



WEBSITE PUBLISHING GUIDELINES

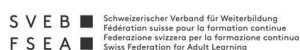
Draft Version

April 2020

Authors: Radoslav Vician(e-code)

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Project coordinator:



3s Unternehmensberatung GmbH

Wiedner Hauptstraße 18/14

1040 Wien (AT)

Contacts:

Günter Hefler (+43-1-585 0915-32; guenter.hefler@3s.co.at)

Eva Steinheimer (+43-1-585 0915-22; eva.steinheimer@3s.co.at)

Johanna Goldbeck (+43-1-585 0915-10; johanna.goldbeck@3s.co.at)

Project partners:



E-code:

Slnečna 1164 7

963 01 Krupina (SK)

Contact:

Radoslav Vician (+42 190 579 0929; rado@e-code.sk)



ISOP:

Dreihackengasse 2

8020 Graz (AT)

Contacts:

Silvia Göhring (+43-316716678; silvia.goehring@isop.at)

Martin Leitner (+4331676464623; martin.leitner@isop.at)

Claudia Miesmer (+43316764646; claudia.miesmer@isop.at)



Associazione Il mondo nella città onlus:

via Battaglione Val Leogra 89/91

36015 Schio (VI), (IT)

Contacts:

Elena De Zen (+393337359345; scuola@ilmondonellacitta.it)



SVEB:

Schweizerischer Verband für Weiterbildung

Oerlikonerstrasse 38

8057 Zürich

Contacts:

Cäcilia Märki (caecilia.maerki@alice.ch)

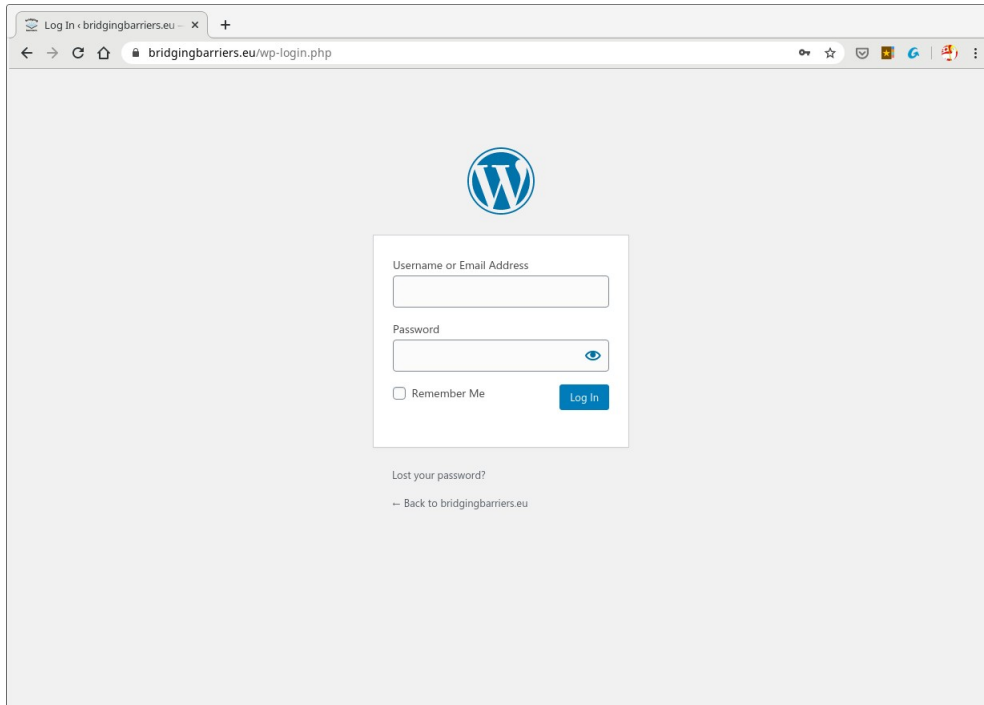
Martina Fleischli (martina.fleischli@alice.ch)

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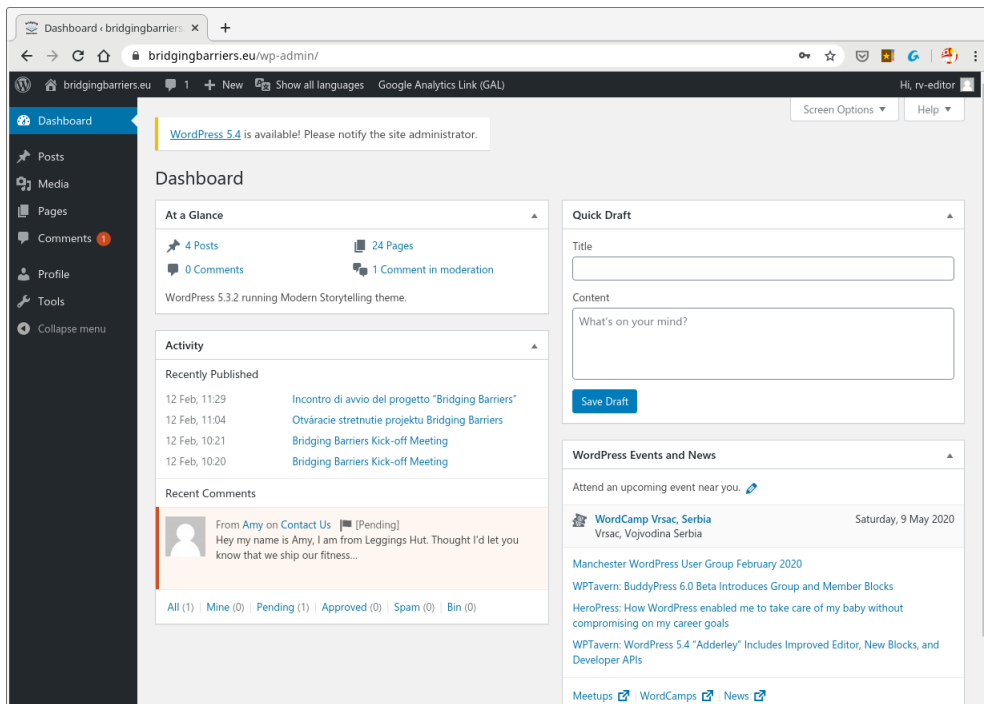
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A. Editing Webpages

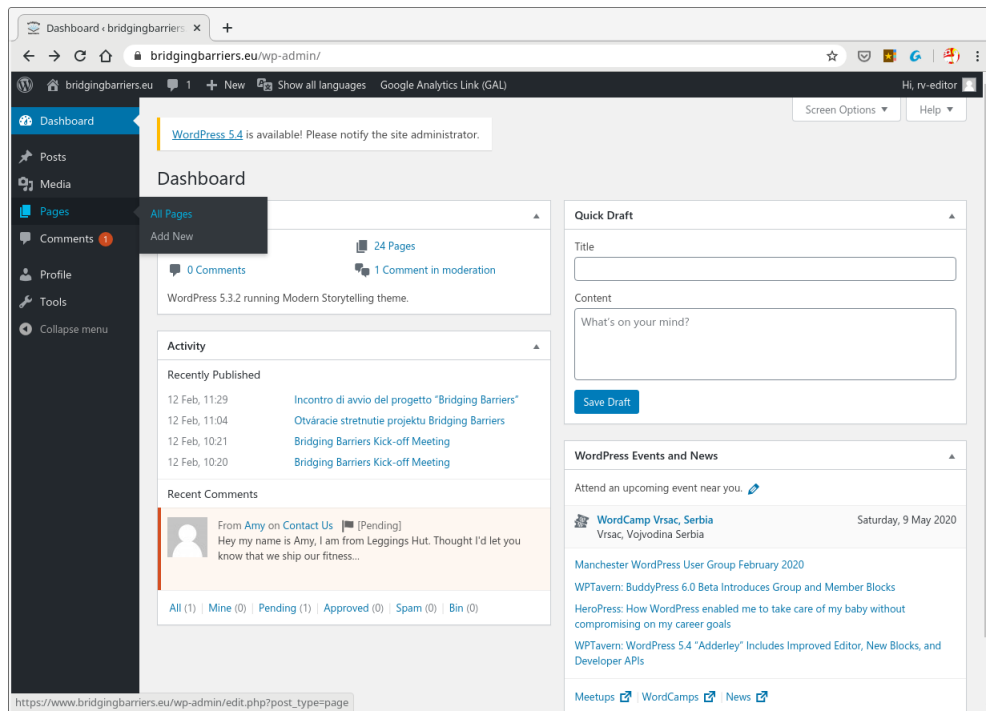
- A.1. Login to the website at the address <https://www.bridgingbarriers.eu/wp-login.php>



