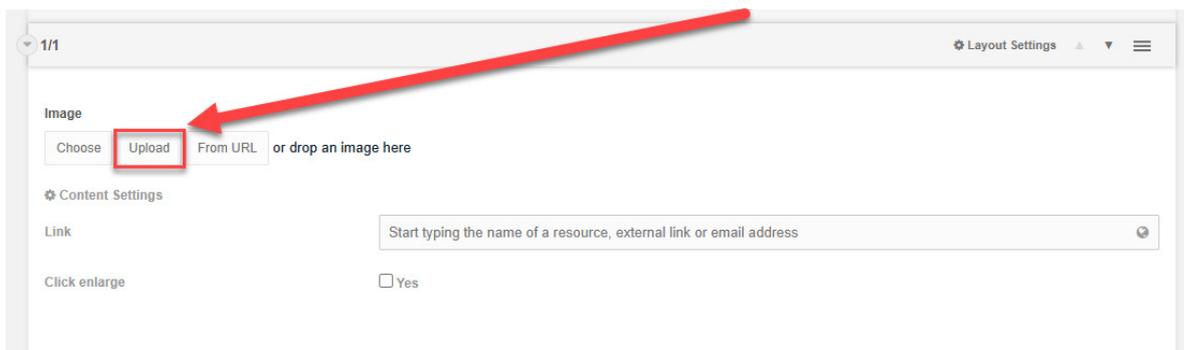
### 3.4 ADD AN IMAGE TO A PAGE

In the page content area, click on **+ Add Content**, then select the **Image** element.



 *An image should never be placed in the first position on your page. Use the Banner Image for this.*

Upload a new image from your workstation by clicking on **Upload**.



Finalise the integration by saving the page (**Save** button).

The text field below the image allows you to insert a **caption** for the image.



Welcome to the University of Fribourg

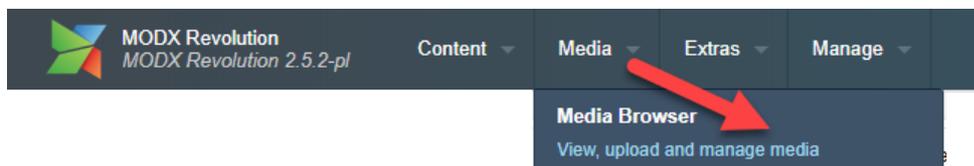


### 3.5 ADD A DOCUMENT TO DOWNLOAD

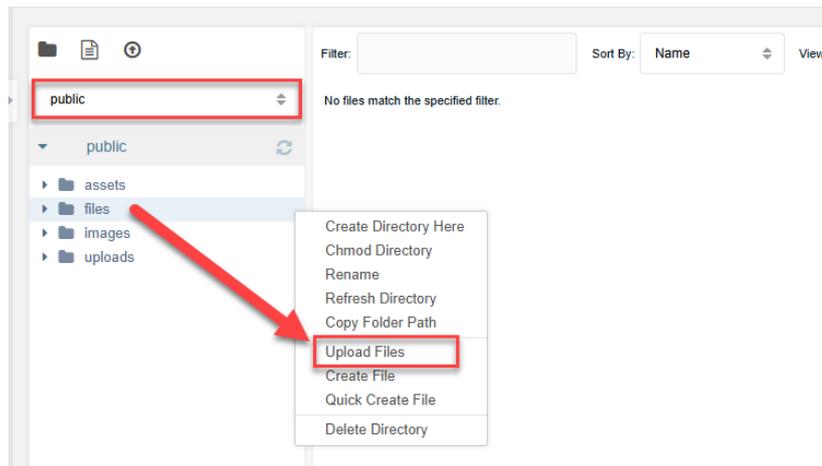
#### 3.5.1 Upload a PDF document to the Media Browser

Your PDF document must first be uploaded to your file directory in order to be inserted on one or more pages.

To do this, select the **Media** tab in the top toolbar, then **Media Browser**.



In the **public** directory, right-click on the **files** subfolder and select **Upload Files**.

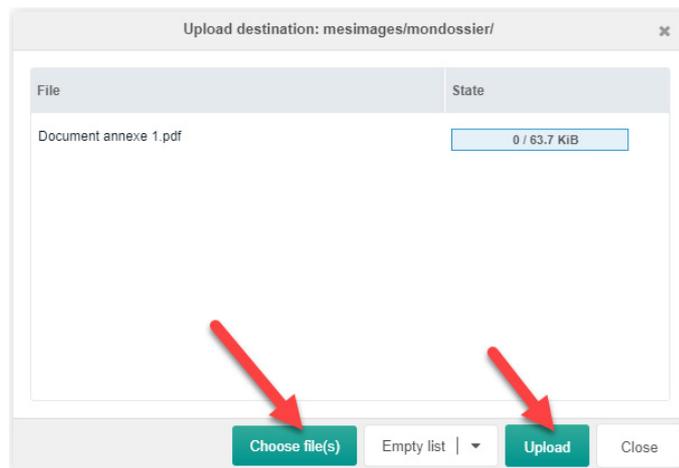


Use the **Choose file(s)** button to locate the file you wish to download on your desktop.

 **Ensure that the file name does not contain any special characters, accents or spaces.**

Confirm the upload by clicking **Upload**.

You can upload a maximum of 100 documents at a time.



The file is then uploaded and placed in the **files** subfolder.

### 3.5.2 Embedding a document in a page

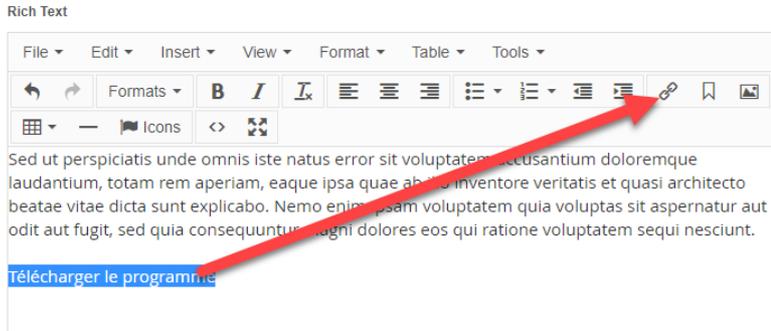
The most common way to publish a document on a page is to create a link to it using the text editor. Make sure to use a short, meaningful anchor text and make the link sufficiently visible by applying the appropriate style.

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

[↓ Télécharger le programme](#)

Open the page in which the document is to be embedded. Add a Rich Text element or use a Rich Text element already present on the page.

Enter a meaningful anchor text, for example "Download the programme", and select this text. Then click on the "  " button.

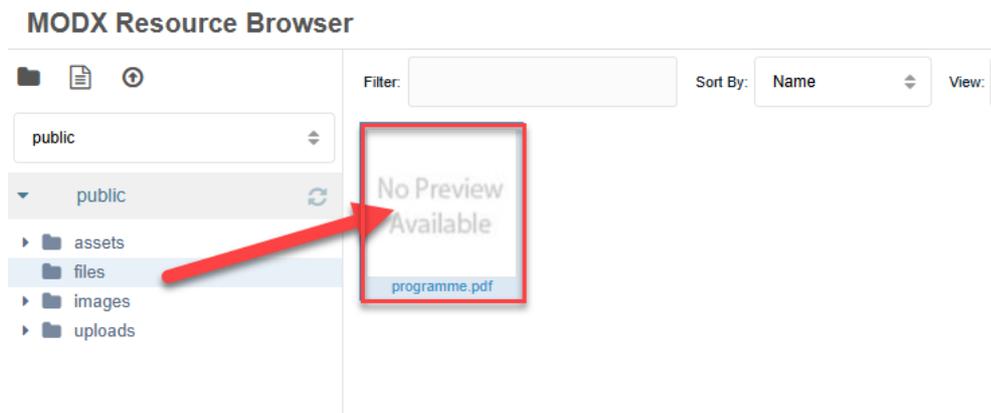


In the **URL** field, select the PDF file to be embedded by clicking on  .



