



# SOMEXNET

## O2/WP3 – User's Guide

Tutorial on using CMS Wordpress, in order to bring promotion to the app  
Public display

*synthesis*

## O2/activities

*Project n°:* 2017-1-BE01-KA202-024739



**Activity :** WP3 – Users Kit (WordPress CMS – Backend data)

**Interim result:** Wordpress CMS - Tutorial for Editors

**Language :** English

**Date :** November 2018

# CMS Wordpress - Tutorial for Editors

- **Description:** Tutorial on using CMS Wordpress, in order to bring promotion to the app  
*Public display*
- **Target audience:** Editors/or technicians
- **Validation Period:** During and after the project for Partners with the role of editors/Admin´s
- **Objective -** Publish news and other contents;
- Create/edit City´s to be used in mobility´s projects

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## BEFORE STARTING

- **If you are not a partner of SoMExNet project :**

Please, ask for the formulary/ protocol to become a partner by sending a mail at [contact@somexnet.eu](mailto:contact@somexnet.eu)

- **For the partners of SoMExNet project :**

Please refer to your Mobility Coordinator to give your access credentials. The structure for inputting City's is pre-defined. If in need of more considerations, please send a mail at [contact@somexnet.eu](mailto:contact@somexnet.eu)

## HOW TO CONNECT TO CMS Wordpress Site

- 1- Please click on the link below or copy this url address in your web browser :

<https://www.somexnet.eu/wordpress/wp-login.php>

- 2- Fill your **Username, Password** and click on **Log in**.

- For SoMExNet's partners:

Username: [partners name\_editor]

Password : [partners name\_editor\_year]

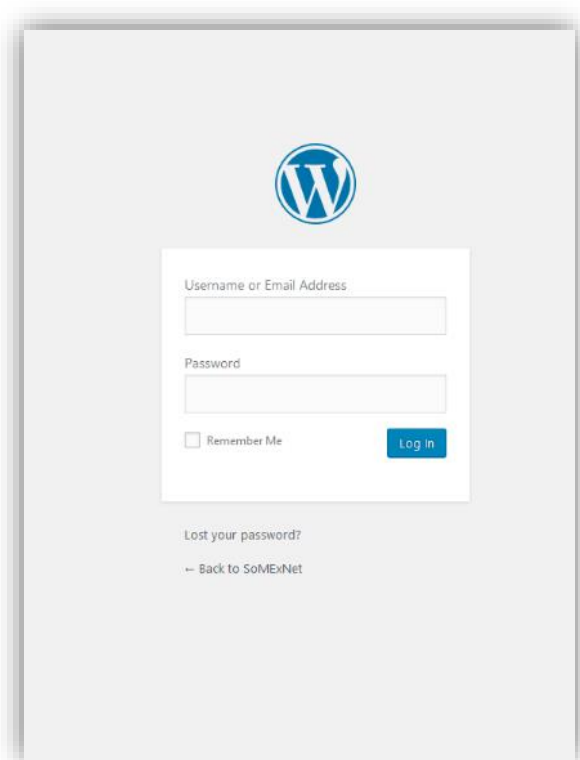


Figure 1 - Login screen

3- Congratulations! You are now logged in.

If you want, you can filter the contents by language. In order to see all published content, in all languages, you should select to show all languages (option n.1)