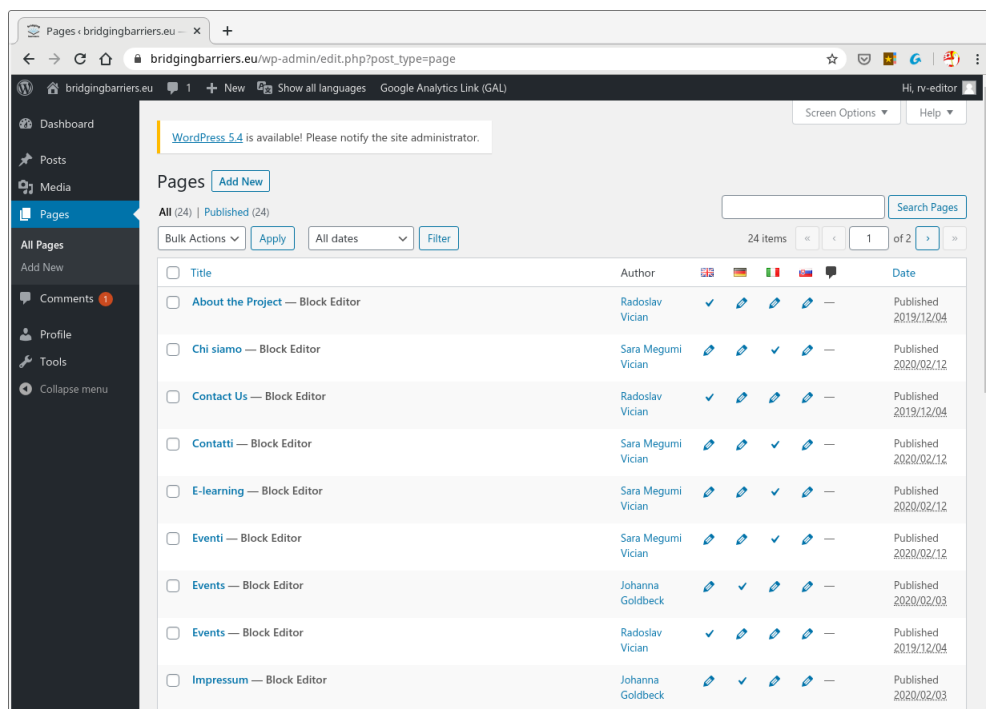
- A.2. After logging in you will be taken to the Dashboard.



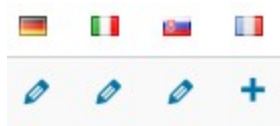
A.3. In order to edit your main website pages, hover your mouse over the “Pages/ All pages” heading in the left bar menu.



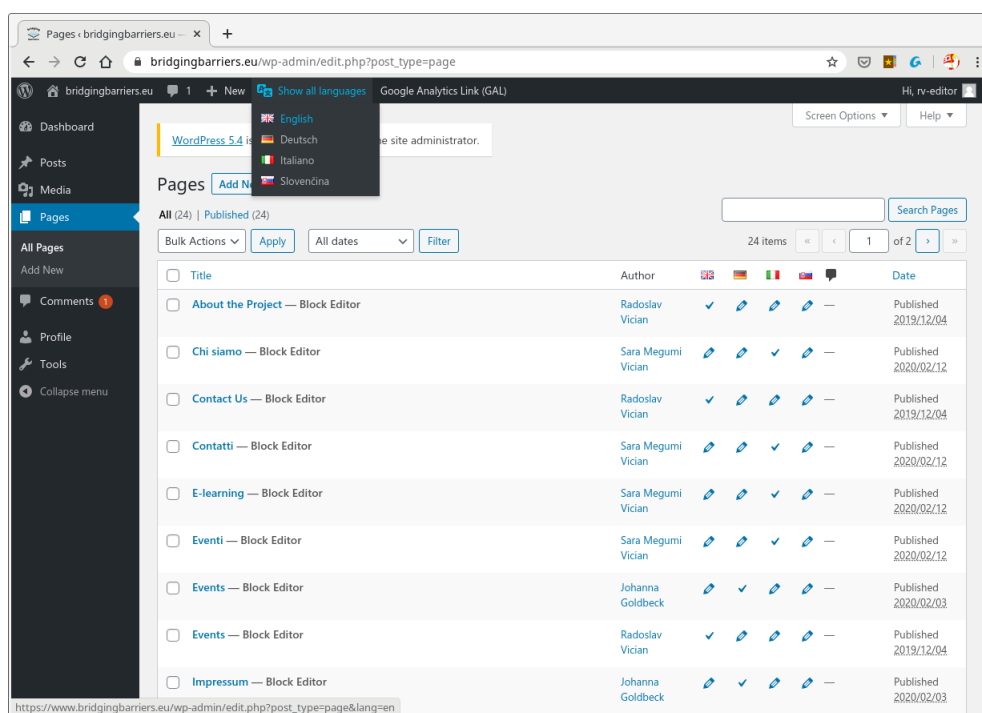
A.4. Click on “All pages” and this will take you to the list of all the published webpages.



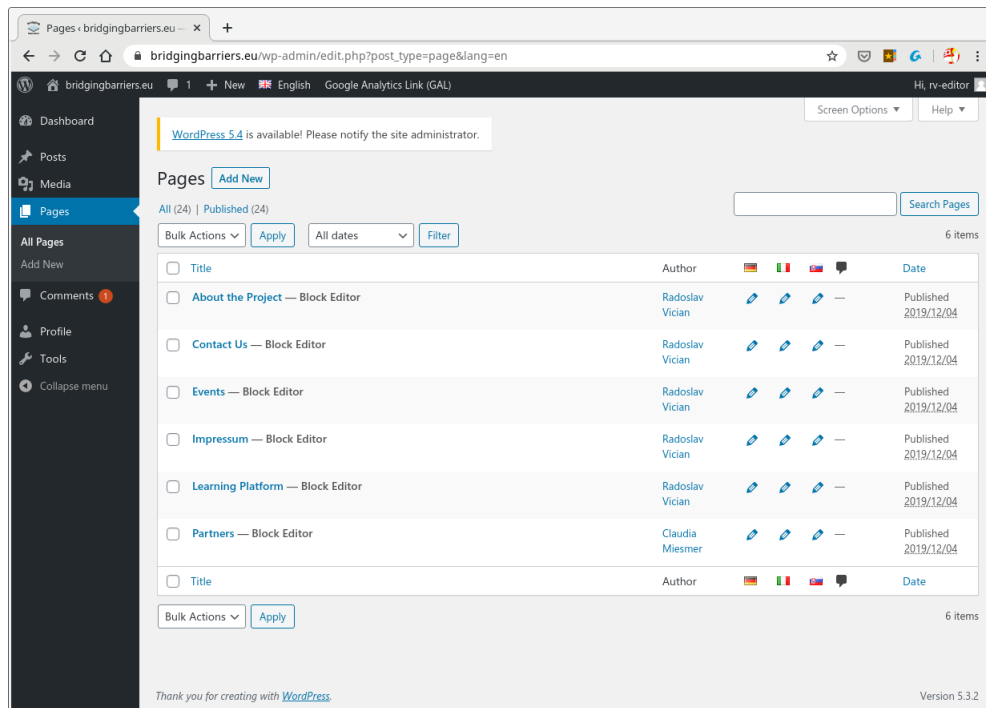
- A.5. Let us take the example of the first listed page “About the Project”. You can see various language versions listed in there. The “tick” symbol indicates the page you are currently editing. The pencil symbol indicates available translations. The “plus” symbol indicates a non-existent language version of the page.



- A.6. As you can see, there are many versions of the pages in different languages that can be quite confusing. As you probably want to edit the pages only in your language, it is best to filter the versions with the help of top menu. There you can find the heading “Show all languages.” Hover over this heading and you can click on the language of your choice to see only the pages in your language.



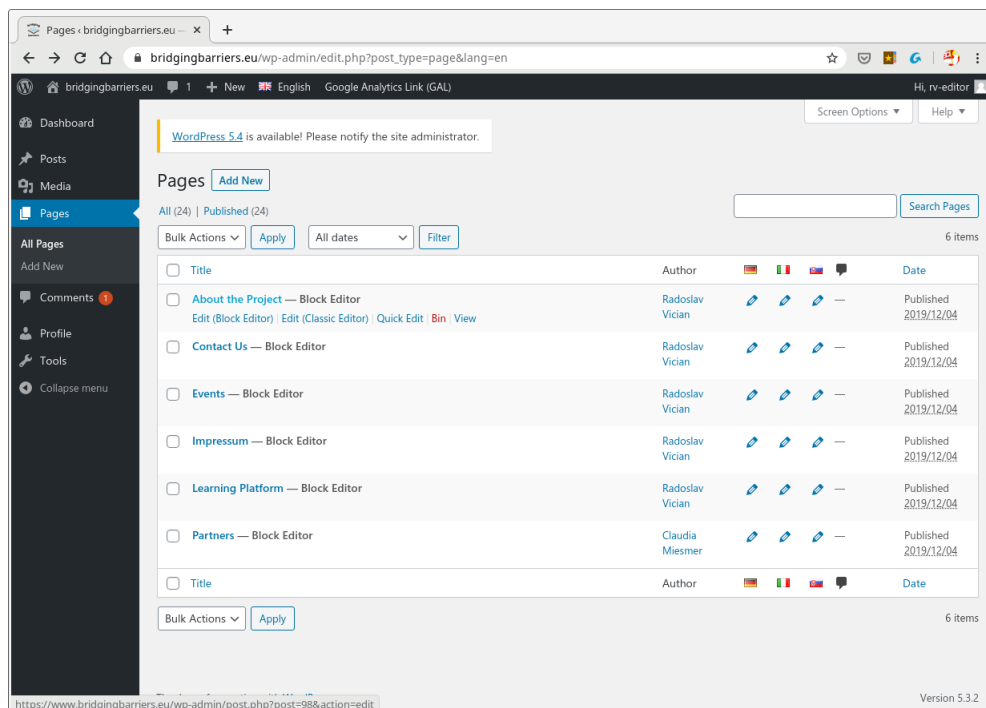
A.7. In our example I have selected “English” and, as you can see in the following screenshot, we have reduced the list of webpages only to English language versions.



