



DOCKSIDE PROJECT

Managing your contents





What you'll learn

I. Acces the backoffice

a. Sign in

Learn where to go to log in to the backoffice

b. Sign out

Sign out is optional, but it's useful to know where to go if you ever need to do so

c. Register

If you don't have an account yet, registering is the first step to any posting

d. Forgotten password

You might have account, but if you don't remember your password, you won't be able to access it! Know what to do if this happens.

II. Manage your posts

a. Creating a post

Learn where to go to create a post and what your interface looks like

b. Editing a post

Use links, images, documents, and other tools to edit your post

c. Categorizing a post

Learn the difference between tags and categories and how to properly tag your posts

d. Publishing a post

Save your draft to work on your article later or post it as soon as you're finished



Before starting: some core vocabulary

Sign in / Sign out

Sign in or Log in is the act of connecting yourself to a secured account.

Sign out or Log out is the act of disconnecting from the secured account.

Hyperlink

A link from a hypertext document to another location, activated by clicking on a highlighted word or image.

Home page

The introductory page of a website, typically serving as a table of contents for the site.

The home page is visible to everyone.

Back office

The internal operations of an website that are not accessible or visible to the general public. Usually where admins and editors post and organize the content of the website.

Front office

The website: the user interface visible by everyone visiting the website regardless if they have access to the back office or not.

Dashboard

The home page of the back office, giving access to different elements of the site's functionality.

1

Accessing the backoffice

Sign in / Sign out

Register

Forgotten password



Sign in

Go to dockside-kh.eu

Scroll down at the bottom of the website to find the « Login » box.

Enter your **password** and **username** in the designated boxes.

Step 1
**Enter username
and password**

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LOGIN

Username or Email

Password


Captcha

☐ Je ne suis pas un robot 
reCAPTCHA
Confidentialité - Condition

☐ Remember Me

[Register](#) | [Lost your password?](#)

FUNDING



Co-funded by the
Erasmus+ Programme
of the European Union



Sign in

Notice the « I am not a robot » feature with the blank box.
Don't forget to **click the blank box** before signing in.
Once you're done, click « Log in ».

Step 2
Click the blank box before log in

Step 3
Click "Log in" to sign in and access the backoffice

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LOGIN

Username or Email

Password


Captcha

☐ Je ne suis pas un robot 
reCAPTCHA
Confidentialité - Conditions

☐ Remember Me

[Register](#) | [Lost your password?](#)

FUNDING



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of the European Union



Once you're logged in, you have **access to your dashboard** (see below).
This is where you can post articles.

← → ↻ ⓘ www.dockside-kh.eu/wp-admin/ 🔑 🗨️ ☆ S 📄 📶 📶 📶 ⋮

WordPress Dockside 0 + New Howdy, Joty Test

Screen Options ▾ Help ▾

Dashboard

At a Glance ▲

📌 28 Posts

📄 12 Pages

WordPress 4.8.1 running Goliath theme.

Activity ▲

Recently Published

Aug 4th, 9 h 37 min
(Registration)

Environmental Maritime Workshop

Aug 3rd, 14 h 55 min
Workshop – Agenda

Environmental Maritime Research (EMR)

Jul 26th, 16 h 26 min

JOB ANNOUNCEMENT : NUM

Jul 20th, 13 h 08 min

Password Rcovery

Jul 20th, 10 h 49 min

Register form

Quick Draft ▲

Title

What's on your mind?

Save Draft

WordPress Events and News ▲

Attend an upcoming event near you. 📍

There aren't any events scheduled near you at the moment. Would you like to [organize one?](#)

WordPress 4.8.1 Maintenance Release

WPTavern: Early Results from NRKbeta's Comment Quiz Plugin Show Readers Enjoy the Quiz but Rarely Leave a Comment

WPTavern: In Case You Missed It – Issue 23

WPTavern: WordPress 4.9 to Focus on Code Editing and Customization Improvements, Targeted for November 14

Meetups 📅 | WordCamps 📅 | News 📰



Sign out

You can **sign out from the backoffice**. Signing out means you will have to sign in again, but no one can access the website if you let your computer unattended.