Then browse the **public** directory to the location of the file to be inserted, usually the **files** subfolder.

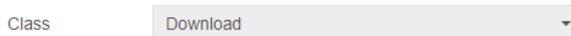
**Double-click** on the desired file.



In the **Target** field, change the option to **New Window** if necessary, to force the document to open in a new browser window.



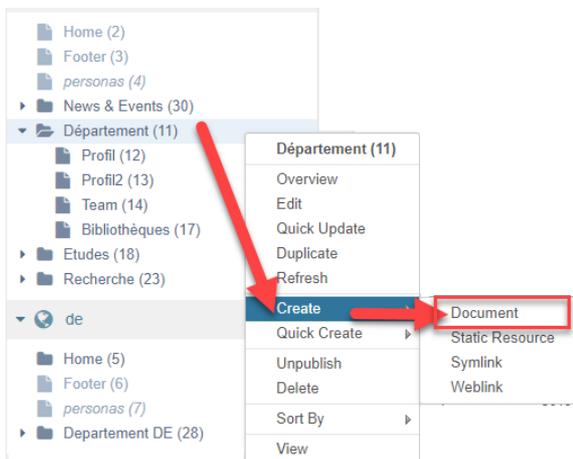
In the **Class** field, select the **Download** option to apply the appropriate style to the link.



### 3.6 ADDING A PAGE TO THE TREE STRUCTURE

If your communication needs go beyond the structure pre-established in the template, you can add new pages to your site's tree structure. These new pages should be placed at the lower navigation level. **The first navigation level (Project – People – Publications – Events – Resources) should not be changed.**

To create a new page, place the mouse cursor on the top-level page where the new web page is to be created. **Right-click** and select **Create → Document**.



Enter a title in the **Title** field. This will be displayed by the browser when the page is viewed and used as a criterion by search engines such as Google.



*Choose short, meaningful titles. Avoid titles such as "About our service", which will not help your page's search engine ranking. Also avoid abbreviations and acronyms.*

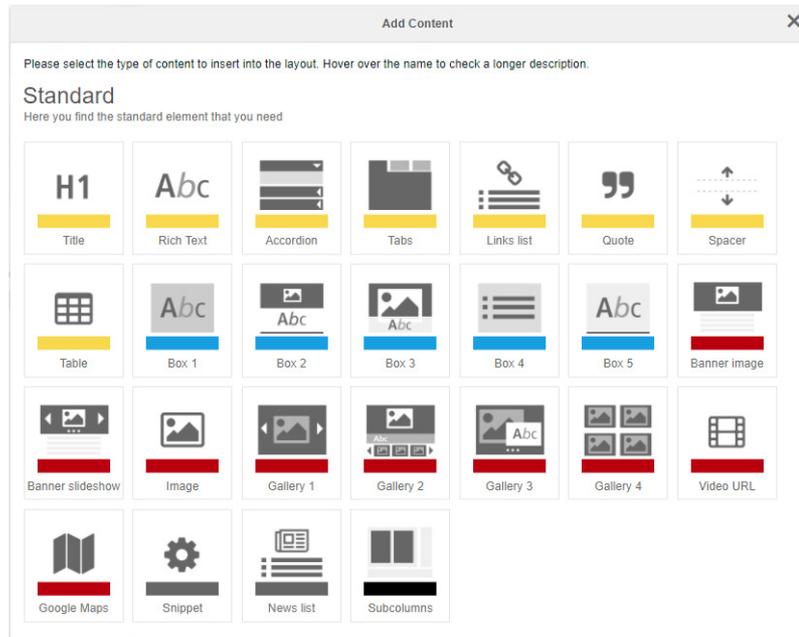
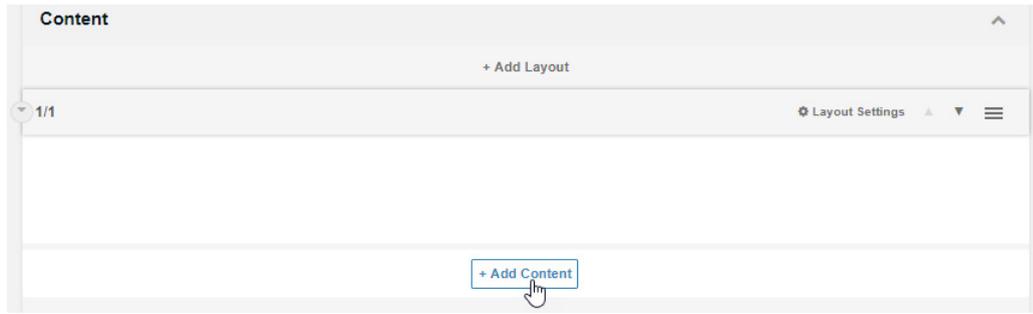
The **Resource Alias** field can be filled in with text that will be used to form the path to the web page. If no text is entered, the system will generate an alias automatically. It can be changed later.

Resource Alias

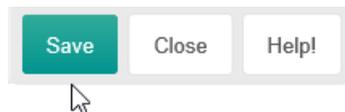


*Be careful not to use special characters, accents or spaces in the alias name. If your page title contains accents and an alias has been generated automatically, it is strongly recommended that you modify the alias later to remove these accents.*

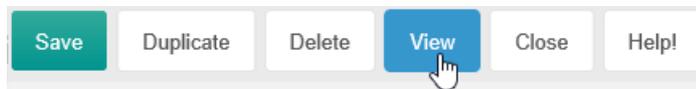
Scroll down to the bottom of the newly created page and click on **+Add Content**, then select a content item from the list of available items.



Clicking **Save** will save the new web page.



Clicking **View** will open a preview of the web page in a new browser tab.



### 3.6.1 Main content elements

The complete list of content elements available in MODX is described in the **MODX Glossary** (see the online documentation [www.unifr.ch/unicom/fr/web/doc/](http://www.unifr.ch/unicom/fr/web/doc/)).

Below, we will simply describe the most common content elements and their context of use.

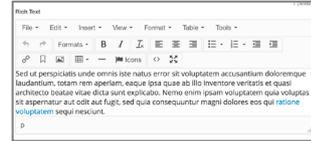
## H1 Element - Title

Used to place a title or subtitle on a content page. Not used on the home page.



## Abc Element - Rich Text

Used to place text in a content page and format it.



## Table Element - Table

Used only to present data in the form of a table or matrix.

Titel	Autor	Jahr
Verstand und Gefühl	Jane Austen	1811
Leben auf dem Mississippi	Mark Twain	1883
Manhattan Transfer	John Dos Passos	1925

## Abc Box 1 - Infobox

Used to highlight or draw the user's attention to important information within the page, or in the right-hand context column of a standard page. Not used for long text content (use a Rich Text element instead).



## Image Media - Image

### Usage

Used to place an image with editorial value within the page content. The image will be automatically resized according to the available width but will not be cropped.