The screenshot shows the WordPress admin dashboard for 'bridgingbarriers.eu'. The 'Pages' menu is selected, and the language filter is set to 'English'. The list of pages is as follows:

Title	Author	Date
About the Project — Block Editor	Radoslav Vician	Published 2019/12/04
Contact Us — Block Editor	Radoslav Vician	Published 2019/12/04
Events — Block Editor	Radoslav Vician	Published 2019/12/04
Impressum — Block Editor	Radoslav Vician	Published 2019/12/04
Learning Platform — Block Editor	Radoslav Vician	Published 2019/12/04
Partners — Block Editor	Claudia Miesmer	Published 2019/12/04

A.8. Let us now edit the page “About the Project.” Hover your mouse over its title and you can see new menu popping on mouse over.

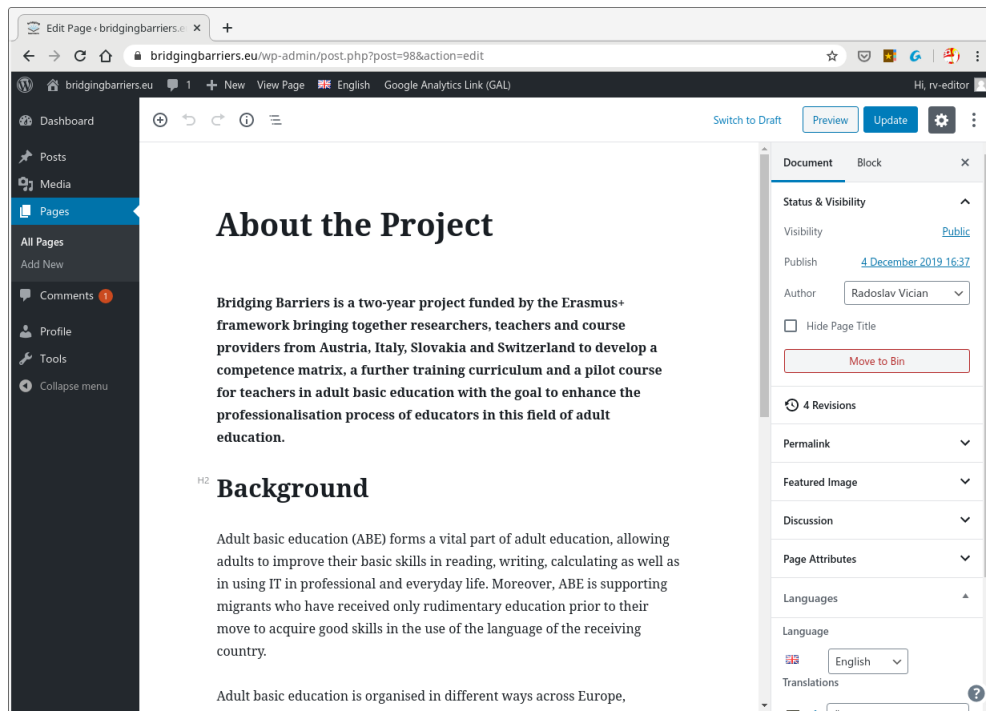


The screenshot shows the WordPress admin dashboard for 'bridgingbarriers.eu'. The 'Pages' menu is selected, and the language filter is set to 'English'. The list of pages is as follows:

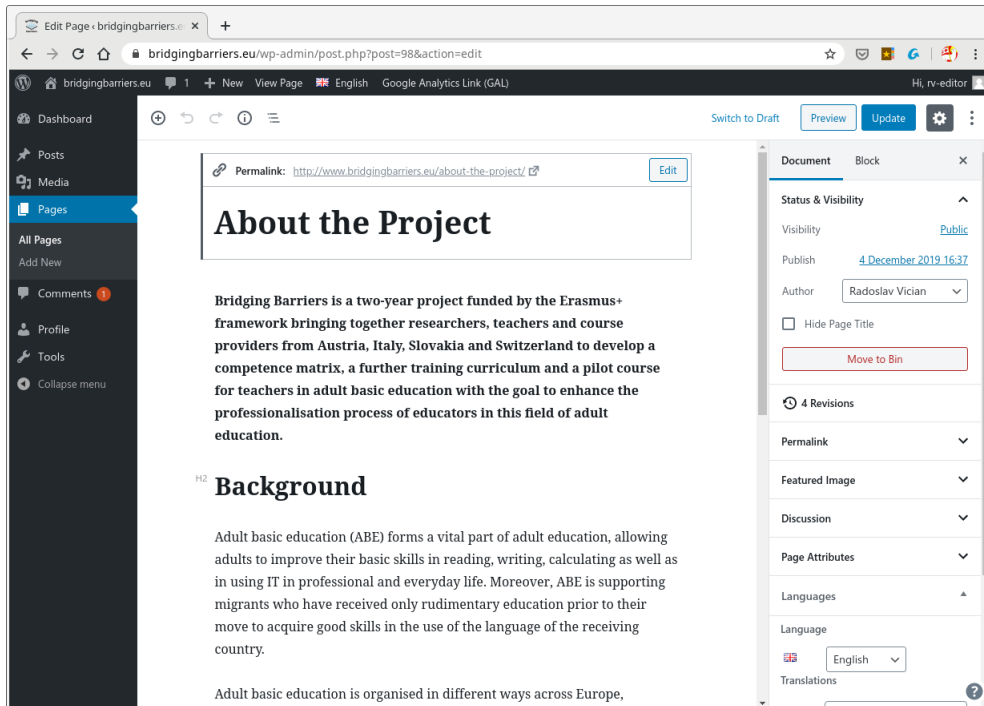
Title	Author	Date
About the Project — Block Editor	Radoslav Vician	Published 2019/12/04
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Impressum — Block Editor	Radoslav Vician	Published 2019/12/04
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When hovering over the 'About the Project' title, a menu appears with the following options: Edit (Block Editor), Edit (Classic Editor), Quick Edit, Bin, and View.

- A.9. You can either click on “Edit (Block Editor)” or simply click on the title “About the Page” and it will open the page for editing.



- A.10. If you now click on any text you will see it is organised in block (aka Block Editor). You can correct or replace the text within these blocks as you wish.



Permalink: <http://www.bridgingbarriers.eu/about-the-project/> Edit

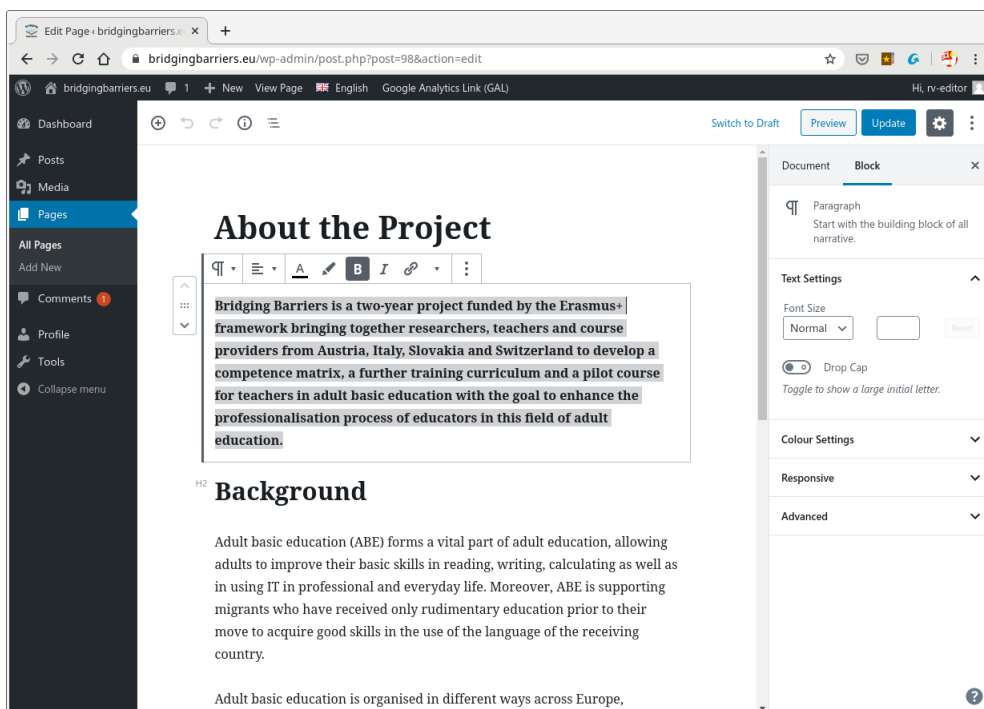
About the Project

Bridging Barriers is a two-year project funded by the Erasmus+ framework bringing together researchers, teachers and course providers from Austria, Italy, Slovakia and Switzerland to develop a competence matrix, a further training curriculum and a pilot course for teachers in adult basic education with the goal to enhance the professionalisation process of educators in this field of adult education.

Background

Adult basic education (ABE) forms a vital part of adult education, allowing adults to improve their basic skills in reading, writing, calculating as well as in using IT in professional and everyday life. Moreover, ABE is supporting migrants who have received only rudimentary education prior to their move to acquire good skills in the use of the language of the receiving country.