The screenshot shows the WordPress dashboard interface. The browser address bar displays `www.dockside-kh.eu/wp-admin/`. The dashboard includes a sidebar with navigation links (Dashboard, Posts, Media, Profile, Visual Composer, Collapse menu) and a main content area with sections like 'At a Glance', 'Quick Draft', 'Activity', and 'WordPress Events and News'. In the top right corner, a user profile dropdown menu is visible, showing the user's name 'Joty Test' and options: 'Edit My Profile' and 'Log Out'. Two red annotations are present: 'Step 1' points to the blue box in the top right corner of the screen, and 'Step 2' points to the 'Log Out' option in the user profile menu.

Step 1
Graze the blue box
on the top right
corner of the screen
to unfurl the options

Step 2
Click on "log out"



Register

If you are not yet registered, you need to create an account before accessing the backoffice.
Click on « Register » from the Login box.

Step 1
Click "Register"
to access the
register form

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LOGIN

Username or Email

Password


Captcha

☐ Je ne suis pas un robot 
reCAPTCHA
Confidentialité - Conditions

☐ Remember Me

[Register](#) | [Lost your password?](#)

FUNDING



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Register

The **register form** enables you to create an account.

Fill in the fields indicated with a red dot, as they are compulsory.

The **biographical info is optional**, but would provide information on you and your work if people are curious to know more about you.

Register form
FORMS © 20 July 2017

Contact Info

First Name - Last Name *

E-mail *

About Yourself

Biographical Info

Security fields

Password *

Minimum length of 10 characters

Strength indicator

Repeat Password *

Captcha *

☐ Je ne suis pas un robot

reCAPTCHA
Confidentialité - Conditions

Register

Step 1
Fill in the register form

Step 2
Click "Register" to send the form



Register

Once you've sent the form, you should get an email from Wordpress. If you don't see the email in your inbox, check your Spam, as the email might have been filtered and thus do not appear in your regular mail. Click on the activation link to finalize your account.

Activation Page

Your email was successfully confirmed.

Thanks to join yo dockside-kh

Your account is now activated

Best regards

The team



Forgotten password

If you forgot your password, go to « Lost your password? » in the Login box at the bottom of the homepage.

Step 1
Click "Lost your password"

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LOGIN

Username or Email

Password


Captcha

☐ Je ne suis pas un robot 
reCAPTCHA
Confidentialité - Conditions

☐ Remember Me

[Register](#) | [Lost your password?](#)

FUNDING



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Forgotten password

You will then need to indicate the email address you used to create your account in the designated box. Don't forget to click on the blank box for « I am not a robot ». Click « Get New Password » once you're done. Don't forget to check your spam if the email is not in your regular inbox.

Step 2
Fill in your email

Step 3
Click on the blank box

Step 4
Click "Get new password"

Password Recovery

FORMS

© 20 July 2017

Dear user

You can recover your password by filling this form below

Please enter your username or email address.
You will receive a link to create a new password via email.

Username or E-mail

Captcha

☐

Je ne suis pas un robot



reCAPTCHA

Confidentialité - Conditions

Get New Password

2

Managing your posts

Creating a post

Editing a post

Tagging and categorizing a post

Publishing a post



Creating a post

To add / create a post, go to the backoffice once you've signed in. Click on « Add New » in the Posts tab to go to the Article page.

The screenshot shows the WordPress admin dashboard for a user named Joty Test. The left sidebar contains navigation links: Dashboard, Posts, Media, Profile, Visual Composer, and Collapse menu. The main content area is divided into three columns. The left column shows the 'All Posts' section with an 'Add New' button highlighted by a red arrow and the text 'Step 1 Graze "Posts" to unfurl the options'. The middle column shows the 'Quick Draft' section with a 'Save Draft' button highlighted by a red arrow and the text 'Step 2 Click "Add New" to add a new post'. The right column shows the 'WordPress Events and News' section. The top of the dashboard shows the 'Dashboard' title and a 'Howdy, Joty Test' greeting. The browser address bar shows 'www.dockside-kh.eu/wp-admin/'.