## Image Media - Banner Image

### Usage

Used to place an image as a banner on a routing page or content page. The image will be automatically resized and cropped to fit the banner format.





## Media – Gallery

### Usage

Used to embed an image gallery in a content page.

### Elements and options

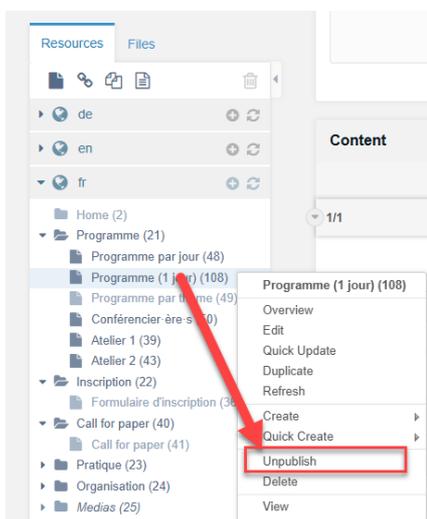
- 4 gallery templates available
- Original images must be the same size



## 3.7 UNPUBLISH OR DELETE UNNECESSARY PAGES

By default, all pages in the template are published and are therefore visible and accessible in the navigation. To remove an unwanted page from the navigation, you can either unpublish or delete it.

To **unpublish a page**, right-click on the page in question in the tree structure and select **Unpublish**.



Unpublishing a page is reversible. It can be undone by right-clicking on the page in question in the tree structure and selecting **Publish**.

To **delete a page**, right-click on the page in question in the tree structure and select **Delete**. This operation is also reversible.

## 3.8 FINALISE YOUR HOME PAGE

Once all the content has been placed on your internal pages, you will need to finalise your home page. The home page does not contain long texts but simply acts as a showcase for your content. You will therefore need to:

- adapt the taglines and links in the **boxes** according to what you want to highlight (see the example in the first box)
- adapt (or delete) **the quick links box**

### 3.8.1 Anatomy of a box

A box generally consists of the following elements.

1. **An image** (optional)  
Preferably a pure photograph, no graphics, no superimposed text, no white background
2. **A title**
3. **Text** (optional)  
A short, punchy tagline no longer than 2 or 3 lines
4. **A link to the subpage**  
With the link class **Inline link right after**



## Research Topics

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis.

[Read more →](#)

Let's see how these elements are configured in the MODX **Box 2** content element.

The screenshot shows the MODX Box 2 configuration interface. On the left, the content editor is visible, featuring a 'Box banner' section with 'Choose' and 'Upload' buttons (labeled 1), a 'Title' field with 'Research Topics' (labeled 2), and a 'Text' editor with placeholder text and a 'Read more →' link (labeled 3). On the right, the settings panel is shown, with a 'box embedded link' field (labeled 4) and a 'target of the embedded link' field set to 'same window/tab' (labeled 5).

1. **Insert an image** by clicking on **Choose** or **Upload**. Select an image from the CDN or upload a new image to the **Public** directory. The image should ideally be pre-cropped to **800 x 335 pixels**.

2. For the **box title**, there are three sizes to choose from

3. The **tagline text** will be entered in the text editor

There are two options for entering the **link**:

4. Create a hyperlink via the text editor

5. Call up the box **settings** and specify the target page in the **box embedded link** field



When using the **box embedded link** option, the entire box will be activated as a link. This option is more user-friendly and will be appreciated by your smartphone users.

## 4. MANAGE THE TEAM PAGE

The template offers two solutions for managing your team page. Both have the advantage of automatically importing personal data from the directory (administrative data, photo, academic data, list of publications). Inform the webmaster of your chosen solution so that they can deactivate the other one.

### 4.1 TEAM PAGE LINKED TO THE DIRECTORY

In **MODX**, open the **People (Directory)** page. This page only contains a connector configured to automatically retrieve data from the directory.

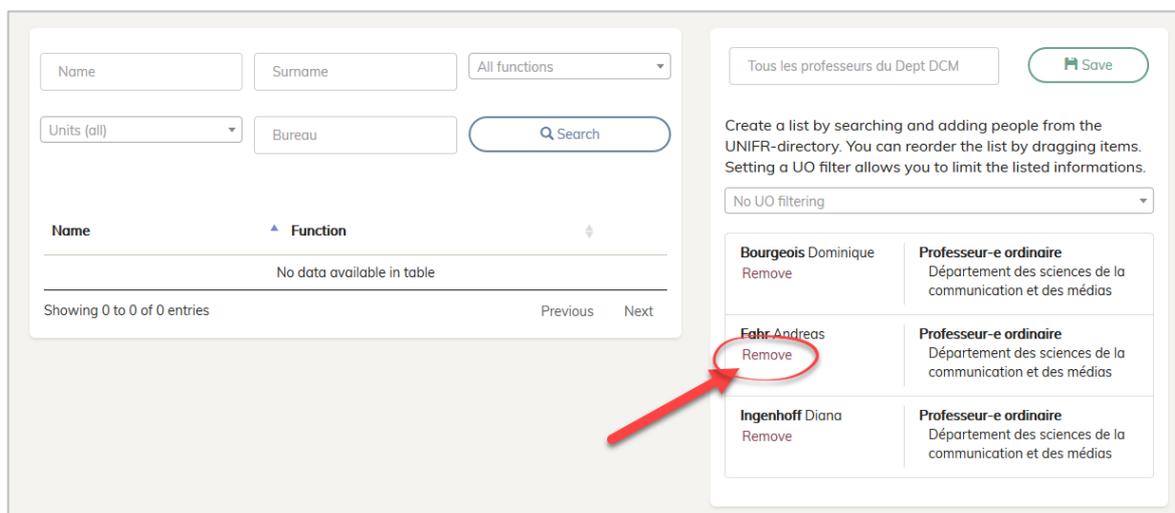
In the **Directory view** element, click **Edit** to edit the list of people.



You will be redirected to **the list composition interface**.

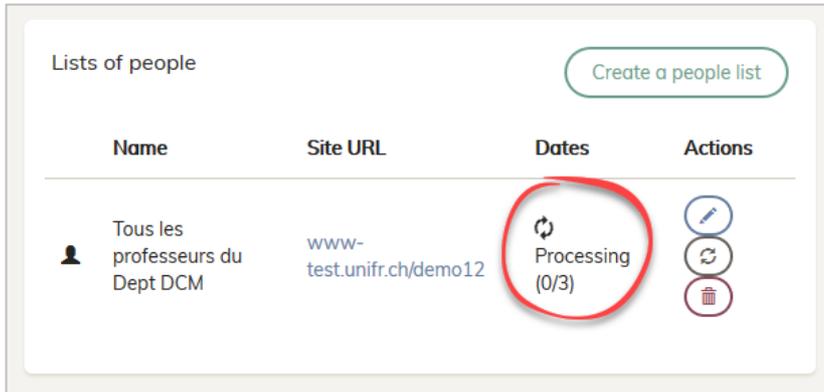
**To add a person**, search the directory using the search box on the left, then select the desired person by clicking on **+ Add to list**. The selected person will be displayed on the right side of the interface.

