Contents

1. INNOLAB Website .............................................................................................................. 2
   1.1. Homepage .................................................................................................................. 2
   1.2. Structure .................................................................................................................... 3
   1.3. Main Content Elements ............................................................................................. 4
      1.3.1. Posts .................................................................................................................... 4
      1.3.2. Pages ................................................................................................................... 4
      1.3.3. Media Files ........................................................................................................... 5

2. Website Administration ..................................................................................................... 6
   2.1. Login ............................................................................................................................ 6
   2.2. Dashboard ................................................................................................................... 6
   2.3. Add / Edit Posts .......................................................................................................... 7
   2.4. Add / Edit Pages ......................................................................................................... 9
   2.5. Add Media ................................................................................................................... 11
   2.6. Add / Edit Translations ............................................................................................ 15
   2.7. Edit Profile ................................................................................................................ 17
1. INNOLAB Website

1.1. Homepage

The public website of INNOLAB project is available in the following address:

http://www.innolabs.org/
The contents of the website are available in three languages: English, Ukrainian and Belarussian.

1.2. Structure

- Home
- About the Project
  - Project Overview
  - Aims and Objectives
  - INNOLAB for Academics
  - INNOLAB for Students
  - INNOLAB for Enterprises
- Project Partners
  - Partners’ list
- Innovation Labs
- News & Activities
  - Project News
  - Events
  - Publications
- Photo Gallery
- Contact Us
1.3. Main Content Elements

1.3.1. Posts

Posts are entries listed in reverse chronological order on the home page ("Latest News & Activities" box) or on the "News & Activities" page. Posts belong to one of the following categories: 1) Project News, 2) Events and 3) Publications. Posts are displayed in the RSS feed of the INNOLAB website.

1.3.2. Pages

Pages are static and are not listed by date. The “Project Overview” is an example. Pages do not use categories. Unlike posts, pages are hierarchical by nature. For example, there are one sub-page by each partner under the “Project Partners” page.
1.3.3. Media Files

In the website you can upload, store, and display a variety of file types (media). The most common file types are image, video and audio files, document files and spreadsheet files. You can also create image galleries and add them to your posts and pages. Image galleries are consists of a number of images.
2. Website Administration

The authorized members can add content to the site by visiting the administration backend. The backend is available at: [http://www.innolabs.org/wp-admin/](http://www.innolabs.org/wp-admin/)

2.1. Login

The users should authenticate themselves by entering their username and password in the login screen. If someone can’t remember his password he should click on “Lost your password” link and follow the instructions.

![Screenshot 8 - Login to the backend](image)

2.2. Dashboard

After the successful login the user accesses the administration dashboard. The dashboard is the entry point to website management.

![Screenshot 9 – Administration dashboard](image)

The user can and new content (posts, pages and media files) from the “New” drop down menu on the top-left. He can also perform actions related to Posts, Pages and Media. Finally he can edit his profile.
2.3. Add / Edit Posts

The user can see all posts by clicking Posts > All Posts.

From this screen the user can edit and delete posts. He can also add a new translation or edit an existing one.
The user can add a new post by clicking “New > Post” or Posts > Add New. The user is transferred in the “Add New Post screen.

The user should type or paste the required text (title & content) and also select the appropriate category. The platform offers a WYSIWYG editor, so the user is able to style the post content. The user can save a draft version of the post at any time he wish. He can also preview the post. When the post is finished, the user can published it in the website by clicking publish. The user can expand the toolbar of WYSIWYG editor by clicking the last icon on the right. The function of each button is revealed when the user hovers the mouse over that button.

When a user saves a post as a draft the “Add New Post” screen is replaced by the “Edit Post” screen. The Edit Post process is similar to Add New Post. The user is able to edit all fields (i.e. title, content, category, etc.). When he finishes editing he can save changes by clicking the “Update” button. He can delete the post by clicking on the “Move to Trash” link. The deleted posts can be restored as they are not be permanent deleted.
2.4. Add / Edit Pages

The user can see all pages by clicking Pages > All Pages.
From this screen the user can edit and delete pages. He can also add a new translation or edit an existing one.

The user can add a new pages by clicking “New > Page” or “Pages > Add New”. The user is transferred in the “Add New Page” screen.

