

ADRION PROJECT WEBSITES USER'S MANUAL

September 2018

Summary

1. The ADRION Project Website	3
2. Content instructions	3
3. Contacts for technical assistance	3
4. Login	3
5. Editable contents	7
6. Overview	8
7. News and events	10
8. Activities	11
9. Library	12
10. Contact	13
11. Posts	14
12. Adding a New Post	16
13. Adding content with the Visual Editor	17
14. Social Icons	19
15. Adding a New Social Icon	20
16. Partner logos	21
17. Adding a New Partner logo	22

1. The ADRION Project Website

This manual provides you with steps and instructions on how to create and edit your project website. The project websites are integrated into the Programme website using Content Management System.

The project coordinator will receive from Adrion the necessary data to access the website. In detail, project website URL, username and password.

2. Content instructions

As project partner, you are able to write content for your website which is visible to the public. Please note that even though the project websites are hosted on the ADRION Programme website, you are responsible for what you write, so please be accurate, fair and ethic about the information and message you want to pass across.

3. Contacts for technical assistance

Technical Assistance: info@interregadrion.eu.

Insert the following wording in the subject line of the email: “Technical assistance for ADRION project websites”.

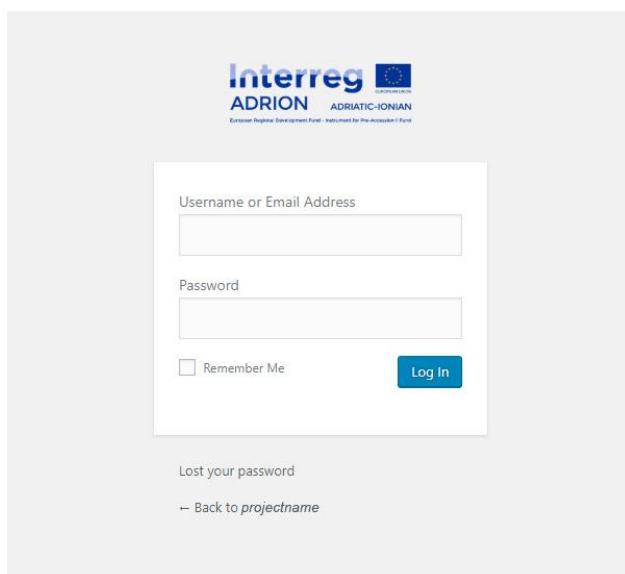
4. Login

To login, go to

<https://projectname.adrioninterreg.eu/login>

Change *projectname* with the name of the project.

Insert username and password in the login as shown here below.

The image shows a login page for the ADRION project. At the top, there is a logo for 'Interreg ADRION' with the text 'ADRIATIC-IONIAN' and 'European Regional Development Fund - Instrument for the Adriatic-Ionian'. Below the logo, there is a white box containing two input fields: 'Username or Email Address' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember Me' and a blue 'Log In' button. At the bottom of the white box, there is a link 'Lost your password?' and a link 'Back to projectname'.

How to change your password

After the first login, we suggest to change the password.

Once you are logged in, go to **“Your Profile”** on left sidebar menu.

In the Profile screen, scroll down to the New Password section and click Generate Password button.

If you want to change the automatically generated password, overwrite it in a new password in the box provided (The new password must be at least 8 characters long. It must contain at least one character that is not a letter, such as a digit, one UPPERCASE letter and one lowercase letter). The strength box will show how good (strong) your password is.

Click the **“Update Profile”** button. Your new password takes effect immediately.

The screenshot displays a user profile interface. On the left is a dark sidebar with navigation links: Posts, Media, Social icons, Partners logos, Profile (highlighted), and Collapse menu. The main content area is titled 'About Yourself' and includes sections for 'Custom Message (Author Page)', 'Biographical Info', 'Profile Picture', and 'Account Management'. The 'New Password' section features a password input field with a green border, a 'Show' button with an eye icon, and a 'Cancel' button. Below the input field is a green bar indicating 'Strong' password strength. A black arrow points to this bar. The 'Sessions' section contains a 'Log Out Everywhere Else' button and the text 'You are only logged in at this location.' At the bottom left of the main area is a blue 'Update Profile' button.

Custom Message (Author Page)

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture

You can change your profile picture on [Gravatar](#).

Account Management

New Password

.....

Show Cancel

Strong

Sessions

Log Out Everywhere Else

You are only logged in at this location.

Update Profile

How to change your e-mail address

Upon successful login you have to change you email address.

Go to “Your Profile” on left sidebar menu.

In the Profile screen, scroll down to the “Contact Info” section and fill out the “Email” field with your email address.

Click the “Update Profile” button. Your email address has not been updated yet. Please check your inbox at yourname@yourdomain.eu for a confirmation email.

