euni well

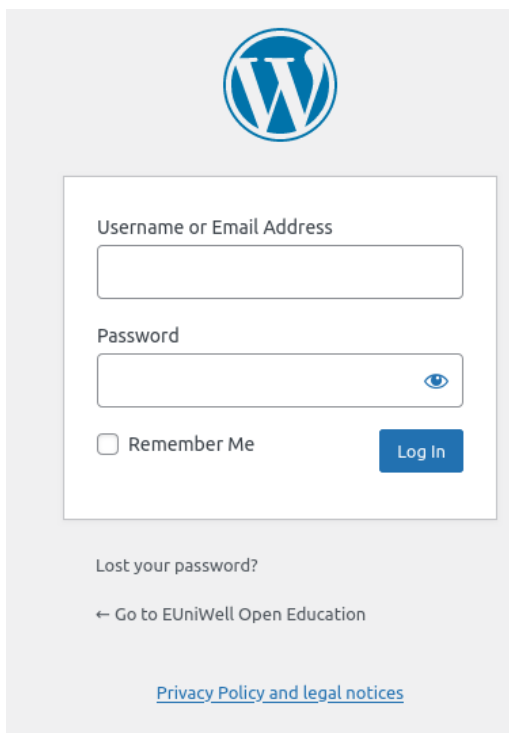## European University for Well-Being

Open Education blog

Editorial committee user guide

I.   LOG IN

Log in to the Wordpress interface:

Use this link: http://euniwell-open-education.univ-nantes.fr/wp-login.php/?wp_cassify_bypass=bypass

*Use this link **only** if you are part of the Nantes Université team: https://euniwell-open-education.univ-nantes.fr/wp-admin/*

You will see this log in panel

To log in, please use your professional email address (the one you are using to communicate within EUniWell).

If it is the first time you are trying to log in, you will have to click on "lost your password?" and follow the procedure.
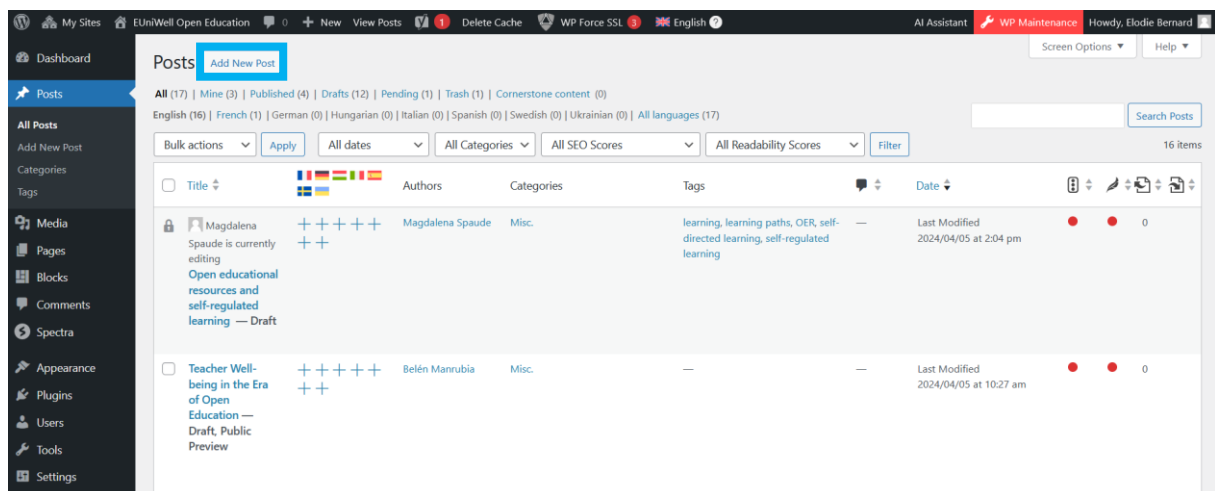
II. POST

