

PARSEME „How to“ guide for editing with Joomla

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How to ...

... Contact the webmaster

- If you have any questions or need help, please feel free to contact the webmasters Maike Mueller or Sebastian Sulger.
-

... Login/Register

- Login by using the Login Form on the bottom right of the website
 - If you don't have an account yet, please register using the *Create Account form* and contact the webmaster afterwards in order to get the editor rights.
-

... Edit a page

- Select the article you want to edit via the menu items
- Click on the small „tool“ item and select *Edit*

PARSEME

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Publications

This page will contain a list of joint publications co-authored by at least two PARSEME members from different participating countries.

< Prev

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Latest Article

- 3rd general meeting, 8-10 September 2014, Haifa, Israel
- Steering Committee meeting, summer 2014
- COST ICT Annual Progress Conference, 23 April 2014
- Travel reimbursement rules
- 2nd general meeting, 10-11 March 2014, Athens, Greece

News

MWE Workshop accepted to EACL-2014
The MWE 2014 work...
Call for meeting organizers
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Events

3rd general meeting, 8-10

- Now you can edit the article within the *Editor* frame. You don't need to change anything within the *Publish*, *Language* or *Metadata* frame.

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Home The Action Organization Participants Events STSM Grants Related Links Downloads Contact **Publications** Search

✓ Save ✕ Cancel

Editor Publishing Language Metadata

Title *

Publications

[Toggle Editor]

Font family Font size Paragraph Styles

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- Save your changes.

.....

... Get help

- If you need information about the editor click on the „Help“ button (?) on the left:

PARSEME

The screenshot displays the PARSEME website's navigation menu with 'Publications' selected. Below the menu are 'Save' and 'Cancel' buttons, followed by tabs for 'Editor', 'Publishing', 'Language', and 'Metadata'. The 'Editor' tab is active, showing a 'Title' field with the text 'Publications'. Below the title is a '[Toggle Editor]' button and a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, image, table, and other editing functions. The main editing area contains the text: 'This page will contain a list of joint publications co-authored by at least two PARSEME members from different participating countries.'

.....

... Publish a page

- In order to publish a page go to *Publishing* within the editor menu, select *Published* and save it.

Category *

- General

Tags

Select some options

Author's Alias

Status

- Published
- Published
- Unpublished
- Archived
- Trashed

Latest Article

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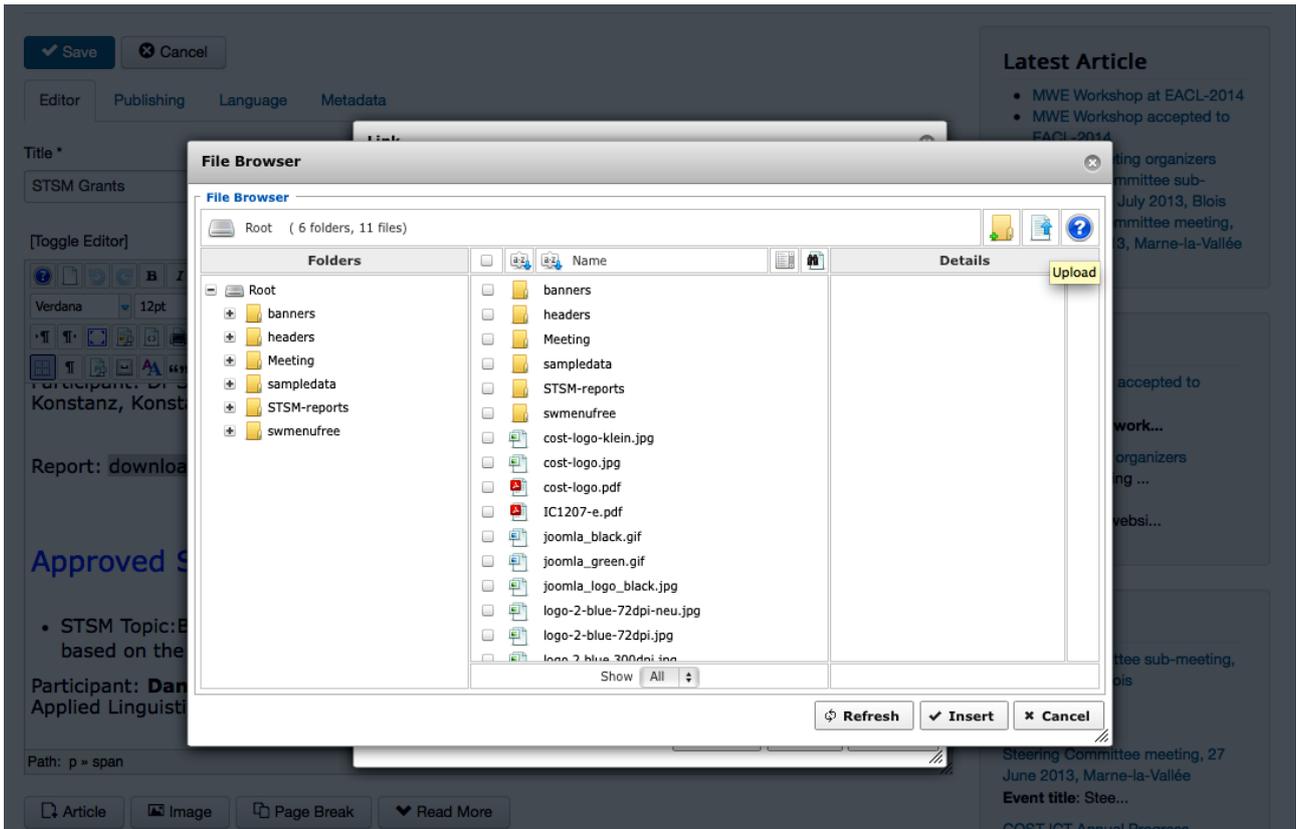
The PARSEME websi