If you do not receive the confirmation message within a few minutes, please check your Junk/Spam E-mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click Not Junk/Spam, which will allow future messages to get through.

The screenshot shows the 'Profile' page of a user. The left sidebar contains navigation links: Posts, Media, Social icons, Partners logos, Profile (selected), and Collapse menu. The main content area is titled 'Profile' and contains a message: 'Your email address has not been updated yet. Please check your inbox at your-email@your-domain.eu for a confirmation email.' Below this is a 'Personal Options' section with various settings: 'Visual Editor' (checkbox to disable), 'Admin Colour Scheme' (radio buttons for Default, Light, Blue, Coffee, Ectoplasm, Midnight, Ocean, Sunrise), 'Keyboard Shortcuts' (checkbox to enable), 'Toolbar' (checkbox to show), 'Language' (dropdown set to Site Default), 'Name' (fields for Username, First Name, Last Name, Nickname, and Display name publicly as), and 'Contact Info' (Email field). The 'Email' field is highlighted with a red arrow. Below the email field is a message: 'There is a pending change of your email to your-email@your-domain.eu. Cancel'.

Profile

Your email address has not been updated yet. Please check your inbox at your-email@your-domain.eu for a confirmation email.

Profile updated.

Personal Options

Visual Editor ☐ Disable the visual editor when writing

Admin Colour Scheme

☒ Default ☐ Light ☐ Blue ☐ Coffee

☐ Ectoplasm ☐ Midnight ☐ Ocean ☐ Sunrise

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar ☒ Show Toolbar when viewing site

Language Site Default

Name

Username [AdrianEditor](#) Username cannot be changed.

First Name

Last Name

Nickname (required) [AdrianEditor](#)

Display name publicly as [AdrianEditor](#)

Contact Info

Email (required) [editor@adrianinterreg.eu](#)

There is a pending change of your email to your-email@your-domain.eu. [Cancel](#)

Confirmation message example:

Hi AdrionEditor,

You recently requested to have the email address on your account changed.

If this is correct, please click on the following link to change it:

<https://youprojectname.adrioninterreg.eu/wp-admin/profile.php?newuseremail=8749232312efc1706988077fc5f26a4e5b2>

You can safely ignore and delete this email if you do not want to take this action.

Click on the link and your new email address is updated.

Forgot Your Password?

If you do not remember your password, on Login page Click on the “Lost your password?” link.

You will be taken to a page to put in some details. Enter your username and click the “get New Password” button. Wait as your new password is emailed to you. Once you get your new password, login and change it to something you can *remember* on your profile page.

5. Editable contents

The project partners will be able to publish posts in 4 sections (categories) listed below:

News: news related to the project may be published in this category.

Events: events related to the project may be published in this category (the events published in this category will be automatically loaded on the Interreg ADRION program official website. An editor will check if the event can be published) .

Activities: activities related to the project may be published in this category.

Library: documents related to the project may be published in this category.

NOTE:

Use only the 4 existing categories (News, Events, Activities, Library).

Do not change the names of existing categories. By changing the name of one of the 4 existing categories (News, Events, Activities, Library) the related website pages would no longer be visible. Even if you can add new categories or tags, these will not be visible on the website.

Sample posts

Within the post section, there are sample posts for each of the existing categories. These posts can be edited and / or deleted.

If you wish to keep them as an example, you can edit the post status and save it as a draft in the Publish Panel. Post in draft status are not visible in the website.

6. Overview

[Back to Interreg ADRION programme website](#)
[Priority Axis 3 – Connected Region](#)



Sustainable Ports in the Adriatic-Ionian Region

[Overview](#) [News and events](#) [Activities](#) [Library](#) [Contact](#)

[Overview](#)
[Overview](#)

Project Summary

Ports are core nodes for multimodal transport in the Adriatic-Ionian basin and strategic key drivers for economic growth: reducing negative environmental impacts is essential for a sustainable development of the area. SUPAIR responds to a major challenge (EUSAIR strategy, pillar 2, topic 1), in that it tackles reduction of emissions from shipping and on-shore port operations with an integrated approach, enhancing port authorities' capacity to plan and implement low-carbon and multimodal transport and mobility solutions and further empowering the main political, technical, trade stakeholders and partners in related decision-making. SUPAIR firstly establishes a TRANSNATIONAL NETWORK of port authorities, technical organizations, relevant actors to jointly elaborate the project's durable and transferable methodology; then develops operational ACTION PLANS complete with technical and feasibility studies in the 7 partner ports; ultimately implements dedicated actions and produces a TRANSNATIONAL STRATEGY for port-based low-carbon transport systems to increase the network, disseminate, enhance and widen scope, methodology and results. The transnational development and implementation (3 EU and 2 IPA countries) of methodology and actions insisting on a broad range of fields, with an innovative territory-based approach, involving port authorities, technical partners, stakeholders and institutional actors guarantee quality, durability and transferability. SUPAIR's impacts are short-term (7 operational plans developed) and mid-to long-term plans implemented and financed, new actions undertaken following the established methodology by an enhanced and widened network of ports. Benefits for the involved territories embrace enhanced technical capacity for ports, increased empowerment of relevant local organizations and institutions, improved environmental quality and attractiveness, increased investments in low-carbon and environment-friendly port transport and mobility solutions.