Step 1
Graze "Posts" to unfurl the options

Step 2
Click "Add New" to add a new post



Creating a post

You should see this page :

← → × www.dockside-kh.eu/wp-admin/post-new.php

Howdy, Joty Test

Dashboard Posts All Posts Add New Media Profile Visual Composer Collapse menu

Add New Post

This is the title of your article

This is where you save your draft

Once your article is ready, click here to submit it for publishing

This is where you type your text

Word count: 0

Revolution Slider Options

Choose Slide Template: default

Post settings

☐ This post is featured

☐ Show navigation bar

Post style: Global theme setting

Stars (for reviews):

Publish

Save Draft Preview

Status: Draft

Visibility: Public

Submit for Review

Categories

All Categories Most Used

- ☐ EMR Workshop
- ☐ Forms
- ☐ News
- ☐ Partners
- ☐ Ministry of Education Youth and Sport
- ☐ National University of Management

Tags

Add

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Choose the category of your article

Add tags to help organize the content

Add an image to illustrate your article



Editing a post

Begin writing your article in the designated text area.

You **can edit and change your text** like in any regular editing software such as Microsoft Word and Open Office.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> [Edit](#)

**Don't forget the title
keep it short**

[Add Media](#)

Paragraph **B** *I*

-

-

“ **≡** **≡** **≡** [Link](#) [Unlink](#) **≡** **≡**

Visual Text

Paragraph

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**This is what your
text look like**

Word count: 69

Draft saved at 5:19:50 pm.



Editing a post

Your article will automatically choose « Paragraph » to format the text.
You can choose other options, especially if you wish to create titles within your article.
However, always write your main text with « Paragraph » on.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph

Paragraph (Shift+Alt+7)

Heading 1 (Shift+Alt+1)

Heading 2 (Shift+Alt+2)

Heading 3 (Shift+Alt+3)

Heading 4 (Shift+Alt+4)

Heading 5 (Shift+Alt+5)

Heading 6 (Shift+Alt+6)

Preformatted

ipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris quis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt est laborum.

Word count: 69

Draft saved at 6:00:05 pm.



You can use bold, italics, bullet points or numbered lists to organize your content and enhance your text.

The screenshot shows the WordPress 'Add New Post' editor. On the left is a sidebar with navigation links: Dashboard, Posts (active), All Posts, Add New, Media, Profile, Visual Composer, and Collapse menu. The main content area has a title 'Add New Post' and a text input field containing 'Lorem ipsum'. Below the title is a permalink and an 'Edit' button. A red oval highlights the formatting toolbar, with a red arrow pointing to it and the text 'this is where you edit your text'. The toolbar includes a dropdown menu set to 'Paragraph', and buttons for bold (B), italic (I), bulleted list, numbered list, quote, link, unlink, table, and table of contents. On the right, there are tabs for 'Visual' (active) and 'Text', and a full-screen icon. The editor shows two paragraphs of text. The first paragraph is 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.' and is annotated with a red arrow pointing to it and the text 'bold'. The second paragraph is 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.' and is annotated with a red arrow pointing to it and the text 'italics'. Below the second paragraph is a bulleted list with four items: 'Lorem ipsum dolor sit amet', 'consectetur adipiscing elit', 'sed do eiusmod tempor incididunt', and 'ut labore et dolore magna aliqua'. This list is annotated with a red arrow pointing to it and the text 'bullet points'. Below the bulleted list is a numbered list with four items: '1. Lorem ipsum dolor sit amet', '2. consectetur adipiscing elit', '3. sed do eiusmod tempor incididunt', and '4. ut labore et dolore magna aliqua'. This list is annotated with a red arrow pointing to it and the text 'numbered list'.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph **B** *I*

 “ ” ≡ ≡ ≡

Visual Text

✕

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- Lorem ipsum dolor sit amet
- consectetur adipiscing elit
- sed do eiusmod tempor incididunt
- ut labore et dolore magna aliqua

1. Lorem ipsum dolor sit amet
2. consectetur adipiscing elit
3. sed do eiusmod tempor incididunt
4. ut labore et dolore magna aliqua



Editing a post

You can also format your text : align left, center and right.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph B I [List Icons] [Link Icon] [Align Left] [Align Center] [Align Right] [More Icons]

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Notice the text is now on the right

Word count: 69

Draft saved at 5:40:51 pm.