... Upload/Link Files

- Highlight the word to which you want to link the file and press the „chain“ button within the editor menu.
- The following window should pop up:

The screenshot shows the PARSEME editor interface with a 'Link' dialog box open. The dialog box has three tabs: 'Link', 'Advanced', and 'Popups'. The 'Link' tab is active, showing fields for 'URL', 'Text', and 'Attributes'. The 'Text' field contains 'Element Selection'. Below the 'Text' field is a 'Links' section with a search bar and a list of links: 'Contacts', 'Content', 'Menu', and 'Weblinks'. The 'Attributes' section has 'Article Anchors' set to '---', 'Target' set to '--Not Set--', and 'Title' set to an empty field. At the bottom of the dialog are 'Insert', 'Help', and 'Cancel' buttons. The background shows the editor with a 'download' link highlighted in the text 'Report: download'.

- Press browse on the right next to the URL line, then the following window should pop up:



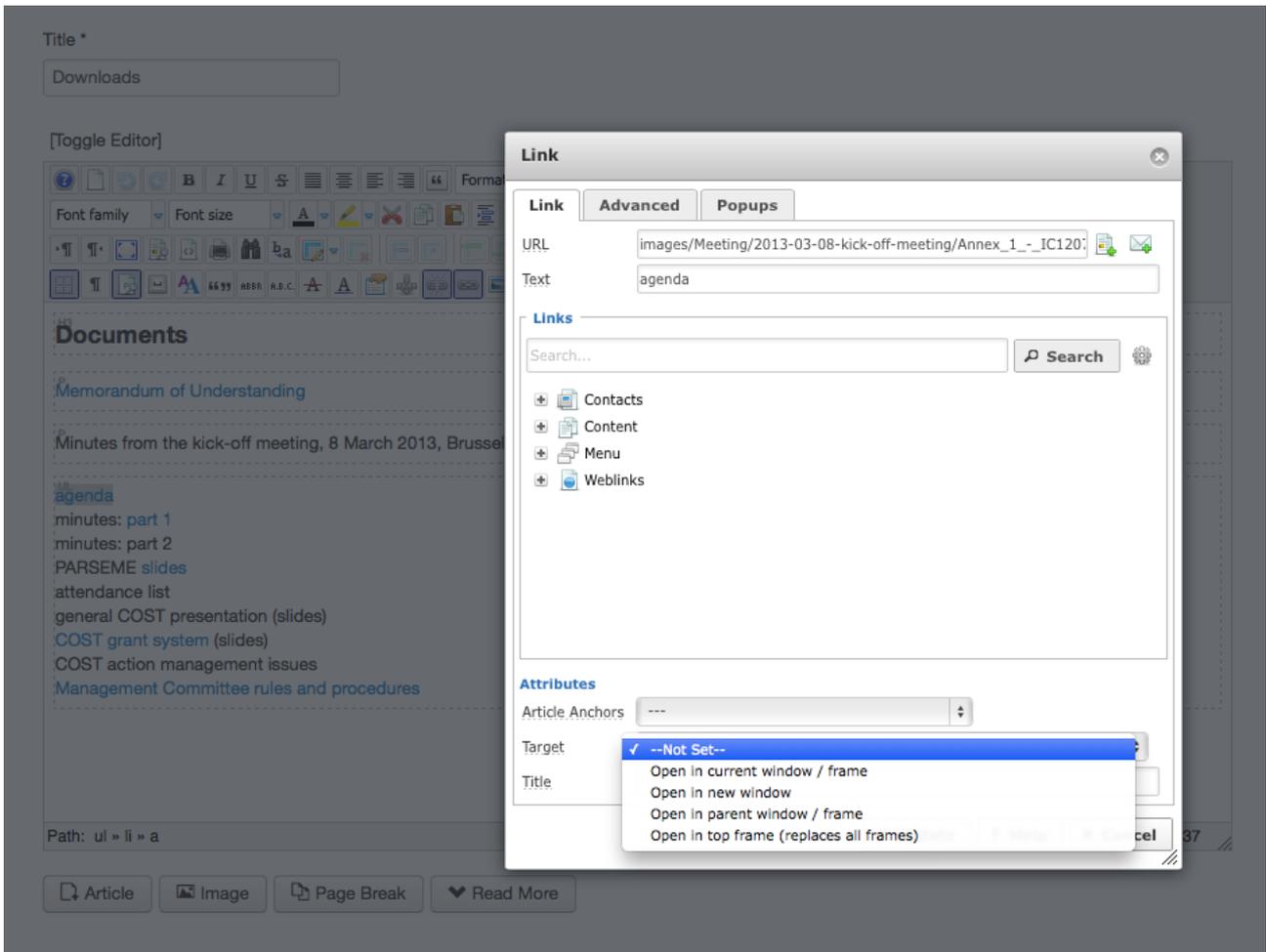
- Select or create a folder and upload your files using the *Upload* button on the right upper side
- Select the file you want to link