INFORMATION

Call	ADRION - FIRST CALL FOR PROPOSALS
Project Acronym	SUPAIR
Project Number	33
Programme Priority	3) Connected Region
Specific objective	Enhance capacity for integrated transport and mobility services and multimodality in the Adriatic-Ionian area
Start – End Date	2018-01-01 – 2019-12-31
Total budget	EUR 1,448,707.45
EU contribution ERDF budget	EUR 1,052,948.26
IPAII budget	EUR 178,453.05

Project Social media









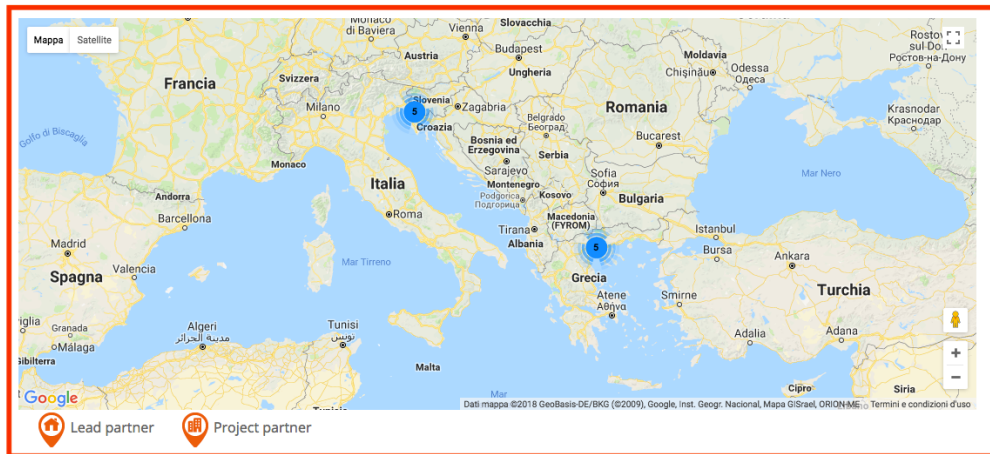


The user cannot modify any fields highlighted in red on this page.
Information is automatically filled out.

Fields highlighted in green on this page can be edited by the user.

Editable fields list:
- Project Social media

Project partnership



LEAD PARTNER

Area Science Park
Project Management Office

Address
Padriciano, 99 | 34149 – Trieste
ITALIA

Contact person
Mr. Fabio Tomasi,

The user cannot modify any fields highlighted in red on this page.
Information is automatically filled out.

PROJECT PARTNERS



Centre for Research and Technology Hellas
Hellenic Institute of Transport (HIT)
Address
6th km Charilaou – Thessaloniki Road, | 57001 – Thessaloniki
ΕΛΛΑΔΑ (ELLADA)
Contact person
Ms. Maria Bolle,

Fields highlighted in green on this page
can be edited by the user.

Editable fields list:
- Partner Logos



Durres Port Authority
Projects Coordination Unit
Address
Rruga Tregtare Lagjja, 1 | 2001 – Durres
ALBANIA
Contact person
Ms. Serena Kovaci,

Luka Koper, port and logistic system, public limited company
Department for strategic development
Address
Vojkovo nabrežje, 38 | 6501 – Koper
SLOVENIJA
Contact person
Mr. Roberto Richter,



7. News and events

[Back to Interreg ADRION programme website](#)[Priority Axis 3 – Connected Region](#)

**Interreg**

ADRION

ADRIATIC-IONIAN

SUPAIR


European Regional Development Fund - Instrument for Pre-Accession Assistance



SUstainable Ports in the Adriatic-Ionian Region

[Overview](#)[News and events](#)[Activities](#)[Library](#)[Contact](#)

News and events[Home / News and events](#)

21
May 2018



Nullam lobortis ac mauris eu aliquamdd

May 21st, 2018 | Events

Integer bibendum ante neque, vel scelerisque orci gravida sit amet

5
Apr 2018



Lorem ipsum dolor sit amendd

April 5th, 2018 | Events

Consectetur adipiscing elit.

30
Mar 2018



Vestibulum eu auctor ex

March 30th, 2018 | News

Donec at consectetur orci, in commodo lorem

29
Mar 2018



Sed lobortis ligula ac augue posuere, eget porta nulla faucibus

March 29th, 2018 | News

Nullam lobortis ac mauris eu aliquam


Fields highlighted in green on this page can be edited by the user.

