ADRION PROJECT WEBSITES USER'S MANUAL

May 2020

Summary

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".
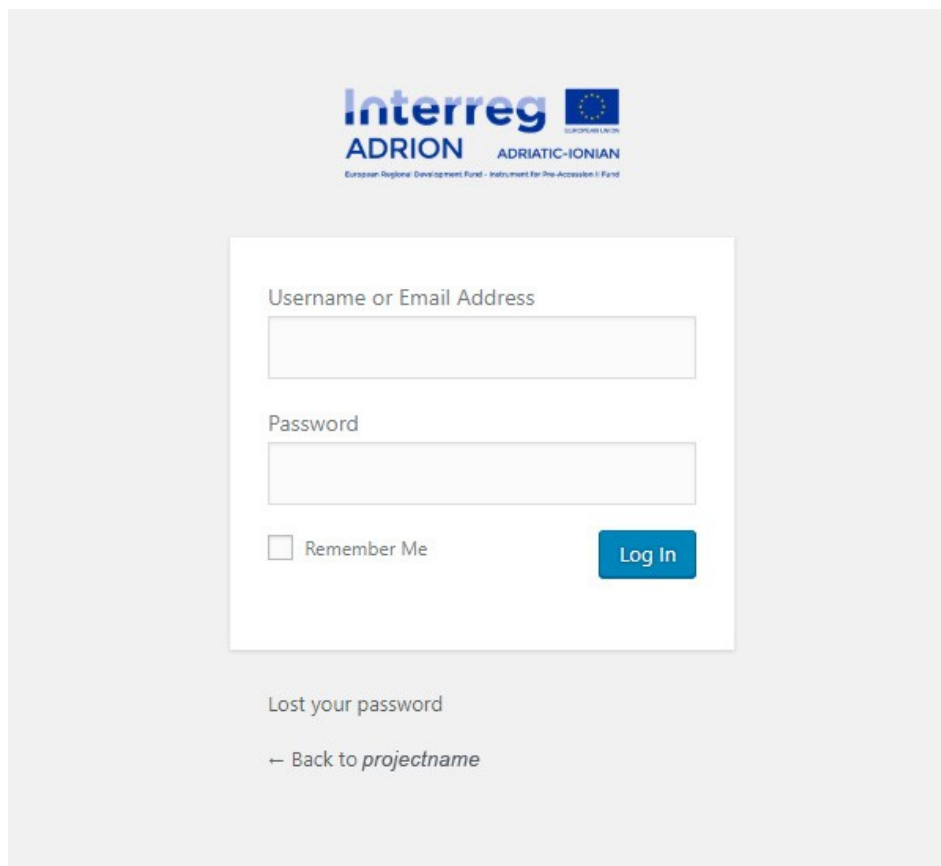
4. Login

To login, go to

[https://*projectname*.adrioninterreg.eu/login](https://projectname.adrioninterreg.eu/login)