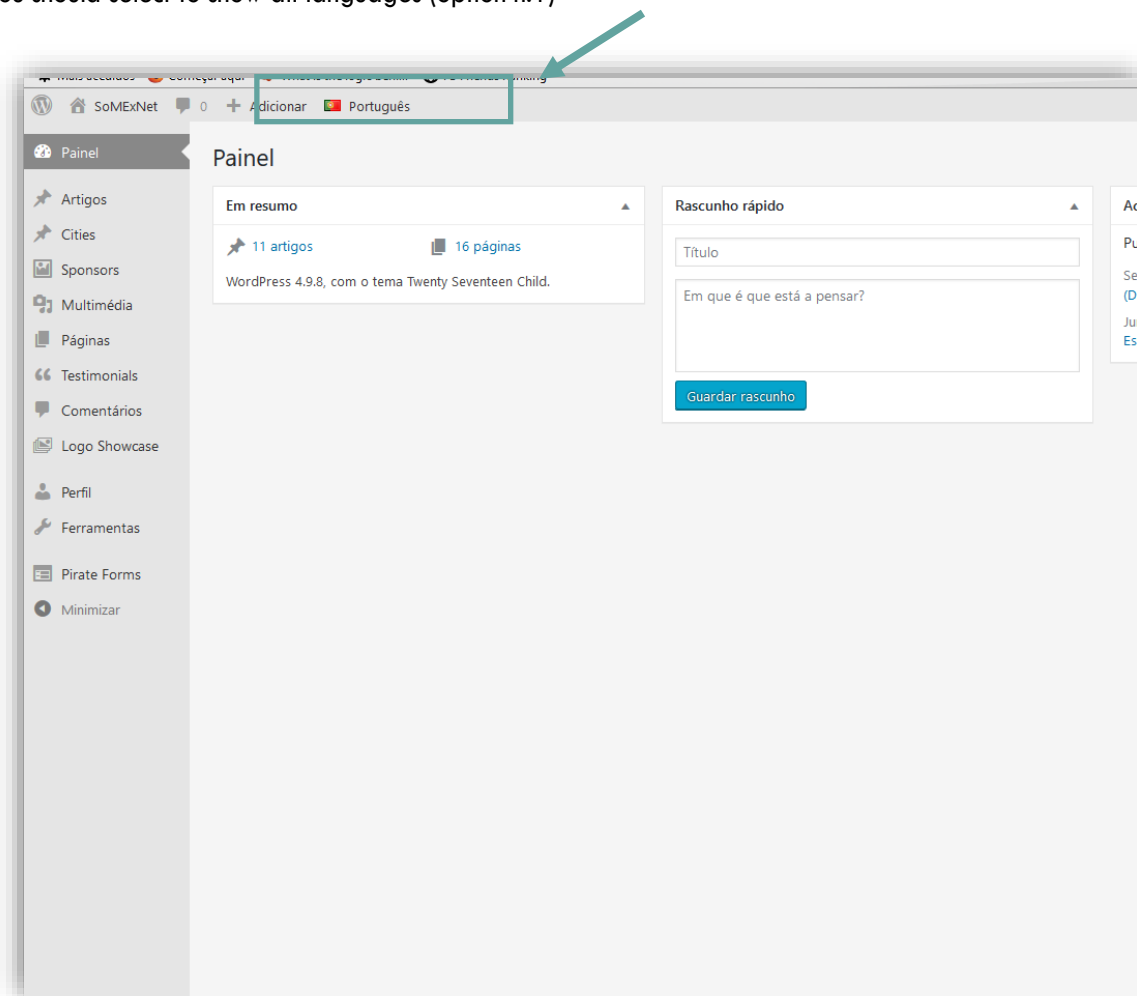


Figure 2- Main work area

## INPUTTING THE CONTENTS

### Learning the workspace

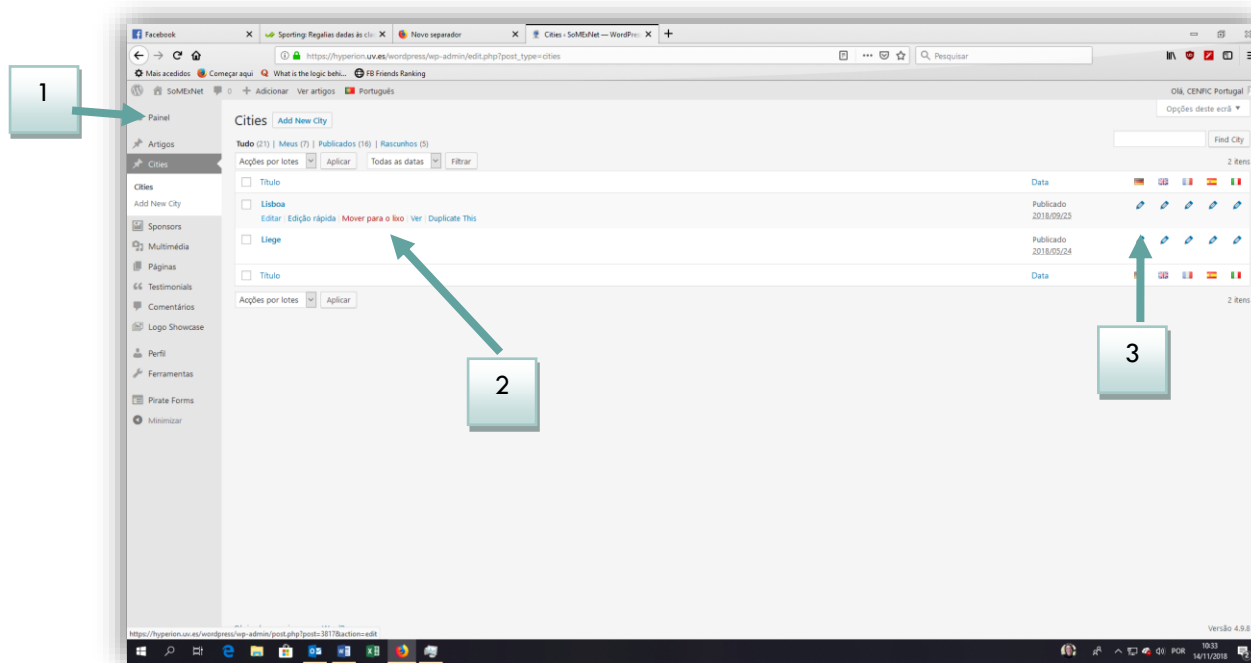


Figure 3- Workspace

#### 1- Main menu





- The main menu is where all the possible, editable categories and other options are located


#### 2- Articles / content - concerning the chosen menu option / categories

- In this area you can manage to see all the published articles, in the category, and their status (published, draft)
- You can select an existing article and manage to do the following actions:
  - i. Edit the selected content;
  - ii. Quick edit (change some quick info, like the title, change privacy, etc)
  - iii. Delete the selected content;
  - iv. Duplicate the content;

### 3- Translation input / status<sup>1</sup>

- In this area you can see the status of the translations concerning the selected content, add translation to other language
  - i. In order to understand the status of the translation you must pay attention to those icons:

1.  Languages available for translation;
2.  The content is not translated and you may add the translation by pressing this icon;
3.  The content is translated in the corresponding language and you may edit the translation
4.  When working in multi-language it shows in which language(s) the article is translated

Example: if an article is showed with  in all flags, means that all the languages will be forced to display in the language you choose to write your article

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<sup>1</sup> Note: By default, the contents will only display in the language your phone/tablet app is set. In order to be available in other languages, the desirable languages must be translated.

### Creating and editing News (posts)

This area is for the news, advertisement of mobility actions or other type of articles that you want to give emphasis. They will be displayed in the public frontend of the app.



Figure 4- Frontend APP

### Adding news (posts) content

- To access the news content, you must select the posts option in the left main menu, according to the figure. A sub-options menu should appear, giving you the options to add new, show all the existing posts, etc.
- Select the *add new*