Editable fields list:
- Posts in the News or Events category

© Copyright - Interreg ADRION - Terms and conditions - Cookie policy

8. Activities

[Back to Interreg ADRION programme website](#)Priority Axis 3 – Connected Region



SUstainable Ports in the Adriatic-Ionian Region

[Overview](#)[News and events](#)[Activities](#)[Library](#)[Contact](#)

ActivitiesHome / Activities

Update from the working groups

June 12th, 2018

Vestibulum eu auctor ex

[Read More >](#)

News from the working groups

May 5th, 2018

Vestibulum eu auctor ex

[Read More >](#)

Project meeting image gallery

May 21st, 2018

Sed lobortis ligula ac augue posuere, eget porta nulla faucibus

[Read More >](#)

Project impression

April 13th, 2018

Lorem ipsum dolor sit amet, consectetur adipiscing elit

[Read More >](#)

Fields highlighted in green on this page can be edited by the user.


Editable fields list:

- Posts in the Activites category

© Copyright - Interreg ADRION - Terms and conditions - Cookie policy

9. Library

[Back to Interreg ADRION programme website](#)[Priority Axis 3 – Connected Region](#)



SUstainable Ports in the Adriatic-Ionian Region

[Overview](#)[News and events](#)[Activities](#)[Library](#)[Contact](#)

[Library](#)[Home / Library](#)

Project Documents

September 25th, 2018

List of project documents

[Read More >](#)

Video 1

April 2nd, 2018

Watch project video 1

[Read More >](#)

Video 2

July 31st, 2018

Watch project video 2

[Read More >](#)


Fields highlighted in green on this page can be edited by the user.

Editable fields list:

- Posts in the Library category

First call for project proposals

376 project proposals received
2,995 Institutions involved • EUR 414 million EU co-financing



Proposals per Specific Objective

Specific Objective	Number of Proposals
S.O. 3.1	155
S.O. 3.2	125
S.O. 3.3	98
S.O. 3.4	38
S.O. 3.5	38

Lead Applicants per Country

Country	Number of Lead Applicants
Italy	215
Greece	95
Croatia	45
Slovenia	35
Other	3

Applicants per Country

Country	Number of Applicants
IT	1550
EL	1250
HR	980
SI	380
AL	380
RO	380
BA	380
ME	380

Infographics

June 20th, 2018

Project Infographics

[Read More >](#)

10. Contact

Back to Interreg ADRION programme website

Priority Axis 3 – Connected Region

Interreg

ADRION

ADRIATIC-IONIAN

European Regional Development Fund - Instrument for Pre-Accession Assistance

SUPAIR

SUstainable Ports in the Adriatic-Ionian Region

Overview

News and events

Activities

Library

Contact

Contact

Home / Contact

PROJECT MANAGER

Partner: Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park

Mr Fabio Tomasi, fabio.tomasi@areasciencepark.it

Tel.

FINANCIAL MANAGER OF THE PROJECT

Partner: Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park

Ms Alessia

Tel.

COMMUNICATION MANAGER OF THE PROJECT

Partner: Area di Ricerca Scientifica e Tecnologica di Trieste - Area Science Park

Ms Silvia Zampese,

Tel.

The user cannot modify any fields highlighted in red on Contact page. Information is automatically filled out.

© Copyright - Interreg ADRION - Terms and conditions - Cookie policy

Page 13 of 22

11. Posts

Upon successfully logging in to the project portal, click on the *Posts* menu option to see the posts’ list related to your project website.

Among the information displayed there are the Post title, the Author, Categories, Tags. You can see also the date of publication, the scheduled date or the date of the last modification. The *Posts* screen will look like this screenshot below.

Posts

All Posts

Add New

Categories

Tags

Media

Social icons

Partners logos

Profile

Collapse menu

Posts

Add New

All (12) | Published (12) | Bin (6)

Bulk Actions

Categories

Filter

12 items

Search Posts

		Author	Categories	Tags		Date
<input type="checkbox"/>	<div>Posts</div>	adrian@	Library	—	—	Published 2018/07/31
<input type="checkbox"/>		adrian@	Library	—	—	Published 2018/07/31
<input type="checkbox"/>	<div>Infographics</div>	adrian@	Library	—	—	Published 2018/06/20
<input type="checkbox"/>	<div>Update from the working groups</div>	adrian@	Activities	—	—	Published 2018/06/12
<input type="checkbox"/>	<div>Nullam lobortis ac mauris eu aliquamdd</div> <div>Edit Quick Edit Bin View</div>	adrian@	Events	—	—	Published 2018/05/21
<input type="checkbox"/>	<div></div>	adrian@	Activities	—	—	Published 2018/05/21
<input type="checkbox"/>	<div></div>	adrian@	Activities	—	—	Published 2018/05/05
<input type="checkbox"/>	<div></div>	adrian@	Activities	—	—	Published 2018/04/13
<input type="checkbox"/>	<div>Video 1</div>	adrian@	Events	—	—	Published 2018/04/05
<input type="checkbox"/>		adrian@	Library	—	—	Published 2018/04/02
<input type="checkbox"/>		adrian@	News	—	—	Published 2018/03/30
<input type="checkbox"/>		adrian@	News	—	—	Published 2018/03/29