**To remove a person**, click on the corresponding **Remove** link.

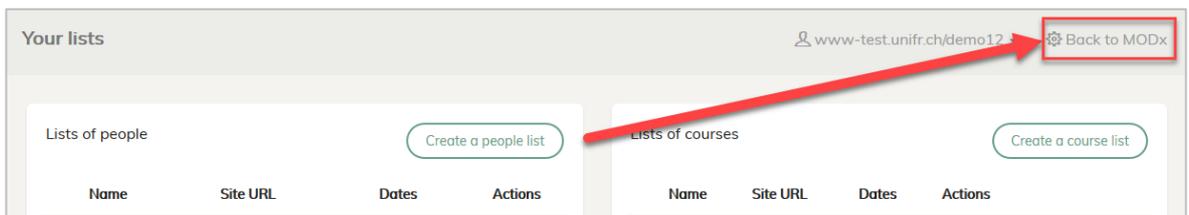


Save the changes to the list by clicking **Save**.

**Wait** a few moments while the list is updated. Depending on the number of people on the list, this step may take several tens of seconds.



Once the list has been updated, return to MODX using the **Back to MODX** link at the top right.



**Save** the page and view the result.

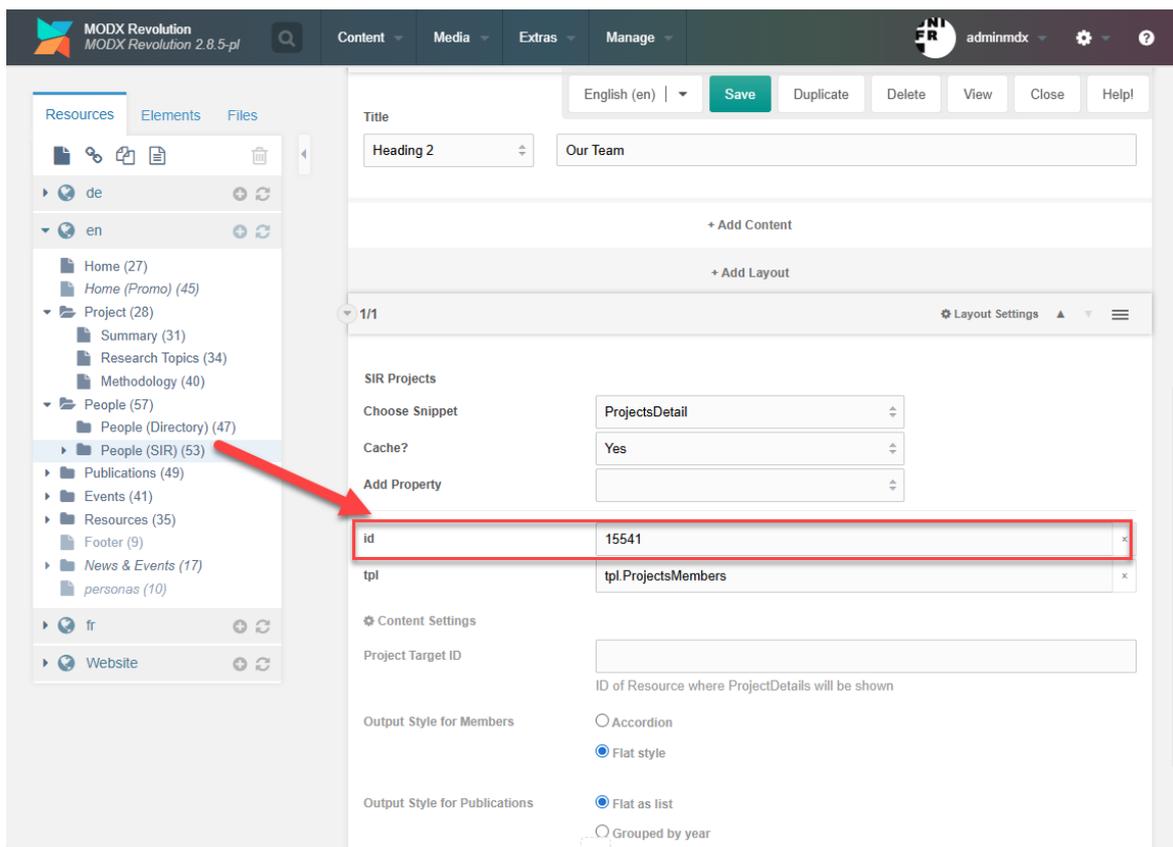
## 4.2 TEAM PAGE CONNECTED TO THE RIS

If you manage your project's research data in the Research Information System (RIS), you can also automate the display of your team page based on the data stored in RIS.

In **MODX**, open the **People (SIR)** page.

In the content area, you will find the **SIR Projects** connector, which automatically retrieves your project data stored in SIR.

In the **Id** field, change the template ID to your SIR project ID.



Leave all other settings unchanged.

Save the changes to the list by clicking **Save**.



*Not familiar with the SIR system?*

*The University's Research Promotion Service can provide you with information on this subject: <https://www.unifr.ch/research/en/openscience/orcid/my-research-activities.html>*

### 4.3 PERSONAL DATA MANAGEMENT

The personal data displayed by either of the automated solutions comes exclusively from the University directory ([www.unifr.ch/directory](http://www.unifr.ch/directory)). As a website editor, you cannot modify this data yourself. There are two types of data:

- **Administrative data** (position, unit, telephone numbers) comes from the Personnel Department. If this data is incomplete or incorrect, please contact [hr-info@unifr.ch](mailto:hr-info@unifr.ch).
- **Personal profile data** (photo, working hours, skills, biography, list of publications) can be added to and modified at any time by each University employee via the [my.unifr.ch](http://my.unifr.ch) portal.

## 5. MANAGE PUBLICATIONS

Three solutions are offered in the template for managing your publications page. Choosing the right solution will depend on the number of publications and your working habits. The webmaster is available to advise you at .