When you log in, you will arrive on the "Dashboard". The main part that will interest you is the "Post" section, on the left-hand panel.
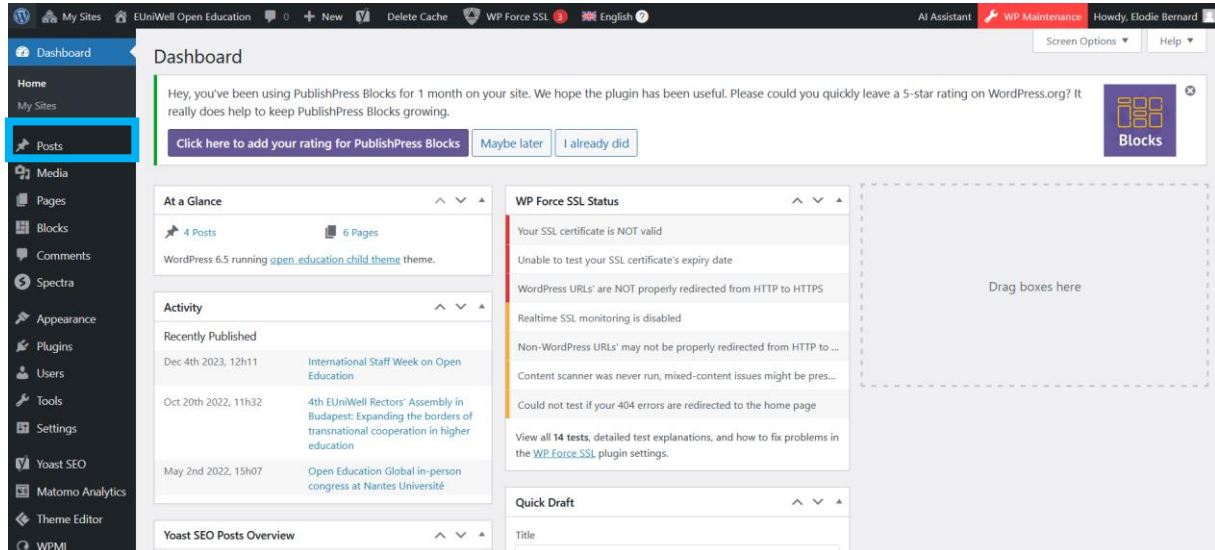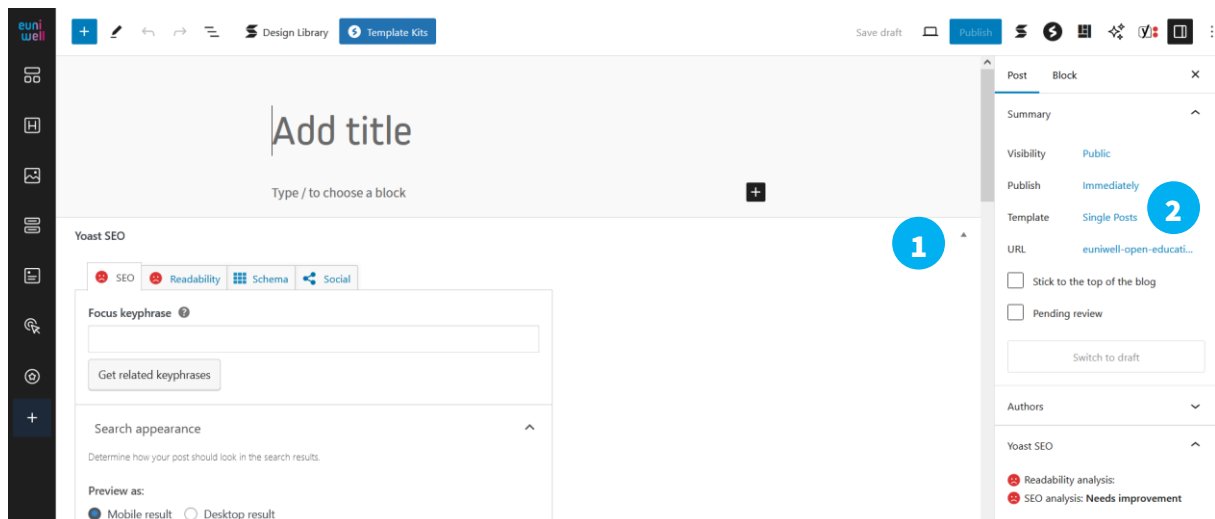

Click on "Post" and you will arrive on the below page.