Bulk Actions

Apply

12 items

Posts

Advises total number of Posts, how many are Mine, Published, Scheduled, in Draft or in the Bin

Posts

Hovering the cursor over each row will show you various options you can perform

Posts

Perform actions on multiple Posts at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply

At the top of the page you can view how many Posts in total you have in your website, how many of these have been published by you and how many are Published, Scheduled, Sticky, Pending, in Draft or in the Bin.

When hovering your cursor over each row, a few links will appear beneath the Post title.

Edit – Allows you to edit your Post. You can edit a post also clicking on the Post title.

Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options.

Bin – Allows you to send the Post to the Bin. Once the Bin is emptied, the page is deleted.

View – Allows you to open view the content of the Post. If the Post has not been published yet, this will display *Preview*.

Next to each Post title there is a checkbox. This allows you to perform an action on multiple items at once. To do that, check the relevant post(s) and select either the *Edit* option or the *Move to Bin* option from the Bulk Actions dropdown list and then click the *Apply* button. The *Edit* option will allow you to edit the Categories, Tags, Author. The *Move to Bin* option will move the selected items to the Bin.

You can also filter the pages that are displayed using the dropdown lists and the *Filter* button.

12. Adding a New Post

To add a new Post, get over the *Posts* menu option in the left-hand navigation menu and in the fly-out menu and click the *Add New* link. Alternatively, click the *Posts* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You should see a page similar to this screenshot below.

The screenshot shows the 'Add a New Post' interface. On the left is a dark sidebar with navigation links: Posts, All Posts, Add New, Categories, Tags, Media, Social icons, Partners logos, Profile, and Collapse menu. The main content area is titled 'Add a New Post' and includes a title input field, an 'Add Media' button, and a rich text editor with 'Visual' and 'Text' tabs. The editor has a word count of 0. Below the editor is an 'Excerpt' field. On the right side, there are several panels: 'Template Layout' with a dropdown set to 'Don't use a layout' and an 'OK' button; a 'Publish' panel showing 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options; a 'Categories' panel with a list of categories (Activities, Events, Library, News) and an 'Add' button; and a 'Featured Image' panel with a 'Set featured image' link. Six callout boxes provide additional information: 'Editor Toolbar' explains the menu bar buttons; 'Editor' states that this is where the post content is added; 'Excerpt' explains that excerpts are summaries shown in the post list; 'Publish Panel' explains that content can be published or saved as a draft; 'Categories' explains that categories define the page where the post is visible; and 'Featured image' explains that the featured image is shown as the preview image in the post list.

Editor Toolbar

Your Post can be styled using the various menu bar buttons. These buttons are also used to add links, upload & insert images, media files & other documents. Using the *Visual & Text* tabs, you can switch between the Visual editor or the HTML editor.

Editor

This is the Editor where your Post content is added

Excerpt

Exerpts are post summaries which are shown in the post list on the front of the site

Publish Panel

Once your content is added, you can publish your Post or save it as a draft

Categories

Categories define on which page your Post will be visible once published

Featured image

Featured image is shown on post list as preview image

You need to set up:



Title: Post title, it will be the title shown on the Front, both in the post list and in the post page.



Excerpt: Write a short summary of the post, it will be shown in the Post list.

Category: Categories indicate on which page your post will be visible. You can choose more than one, but you have to select at least one, otherwise the post will not be visible on the website.


Post content: Insert it by writing down contents in the Visual Editor.



13. Adding content with the Visual Editor

The editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold (**B**) or Italicize (*I*) text or enter in Headings (**Paragraph** ▼) or bullet points ( ). You can even use most of the basic keyboard shortcuts used in other text editors. For example: *Shift+Enter* inserts a line break, *Ctrl+C/Cmd+C* = copy, *Ctrl+X/Cmd+X* = cut, *Ctrl+Z/Cmd+Z* = undo, *Ctrl+Y/Cmd+Y* = redo, *Ctrl+A/Cmd+A* = select all, etc. (use the *Ctrl* key on a PC or the *Command* key on a Mac).

At the top of the editor there are two tabs, *Visual* and *Text* ( ). These switch the editor view between the *Visual Editor* and the *Text editor*. The Text view will enable you to view the HTML code that makes up your content. For the advanced users this can be helpful but for those not familiar with HTML tags, it's not recommended. If you need to insert an embed from another website, e.g. a Youtube or Vimeo video, you have to paste the code in the Text view.