Change *projectname* with the name of the project.
Insert username and password in the login as shown here below.
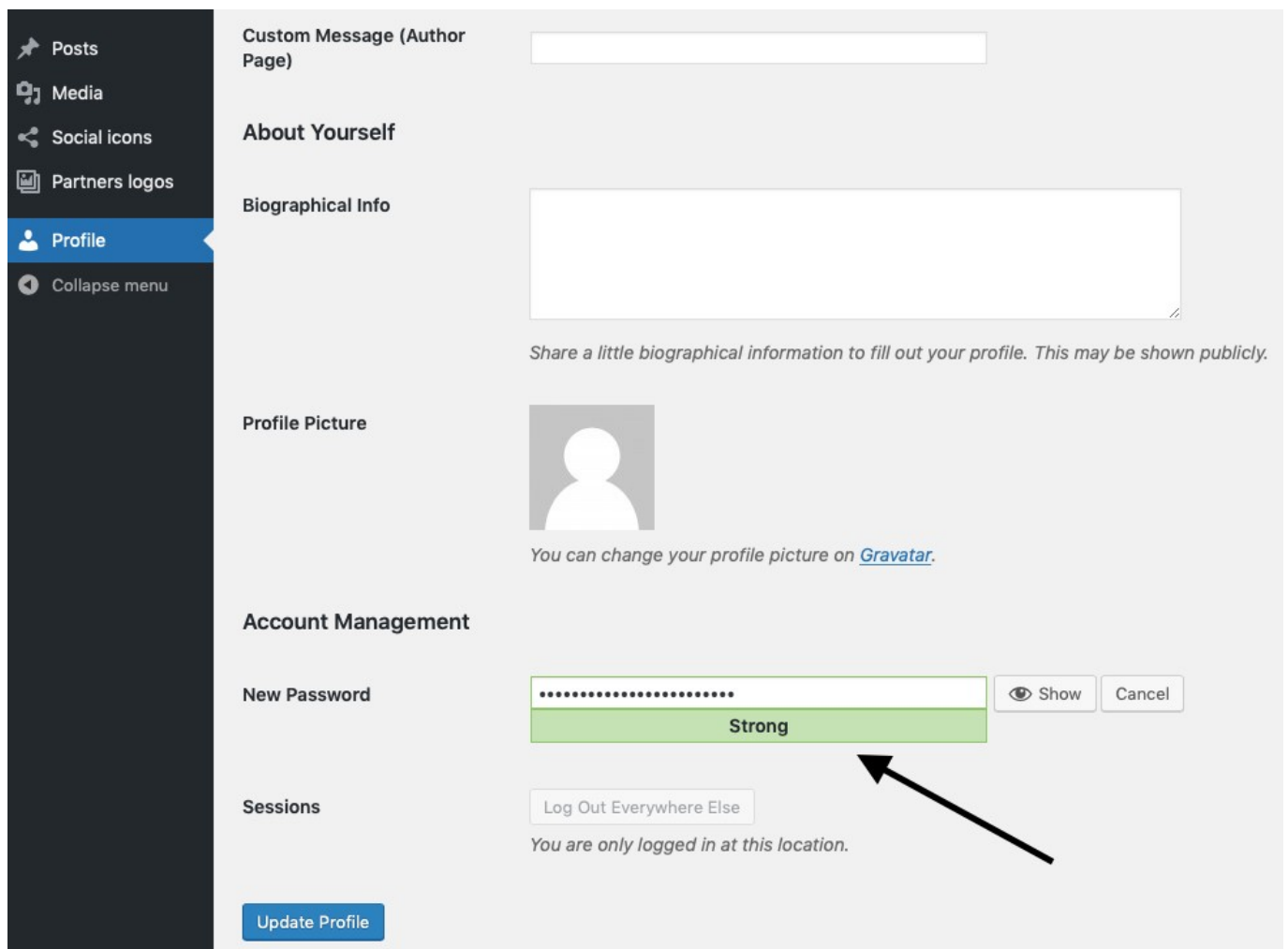
How to change your password

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

Once you are logged in, go to **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.