1) Create a new post and drafting

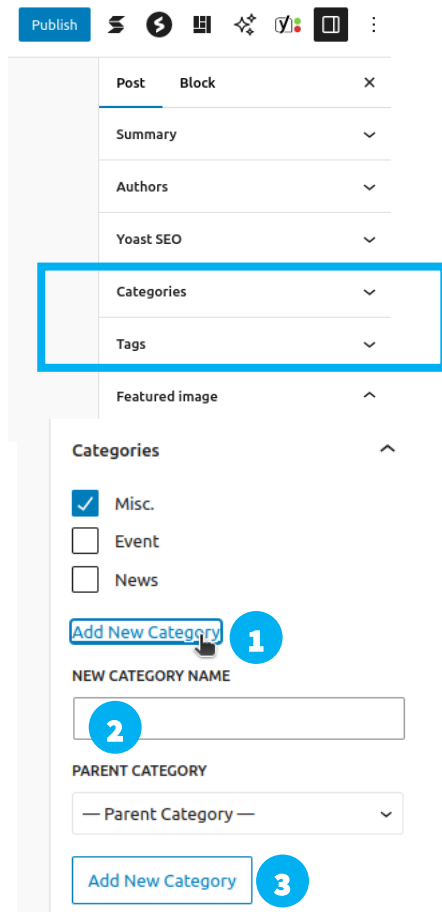To create a new post (meaning publishing an article on the site), click on "Add New Post"

1) Click on the small arrow on the right to hide the "Yoast SEO" panel. Do the same for "More fields". You don't have to fill those fields; it will be handled by the publishing team.

2) **Set the right template for the article**: Click on "Single Posts" on the right panel, and select "Swap template". Please select carefully the template "**euni post page**". This template will allow you to have the same formatting for all the posts, without having to spend too much time on the design of your article.
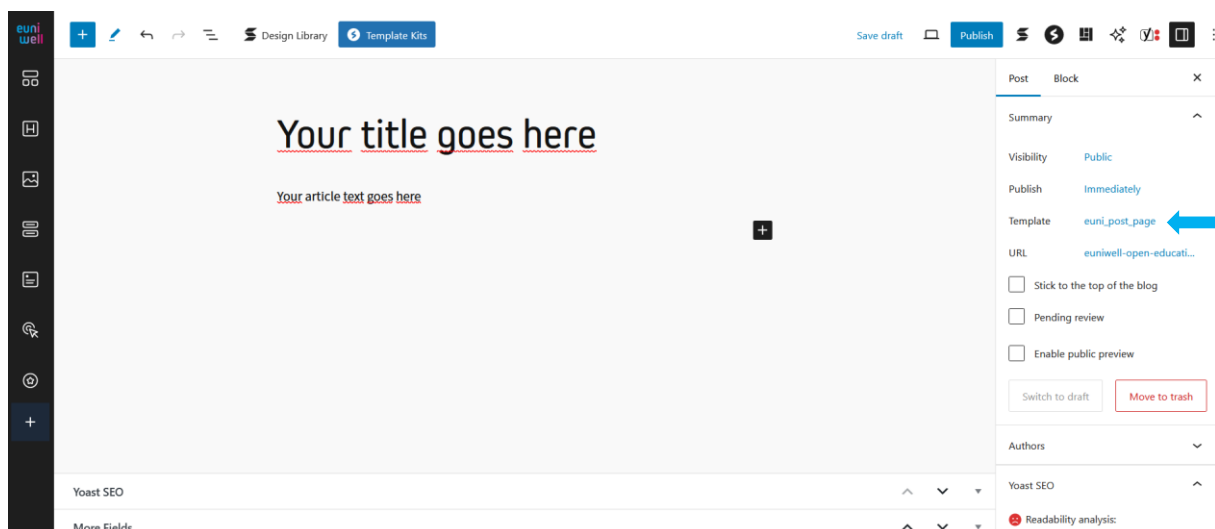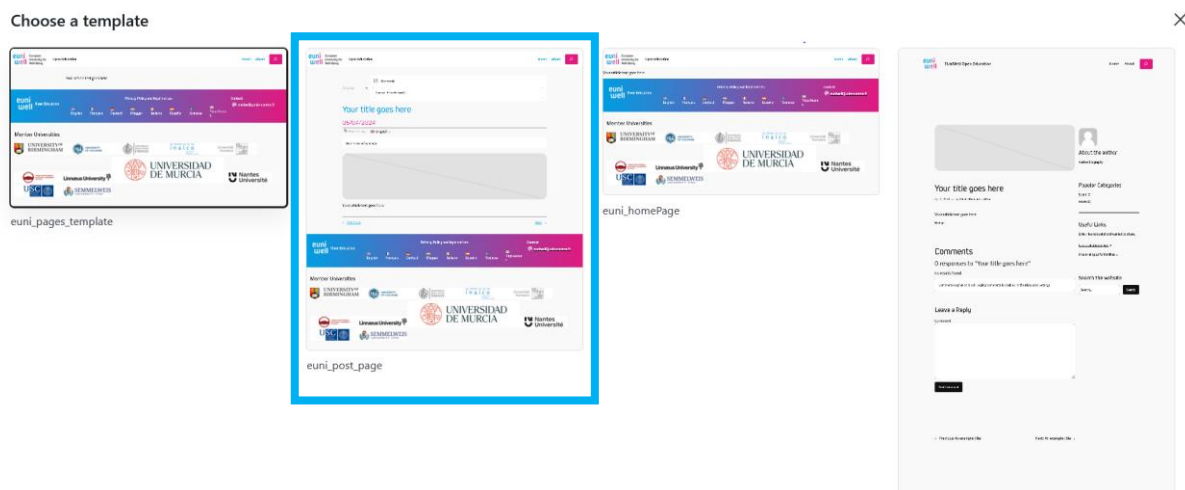
You can now type in your title and text in the appropriate section.