Adult basic education is organised in different ways across Europe,



About the Project

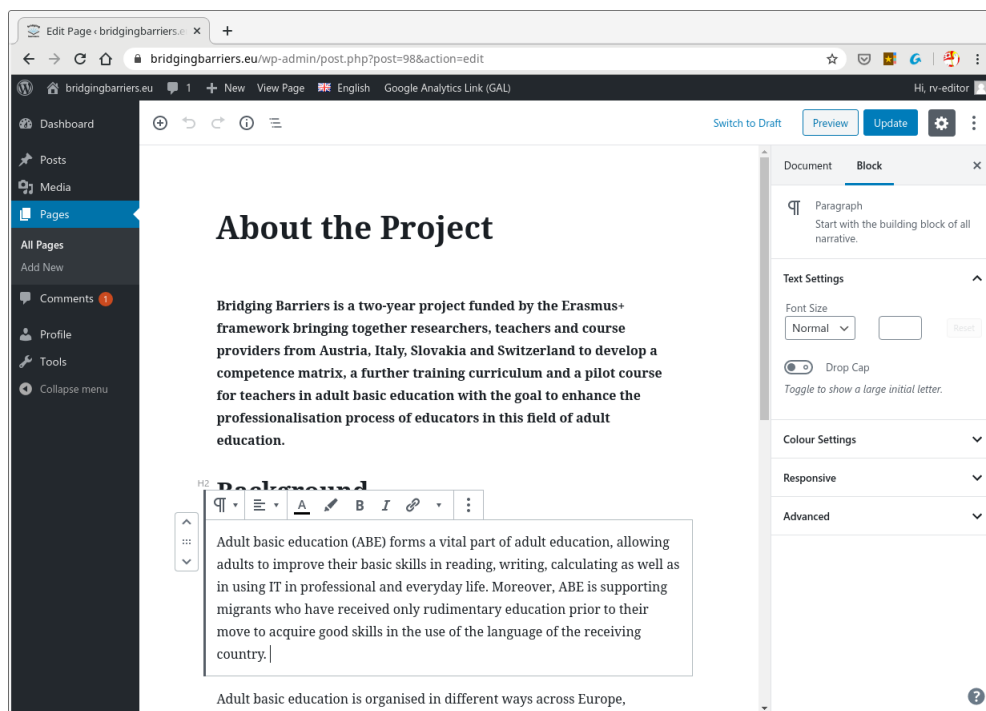
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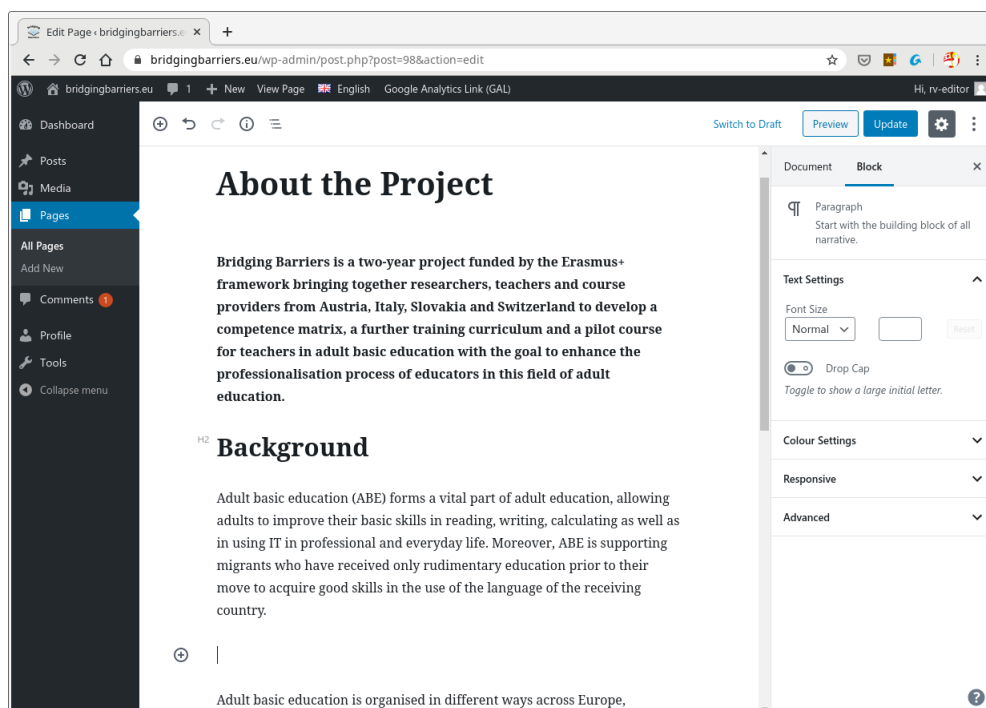
Adult basic education (ABE) forms a vital part of adult education, allowing adults to improve their basic skills in reading, writing, calculating as well as in using IT in professional and everyday life. Moreover, ABE is supporting migrants who have received only rudimentary education prior to their move to acquire good skills in the use of the language of the receiving country.

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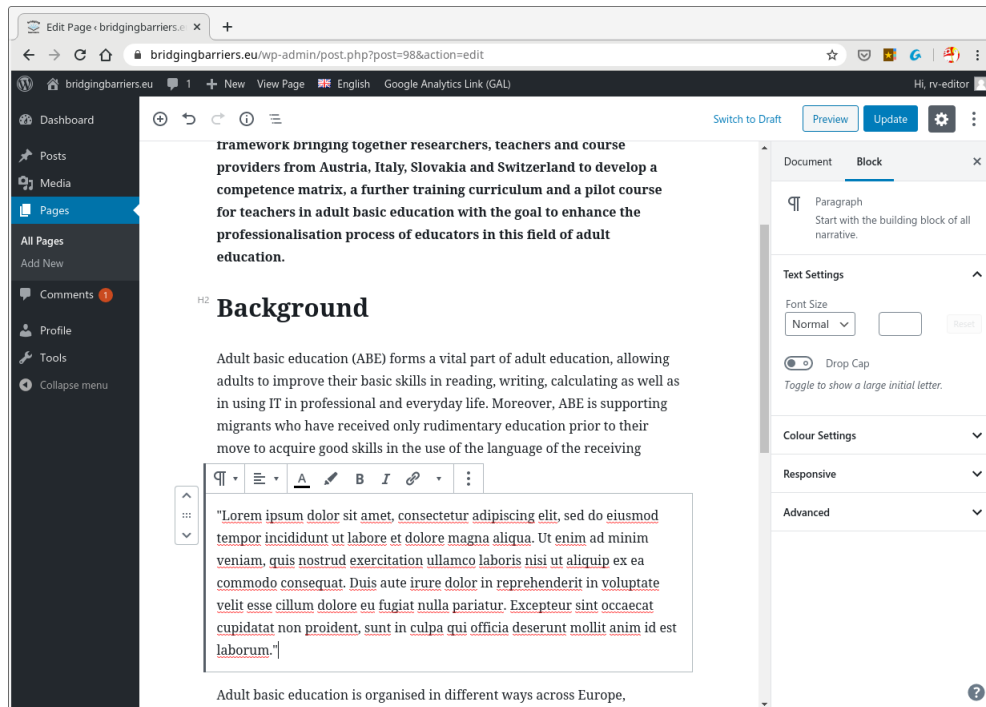
- A.11. To add new text (block), simply click at the end of the paragraph after which the new text should be added.



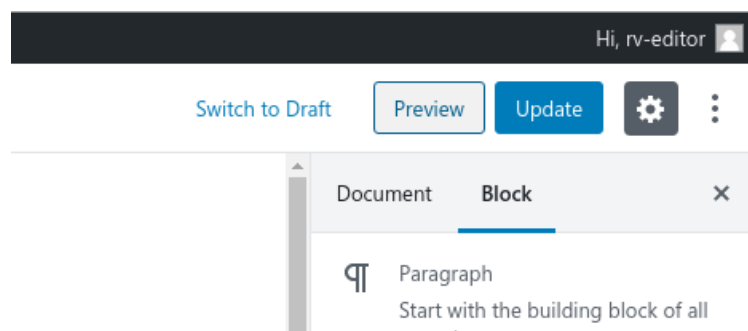
- A.12. Than press enter as in Word document and you will get a new paragraph (new block).



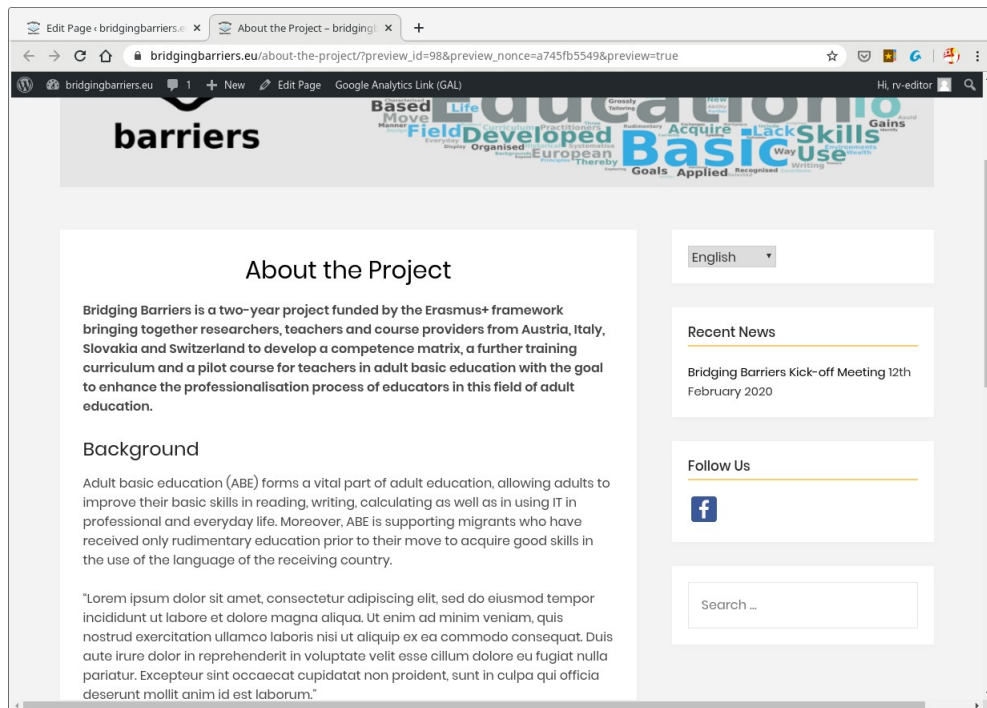
- A.13. Finally, you can type your text. As you can see, there are icons for editing similar to the Word editor. Play with them as you wish to adapt the paragraph to suit your needs.