How to change your e-mail address

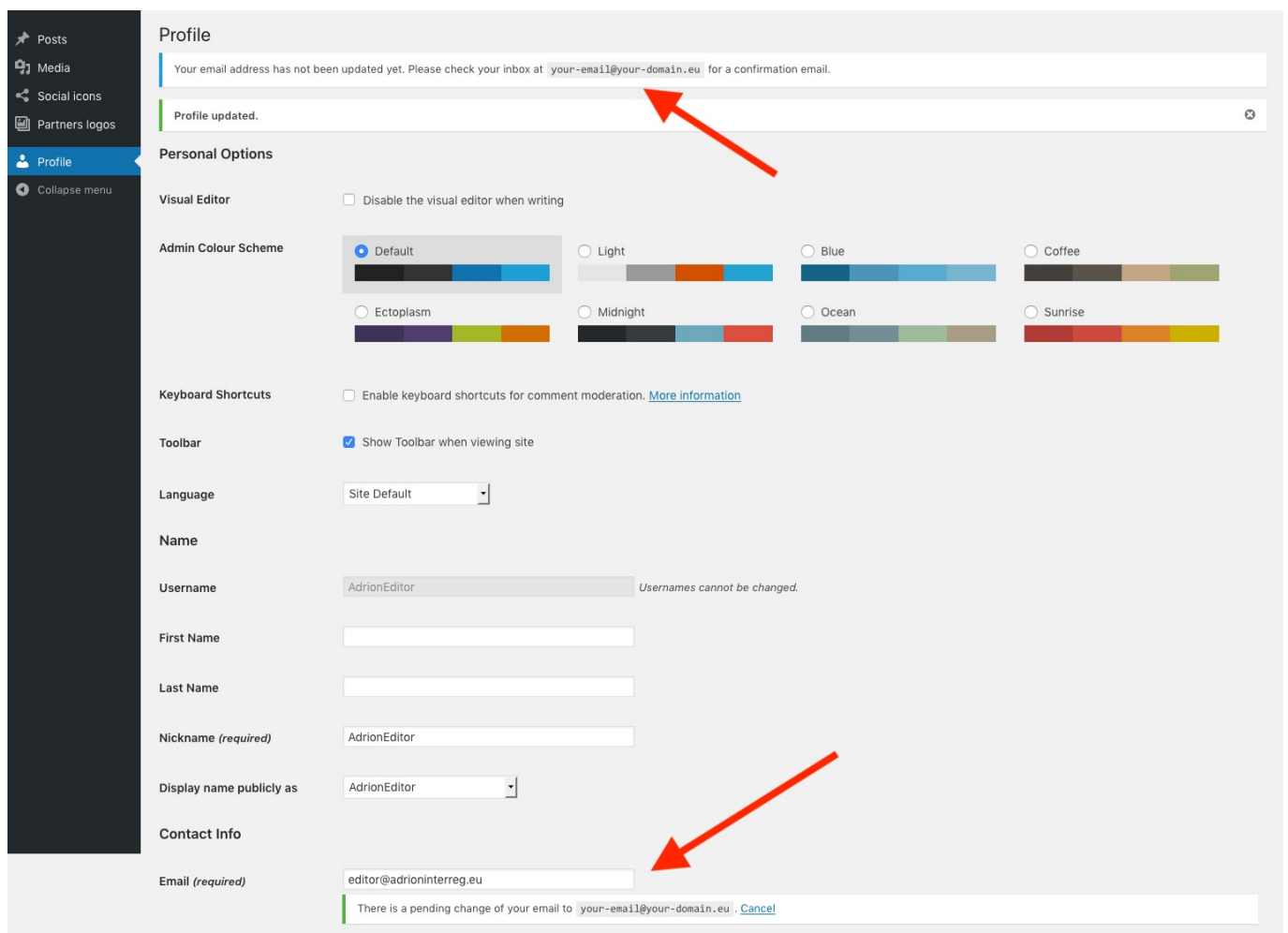Upon successful login you have to change you email address.

Go to **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.

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.

Overview

Back to Interreg ADRION programme website

Interreg ADRION ADRIATIC-IONIAN
European Regional Development Fund - Instrument for Pre-Accession II Fund
ADRISEISMIC

New approaches for seismic improvement and renovation of Adriatic and Ionian historic urban centres

Overview   News and events   Activities   Library   Contact

Overview

Overview

Project Summary

The Adriatic-Ionian area is heavily undermined by earthquakes. Each country has developed laws and norms, methods, techniques and expertise for tackling earthquake risks and for reducing seismic vulnerability of the built environment. Nevertheless, in urban areas and particularly in historical centers they remain high.

ADRISEISMIC overall objective is to exchange and systematize knowledge and practices in tackling the reduction of the seismic vulnerability of the built environment in Project Partner countires, to harmonize planning and management of emergencies after seismic events and the post-earthquake phase, in order to drastically improve the approaches for dealing with and to secure the reduction of seismic vulnerability among ADRION regions. The main focus areas are the historical urban centers and historical squares and their surrounding buildings, conceived as symbol of local identity and socio-economic cores for the ADRION settlements.