2) Add categories, tags and excerpts

Categories
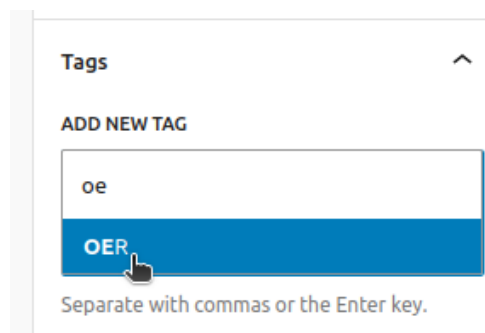
You can add one or several **categories**. If one category is not yet visible in the list click on **Add New Category (1),** write the new one (2) and click on the second **Add New Category (3).**

Tags

When typing your **tag**, the autocomplete search process will propose terms already in use in other articles. If your keyword is not already in the list, it will be added.

Your tags will appear in your article in the area above.

Excerpts

Although optional, **excerpt** is a short summary of your article that will be very important for SEO (Search Engine Optimization) and help to increase the article's visibility.

3) Add a featured image for the post

To add a picture, scroll down in the right-hand panel, until you see **"Featured image"** and click on **"Set featured image"**. You can either use a picture from the library or upload your own. Please remember to use license-free picture, or add to the caption a copyright to retribute the author of the picture.

Featured image

Set alternative texts and captions for images

Openness is important for the EUniWell Open Education community. Please read the following to set alternative texts and captions for the images.

**1 - «Alt text»** is for the alternative text; It is important for accessibility and explains what the image is about by describing it for visitors who do not have the ability to see them.

2 - «Title» is useful to define the image;

3 - «Caption» is important to set credits, copyright and specificities about the image used;

Please also note that **« Alt text »** will be visible in the alt part of the page's code and will be read by text-only web browsers (see screenshot below).

Title and caption will be seen under the featured image in your article.