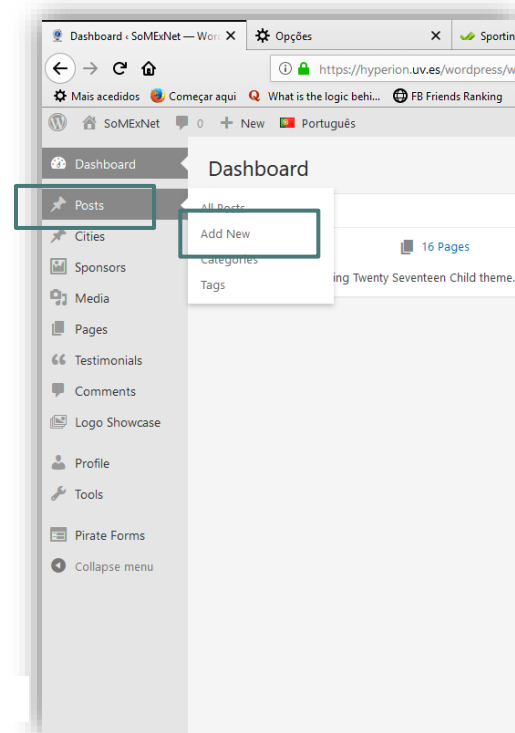
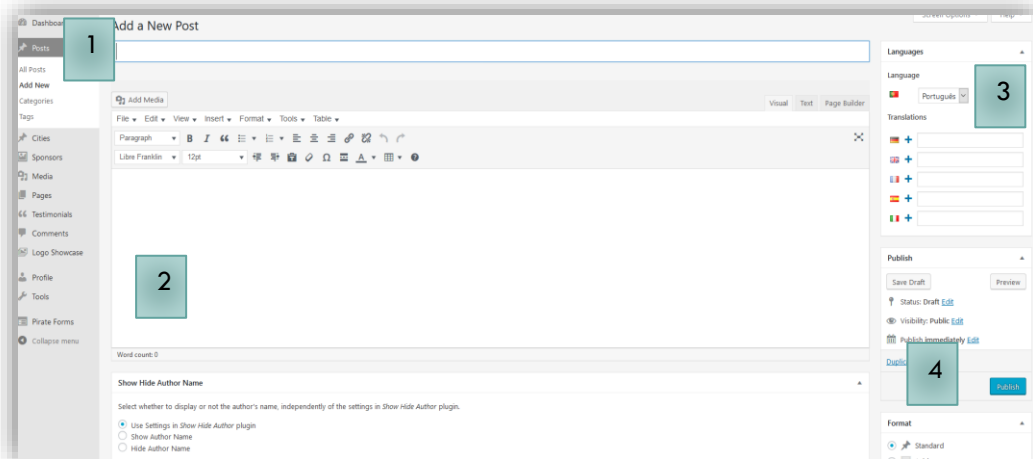


Figure 5 – Menu to Add a post



- Now all that is left to do is to write your title and the body of the article in the corresponding sections (see legend below)

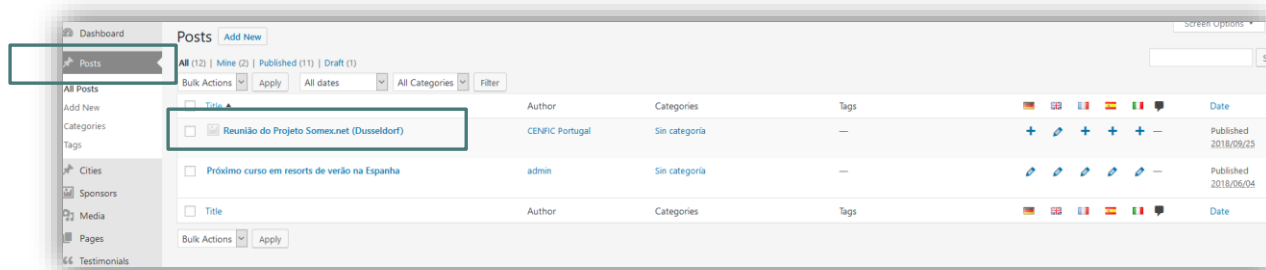


**Figure 6 - Add a post**

- 1 – Title field
- 2 – Body field
- 3 – Default language
- 4 – Publish article (save)