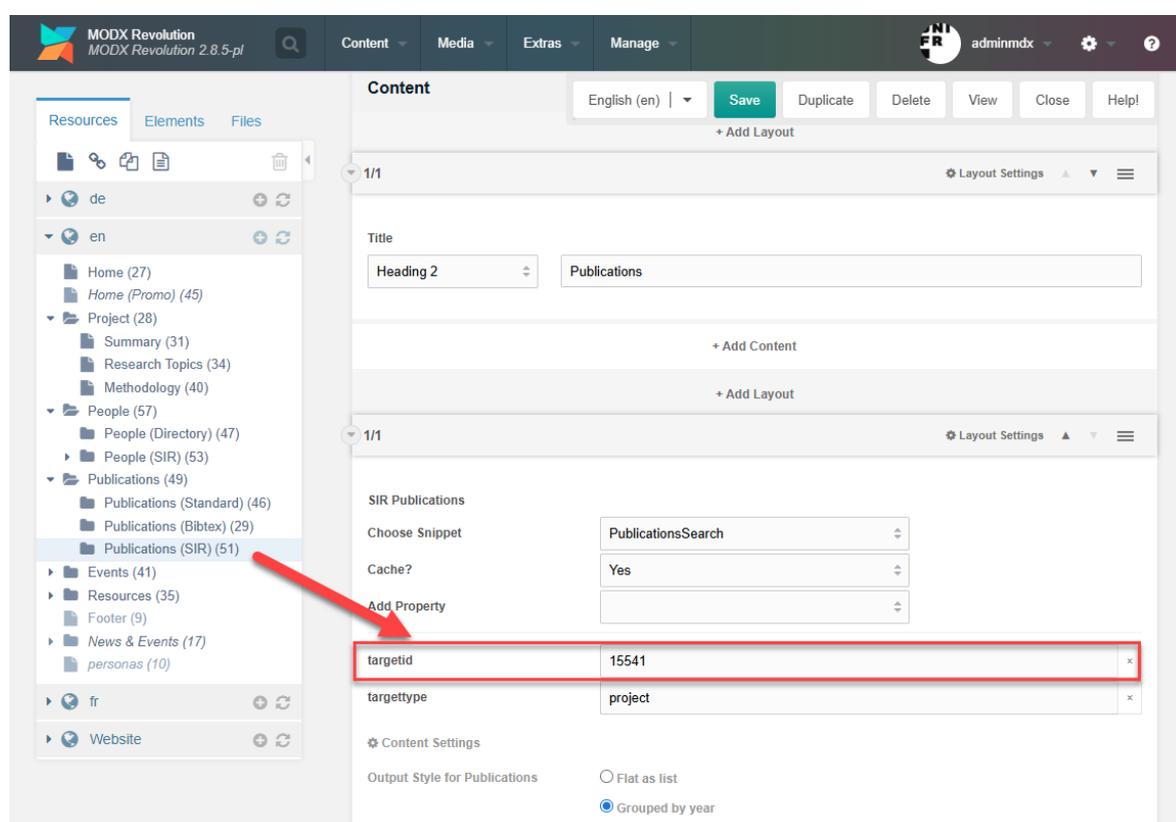
### 5.1 SIR SOLUTION

This solution is suitable if you manage publications related to your project in the research information system (SIR). You can then automate the display of your publications.

In MODX, open the **Publications (SIR)** page.

In the content area, you will find the **SIR Publications** connector, which automatically retrieves your project data stored in SIR.

In the **targetId** field, change the model ID to your SIR project ID.



### 5.2 BIBTEX SOLUTION

This solution is suitable if you use bibliographic management software such as Zotero or Endnote to manage your list of publications.

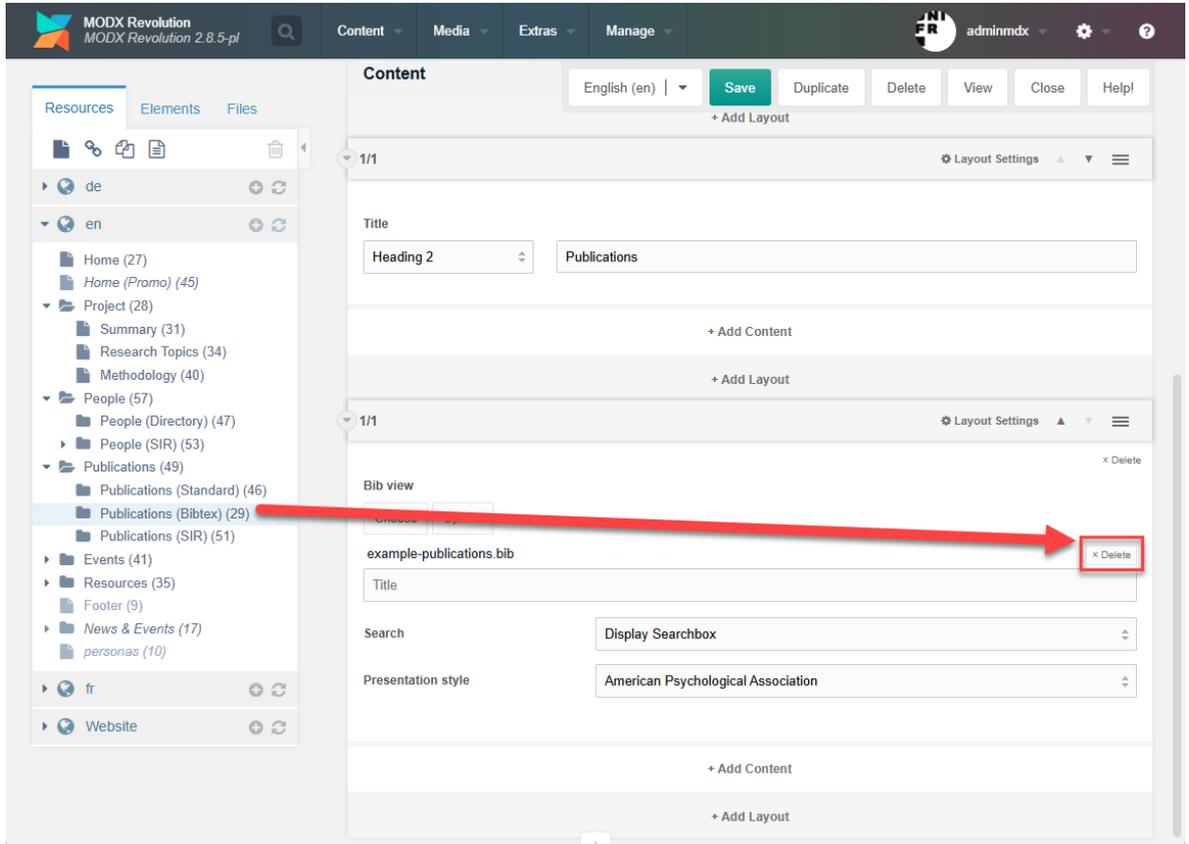
In **Zotero** or **Endnote**, export your list of publications in BibTeX format (file extension .bib).



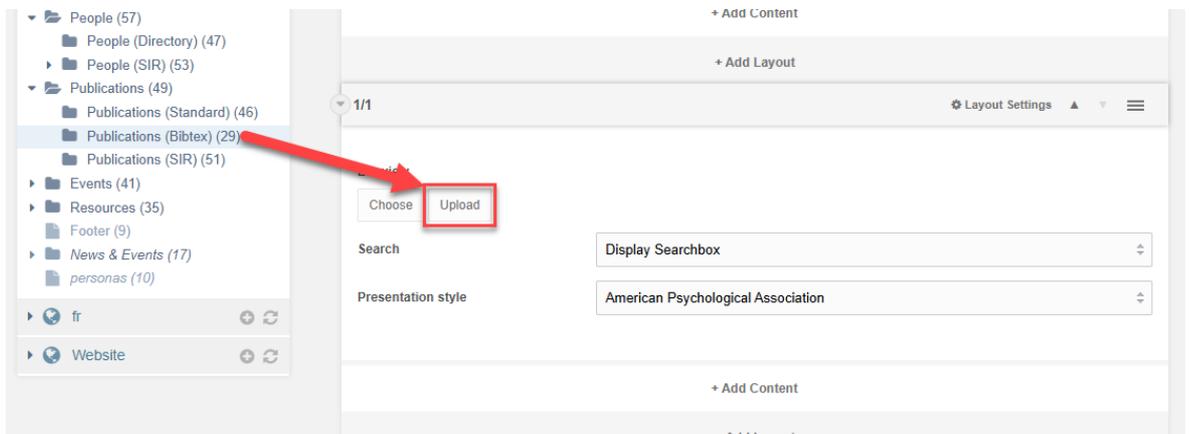
*BibTeX is a format used to exchange bibliographic data. It allows you to store references in a dedicated file, then cite them and generate a list of sources in a consistent style. It is a reliable way to organise and format references without repetitive manual work.*

In MODX, open the **Publications (Bibtex)** page.

Start by deleting the sample BibTeX file by clicking on the Delete button next to the file name.



Then upload your Bibtex file from your workstation by clicking on **Upload**.