Learning Students   *AI-generated by Bing Image Creator*

4) Finalising by saving as pending review

You can click anytime on "**save as draft" (1)** and quit to come back later until you are happy with your draft. Then please click on **"Pending review" (2)** on the right panel, and then click on "**save as pending**".
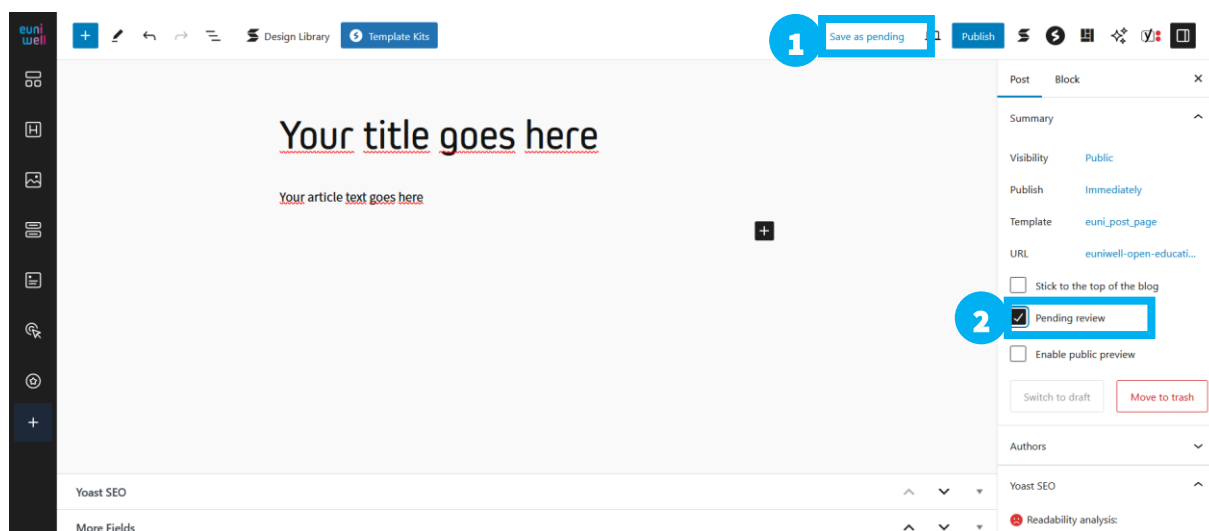
By clicking on **"Pending review" (2)**, the publishing team[1] will automatically receive a notification that your article is awaiting a review.

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[1] For the time being (April 2024), the publishing team is composed of the Nantes Université team.

5) Checking a preview and about the Creative commons block at the end of your article
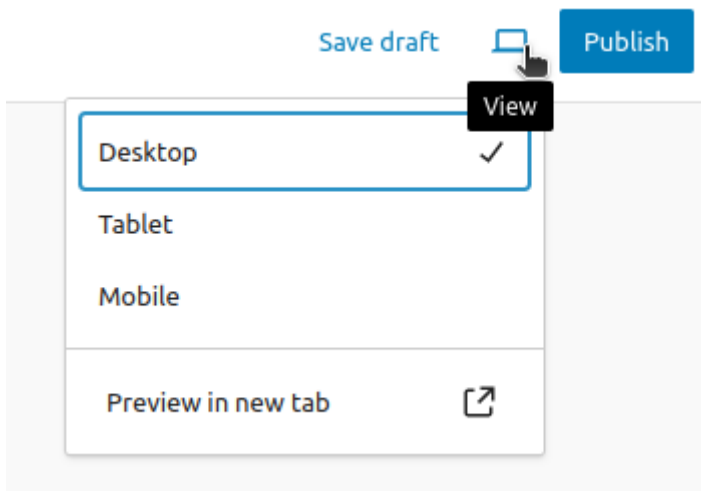
At every step of your writing, you can check the preview of your work by clicking first on **save draft** and secondly on the icon on top right and **preview in new tab**.
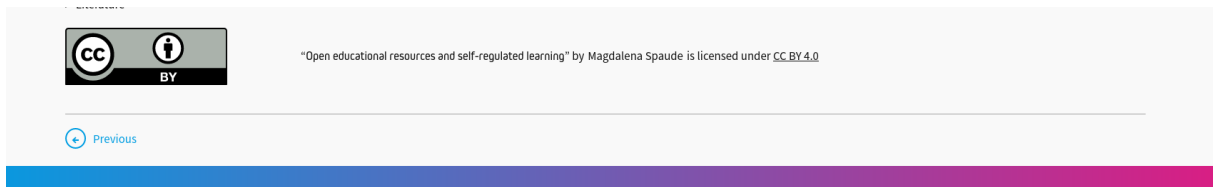
By default, a **CC BY licence** is automatically added to the template at the end of your article.