By building upon the available knowledge and thanks to territorial cooperation, ADRISEISMIC will develop new integrated approaches to innovate and harmonize the normative, technical and training frameworks in the ADRION area, providing ready-to-use methods, tools and procedures that will be integrated into the existing policies and practices, thus strengthening local responses and reducing vulnerability to natural hazards.

The partnership involves 8 partners from 6 countries (IT, HR, SI, GR, AL, RS). It includes municipalities, regional authorities and development agencies as well as universities, research and training centers. 13 Associated Partners have been involved, and more stakeholders have declared their interest and are willing to be involved in project local activities.

ADRISEISMIC main outputs will consist of 2 Action Plans and the creation of a transnational cooperation network.

INFORMATION

Call
ADRION - SECOND CALL FOR PROPOSALS - PRIORITY AXIS 2

Project Acronym
ADRISEISMIC

Programme Priority
2) Sustainable Region

Specific objective
Enhance the capacity in transnationally tackling environmental vulnerability, fragmentation, and the safeguarding of ecosystem services in the Adriatic-Ionian area

Start – End Date
2020-03-01 – 2022-08-31

Total budget
EUR 1,126,640.00

ERDF contribution
EUR 957,644.00
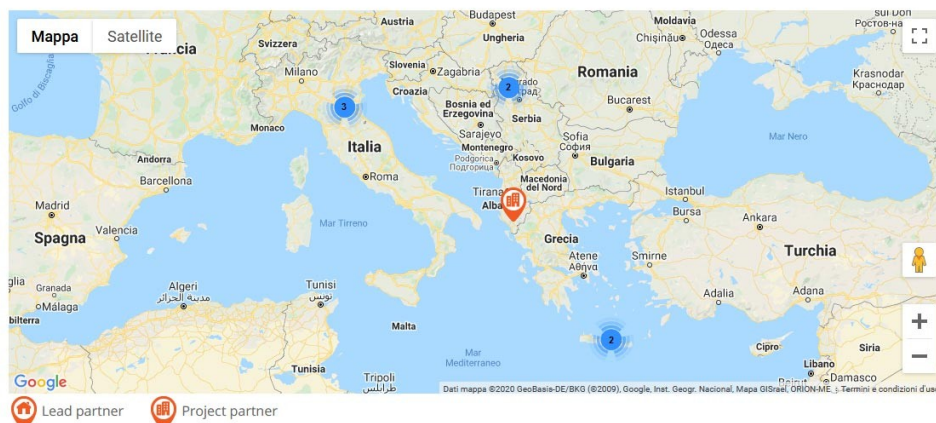
IPAII contribution
EUR 0.00

Project Social media

The user cannot modify any field 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

Mappa Satellite

🏠 Lead partner   🏛 Project partner

LEAD PARTNER

Fields highlighted in green on this page can be edited by the user.
Editable fields list:
- Partner logos

Alma Mater Studiorum – University of Bologna
Department of Architecture

Address
Via Zamboni, 33 | 40126 – Bologna
ITALIA

Contact person
Ms. Simona Tondelli, simona.tondelli@unibo.it

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

PROJECT PARTNERS

🅿🅿 **City of Kaštela**

City of Kaštela
Municipal Department of Utilities and Real Property Relations of the City of Kaštela, EU Fund Advisor
Address
Braće Radić, 1 | 21212 – Kaštel Sućurac
HRVATSKA
Contact person
Ms. Marijana Mišerda - Bajić, marijana.miserda-bajic@kastela.hr

🅿🅿 **Institute for Vocational Training of Construction Workers in the province of Bologna – I.I.P.L.E.**

🅿🅿 **Municipality of Gjirokaster**

🅿🅿 **REGION OF CRETE**

🅿🅿 **Regional development agency Backa**

🅿🅿 **Slovenian national building and civil engineering institute**

🅿🅿 **University of Crete**

The project partner
April 4th, 2020 | Categories: News | Tags: partners

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed rutrum [...]