.....

... Create a new article

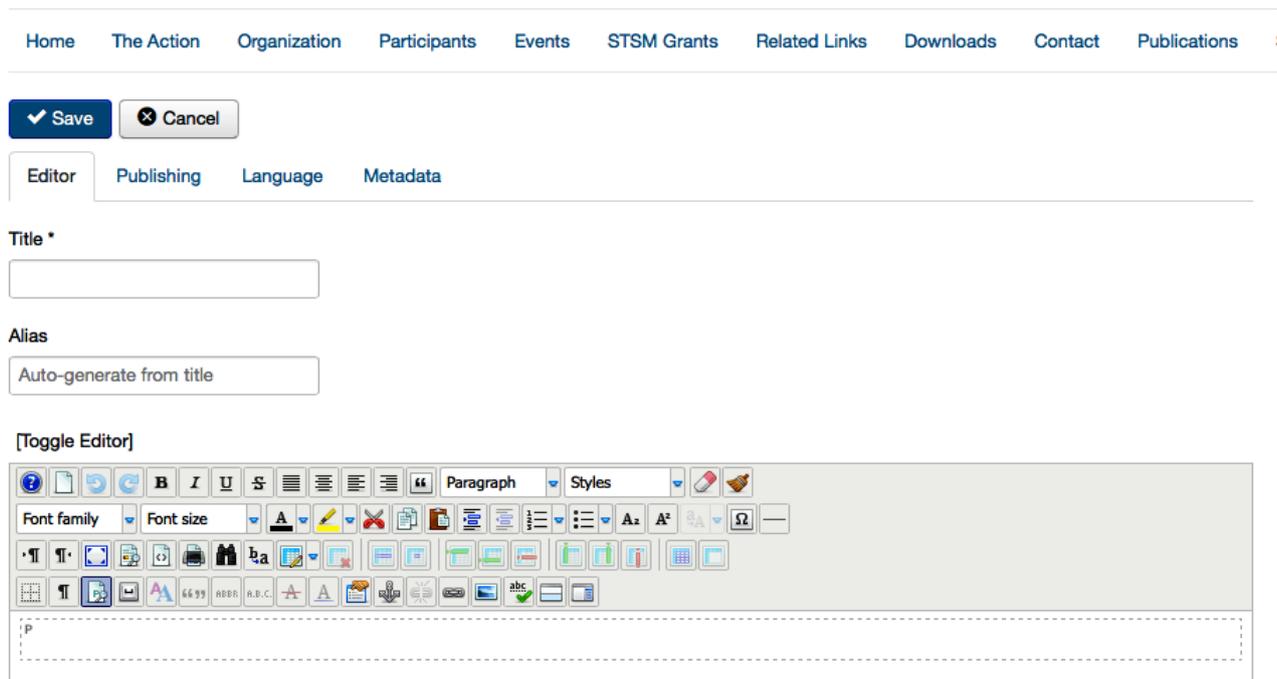
- In order to create a new article use *Submit an article* on the bottom right of the website





- Add the title of the new article and edit it.