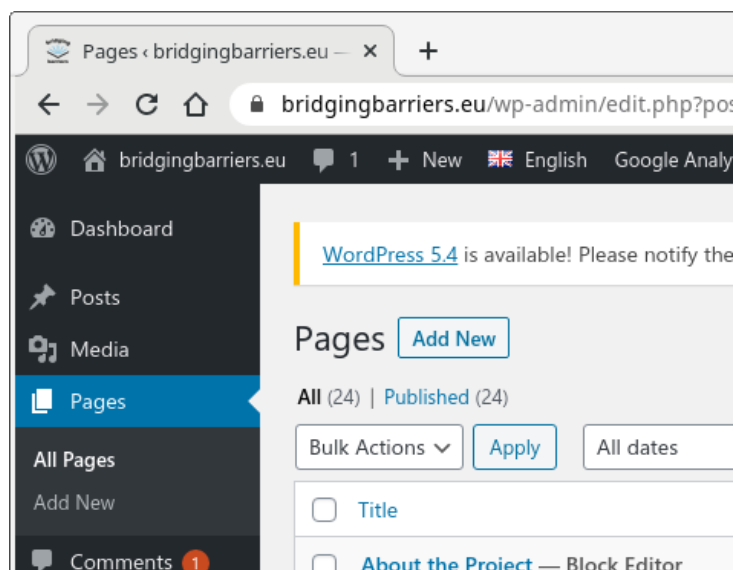
- A.14. Once you are finished with editing the page, head with your mouse to the top right corner where you can see the menu allowing you to preview or update your page.



- A.15. Click on “Preview” to see the changes in your page as they will appear on the website.

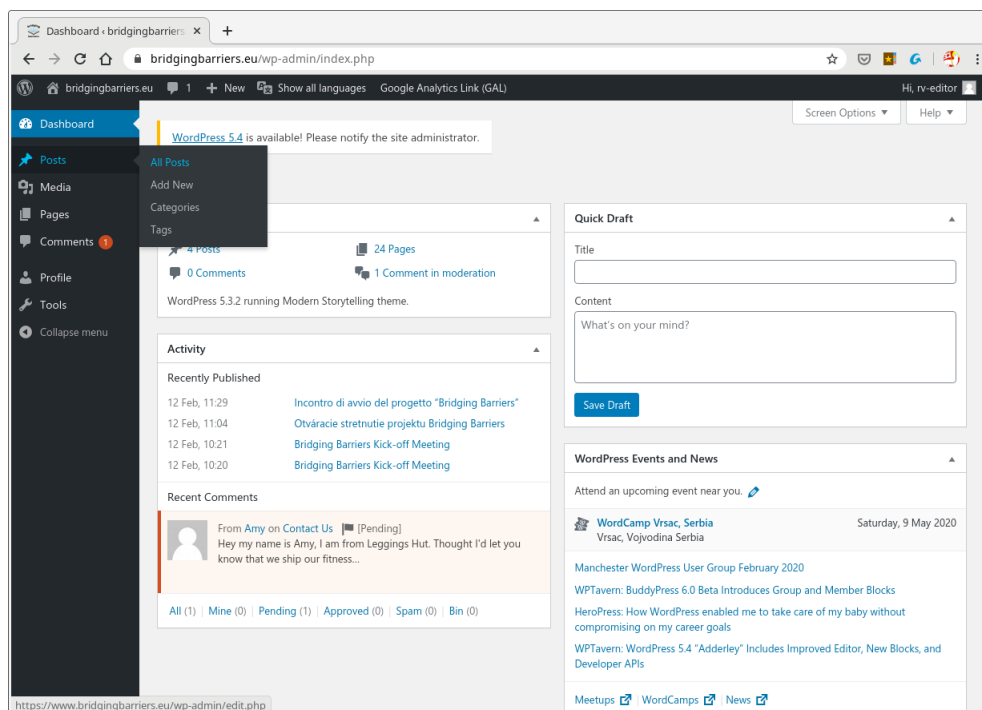


- A.16. As you can see the preview page has opened in a new tab. To return to editing you can either close this tab or click on “Edit Page” heading in the top menu bar. If you are satisfied with your changes you can publish them with clicking on the “Update” button”. In the same way you can also create new pages, simply in the step A.9. choose “Add New” button in the top left corner or under the heading “Pages/Add New” in the left navigation bar. Please, note that new pages will not appear automatically on the website and in its menu. For that you need to contact the administrator of the website as you do not have sufficient rights to change the structure of the website.

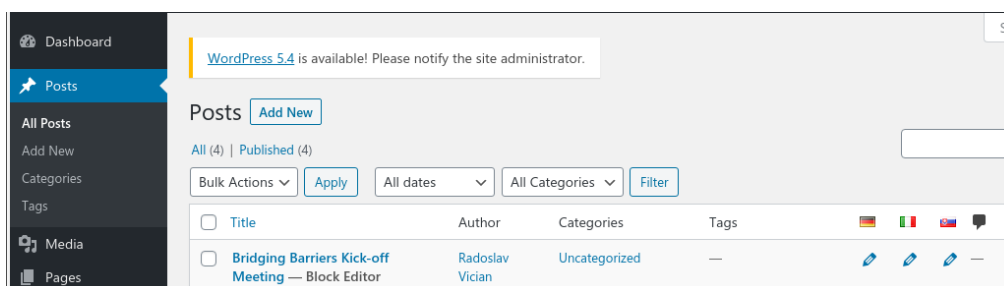


B. Editing and Adding Posts

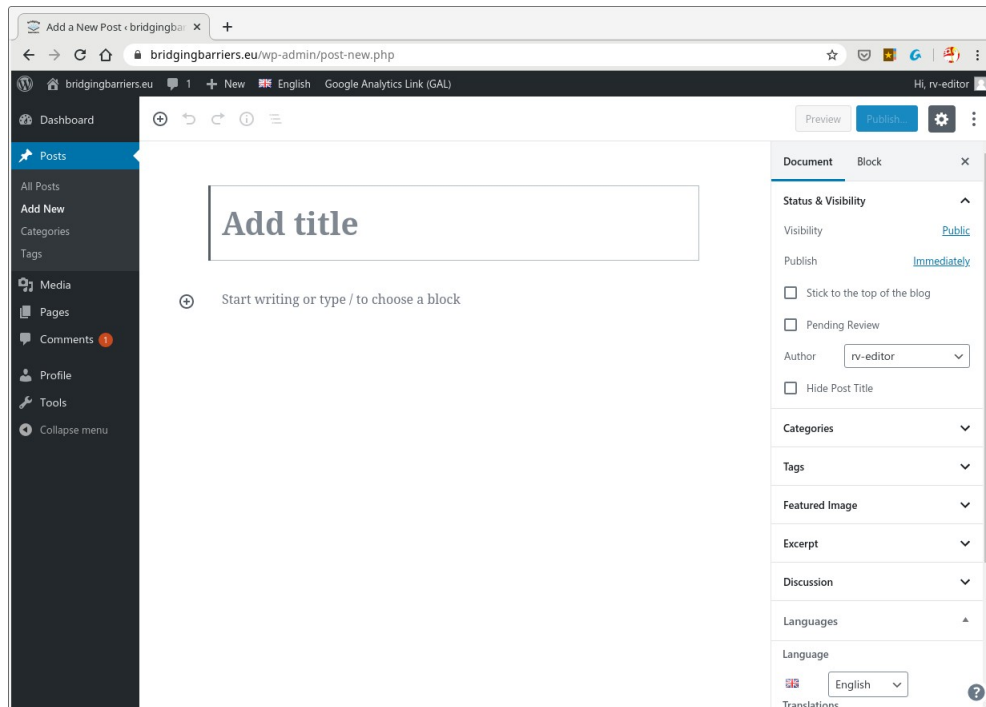
- B.1. Once in the Dashboard of the website (step A.3.), instead of choosing “Pages” from the left side menu, go with your mouse over “Posts” heading and choose “All Posts.”