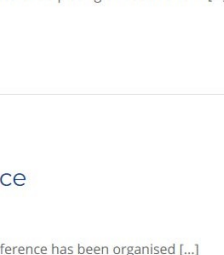### Regional Conference
March 27th, 2020 | Categories: Events, News | Tags: public conference

On 13th of March the Regional Conference has been organised [...]

Project Brochure – ENG
March 27th, 2020 | Categories: Library

Download Project Brochure

Fields highlighted in green on this page can be edited by the user.
Editable fields list:
- Latest three posts

News and events

Activities

Fields highlighted in green on this page can be edited by the user.
Editable fields list:
- Posts in the Activities category

Library

Fields highlighted in green on this page can be edited by the user.
Editable fields list:
- Posts in the Library category

Contact

6. 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.

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.

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.

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.

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* (Visual 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.

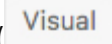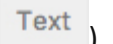When you create a new Post, first enter your title in the top entry field where it displays *Enter title here*. After moving the cursor down to the editor a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually 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 – Used to upload and insert media such as images, audio, video or documents

Style – Used to format the Page text based on the styles used by the current Theme

Bold – Bold text

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
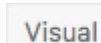
7. Social Icons

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.
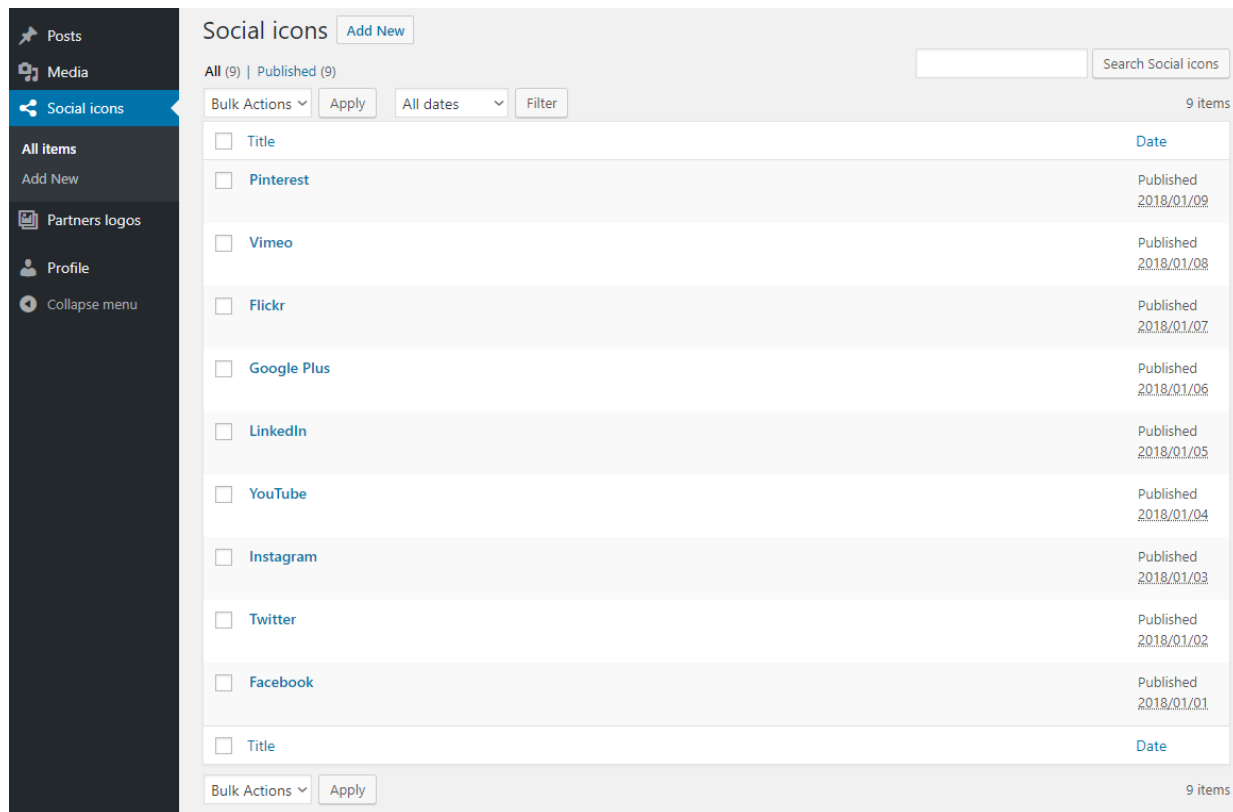

At the top of the page you can view how many Social icons in total you have in your website, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Bin.