Save the changes to the list by clicking **Save**, then view the result by clicking the **View** button.

Check that your file is automatically converted and displayed on the page as a list of publications.

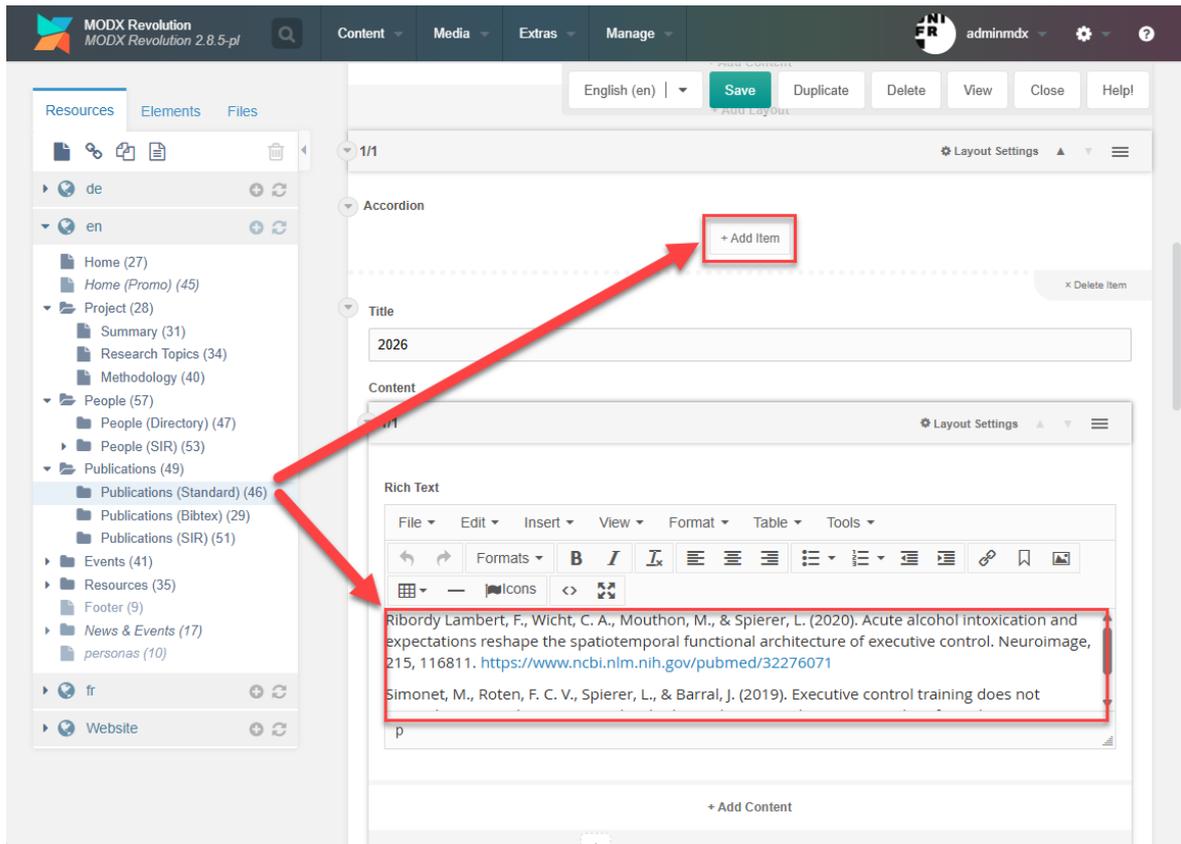
### 5.3 MANUAL SOLUTION

This solution is suitable for a limited number of publications. You manage your publications as standard text content distributed within an accordion.

In MODX, open the **Publications (Manual)** page.

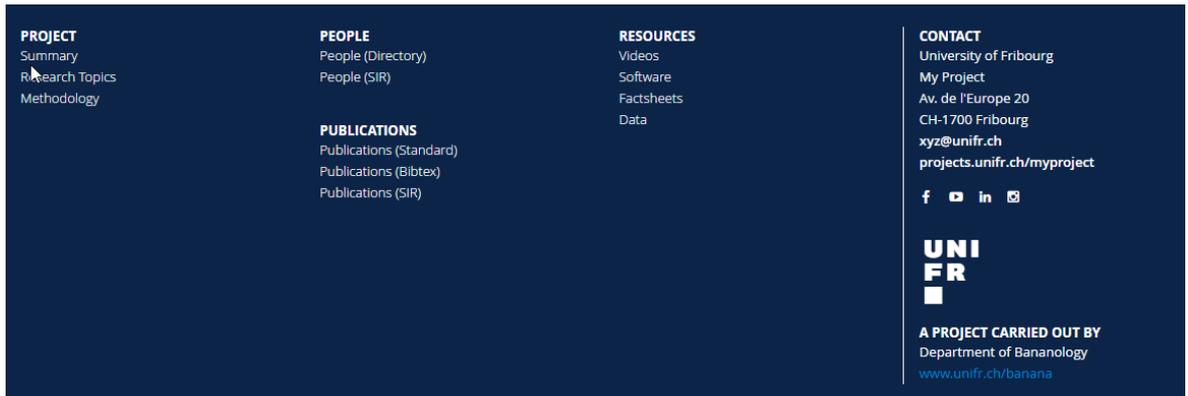
Add your publications as text in the accordion panels according to the year of publication.

To add a new panel, click **Add Item**.



## 6. MODIFY THE FOOTER

The **Footer** is the block that appears at the bottom of each of your pages.

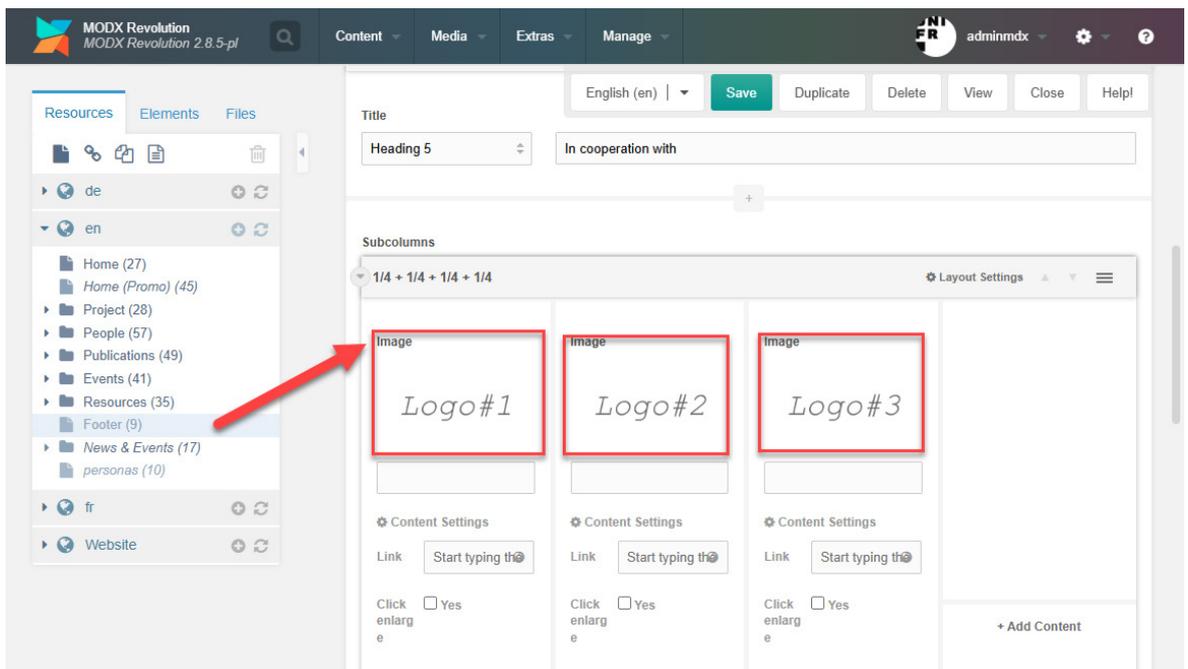


It typically contains a **repetition of your site's tree structure, contact information** on the right and, if necessary, a bar of **partner logos**.