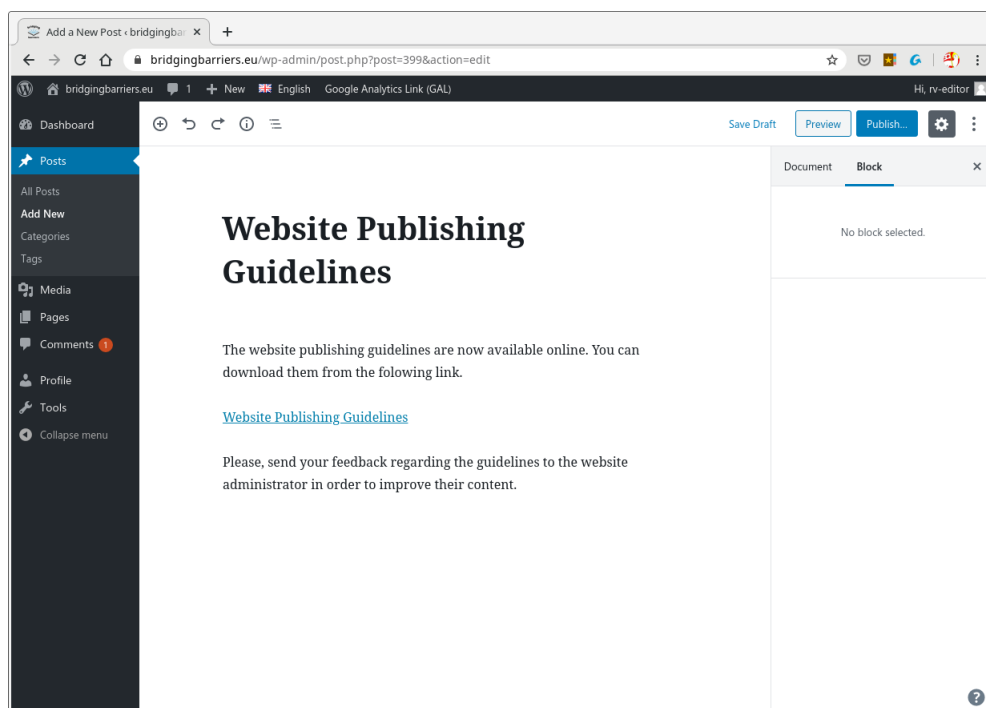
- B.2. Once again filter the posts to your language version if you wish (step A.6.). We will now create a new post to appear as news on the landing page of the website. The menu is similar to pages editing menu. To create a new post, you simply click on “Add New” button in the top left corner or under the heading “Posts/Add New” in the left navigation bar.



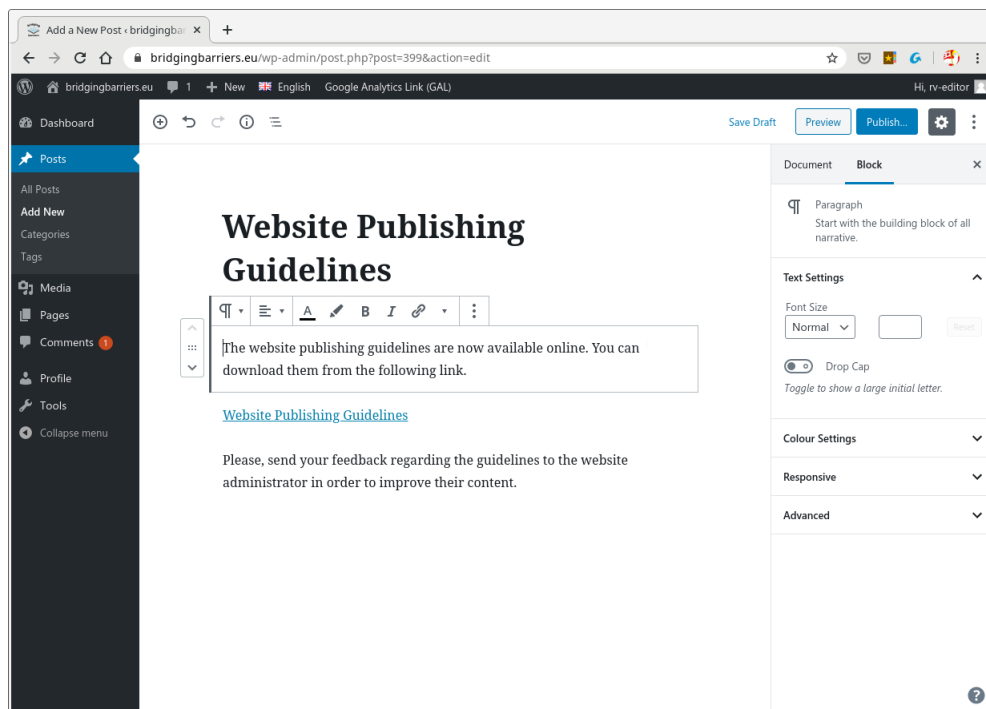
- B.3. Newly created post is blank but self-explanatory, similar to Word document editing. In the block “Add title” you give name to your post. In the block “Start writing or type / to choose a block” you add the text of your post.



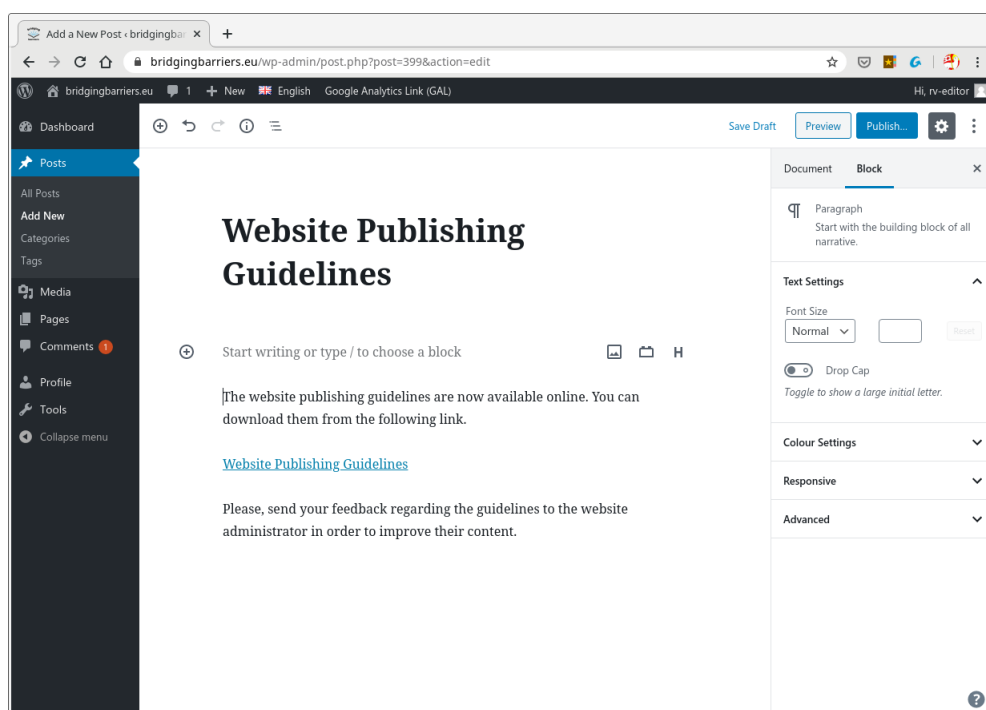
- B.4. Let us add some text.



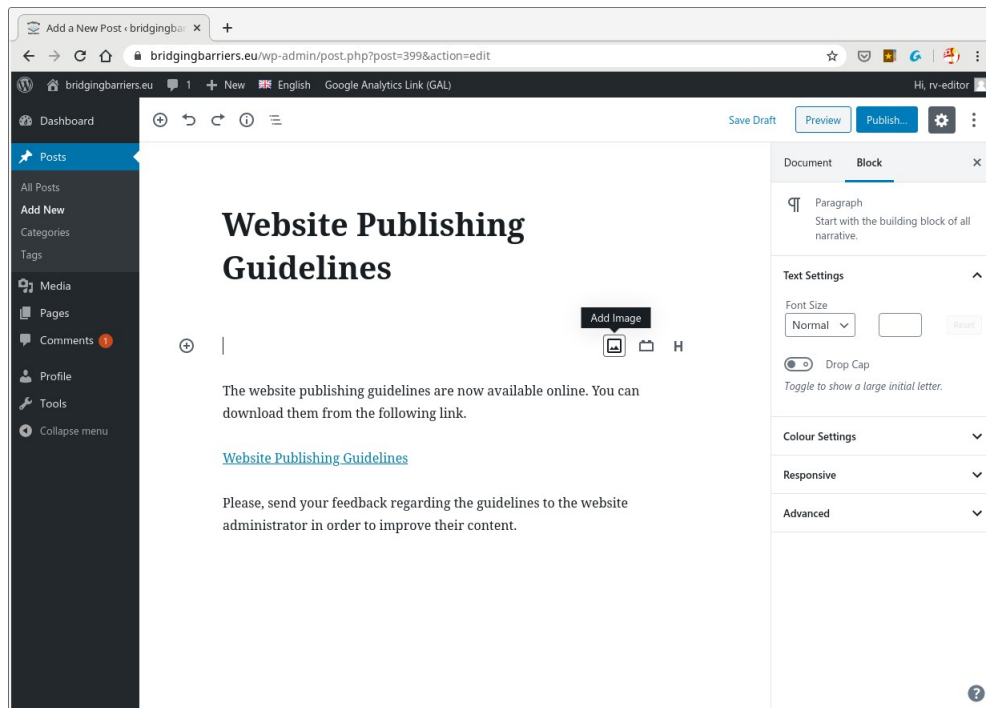
- B.5. You can also add pictures and other multimedia features. Let us add picture before the first text block. Position your cursor at the beginning of the sentence “The website publishing guidelines are now available online. You can download them from the following link.”