Editing a post

You can add a hyperlink to another website or page. Highlight the relevant portion of text, then select « insert/edit link » and paste the address in the designated box. Click on the blue arrow to confirm the link.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

VisualText

ParagraphBBIListListQuoteListListListLinkImageTable

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

See link here

↩ ⚙

Word count: 72

Draft saved at 5:53:51 pm.



Editing a post

The link appears in a blue and underlined text. Users will click on the link and be redirected to the hyperlink your indicated.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph B I [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Unlink Icon] [Table Icon] [Full Screen Icon]

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[See link here](#)

Word count: 72

Draft saved at 5:56:32 pm.



Editing a post

If you want to remove the link, click on the linked text and choose « remove the link », either in the editing bar or the bar opening once you've clicked on the link.

The screenshot displays the 'Add New Post' interface. On the left is a sidebar with navigation links: Dashboard, Posts (highlighted), All Posts, Add New, Media, Profile, Visual Composer, and Collapse menu. The main content area has a title 'Add New Post' and a text input field containing 'Lorem ipsum'. Below the input field is a permalink: <http://www.dockside-kh.eu/742-2/> with an 'Edit' button. An 'Add Media' button is also present. A rich text editor toolbar is shown with various formatting options; the 'Remove link' icon (a chain link with a slash) is circled in red. The editor contains a paragraph of Lorem Ipsum text. Below the paragraph, a link 'See link here' is shown with a tooltip that contains the URL 'whc.unesco.org/en' and a small toolbar with a 'Remove link' button, which is also circled in red. At the bottom left, it says 'Word count: 72'. At the bottom right, it says 'Draft saved at 6:00:05 pm.'



Editing a post

You can add documents or images in your post. The images will appear in the article.
You can use links to the documents you upload so that the reader can click on the link your provided and read your document.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> [Edit](#)

Step 1
Click on "Add Media" to add documents or images to your article

[Add Media](#)

Paragraph **B** *I*

-

-

“ **≡** **≡** **≡** [Link](#) [Unlink](#) **≡** **≡**

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[See link here](#)

Word count: 72

Draft saved at 5:56:32 pm.



Editing a post

The files (documents or images) must be on your computer for you to upload them. Many formats can be uploaded (.PDF, .JPG, .DOC, .PNG, etc...)

The screenshot shows the 'Insert Media' dialog box. On the left is a sidebar with options: 'Insert Media', 'Create Gallery', 'Create Audio Playlist', 'Create Video Playlist', 'Featured Image', and 'Insert from URL'. The main area has two tabs: 'Upload Files' (highlighted with a blue border) and 'Media Library'. A red arrow points from the text 'Step 2 Click on "Upload Files"' to the 'Upload Files' tab. Below the tabs, the text 'Drop files anywhere to upload' is displayed. Underneath this is the word 'or' followed by a 'Select Files' button. A red arrow points from the text 'Step 3 Choose the files from your computer' to the 'Select Files' button. At the bottom, it says 'Maximum upload file size: 64 MB.'

Insert Media

Create Gallery

Create Audio Playlist

Create Video Playlist

Featured Image

Insert from URL

Insert Media

Upload Files

Media Library

Step 2
Click on "Upload Files"

Drop files anywhere to upload

or

Select Files

Step 3
Choose the files from your computer

Maximum upload file size: 64 MB.



Editing a post

The files (documents or images) will be added to the online Media Library. You won't have to upload them again.

Insert Media

Create Gallery

Create Audio Playlist

Create Video Playlist

Featured Image

Insert from URL

Insert Media

Upload FilesMedia Library


All media itemsAll dates



1 selected
Clear

Search media items...