III. TRANSLATE

1) Categories and tags

At first, if you add new categories and tags to your article, you must translate them.
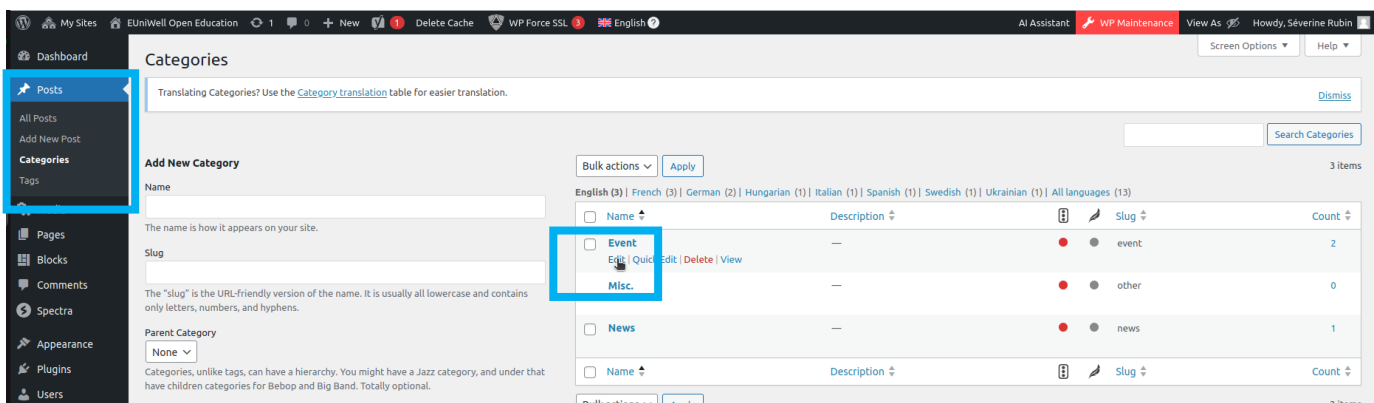
In the **POSTS area**, in **categories sub-menu**, edit the category to translate.

In the middle of the page you will find the **language area** and you will see the languages that can be translated and those already translated.

For example, if you want to add a translation of the English category News in German, click on German on the list.

You will see that you will be redirected in the right **language translation (1) and (4),** will be reminded of which **category name (2) and (4)** and the **original language (1) and (4).**
Put the translation of the name in the **name area (3)** and click on **Add New category.**

If you have another category or tag to translate, **switch back to the original language in the top menu (1).** It is exactly the same steps for the tags.

2) Translation of the articles – first step

If not done already, please switch to the original language of your article in the top menu (1). Then, to add a translation, on the **"Post" entry (2),** you can click on the **"+" button** representing the language you want to translate your article to.
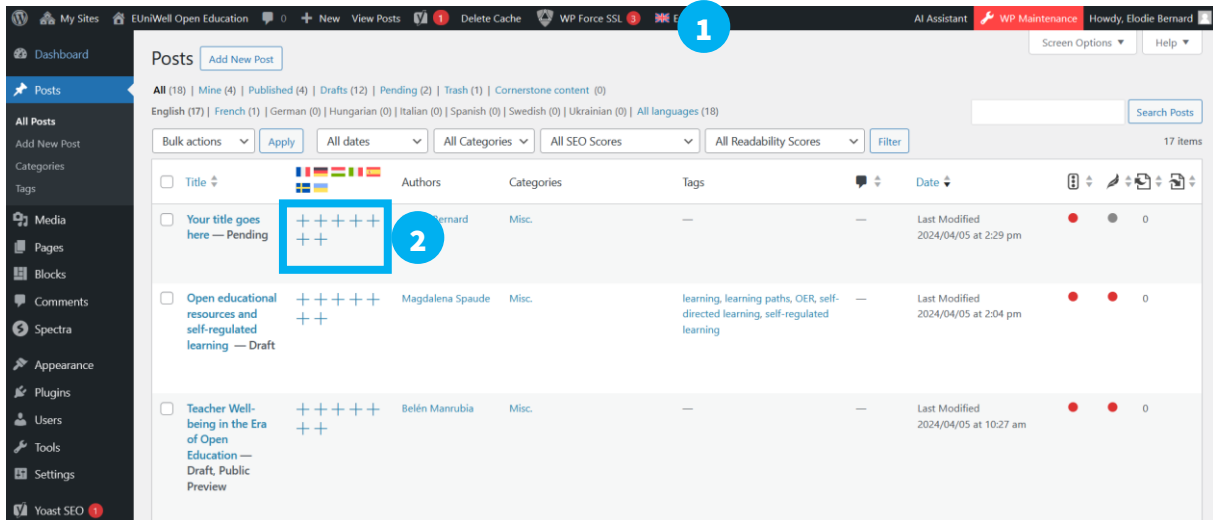