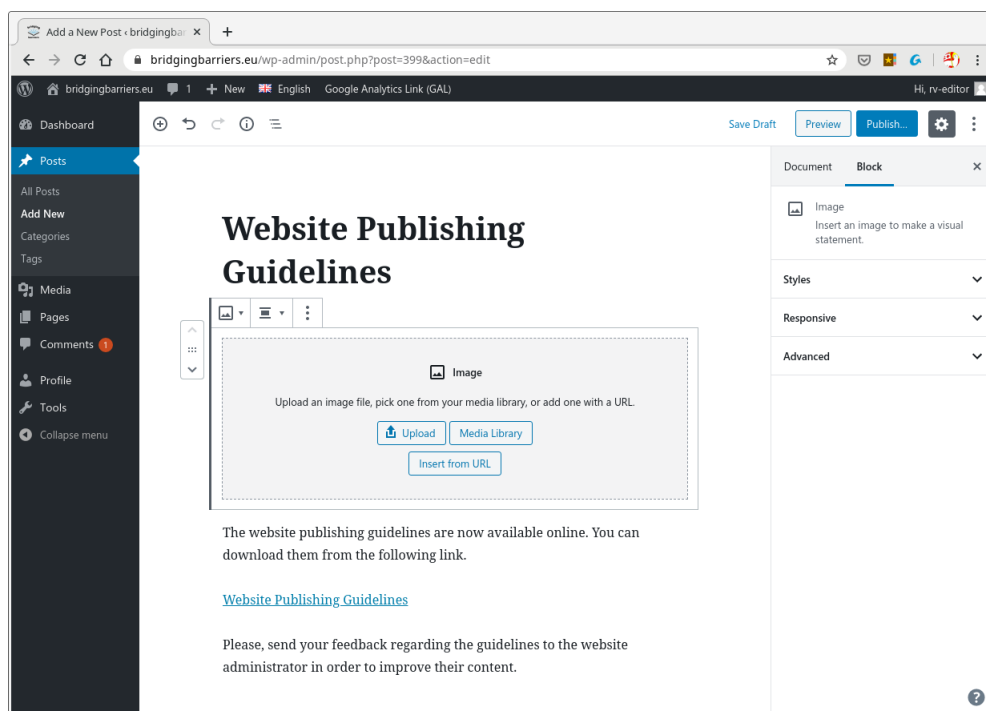
- B.6. Press Enter to create a new block above.



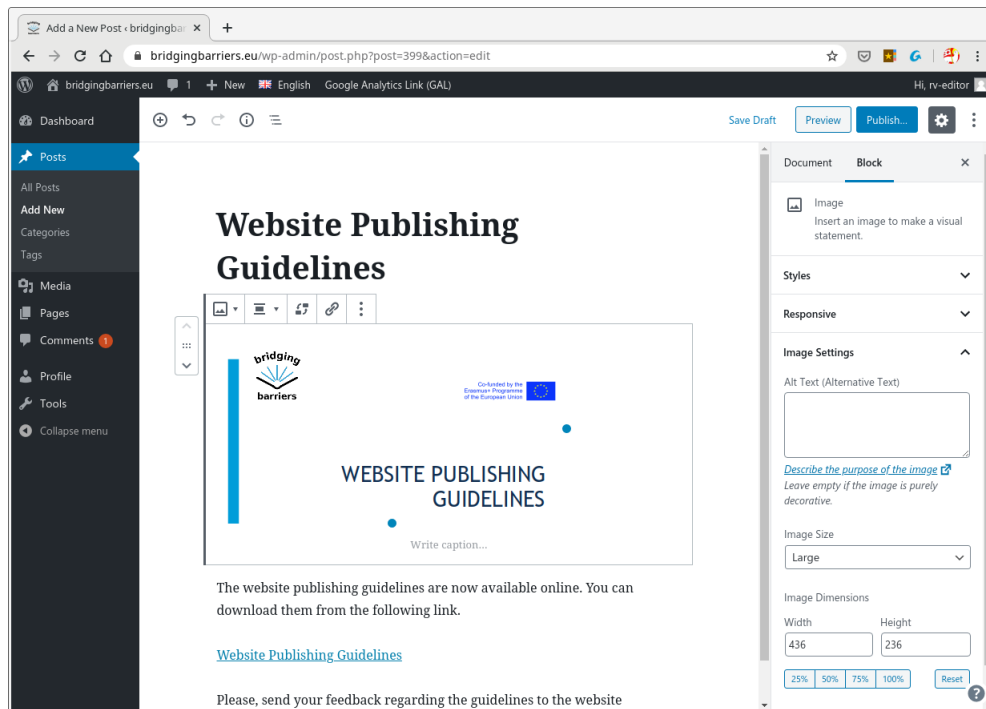
- B.7. As you can see in the top right menu of the block, there are new icons now and one of them is “Add Image.”



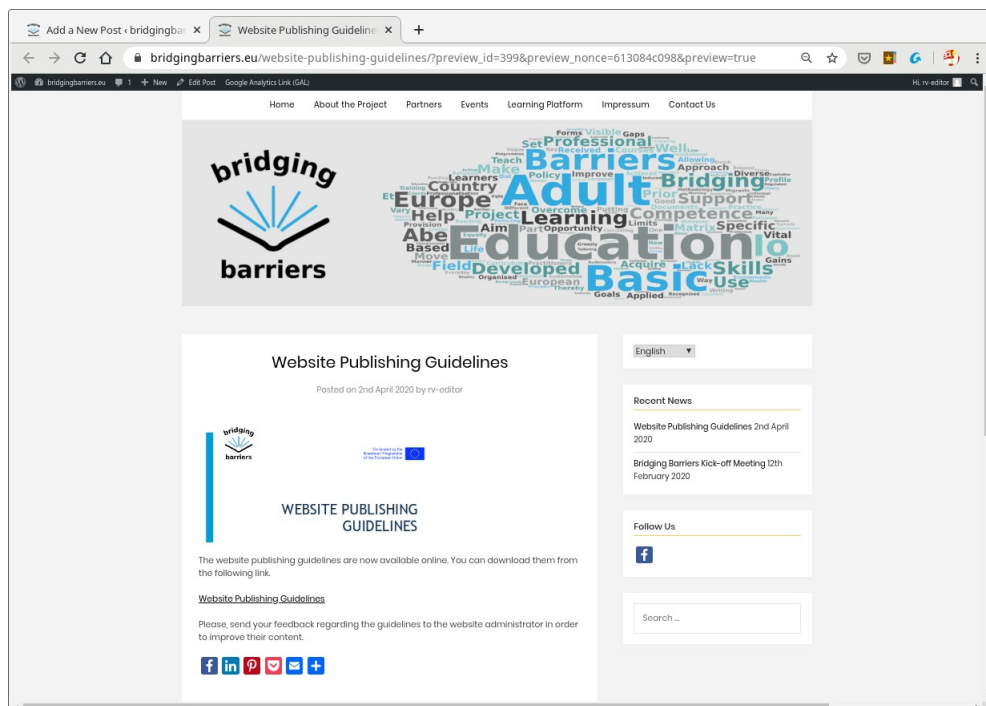
- B.8. When you click on the icon you will be able either to upload an image from your computer, to choose from the media library (once you upload an image it will be automatically added to the library) or insert a URL of an image.



- B.9. In most cases you will be uploading an image from your computer. In that case simply click on the “Upload” button,” browse for your image and click open. Once you do so the image is added to your post. You can then edit the image, change its alignment or add a URL to the image. Anyway, here is the result.



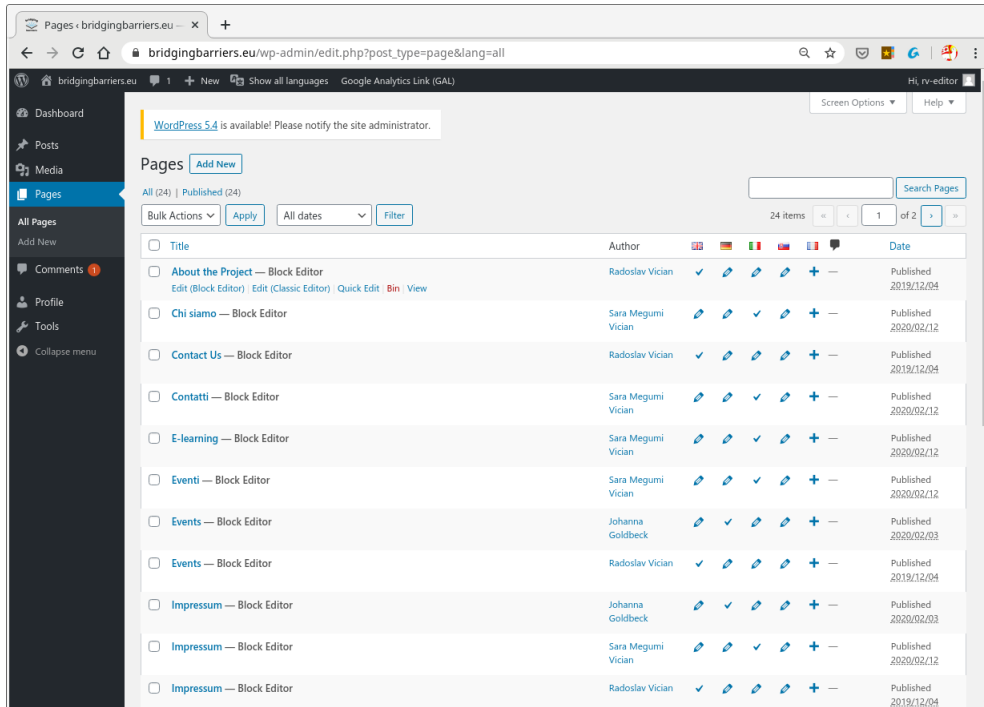
- B.10. Before publishing you can once again preview the post and afterwards publish it as in A.15. and A.16. Once you do so this will be the result.



[illegible]

C. Adding New Language Version of a Page or a Post

C.1. Firstly follow the steps A1. to A.4. Now you can see we have the new language added to the web - French (there is the “plus” symbol as illustrated in step A.5.).



WordPress 5.4 is available! Please notify the site administrator.