ATTACHMENT DETAILS



cambodia_rice_farming.jpg
August 13, 2017
720 KB
1200 × 707
[Edit Image](#)

URL

http://www.dockside-kh.eu/w

Title

cambodia_rice_farming

Caption

Alt Text

Description

Required fields are marked *

ATTACHMENT DISPLAY SETTINGS

Alignment

None

Link To

None

Size

Medium – 300 × 177

Insert into post

Step 4
Click on "Insert into post" to finish adding the file



Editing a post

An image is editable like a text. You can choose to align it on the left, center or right.
Click on the pencil to access more options.
Click on the 'X' mark to delete the image.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media


Paragraph B I [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Image Icon] [Table Icon]

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

See link [Align Icons] [Pencil Icon] [X Icon]

Align left



You can edit the image here



Editing a post

If you choose to add a document, upload it via the « Add Media » tab, and instead of inserting it into the article, copy the direct link to the document.

Insert Media

Upload Files

Media Library

All media items

All dates



Search media items...

Copy the link to the document

ATTACHMENT DETAILS



Contract_Farming_SAC.pdf
August 13, 2017
349 KB

URL <http://www.dockside-kh.eu/w>

Title Contract_Farming_SAC

Caption

Description

Required fields are marked *

ATTACHMENT DISPLAY SETTINGS

Link To Media File

<http://www.dockside-kh.eu/w>

Size Medium – 232 x 300



Editing a post

Close the tab (without inserting the file) and use an hyperlink to show your readers they can click on the text you selected to access a document.

See below: we added « Read the document » then pasted the link onto the text.

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [More Icon]


Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Read the document

nt/uploads/2017/08/Contract_Farming_SAC.pdf [Link Icon] [Settings Icon]

Apply





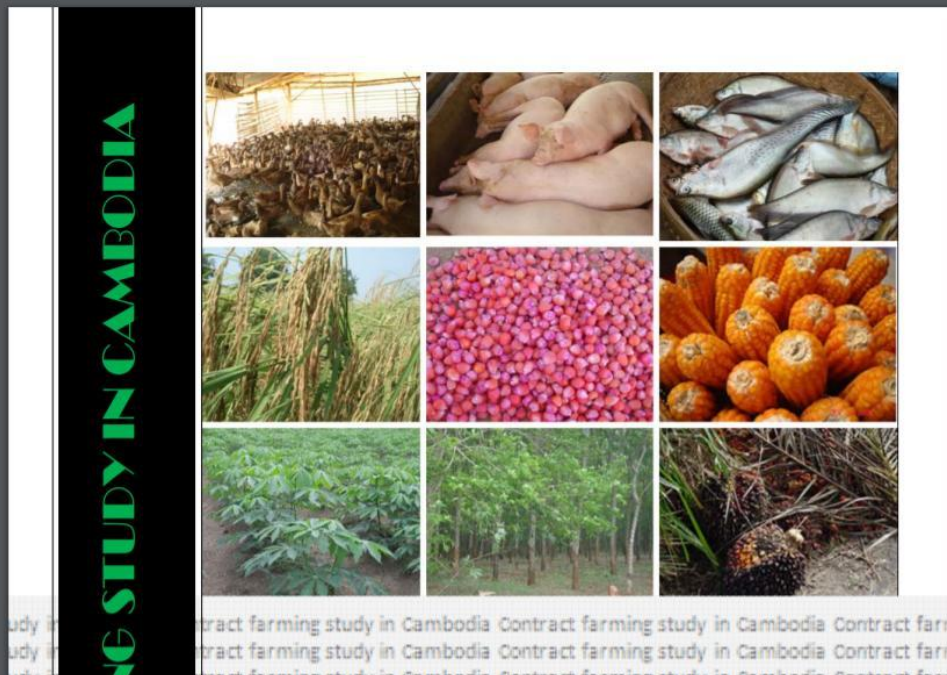
Editing a post

Clicking on the link will open a new page with the document available for reading online, as it is now hosted by the website. See the example below.

← → ↺ ⓘ www.dockside-kh.eu/wp-content/uploads/2017/08/Contract_Farming_SAC.pdf

Microsoft Word - CONTRACT farming consolidated final

1 / 33





Before posting your article, be sure you added an image to illustrate it. Go to « Set featured image ».