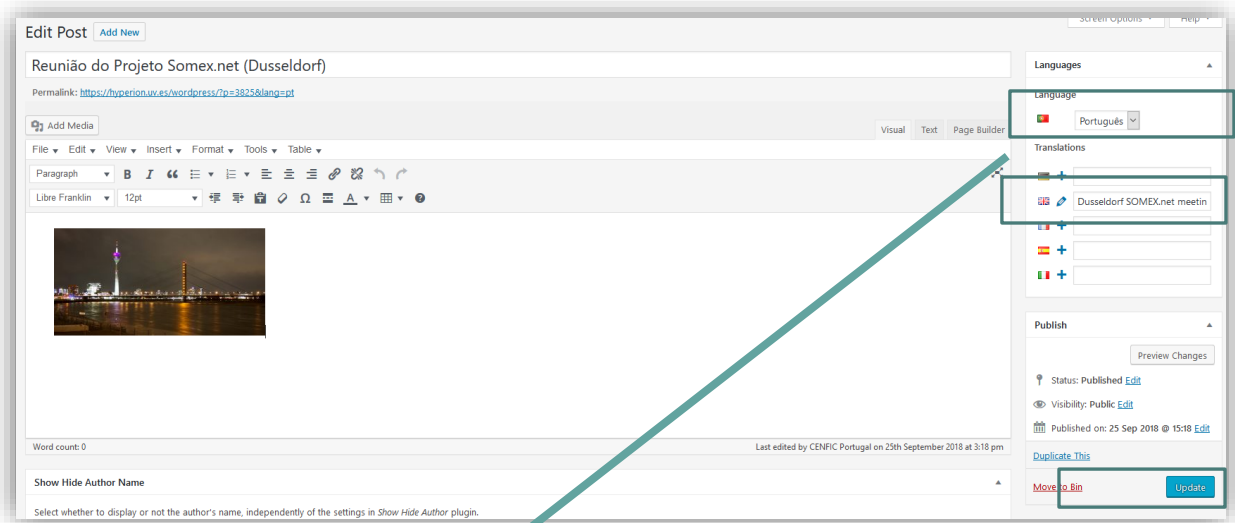
## Editing previous news (posts)

To edit posts, previously published, the option to see all posts should be selected, followed by a click in the post you want to edit, as shown in the figure below:



**Figure 7 - Editing content**

Now you are presented with a similar screen, like the previous adding content, but now you can see the previously written post. You may now edit at will and when finished you should click the update button in order to save your changes.