Pages [Add New](#)

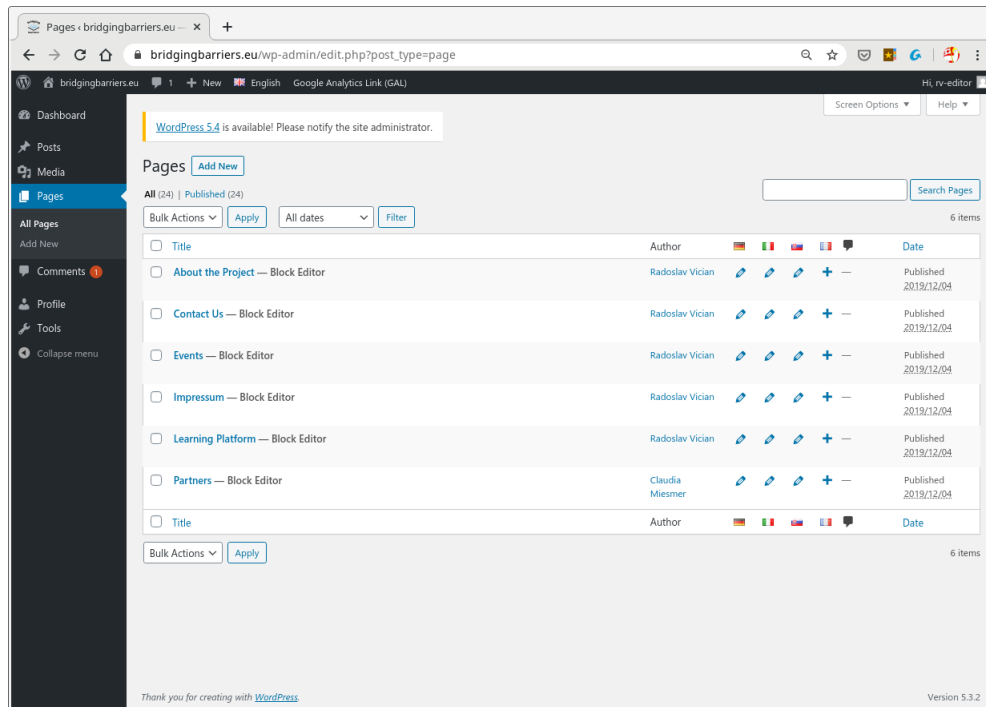
All (24) | Published (24)

Bulk Actions [Apply](#) All dates [Filter](#)

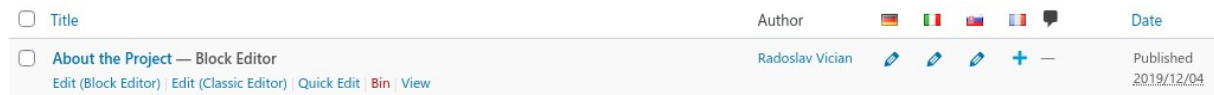
24 items 1 of 2

Title	Author	Date
About the Project — Block Editor	Radoslav Vician	Published 2019/12/04
Chi siamo — Block Editor	Sara Megumi Vician	Published 2020/02/12
Contact Us — Block Editor	Radoslav Vician	Published 2019/12/04
Contatti — Block Editor	Sara Megumi Vician	Published 2020/02/12
E-learning — Block Editor	Sara Megumi Vician	Published 2020/02/12
Eventi — Block Editor	Sara Megumi Vician	Published 2020/02/12
Events — Block Editor	Johanna Goldbeck	Published 2020/02/03
Events — Block Editor	Radoslav Vician	Published 2019/12/04
Impressum — Block Editor	Johanna Goldbeck	Published 2020/02/03
Impressum — Block Editor	Sara Megumi Vician	Published 2020/02/12
Impressum — Block Editor	Radoslav Vician	Published 2019/12/04

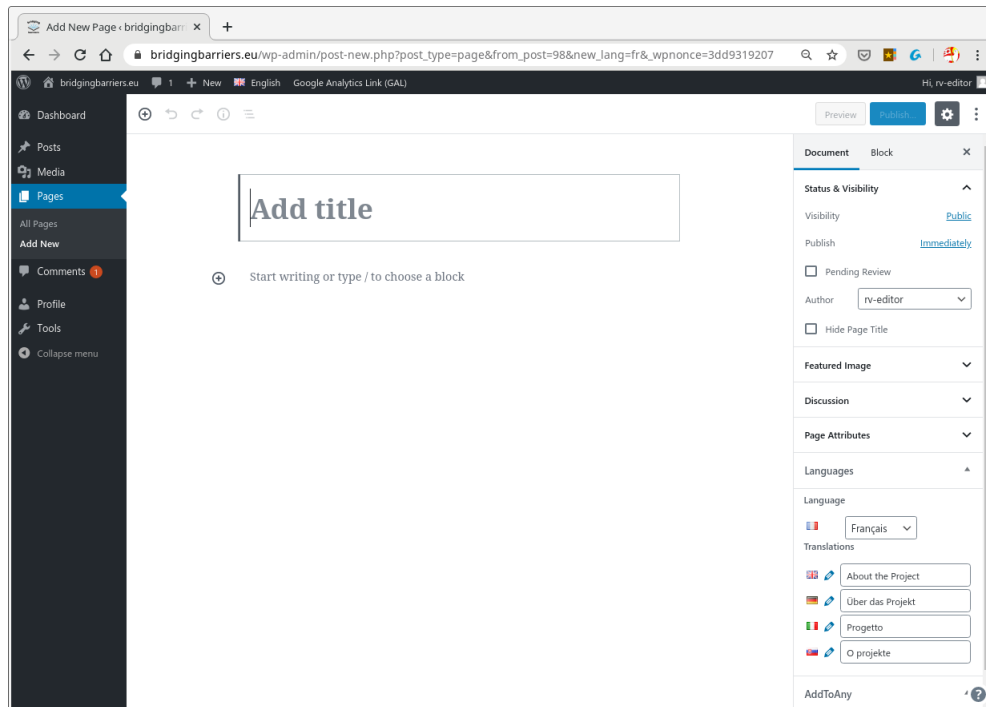
C.2. It is recommended to filter the pages to “English” as this is the default language of the website and it will show you all the pages that form the website (steps A.6. and A.7.).



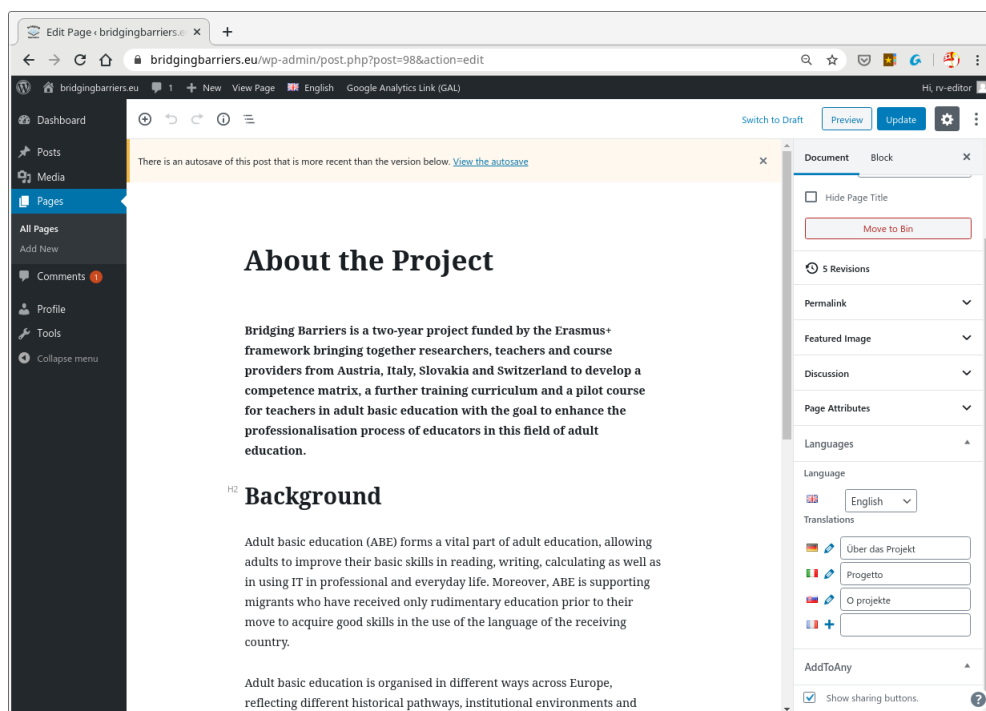
C.3. Let us continue with the example of editing the page “About the Project.” As you can see, there is a “plus” symbol under the French flag that indicates the page has not been translated to French yet.



- C.4. You have now two options to translate the page. First is by clicking on the “plus” symbol that will take you directly to the French version. The language version is also indicated in the right-side toolbar.



- C.5. Alternatively, you can enter the English version as in A.8. and A.9. You can then see the French version is missing in the right-side toolbar.



- C.6. In this case you once again click on the “plus” symbol and you are again taken directly to the French version of the page. Afterwards you continue with editing as in steps A.10. to A.16.
- C.7. The process of editing the Posts is the same as with the pages. Also in the case of Posts you can edit them directly using the “plus” symbols under language versions or entering an English version of a post and editing it from there.
- C.8. Finally, once all your pages are translated and you wish to add them to the menu, please, contact the website administrator with the following table filled with your translations:

English	[New language]
Home	
About the Project	
Partners	
Events	
Learning Platform	
Impressum	
Contact Us	