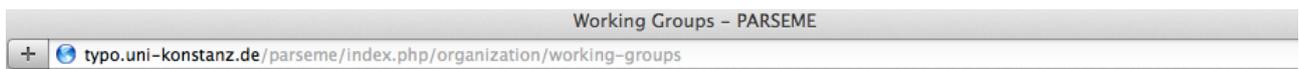
PARSEME



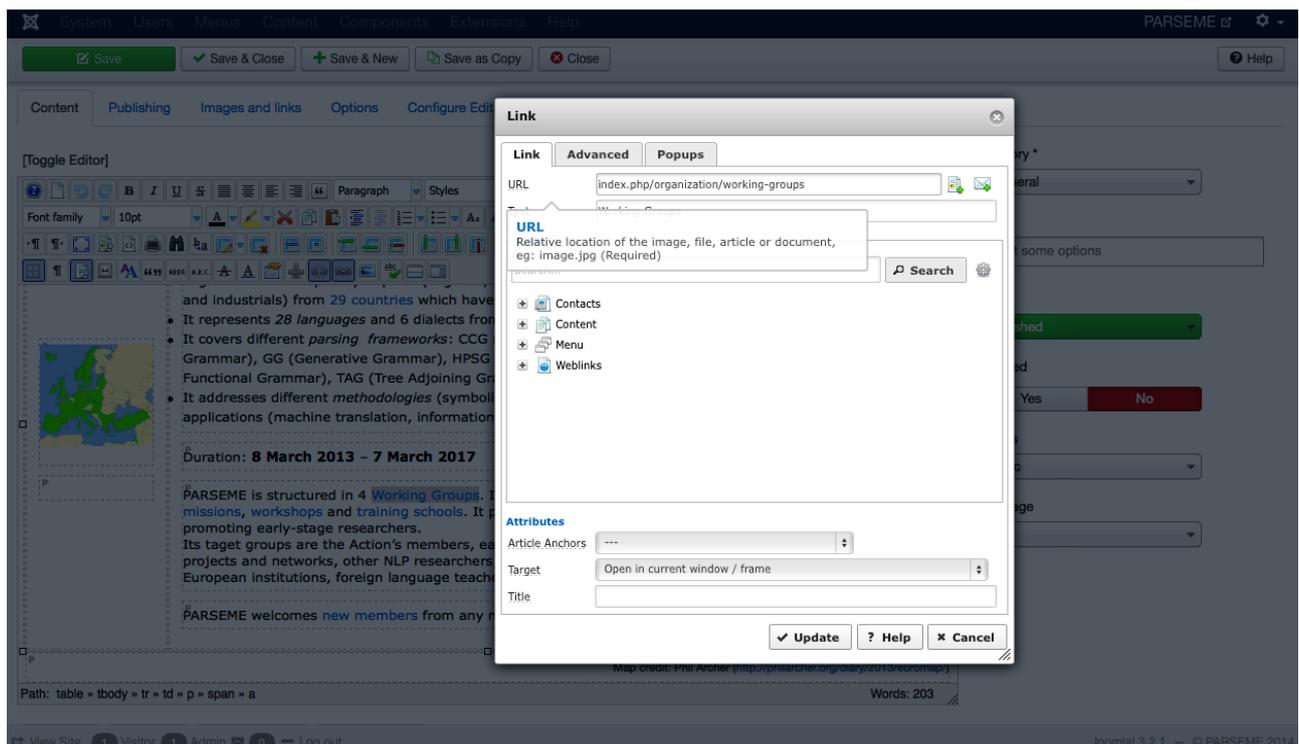
- Save your changes.

... Link a page

- You can link an existing page within the PARSEME website in the following way:
- Highlight the words you want to link to the page and click on the „chain“ button within the editor.
- Copy the URL of the page - but only the part starting with „index.php/[...]“



- You can choose if the linked content should be opened in the same page or a new one by selecting the corresponding choice in the menu item *Target*:



- Click *Update / Save*
-

... Change order within the „Events“ page

- The only way to change the order of list items on the „Events“ page is to modify the publishing date. The latest article will be on top of the list, the oldest at the bottom.
- In order to modify the date of publishing, use the *Publishing* menu item within the editor frame and change the date as shown in the picture:

Editor **Publishing** Language Metadata

Category *

- Events

Tags

Select some options

Author's Alias

Status

Published

Featured

No

Start Publishing

2013-12-17 16:33:10



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Important

Please close every page you visited correctly using either the *Save* or *Cancel* button. Otherwise the article will be locked for other users.

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Editor **Publishing** Language Metadata

Title *

Publications

[Toggle Editor]

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