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WEBSITE PUBLISHING GUIDELINES

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A. Editing Webpages

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

S Log In < bridgingbarriers.eu - × +					
← → C ☆ ⓐ bridgingbarriers.eu/wp-login.php	م پُ	G G	2	Ð)	:
	Cog In			(学) (学)	

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

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🚯 🖀 bridgingbarriers.eu	ı 🛡 1 🕂 New ⊑	3 Show all languages Google Analytics Link (GAL)		Hi, rv-editor 📃 🏛
🚯 Dashboard 🔸	WordPress 5.4 is av	ailable! Please notify the site administrator.		Screen Options Help
✤ Posts ♀ Media	Dashboard			
📕 Pages	At a Glance		Quick Draft	*
투 Comments 🕦	🖈 4 Posts	24 Pages	Title	
🚢 Profile	0 Comments	Ten 1 Comment in moderation		
🖉 Tools	WordPress 5.3.2 runni	ng Modern Storytelling theme.	Content	
 Collapse menu 			What's on your mind?	
	Activity		A	
	Recently Published			
	12 Feb, 11:29	Incontro di avvio del progetto "Bridging Barrier	Save Draft	
	12 Feb, 11:04	Otváracie stretnutie projektu Bridging Barriers		
	12 Feb, 10:21 12 Feb, 10:20	Bridging Barriers Kick-off Meeting Bridging Barriers Kick-off Meeting	WordPress Events and News	
	Recent Comments	bruging barriers kick-on meeting	Attend an upcoming event near you. 🧷	
	From Amy Hey my nat	on Contact Us 🍽 [Pending] me is Amy, I am from Leggings Hut. Thought I'd let y	WordCamp Vrsac, Serbia Vrsac, Vojvodina Serbia	Saturday, 9 May 2020
	know that	we ship our fitness	Manchester WordPress User Group February	2020
			WPTavern: BuddyPress 6.0 Beta Introduces G	roup and Member Blocks
	All (1) Mine (0) Pe	ending (1) Approved (0) Spam (0) Bin (0)	HeroPress: How WordPress enabled me to ta compromising on my career goals	ike care of my baby without
			WPTavern: WordPress 5.4 "Adderley" Include Developer APIs	s Improved Editor, New Blocks, and
			Meetups 🗗 WordCamps 🗗 News 🗗	





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.

Pages < bridgingbarri	ers.eu – × +							
← → C ☆ ●	bridgingbarriers.eu/wp-admin/edit.php?post_type=page						☆ 🗵	🛢 6 🎒 i
🛞 🖀 bridgingbarriers.e	u 🛡 1 🕂 New 🛱 Show all languages 🛛 Google Analytics Link (GAL)							Hi, rv-editor 🔃 🔒
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🖈 Posts								
91 Media	Pages Add New							
📙 Pages 🔸	All (24) Published (24)					_		Search Pages
All Pages	Bulk Actions V Apply All dates V Filter			24	litems	«	< 1	of 2 > »
Add New	Title	Author		-	•	8	Ψ	Date
Comments 1	About the Project — Block Editor	Radoslav Vician	~	ø	ø	Ø	_	Published 2019/12/04
よ Profile 🎤 Tools	Chi siamo — Block Editor	Sara Megumi Vician	ø	ø	~	ø	-	Published 2020/02/12
 Collapse menu 	Contact Us — Block Editor	Radoslav Vician	~	Ø	Ø	Ø	-	Published 2019/12/04
	Contatti — Block Editor	Sara Megumi Vician	ø	Ø	~	ø	-	Published 2020/02/12
	E-learning — Block Editor	Sara Megumi Vician	ø	ø	~	ø	-	Published 2020/02/12
	Eventi — Block Editor	Sara Megumi Vician	ø	ø	~	ø	-	Published 2020/02/12
	Events — Block Editor	Johanna Goldbeck	ø	~	Ø	ø	_	Published 2020/02/03
	Events — Block Editor	Radoslav Vician	~	Ø	Ø	ø	_	Published 2019/12/04
	Impressum — Block Editor	Johanna Goldbeck	Ø	*	Ø	Ø	_	Published 2020/02/03





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.

		8	
0	0	0	+

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.