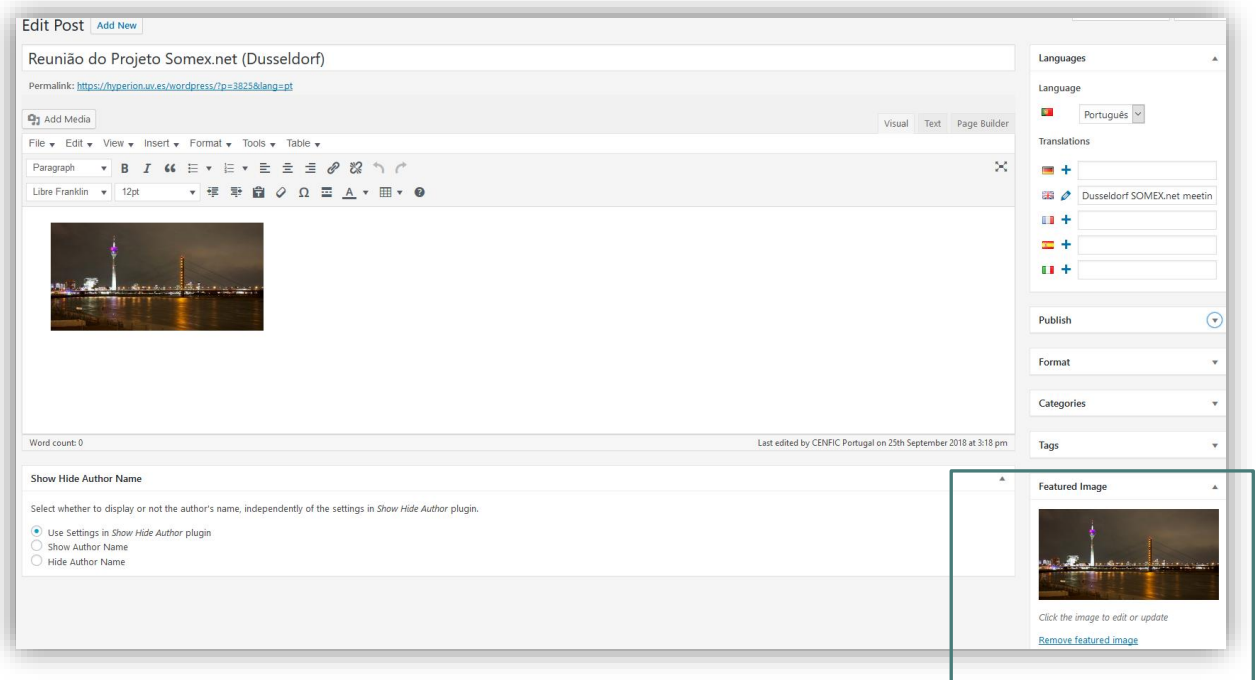


**Figure 8 Editing Screen**

**Note** that I can see that my post was created in my default language, but I've also created a translation in other language

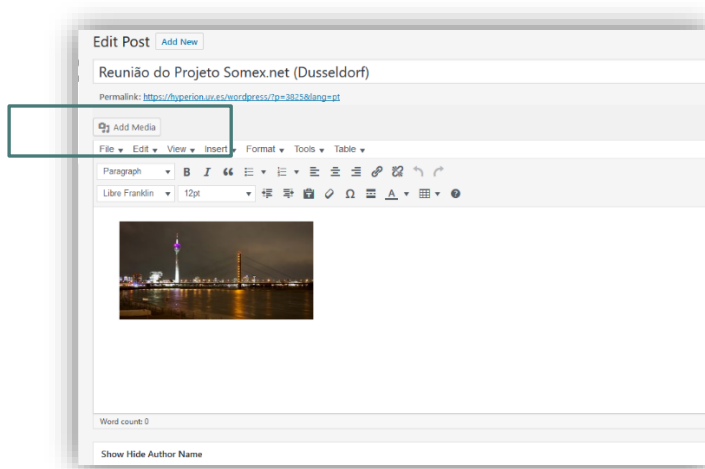
You may also check that there is some multimedia content in the post, which can be achieved in two ways:

1 – If you want to give some featured media display in your post (The image will be showed outside the article)



**Figure 9 - Featured Media**

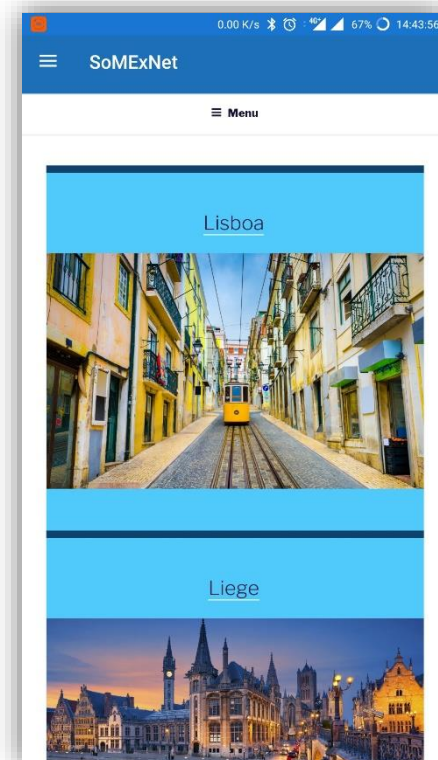
2- If you want to put some media inside your article, along your text



**Figure 10 - Inserting Media**

### Creating and editing City's

This area is for the creation or editing City's as needed for the mobility actions. The result will be displayed in the app like shown in the figure 11.