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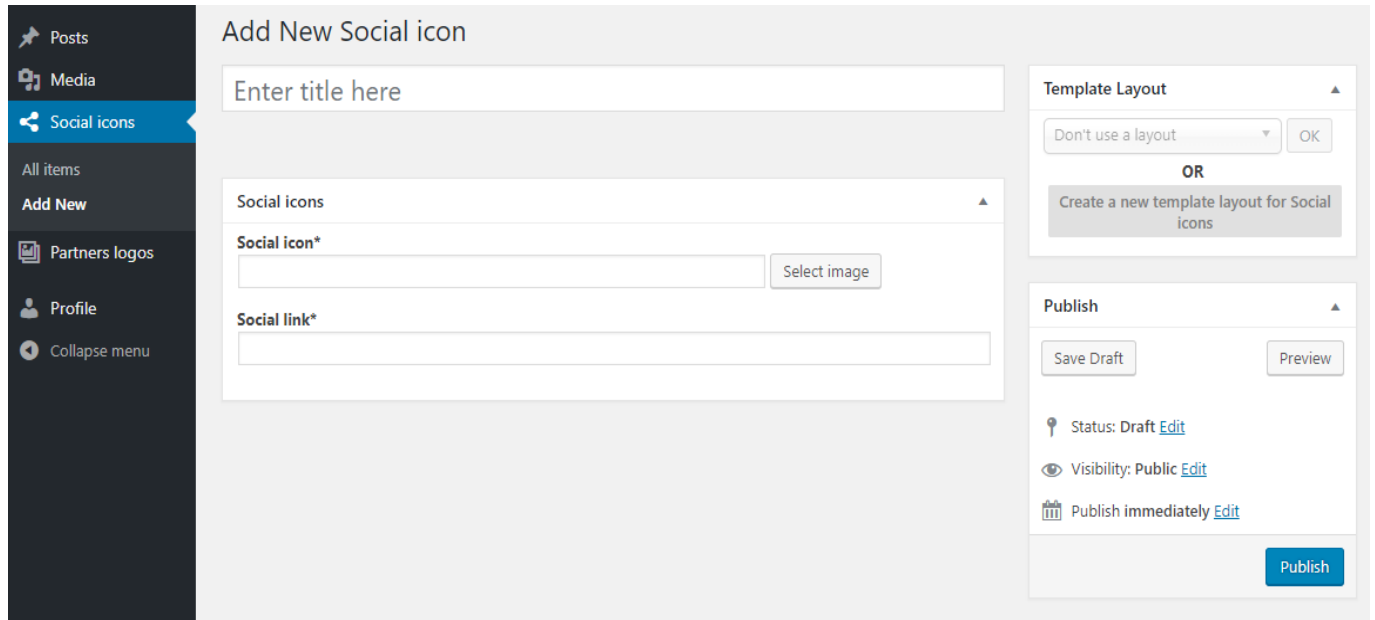**View** – Allows you to display the Social icon. If the Social icon has not been published yet, this will display *Preview.*

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.

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 screenshot below.