Pages - bridgingbarrie	rs.eu- × +							
< → C ☆ ●	pridgingbarriers.eu/wp-admin/edit.php?post_type=page						☆ 🖾	🛃 💪 🎒 🗄
🛞 🖀 bridgingbarriers.eu	I + New Google Analytics Link (GAL)							Hi, rv-editor 🔼 🄶
🍘 Dashboard	₩ English					Scr	een Options	▼ Help ▼
🖈 Posts	WordPress 5.4 is Deutsch te site administrator.							
91 Media	Pages Add N Slovenčina							
Pages	All (24) Published (24)							Search Pages
All Pages	Bulk Actions ~ Apply All dates ~ Filter			24	items	«	< 1	of 2 > »
Add New	Title	Author	*	-		8	Ψ	Date
Comments 1	About the Project — Block Editor	Radoslav Vician	~	ø	Ø	ø	_	Published 2019/12/04
📥 Profile 🎤 Tools	Chi siamo — Block Editor	Sara Megumi Vician	ø	ø	*	Ø	-	Published 2020/02/12
Collapse menu	Contact Us — Block Editor	Radoslav Vician	~	ø	ø	ø	-	Published 2019/12/04
	Contatti — Block Editor	Sara Megumi Vician	ø	Ø	*	ø	-	Published 2020/02/12
	E-learning — Block Editor	Sara Megumi Vician	Ø	Ø	~	Ø	-	Published 2020/02/12
	Eventi — Block Editor	Sara Megumi Vician	ø	ø	~	ø	-	Published 2020/02/12
	Events — Block Editor	Johanna Goldbeck	Ø	~	Ø	Ø	-	Published 2020/02/03
	Events — Block Editor	Radoslav Vician	~	Ø	Ø	Ø	-	Published 2019/12/04
https://www.bridgingbarriers	Impressum — Block Editor .eu/wp-admin/edit.php?post_type=page⟨=en	Johanna Goldbeck	ø	~	ø	Ø	-	Published 2020/02/03





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.

	bridgingbarriers.eu/wp-admin/edit.php?post_type=page⟨=en		☆ 🖂	🖪 💪 🎒
🕅 🕆 bridgingbarrie	rs.eu 🌹 1 🕂 New 🗱 English Google Analytics Link (GAL)			Hi, rv-editor
 Dashboard Posts 	WordPress 5.4 is available! Please notify the site administrator.		Screen Option	Help ▼
🕽 Media	Pages Add New			
Pages	All (24) Published (24)			Search Pages
II Pages	Bulk Actions V Apply All dates V Filter			6 item
	Title	Author	💻 💶 📟 🏴	Date
Comments 1	About the Project — Block Editor	Radoslav Vician	000-	Published 2019/12/04
Profile 7 Tools	Contact Us — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Events — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Impressum — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Learning Platform — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Partners — Block Editor	Claudia Miesmer	000-	Published 2019/12/04
	Title	Author	💻 💶 📾 루	Date
	Bulk Actions V Apply			6 iten
	Thank you for creating with <u>WordPress</u> .			Version 5.3

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.

Pages « bridgingba				
< → C ∆	bridgingbarriers.eu/wp-admin/edit.php?post_type=page⟨=en		☆ ©	0 🖪 G 🎒
🕅 😤 bridgingbarrier	s.eu 🛡 1 🕂 New 🇮 English Google Analytics Link (GAL)			Hi, rv-editor
Dashboard			Screen Opt	ions 🔻 Help 🔻
Posts	WordPress 5.4 is available! Please notify the site administrator.			
	Pages Add New			
] Media Pages	All (24) Published (24)			Search Pages
	Bulk Actions V Apply All dates V Filter			6 item
ll Pages dd New				
	C Title	Author	💻 🚺 🛥 👎	Date
Comments 1	About the Project — Block Editor Edit (Block Editor) Edit (Classic Editor) Quick Edit Bin View	Radoslav Vician	000-	Published 2019/12/04
Profile Tools	Contact Us — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Events — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Impressum — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Learning Platform — Block Editor	Radoslav Vician	000-	Published 2019/12/04
	Partners — Block Editor	Claudia Miesmer	000-	Published 2019/12/04
	Title	Author	💻 🖬 🛥 🌹	Date
	Bulk Actions V Apply			6 iten
ps://www.bridgingban	riers.eu/wp-admin/post.php?post=98&action=edit			Version 5.3.





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.









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 th Word editor. Play with them as you wish to adapt the paragraph to suit your needs.



A.14. Once you are finishd 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."