When you create a new Post, first enter your title in the top entry field where it displays *Enter title here*. After moving the cursor down to the editor a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you have modified it, click *Ok* to save or *Cancel* to cancel your changes.

At the top of the editor, there are numerous formatting buttons. Clicking the *Toolbar Toggle* button () will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:

 Add Media	Add Media – Used to upload and insert media such as images, audio, video or documents
Paragraph ▼	Style – Used to format the Page text based on the styles used by the current Theme
B	Bold – Bold text
<i>I</i>	Italic – Italicise text
	Bulleted List – Create an unordered (bullet point) list



Numbered List – Create an Ordered (numbered) list

Blockquote – Used as a way of showing a quote.

Align left – Align text to the left

Align Center – Align text in the center of the page

Align Right – Align text to the right

Insert/edit link – Used to create an html link to another page or website. If no text is selected first, the URL that you enter will also be used for the link text

Insert Read More tag – Inserts the *More* tag into your Page. Most blogs only display a small excerpt of a Post and you are required to click the Post title or a “Read more...” link to continue reading the rest of the article. When you insert a “More” tag into your Post, everything prior to the tag is considered as this excerpt.



Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar



Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size



Strikethrough – Add a strikethrough to your text



Horizontal Line – Inserts a horizontal line into your page



Text color – Use to change the color of text



Paste as Text – Copying & pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying active until you turn it off by clicking the button again or until you save your page content



Clear formatting – Use this to remove all the formatting (eg. Bold, Underline, text color etc..) from the highlighted text



Special character – Used to insert special characters not easily accessible via the keyboard (eg. ¼, ½, ¾, ©, €, Ö etc..)



Decrease indent – Removes one level of indenting



Increase Indent – Indents text by one level



Undo – Undo your last action



Redo – Redo your last action



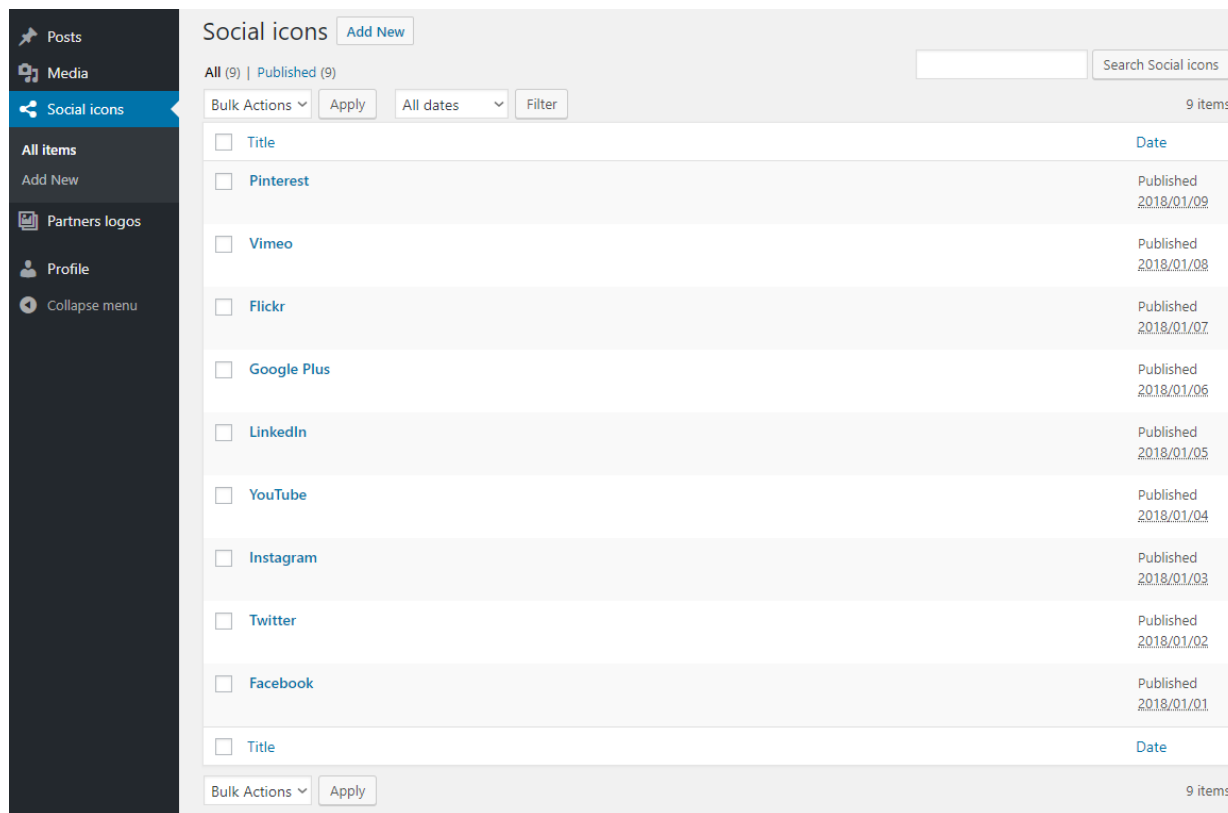
Keyboard shortcuts – Displays information about the WordPress visual editor along with keyboard shortcuts



Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the advanced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended

14. Social Icons

In this section you can set the Social Networks which will be displayed on *Project Overview* page. You will find 9 predefined icons, you can add a new one or move to Bin the ones you don't want to use. The *Social Icons* screen will look like this screenshot below.



At the top of the page you can view how many Social icons in total you have in your website, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Bin.

Getting your cursor over each row, a few links will appear beneath the Social icon title.

Edit – Allows you to edit your Post. You can have the same clicking on the Social icon title.

Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options.

Bin – Allows you to send the Post to the Bin. Once the Bin is emptied, the Social icon is deleted.

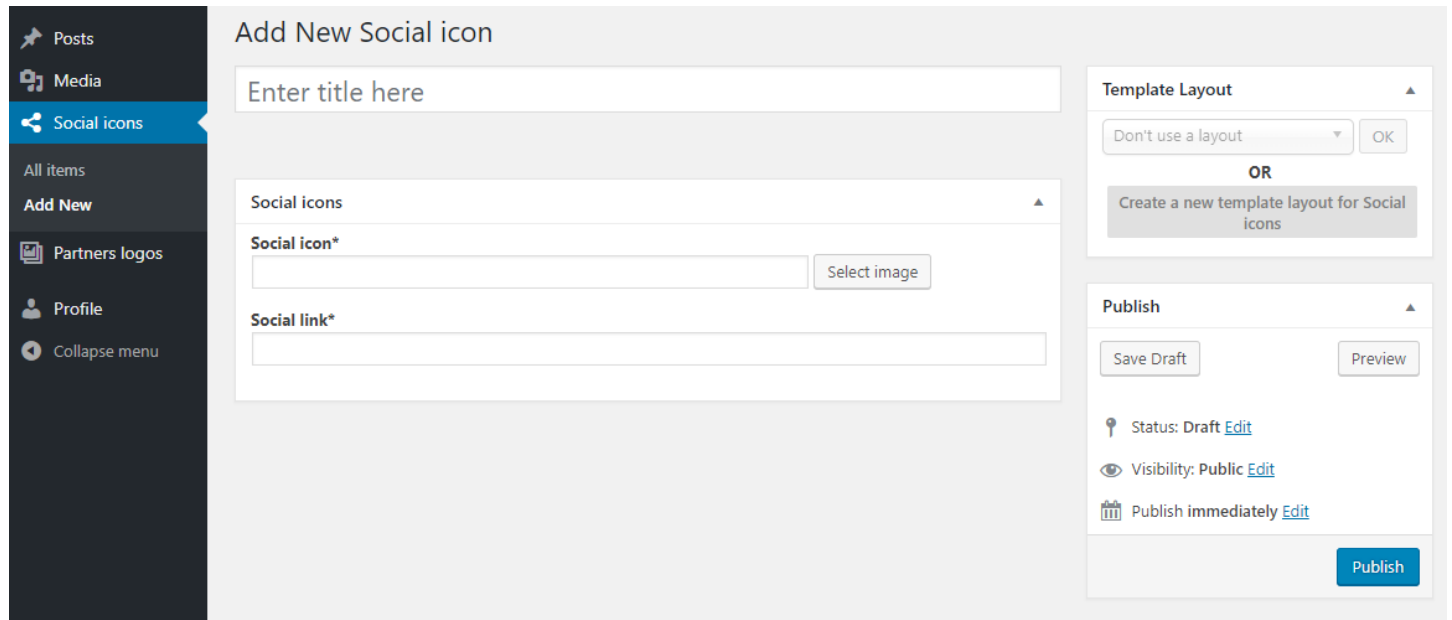
View – Allows you to display the Social icon. If the Social icon has not been published yet, this will display *Preview*.

Next to each Social icon title there is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Social icon that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Bin* option and then click the *Apply* button. The *Edit* option will allow you to edit the Categories, Tags, Author. The *Move to Bin* option will move the selected items to the Bin. You can also filter the pages that are displayed using the dropdown lists and the *Filter* button.

15. Adding a New Social Icon

To add a new Social Icon, get over the *Social Icon* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Social icon* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page.

The page will appear like the the screenshot below.