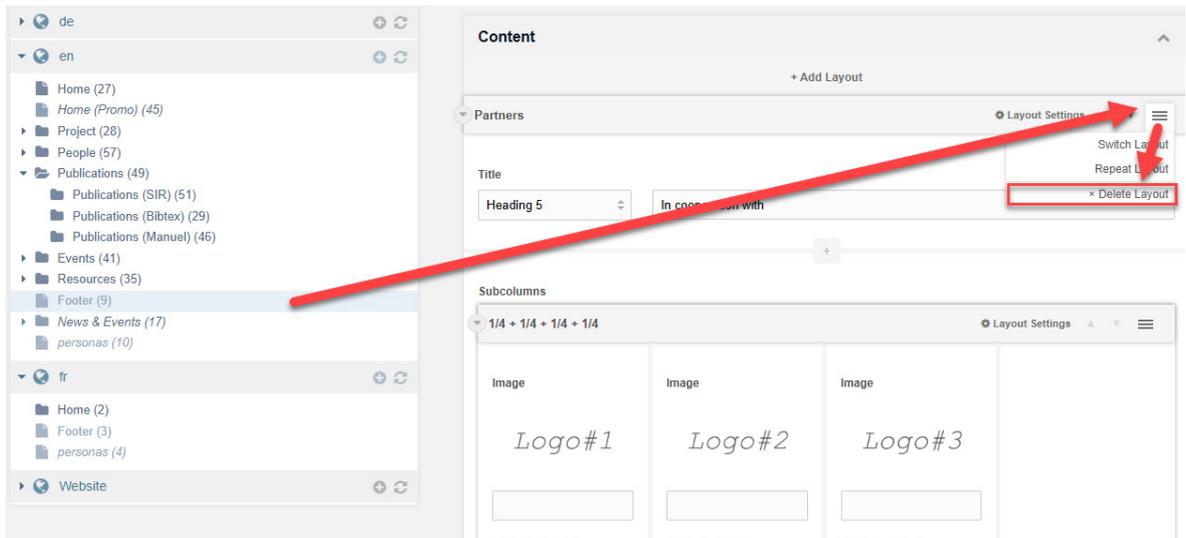
To customise this block, you will need to edit a specific page in the tree structure, called **Footer** in each language context.

## 6.1 MODIFY OR DELETE PARTNER LOGOS

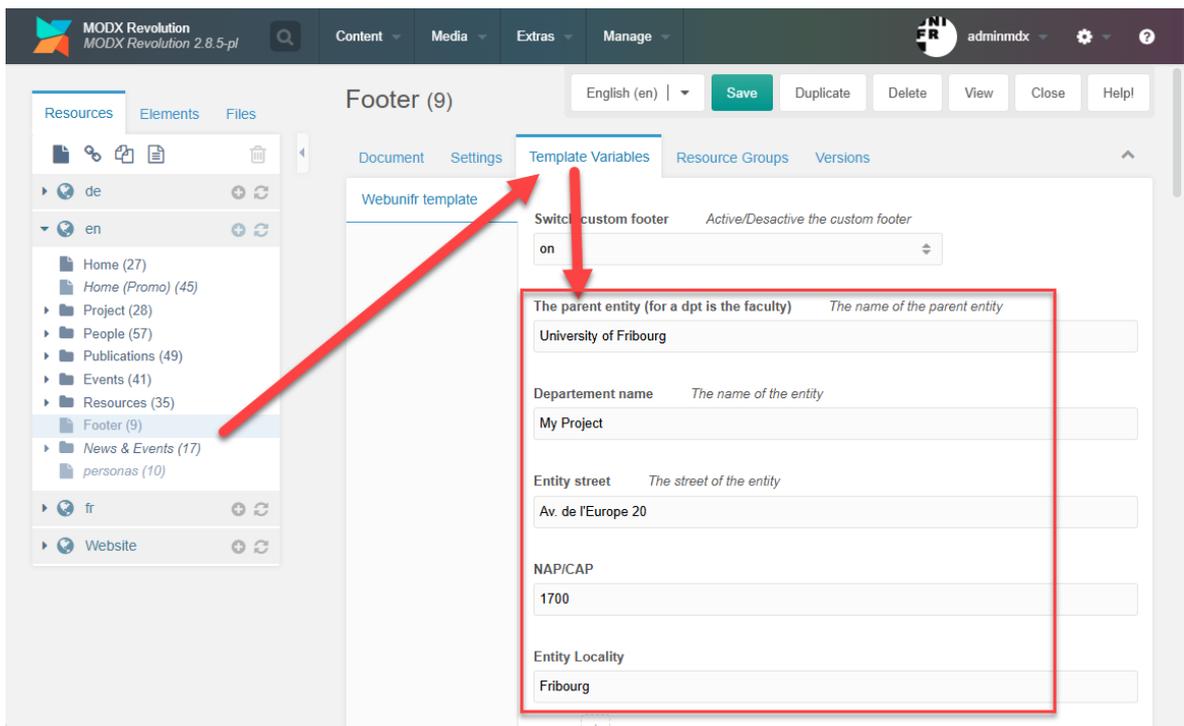
In **MODX**, open the **Footer** page. Remove the logos from the template by clicking on the **Delete Image** button for each image, then upload your partner logos by clicking on the **Upload** button.



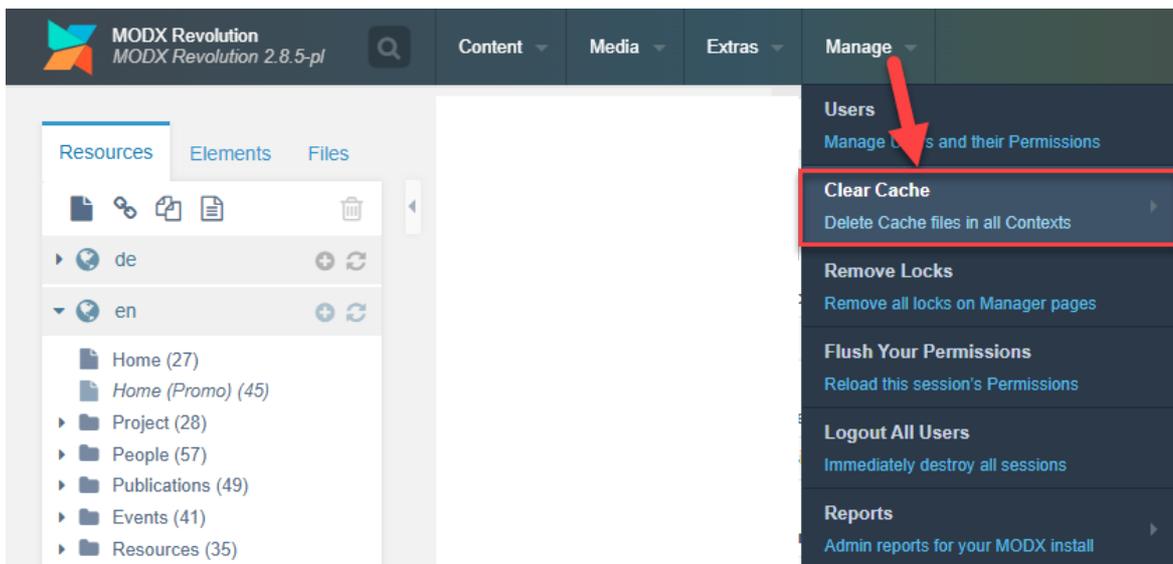
To remove the partner logo bar completely, go to the **Partners** block menu and click **Delete Layout**.