Dashboard - bridging	jbarriers × +		
← → C ☆ ●	bridgingbarriers.eu/wp-admin/index.php	\$	7 🖂 🖪 6 🎒 🗄
🚯 🏠 bridgingbarriers.e	eu 툑 1 🕂 New 🛱 Show all languages Google Analytics Link (GAL)		Hi, rv-editor 📃
🚯 Dashboard 🔸	WordPress 5.4 is available! Please notify the site administrator.	Screen	Options Help
✤ Posts ♀ Media	All Posts Add New		
Pages	Categories	Quick Draft	*
투 Comments በ	Tags	Title	
📥 Profile	🗭 0 Comments 🛛 🦣 1 Comment in moderation		
🖋 Tools	WordPress 5.3.2 running Modern Storytelling theme.	Content	
Collapse menu		What's on your mind?	
	Activity		
	Recently Published 12 Feb, 11:29 Incontro di avvio del progetto "Bridging Barrier 12 Feb, 11:04 Otváracie stretnutie projektu Bridging Barriers	s* Save Draft	
	12 Feb, 10:21 Bridging Barriers Kick-off Meeting 12 Feb, 10:20 Bridging Barriers Kick-off Meeting	WordPress Events and News	*
	Recent Comments	Attend an upcoming event near you. 🖉	
	From Amy on Contact Us = [Pending] Hey my name is Amy, I am from Leggings Hut. Thought I'd let yo	ou WordCamp Vrsac, Serbia Vrsac, Vojvodina Serbia	Saturday, 9 May 2020
	know that we ship our fitness	Manchester WordPress User Group February 2020 WPTavern: BuddyPress 6.0 Beta Introduces Group and Mi	ember Blocks
	All (1) Mine (0) Pending (1) Approved (0) Spam (0) Bin (0)	HeroPress: How WordPress enabled me to take care of m compromising on my career goals	
		WPTavern: WordPress 5.4 "Adderley" Includes Improved I Developer APIs	Editor, New Blocks, and
https://www.bridgingbarrie	rs.eu/wp-admin/edit.php	Meetups 🗗 WordCamps 🗗 News 🗗	

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.

🍘 Dashboard	WordPress 5.4 is available! Please notify the site administrator.			Scr
📌 Posts				
All Posts	Posts Add New		_	
Add New	All (4) Published (4)			
Categories	Bulk Actions V Apply All dates V All Categories V Filter			
Tags	Title Author Categories Tags	-		a 🛡
9] Media	Bridging Barriers Kick-off Radoslav Uncategorized —	•		
📕 Pages	Meeting — Block Editor Vician	0	Ø	0 -



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.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.







B.11. And this will appear on the landing page of <u>https://www.bridgingbarriers.eu/</u>.







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.).

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Comments 1	About the Project — Block Editor Edit (Block Editor) Edit (Classic Editor) Quick Edit Bin View	Radoslav Vician 🗸 🤌	00+-	Published 2019/12/04
🛎 Profile	Chi siamo — Block Editor	Sara Megumi 🥏 🤌 Vician	✓ Ø + -	Published 2020/02/12
Collapse menu	Contact Us — Block Editor	Radoslav Vician 🗸 🖉	00+-	Published 2019/12/04
	Contatti — Block Editor	Sara Megumi 🧳 🤌 Vician	✓ Ø + -	Published 2020/02/12
	E-learning — Block Editor	Sara Megumi 🥏 🤌 Vician	✓ Ø + -	Published 2020/02/12
	Eventi — Block Editor	Sara Megumi 🧳 🧳 Vician	✓ Ø + -	Published 2020/02/12
	Events — Block Editor	Johanna 🥒 🗸 Goldbeck	00+-	Published 2020/02/03
	Events — Block Editor	Radoslav Vician 🖌 🖉	00+-	Published 2019/12/04
	Impressum — Block Editor	Johanna 🖉 🗸 Goldbeck	0 0 + -	Published 2020/02/03
	Impressum — Block Editor	Sara Megumi 🧳 🤌 Vician	✓ Ø + -	Published 2020/02/12
	Impressum — Block Editor	Radoslav Vician 🖌 🖉	00+-	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 ☆	bridgingbarriers.eu/wp-admin/edit.php?post_type=page eu v				Q	. ਮ		🛃 💪 🐴 Hi, rv-edito
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Posts Media	Pages Add New							
Pages	All (24) Published (24)							Search Page
Pages	Bulk Actions V Apply All dates V Filter							6 ite
	Title	Author	-		2		٠	Date
Comments 🕦	About the Project — Block Editor	Radoslav Vician	ø	ø	ø	+	_	Published 2019/12/04
Profile Tools	Contact Us Block Editor	Radoslav Vician	Ø	ø	Ø	+	-	Published 2019/12/04
	Events — Block Editor	Radoslav Vician	Ø	ø	ø	+	-	Published 2019/12/04
	Impressum — Block Editor	Radoslav Vician	Ø	ø	ø	+	_	Published 2019/12/04
	Learning Platform — Block Editor	Radoslav Vician	Ø	Ø	ø	+	-	Published 2019/12/04
	Partners — Block Editor	Claudia Miesmer	ø	ø	ø	+	-	Published 2019/12/04
	O Title	Author		н	8		•	Date
	Bulk Actions V Apply							6 ite

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.

Title	Author			8			Date
About the Project — Block Editor Edit (Block Editor) Edit (Classic Editor) Quick Edit Bin View	Radoslav Vician	0	0	0	+	_	Published 2019/12/04





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		