The screenshot shows a dashboard interface for adding a new social icon. On the left is a dark sidebar with navigation links: Posts, Media, Social icons (highlighted), All items, Add New, Partners logos, Profile, and Collapse menu. The main content area is titled 'Add New Social icon' and contains a form with the following fields: a title input field with placeholder text 'Enter title here'; a 'Social icons' section header; a 'Social icon*' field with an image selection button labeled 'Select image'; and a 'Social link*' text input field. On the right side of the form, there are two panels. The 'Template Layout' panel has a dropdown menu set to 'Don't use a layout' and an 'OK' button, followed by an 'OR' separator and a button to 'Create a new template layout for Social icons'. The 'Publish' panel includes 'Save Draft' and 'Preview' buttons, and displays the current status as 'Draft' with an 'Edit' link. It also shows 'Visibility: Public' with an 'Edit' link and a 'Publish immediately' option with an 'Edit' link. A large blue 'Publish' button is at the bottom right of the form.

You need to set up:

Title: write a title, it will not be visible on the front end, is just a reminder for you.

Social icon: The image used for the Social Network. We suggest using **52px width and height** images.

Social Link: The page where the link on icon should take, e.g. <https://www.facebook.com/example>.

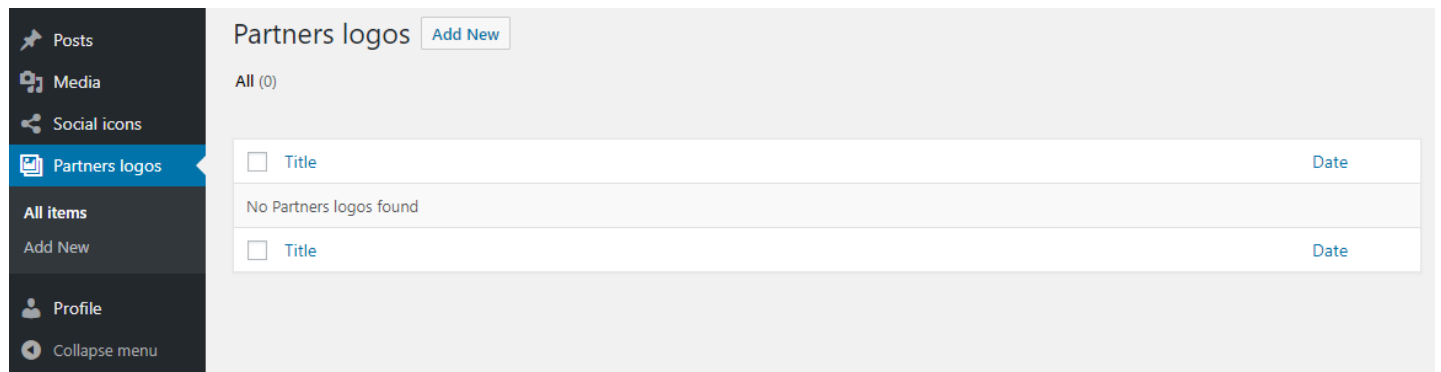
Then you can click on **Publish**, and the icon will be immediately visible on *Overview page*, at the end of the *Information* sidebar on the right.

16. Partner logos

In this section you will be able to add Logos to your partner.

There will not be any at the beginning, so the only action you can do is to add one.

The *Partner logos Icons* screen will look like this screenshot below.



17. Adding a New Partner logo

To add a new Partner logo, get over the *Partner logos* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Partner logos* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page.

You should see a page similar to the screenshot below.

The screenshot shows the 'Add New Partners logo' form. On the left is a dark sidebar with navigation links: Posts, Media, Social icons, Partners logos (highlighted), All items, Add New, Profile, and Collapse menu. The main form area has a title 'Add New Partners logo' and a text input field 'Enter title here'. Below this is a section titled 'Partners logo' containing two fields: 'Image partner*' with a 'Select image' button, and 'Partner*' with a 'Connect with Partners' button. Two callout boxes provide instructions: one for the 'Partner*' field stating 'Select from the drop-down menu the partner to whom you want to assign the image', and another for the 'Image partner*' field stating 'Select partner image by clicking on *Select image* and then choose a file in Media Library or upload a new image'. To the right of the form is a 'Template Layout' panel with a dropdown menu set to 'Layout for Partners logos', an 'OK' button, and a section titled 'OR' with a button 'Create a new template layout for Partners logos'. At the bottom right, there is a 'Publish' button and a 'Draft' button. The form also includes a 'Visibility' section with 'Public' selected and an 'Edit' link, and a 'Publish immediately' link.

You need to set up:

Title: write a title, it will not be visible on the front end, it's just a reminder for you.

Image partner: The image used for the Partner logo. We suggest using **300px width** images.

Partner: select the partner to whom you want to assign the image from the drop-down menu.

Then you can click on **Publish**, and the image will be immediately visible on *Overview page*, above the Partner Informations in the *Project partnership* section.