

axiell

Arena Nova



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Arena Nova

For Arena installations starting with version 4.0. there is a possibility to use Arena Nova for a smart and consistent user experience. Arena Nova is activated by Axiell. It includes several pieces of functionality that can be used as templates, for example featured spots, news articles and event articles. The following sections describe how you can make adaptations to suit your website.

Focus shortcuts

Focus shortcuts are positioned at the top of the start page to immediately catch the visitor's attention and interest. You can choose to highlight certain parts of the library activity or pages on the library site.

Follow the steps below to edit a focus shortcut:

1. Go to the start page. You find prepared examples of focus shortcuts.
2. Click the edit icon for the article that you want to update.
3. Change the header to the title that you prefer.
4. Add 2-3 lines of catchy text as description text.
5. Paste the link to the destination page - ideally you already have this page open in another browser tab.
6. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
7. Depending on the colors and brightness of the image, you may want to adapt the appearance of the text under **Text color and gradient options**. You can for example choose **White text / Black gradient** or vice versa - just try the different options to see which looks best with your selected image.
8. Alternatively, you may want to use a background color instead of an image - if so, enter the RGB code of the color you want to use in hexadecimal format.
9. Click **Publish** and refresh the page, to see that your focus shortcut has been saved and that the article is displayed the way you intended.

You can configure the order of the articles in the focus shortcut using the **Order** field. **1** is the largest image to the left. Make sure not to set the same value for the different articles - then the sorting will be made depending on the name of the article instead, and the order value has no effect.

That's how it works-articles

That's how it works-articles provide information about the library services that the library offers.

Some services can be described briefly and fits in a card without a link. Other services may need a more comprehensive description - then a link is a provided to another page with all details.

Follow the steps below to add a That's how it works-article:

1. Go to the page with the information about the library services.
2. Click the **+** character in the asset publisher.
3. Select **That's how it works** in the list.
4. Fill in a title, a summary and content. If you only enter a summary and no content, there will be no link to the full-page view of the article.
5. If you want to link to another page from the That's how it works-article, use the **Link** field. Fill in the label of the link under **Link text**.
6. Select an image to be displayed in the full-page view of the article. Using an image is optional, but it enhances the article and the user experience. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.

7. Select **Display Page** among the options at the bottom - in this case, **Article**.
8. Publish the article and refresh the page, to see that the article is displayed in the list.

News articles

The news articles can describe for example news and themes at the library. On the start page, you find the latest articles from the News category, with a link to the full-page view of the news article.

Follow the steps below to add a news article:

1. Go to the start page.
2. Click the **+** character in the asset publisher for news.
3. Select **Article** in the list.
4. Fill in a title, a summary and content. The summary is shown in the news list on the start page.
5. Select an image to be displayed in the full-page view of the article. Using an image is optional, but it enhances the article and the user experience. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
6. Select **Display Page** among the options at the bottom - in this case, **Article**.
7. Publish the article and refresh the start page, to see that the article is displayed in the list.
8. Click the article to see that the entire article is displayed in the full-page view.

Event articles

Event articles are used to describe events at the library that visitors can take part of, for example author readings, read-alouds of children's books or internet classes for seniors.

Events are presented on the start page (the six next events) and on the events page (all coming events).

Follow the steps below to add an event article:

1. Go to the events page.
2. Click the **+** character in the asset publisher for events.
3. Select **Events** in the list.
4. Fill in a title for the event.
5. Add a catchy yet descriptive text for the event under **Content**.
6. Enter a start date, start time and end time. If the event lasts for several days, also add an end date.
7. Fill in a location and an address.
8. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
9. Under **Metadata**, select categories such as location or target audience.
10. Under **Schedule**, enter the end date of the event as **Expiration Date**.
11. Select **Display Page** among the options at the bottom - in this case, **Single event**.
12. Publish the article and refresh the events page, to see that the event is displayed in the list.

Branch articles

The branches that are part of the library site are listed on a page that is typically named *Our Libraries*. You can click a branch to see a full-page view of that particular branch.

Follow the steps below to add a new branch:

1. Go to the page with the list of library branches.
2. Click the **+** character in the asset publisher for the library branches.

3. Select **Branch**.
4. Fill in a title - the name of the library branch.
5. Enter the address, zip code and city - this information is used to show the location of the library in Google Maps.
6. Enter an email address.
7. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
8. Add a short but brisk description of the branch. The text shows in a text box in the full-page view of the branch.
9. Under **Opening hours**, you can connect to Google Calendar or KIFI (Finland only). If the field **Library name** is left empty, the branch information will be displayed without the opening hours section.
Google Calendar: enter the name of the calendar for the branch, such as *Lagersberg library* - Axiell configures the connection to Google Calendar when it's time to activate the site.
KIFI (Finland only): Enter the exact string from KIFI.
10. Select **Display Page** among the options at the bottom - in this case, **Branch**.
11. Publish the article and refresh the page, to see that the branch is displayed in the list.
12. Click the article to see what the full-page view looks like. In case you want to update the description of the branch, just go back the list view and click **Edit** for the branch.

FAQ articles

FAQs are the kind of questions that visitors often ask the library. FAQ articles can be used to collect these questions on a page in a clever format where questions and answers can be displayed in a compact and user-friendly manner. For questions as well as answers - less is more!

Follow the steps below to add a new FAQ article:

1. Go to the FAQ page.
2. Click the **+** character in the asset publisher for the FAQs.
3. Select **FAQ** in the list.
4. Enter a title - the question.
5. Fill in the answer under **FAQ - answer**.
6. Publish the article and refresh the FAQ page, to see that the question and answer are displayed in the list.