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Paragraph

B

I

U

Text color

Background color

Link

Unlink


Table

More

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Read the document](#)

[See link here](#)



Word count: 75

Last edited by Joty Test on August 14, 2017 at 3:33 am

Revolution Slider Options

Choose Slide Template

default

Post settings

☐ This post is featured

☐ Show navigation bar

Submit for Review

Categories

All CategoriesMost Used

☐ University of Battambang

☐ Presentation

☐ Slide

☒ Topics

☒ Agriculture

☐ Economics

☐ Environment

☐ Fisheries

Tags

Add

Separate tags with commas

☒ South East Asia☒ Cambodia

☒ essay☒ contract farming

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)



Editing a post

Adding a featured image works like adding images or documents to your article.
Upload the file from your computer and click « Set featured image ».
Your screen should now display the featured image on the bottom right of the page.

All Posts
Add New

Media

Profile

Visual Composer

Collapse menu

[Read the document](#)
[See link here](#)

Word count: 75
Last edited by Joty Test on August 14, 2017 at 3:33 am

Revolution Slider Options

Choose Slide Template
default

Post settings

☐ This post is featured

☐ Show navigation bar

Post style:
Global theme setting

Stars (for reviews):
Disabled

All CategoriesMost Used

☐ University of Battambang

☐ Presentation

☐ Slide

☒ Topics

☒ Agriculture

☐ Economics

☐ Environment

☐ Fisheries

Tags

Add

Separate tags with commas

☒ South East Asia☒ Cambodia

☒ essay☒ contract farming

[Choose from the most used tags](#)

Featured Image


Click the image to edit or update



Tags and categories

Once you're done with your article, you have to choose a category and add tags. Only choose a category from the « Topics » tabs.

The screenshot shows the WordPress 'Add New Post' interface. The main content area contains a text editor with 'Lorem ipsum' text. The right sidebar contains several panels: 'Publish', 'Categories', 'Tags', and 'Featured Image'. Two red circles highlight the 'Categories' and 'Tags' panels. A red arrow points from the text 'Choose a category for your article' to the 'Categories' panel. Another red arrow points from the text 'Add tags to help organize the content' to the 'Tags' panel. The 'Categories' panel shows a list of categories with 'Topics' selected. The 'Tags' panel shows a text input field and an 'Add' button.

Choose a category for your article

Add tags to help organize the content



Tags & categories : what's the difference ?

Categories

They provide a helpful way to group related posts together, and to quickly tell readers what a post is about. Categories also make it easier for people to find your content.

Examples of categories:

Agriculture
Sciences
Environment
etc.

Tags

They are similar to categories, but they are generally used to describe your post in more detail.

Examples of tags:

Contract farming, Irrigation, Organic farming
Robotics, Nanotechnology
Global warming, Sustainability, Ecology
etc.



Tags and categories

Categories help organize articles uploaded on a website.

You can pick several categories for one article.

In the example below, we chose « Topics » and then « Agriculture » as sub-topic.

If you don't pick a category, it will automatically select « Unclassified ».

Dashboard

Posts

All Posts

Add New

Media

Profile

Visual Composer

Collapse menu

Add New Post

Lorem ipsum

Permalink: <http://www.dockside-kh.eu/742-2/> Edit

Add Media

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[See link here](#)

Word count: 72 Draft saved at 6:27:39 pm.

Revolution Slider Options

Choose Slide Template

default

Publish

Save Draft Preview

Status: Draft

Visibility: Public

Submit for Review

Categories

All Categories Most Used

- ☐ Slide
- ☒ Topics
 - ☒ Agriculture
 - ☐ Economics
 - ☐ Environment
 - ☐ Fisheries
 - ☐ Management
 - ☐ Unclassified

Tags

Separate tags with commas

Click on the categories your article falls into



Tags and categories

Tags add another layer of organisation to your website. People can click on a tag and see all the articles tagged the same way. You can tag your name, your subject, the region of your research, etc...

Add New

Media

Profile

Visual Composer

Collapse menu

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[See link here](#)

Word count: 72

Draft saved at 6:27:39 pm.