The Add New Page screen is almost identical with the Add New Page. The only difference is that the page belongs to a hierarchical structure. The user can chose this hierarchy in the “Page Attributes” box from the “Parent” drop down menu. Top level pages (i.e. Partners) have no parent.
The Edit Page process is similar to Add New Page. The user is able to edit all fields (i.e. title, content, parent, etc.). When he finishes editing he can save changes by clicking the “Update” button. He can delete the page by clicking on the “Move to Trash” link. The deleted pages can be restored as they are not be permanent deleted.

2.5. Add Media

The user can add media to posts and pages. The platform supports images (jpg, png, gif), and documents (doc, pdf, xls, ppt, etc.). The best way to add video is to upload it to YouTube and embed it later. You can add a media file, step-by-step, using the media uploader:

**Step 1 – Placing your cursor**

First you must insert your cursor in the place in the text where you want the image to appear. By placing your cursor within your text, you can add images inline with your content. You can also place your cursor on a blank line if you want the image to appear by itself instead.

**Step 2 – Click the “Add Media” button**

Once you’ve placed your cursor on the line where you want your media file to appear, click on the “Add Media” button to launch the media uploader interface.
Step 3 – Select and upload files

When the user clicks on “Add Media” button the “Insert Media” screen appears. Uploading media from your local computer into the Media Library is quite simple.

Drag Files – If you are using a web browser that supports HTML5 then you will see an active upload area where you can “drag-and-drop” files from your computer to this area to upload them to the Media Library. You can upload files one at a time, or you can add multiple media items by dragging and dropping a group of files in this area.

Select Files – If drag-and-drop is not working for you, click on the Select Files button, which will launch a file browser that allows you to find and select (by clicking) the files you want to upload. Multiple files can be also be selected by holding down the Ctrl key (Cmd key on a Mac) and clicking on each file you wish to upload. After all the files are selected, click on the Open button to begin uploading.

As your files are uploaded, a status bar will be displayed next to each one to indicate progress, and when the uploading is complete, a thumbnail of the media is displayed. Once your upload is complete, you may click on the Edit link to edit and save the information about that media files.
The following properties are available for an image: Title, Caption, Alt text (text displayed instead of the image) and Description.

You should also define how the image will be displayed on the page. In particular:

- The Alignment: None, Left, Center, Right
- Link To: None or Media File
- Size: Thumbnail (150x150), Medium (500X500), Large (620X620), Full Size (the actual size of the image). The site works better with thumbnail (for image galleries) and medium size

When you finish editing image properties and display settings you can click “Insert to Post” to insert the image to post or page.

The process is the same for file attachments.
2.6. Add / Edit Translations

The user can add or edit the multilingual content through “Language” box on “Edit Post” screen.

![Screenshot](image-url)

**Screenshot 25 – Add a new translation**

The user who wants to translate an article or a page into Ukrainian or Belarusian language has two options: 1) to start from scratch or to 2) to use the English content. The 2\textsuperscript{nd} option recommended as the English content (text, images and files) is copied into the new page. The process is quite simple:

**Step 1 – Duplicate content**

The user should select the content to be duplicated by clicking on the available checkboxes.

![Screenshot](image-url)

**Screenshot 26 – Duplicate English content and create article’s versions in other languages**

Click to duplicate media (images & files)

Click + to create the Belarusian or Ukrainian version

Click to duplicate English text

Click to create both Belarusian and Ukrainian versions
Step 2 – Add new page(s) in supported language(s)

After selected the content to be duplicated, the user can create the Belarusian or Ukrainian version of the article/page by clicking the plus (+) icon. Alternatively he can create both versions at once by clicking the “Duplicate” button (Screenshot 26).

If the user choose to create both Ukrainian and Belarusian versions at once, he can edit each version by clicking the “pencil” icon next to the language.

Step 3 – Unlink translation from its English content

After created the new version the user should unlink it from the English one.

Step 4 - Edit the translated article/page

Finally, the user is able to add the translation in the “Edit Post” or “Edit Page” screen. At any time he can use the pencil icon to access the other language versions. He can also copy new media files (if any) from the English version.
2.7. Edit Profile

The user can add his/her personal details in the Profile Page by clicking on the “Profile” option on the left menu.