To customise the **contact information** automatically placed in the last column of the Footer, open the **Template Variables** tab on the footer page and adjust the contact fields as required.

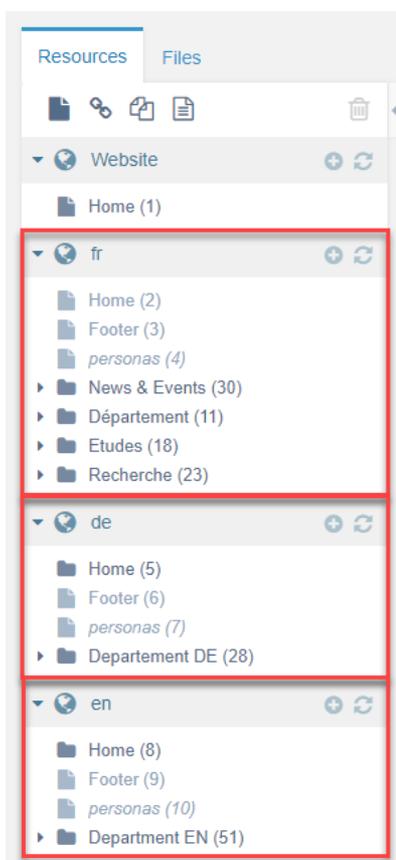


**!** *When you make changes to the footer, it is essential to clear the MODX cache (= temporary memory) to see your changes immediately. Otherwise, you will have to wait until the next day.*



## 7. MANAGING TRANSLATIONS

In MODX, each language version of the site corresponds to a separate language context. By default, the site template only contains a complete page structure in the context that you defined as the reference language when you placed your order.



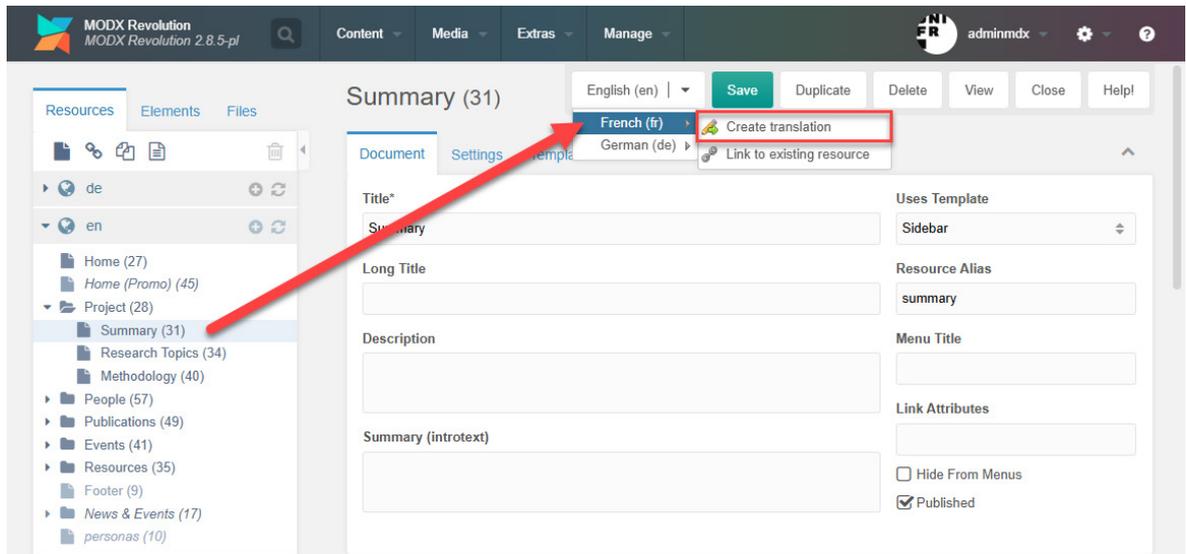
Before you start translating and creating pages in other languages, it is strongly recommended that **you finalise the reference version completely**. Any subsequent changes to this initial structure will not be automatically reflected in the other language contexts. This could lead to inconsistencies between the different versions of the site.

Translation must only be carried out using the process described below. Creating pages in another language context will not allow for a correct language switching mechanism correct .

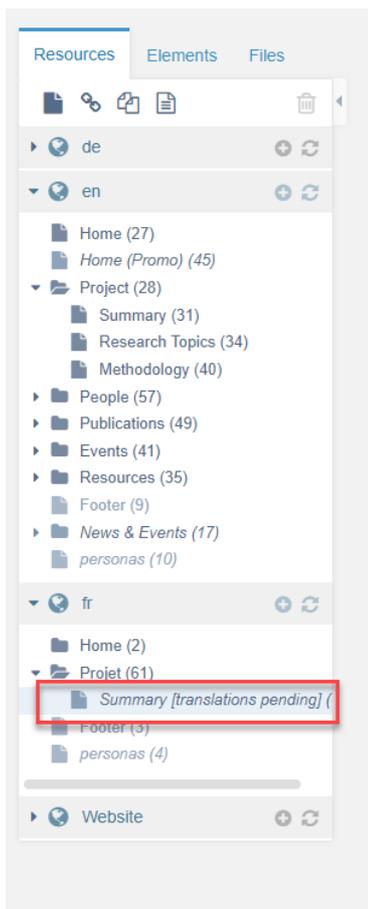
You can ask the webmaster to deactivate the language contexts you are not going to use, in order to avoid confusion or unnecessary duplication.

## 7.1 CREATING A PAGE TRANSLATION

In MODX, open the original page to be translated, then select the translation language from the language drop-down menu, then **Create Translation**.



The original page is then **completely duplicated** and placed in the linguistic context of the specified target language.



The suffix *[translation pending]* attached to the page title indicates that you then simply need to edit the new page in question and translate its title and content. The layout does not need to be redone. Do not forget to publish the page once it has been translated.

## 8. PUBLISHING

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When your project site is ready to go live, contact the webmaster, who will publish it.

 *Your website is first created in an intranet environment (with the prefix <https://projects-stg.unifr.ch>) for testing. When it becomes public, it is moved to the subdomain <https://projects.unifr.ch>, and its address therefore changes automatically from this point.*

After the site goes live, you will retain access to the MODX Manager at the new address, so that you can:

- **Add new content**
- **Enrich or update the list of publications**

## 9. TO GO FURTHER

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 **MODX glossary:** reference guide for using MODX content blocks

 **How to optimise your web pages for search engines**

To download the documents: [www.unifr.ch/unicom/fr/web/doc/](http://www.unifr.ch/unicom/fr/web/doc/)