Revolution Slider Options

Choose Slide Template

default

Post settings

☐ This post is featured

☐ Show navigation bar

Post style:

Global theme setting

Submit for Review

Categories

All Categories

Most Used

☐ Slide

☒ Topics

☒ Agriculture

☐ Economics

☐ Environment

☐ Fisheries

☐ Management

☐ Unclassified

Tags

South East Asia

Add

Separate tags with commas

✕ essay

✕ contract farming

✕ Cambodia

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Type your tags in the bar and click "add" or press "enter"

Your tags will appear here



Publishing a post

If you don't have time to finish your article before publishing, you can save a draft and work on it again later.

Wordpress also saves your article automatically at regular intervals.

Edit Post [Add New](#)

Screen Options [Help](#)

Publish

Save Draft [Preview](#)

Status: Draft

Visibility: Public

[Submit for Review](#)

Categories

All Categories [Most Used](#)

- ☐ Unclassified
- ☐ EMR Workshop
- ☐ Forms
- ☐ News
- ☐ Partners
- ☐ Ministry of Education Youth and Sport
- ☐ National University of

Tags

[Add](#)

Separate tags with commas

Permalink: <http://www.dockside-kh.eu/lorem-ipsum/> [Edit](#)

Visual **Text**

Paragraph **B** **I** **Link** **Quote** **Table** **Image** **Code** **More**

Word count: 75

Last edited by Joty Test on August 14, 2017 at 3:33 am

[Read the document](#)

[See link here](#)

Revolution Slider Options



Publishing a post

To find your article again, go to your dashboard once you're logged in, and pick « All Posts » to find it. Click « Edit » to open the editing page.

You can see all the posts you saved or posted from the « All Posts » page.

Step 1
Go to "All Posts"

Step 2
Click on "Edit" to work on your article again

The screenshot shows the WordPress dashboard with the following elements:

- Left Sidebar:** Contains links for Dashboard, Posts, All Posts (circled in red), Add New, Media, Profile, Visual Composer, and Collapse menu.
- Top Bar:** Includes the WordPress logo, a home icon, 'Dockside', a notification icon with '0', and buttons for '+ New' and 'View Posts'.
- Main Content Area:**
 - Posts Section:** Features an 'Add New' button (circled in red) and a red arrow pointing to it from the 'All Posts' link in the sidebar.
 - Filters:** Shows 'All (30)', 'Mine (2)', 'Published (28)', 'Draft (1)', and 'Pending (1)'.
 - Actions:** Includes 'Bulk Actions' (dropdown), 'Apply', 'All dates' (dropdown), 'All Categories' (dropdown), and 'Filter'.
 - Post List:**
 - Post 1:** 'Lorem ipsum — Draft' (circled in red). Below the title are links for 'Edit', 'Quick Edit', and 'Preview'. A red arrow points from the 'Edit' link to the 'Step 2' text.
 - Post 2:** 'Test Post — Pending'.
 - Post 3:** 'Title'.
 - Bottom Actions:** Includes 'Bulk Actions' (dropdown) and 'Apply'.



Almost there! If you wish to see what your article will look like before posting, click on the permalink at the top of the page. It will open a preview of your article.

Permalink: <http://www.dockside-kh.eu/lorem-ipsum/> Edit



Once you're ready to post your article, click « Submit for Review ».

Your article is not yet posted – it will be reviewed by an admin before being visible on the website.

You can see all your pending articles in « All Posts » from your dashboard.

Dashboard

Posts

All Posts
Add New

Media

Profile

Visual Composer

Collapse menu

Edit Post

Add New

Permalink: [http://www.dockside-kh.eu/lorem-ipsum/](#) Edit

Add Media


Paragraph B I [List Icons] [Quote Icon] [Table Icon] [Link Icon] [Unlink Icon] [Image Icon] [Media Icon]

VisualText

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Read the document](#)

[See link here](#)



Word count: 75Last edited by Joty Test on August 14, 2017 at 3:33 am

Revolution Slider Options

Publish

Save DraftPreview

Status: Draft

Visibility: Public

Submit for Review

Categories

All CategoriesMost Used

☐ Unclassified☐ EMR Workshop☐ Forms☐ News☐ Partners☐ Ministry of Education Youth and Sport☐ National University of

Tags

Add

Separate tags with commas

Click "Submit for Review"
to post your article



Happy posting!



Any **questions** ?

You can find me at

- @username
- user@mail.me