The below page will appear. You can translate only a part, or the entire article. You can mark the translation as complete when you are satisfied with your translation, and then click on **"Save & Close"**. You can always come back later to amend a translation.
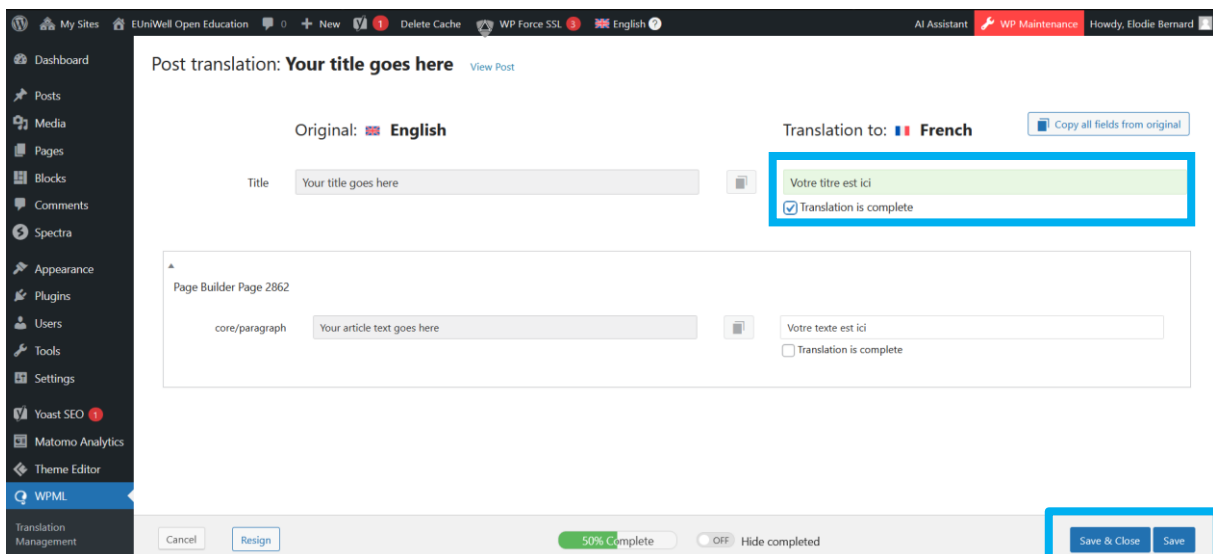
On the next screenshot, **the little mechanism symbol (1)** indicates that the translation is still in a work in progress status, but it is not complete yet.
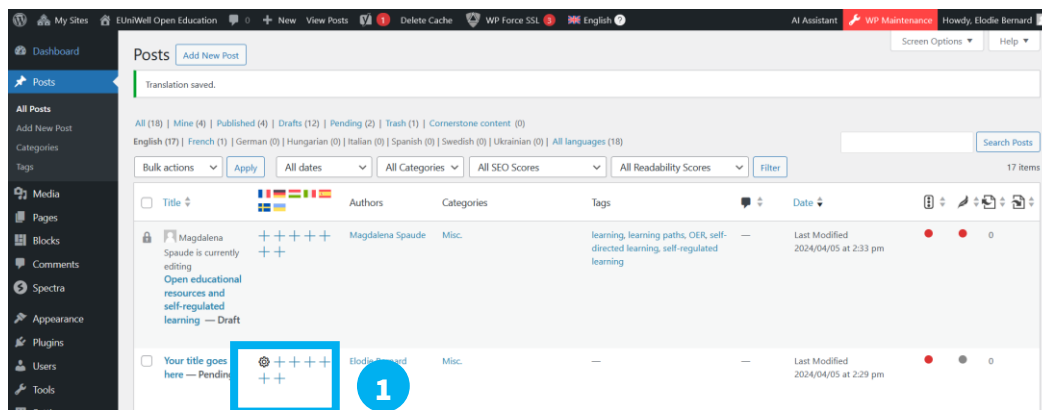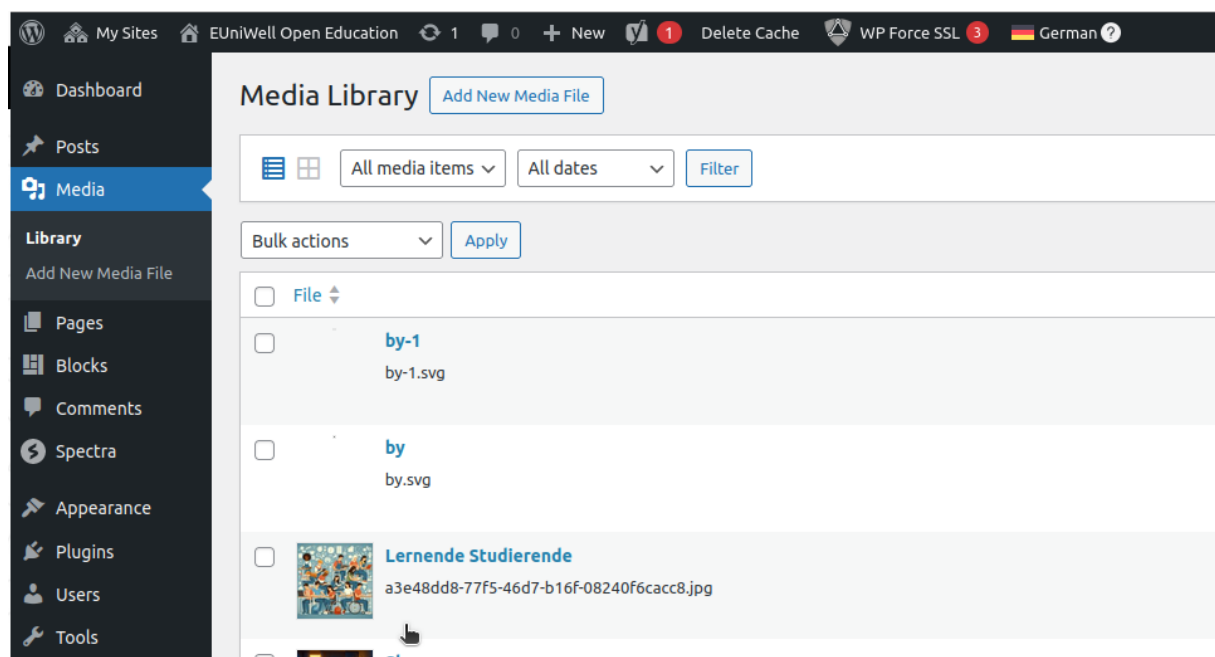
3) Finalise the translation: translate title, alt text and caption for featured images, excerpt...
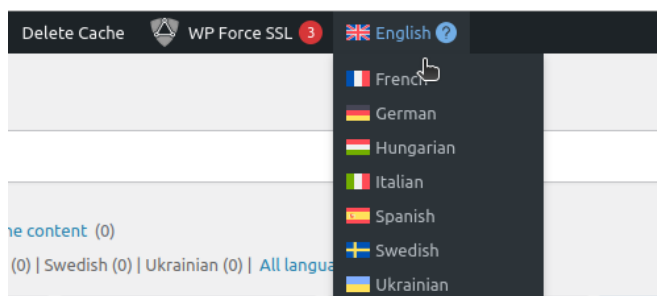
After this first step, you might find some parts not totally translated.
Change the interface language in the one you are translating.

For the images used in your original article you can access to the equivalent medias in the translated language.

Edit the files you need and simply add or modify the fields.

Don't forget to update by clicking on **"update" button** (1) at the top-right corner of the page.

Once the categories, tags and images have been translated, translation in fast mode may not have been enough. By remaining in the target translation language in the interface, you can access the articles to be translated in the same full editing mode as when you wrote the original and finish translating the remaining sections.

When accessing the post, you might receive a warning: please check "Don't show this warning again" and click on "I understand – continue editing".

Make sure to double check the different blocks, categories and tags. When satisfied, you can set it to "**pending**" like the original article.

For any technical question, please contact Séverine Rubin: severine.rubin@ls2n.fr

For the time being (April 2024), the **publishing committee** is composed of Victor Le Cam, Colin de la Higuera, Séverine Rubin and Elodie Bernard.