Image handling

There are many ways to optimize usage of images, but here are some recommendations that generally work well. The center of the image is automatically displayed which means that the height of the image is less important.

For background images that fill the entire web browser window, using images in 16:9 format with a width of 1920 pixels is recommended, since 1920 pixels is a common screen resolution.

For focus shortcuts and events, using images in 4:3 format with a width of 800 pixels is sufficient.

Image resources

"A picture is worth a thousand words!" Just image what a text together with an image can accomplish on your library site.

If you don't have access to great images already - here are some examples of web sites where you can find free images to use.

- Unsplash - unsplash.com
- Pixabay - pixabay.com
- Picjumbo - picjumbo.com

Keep in mind that it's good practice to acknowledge the photographer by referring their name when you use images that others have taken, ideally at the end of the article or next to the image if it is used in running text.

The images that you find online may be in high resolution, and then need to be compressed in order not to slow down your web site. You can use a tool such as Photoshop or GIMP, or go to the site below, to quickly and easily change the size of an image:

- [**pinetools.com/resize-image**](https://pinetools.com/resize-image)

Opening hours

Opening hours are displayed on the library page for visitors to check out the opening hours for the current week. They can also navigate forward to see the hours of the coming weeks. There is also a page that displays today's opening hours for all branches. The library can display staffed hours and Open Library hours.

The information shown in the opening hours is fetched from the library's Google calendar or KIFI (Finland only).

Display of opening hours is included in Arena installations with Arena Nova.

Adding regular opening hours to the Google calendar

The library staff enters information about opening hours in the Google calendar. The opening hours of each branch is entered as different calendar events, each of these using the name of the branch as heading. Open Library hours are registered as separate calendar events with a text in the description field.

Start

1. Sign in to Google with the library's credentials and select **Calendar** among the Google apps at the top right.
2. Existing calendars are listed under **My calendars** - perhaps there is only one in your case - make sure that the library's calendar is checked.
3. Click **Settings and sharing** for the calendar and check **Make available to public**.

Creating a calendar event

4. Double-click in the calendar where you want to start adding opening hours, for example today.
5. Enter the name of the branch as title at the top. All events for this branch should be given the same title.
6. Define when the library (the branch) is open, for example 10:00 to 20:00. You do not need to change the date.
7. Select recurrence if needed, for example **Every weekday (Monday to Friday)** for repeating opening hours. Remember to set an end date for repeating events.
8. Continue to add regular opening hours for all days when the library is open. Days without calendar events will appear as closed in the Arena opening hours.
9. Then add opening hours for the other branches, if the library has more than one branch.

Open Library

If the library offers Open Library hours, you create a separate calendar event for the branch where you enter the hours and write any text in the description field. It is good practice to enter a text that clearly states that this is the Open Library event, in case you need to update it later. These events will displayed on rows of their own with the hours followed by text **Open Library**, and the normal opening hours will display only the hours.

Note:

Calendar events with regular opening hours and calendar events with Open Library hours cannot overlap - they need to be assigned different hours.

Example: If the library is open 8-21 but with some hours without staff, then enter 8-10 as Open Library, 10-18 as normal hours and 18-21 as Open Library.

Entering exceptions in the Google calendar

The library may be closed some days such as New Year's Eve, or have days with irregular opening hours.

Closed days

1. Browse to the closed day in the calendar and click the opening hours of that day.
2. Select **Delete event** (the trash can icon) and then **This event**.

Irregular opening hours

1. Browse to the day where the opening hours is to be changed and double-click this event.
2. Change the time that is displayed at the top and click **Save**. Nothing else should be altered.
3. Select **This event** in the dialog that opens and click **OK**.

Continue to do the same with other days when the library is closed or deviates from the regular opening hours.

Note:

Translations for staffed or Open Library hours work nicely when using Google translate for the Arena website but not when using the Language portlet.

Branch-specific information

The library may want to show specific information about its branches, for example information about opening hours, events that take place at this particular branch, or services that are offered only there.

Categories

The branch-specific information is filtered using categories. A combination of categories for the branch name along with categories for articles results in display of the information.

1. Make sure that the branches are available for selection as categories under **Locations** (the locations that are also used for events). If not, start by adding them.
2. Add two categories under **Article categories**, for example *News - branch* and *That's how it works - branch*.

Creating content

News article with branch-specific information

1. Select **Content/Web content** in the menu on the left-hand side.
2. Click the plus sign at the lower right of the screen.
3. Select the **Article** structure.
4. Create the article with a title, introduction, image, etc.
5. Make sure that the article is linked to the correct categories. For news articles, select *News - branch* under **Article categories**. Select current branch under the **Locations** category.
6. Make sure that the article has the correct display page.

That's how it works article with branch-specific information

1. Select **Content/Web content** in the menu on the left-hand side.
2. Click the plus sign at the lower right of the screen.
3. Select the **That's how it works** structure.
4. Create the article with a title, introduction, image, etc.
5. Make sure that the article is linked to the correct categories. For That's how it works-articles, select "*That's how it works - branch*" under **Article categories**. Select current branch under the **Locations** category.
6. Make sure that the article has the correct display page.

Branch articles

Make sure that the library information is linked to the correct branch under the **Locations** category. When correct branch is linked to the library information article, the news articles and the That's how it works-articles will be displayed when the user clicks on the branch to find out more.

Library-specific events

1. Select **Content/Administrations of events**, and create a new event with the correct branch location.
2. Add the **Events** portlet to the */Branch* page.