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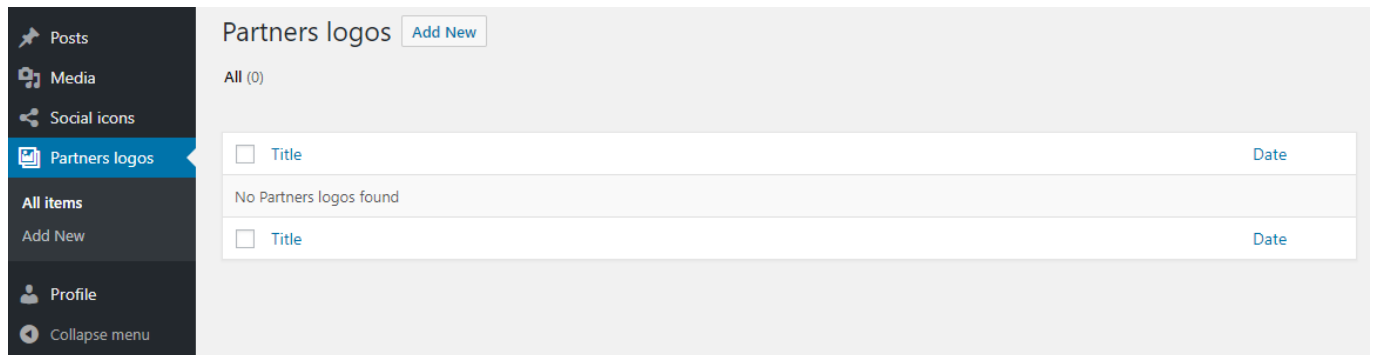
Then you can click on **Publish**, and the icon will be immediately visible on *Overview page*, at the end of the *Information* sidebar on the right.

8. 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** screen will look like this screenshot below.

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.
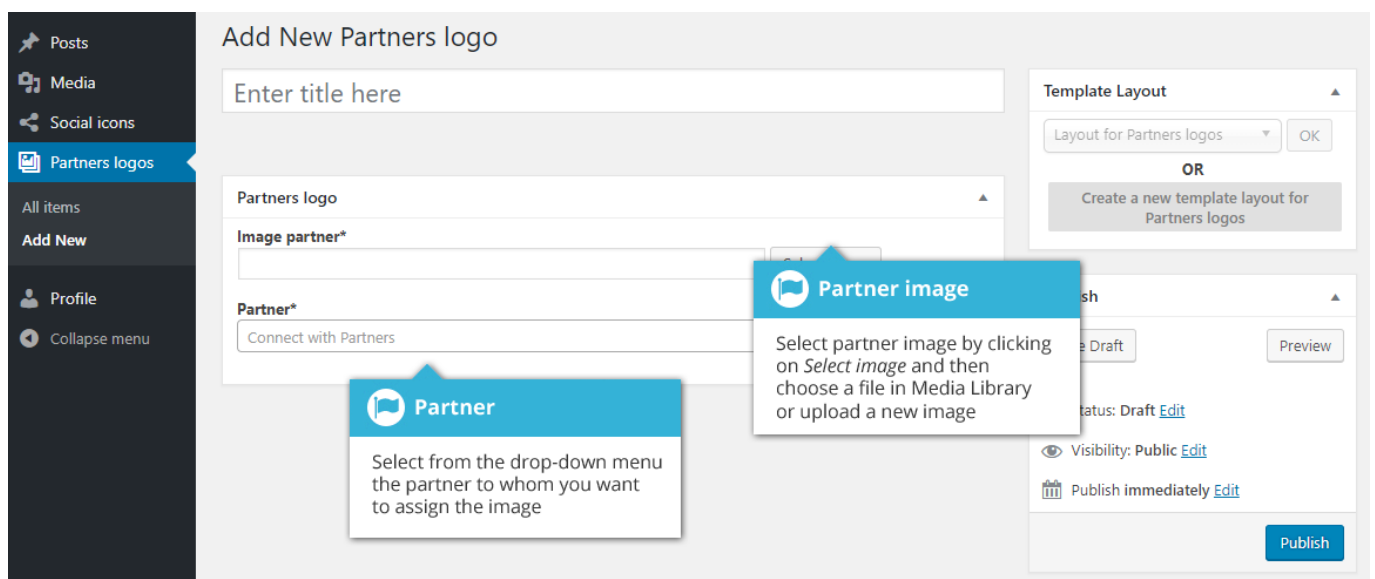
You need to set up:

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.