**Figure 11 – City's**

## Adding city content

- To access the City's content, you must select the City's option in the left main menu, according to the figure. A sub-option menu should appear, giving you the options to add new, show all the existing City's, etc.
- Select the add new
- Here, exactly like the previous topic (adding news content) the procedures are exactly the same

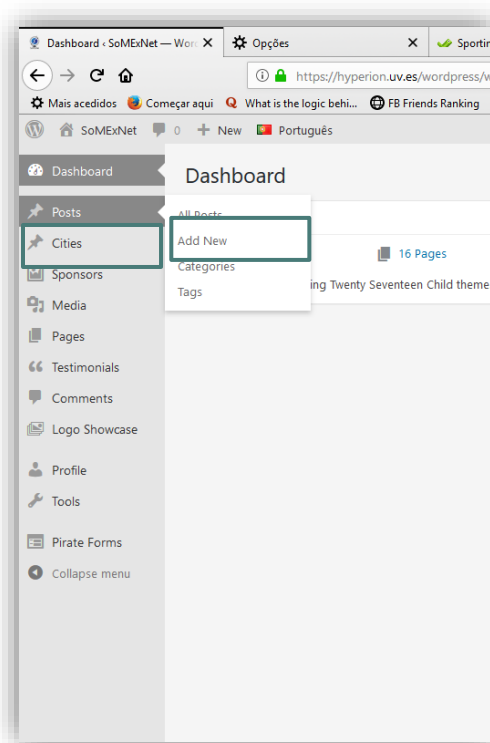
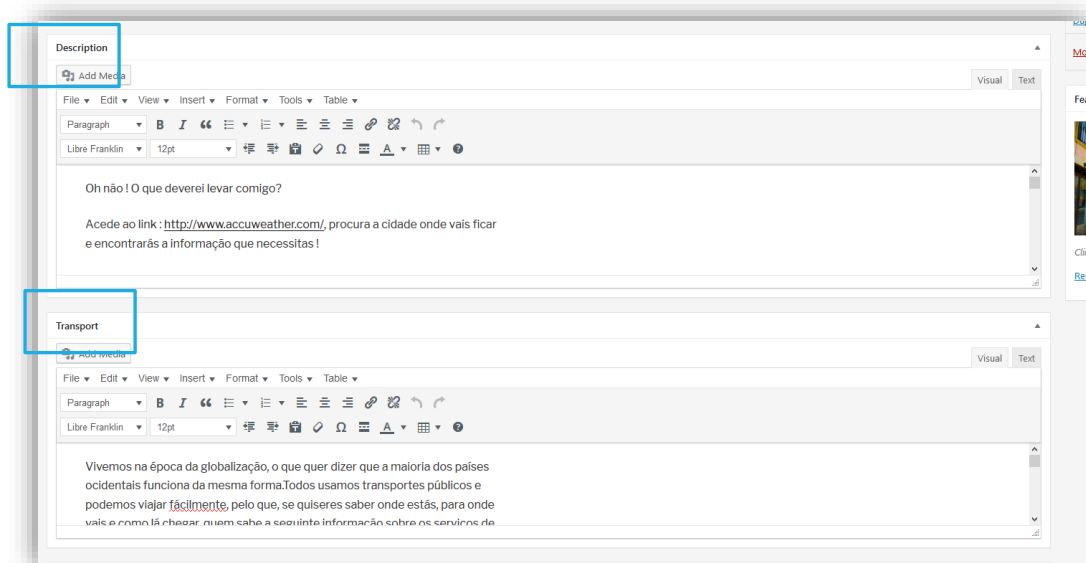


Figure 12 - Adding City's

Note. The main difference between adding a post or adding a city is that the last one has already a pre-defined structure, designed to bring standardization to the city's content



### Editing previous City's

- To edit City's, please follow the procedures, exactly like the topic (Editing previous posts)



For any problem, do not hesitate to access our website contact form.