

How to edit posts for

Science & Research/Projects & Activities

| Step | Action |
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| Step 1 | Log in (uppermost right corner of page). Now you are in the dashboard where all editing is implemented. |
| Step 2 | Look at the navigation in the dark frame on the left side of the page. Go to <Posts> and in Posts to <Add new>. |
| Step 3 | Enter your project — first text only, i.e., without formatting — in the following order (cf Example below): <ol style="list-style-type: none"> 1. Name of the project in the headline: Acronym in letters 2. Name of the project (acronym in letters) as a first line in the editing field 3. Brief thematic information on the project 4. If you want so, brief information on the partners and the funding institution |

Example



In a nutshell, scientific research, interactive communication with relevant networks of stakeholders and communities, the analysis of pertinent policy areas and concluding recommendations for policies and practice, will be guided by the following four objectives and expected outcomes:

1. To determine the nature, characteristics and impacts of social innovation as key elements of a new paradigm of innovation (strengthen the theoretical and empirical base of social innovation as part of a wider concept of innovation that thoroughly integrates social dimensions)
2. To map, analyse and promote social innovations in Europe and world regions to better understand and enable social innovations and their capacity for changing societies
3. To identify and assess success factors of SI in seven particular policy areas, supporting reciprocal empowerment in various countries and social groups to engage in SI for development, working towards Europe 2020 targets and sustainable development (e.g. Millenium Development Goals (MDG))
4. To undertake future-oriented policy-driven research, analyse barriers and drivers for SI; develop tools and instruments for policy interventions (SI experimentation, incubation, 'SI Manual').

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| Step 4 | Format your entries by using the menu above the editing field. (If the menu shows only one line, click on the icon at the end of the line, the <Toolbar Toggle>. Now the menu has two lines.) <ol style="list-style-type: none"> 1. All text entries are automatically formatted as <Paragraph>. 2. Text colours are linked to the formats, even if you cannot see them in the editing mode. |
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3. For any other format, mark the text and tick the respective format in the roll-down menu.

Step 5 Import the logo graphic of your project and replace the acronym in the editing field.

1. Mark the project acronym in the editing field.
2. Click on <Add Media> above the formatting menu.
3. On the page <Insert Media>, click on <Upload Files> and <Select Files>
4. Select a file from your source and enter it.
5. Click on <Insert into Post>, right-hand side below.
6. If the graph is too big, reduce it proportionally in size (usually by holding <Ctrl>and shifting one corner of the graph to a smaller size).

Step 6 Link your project logo to the external website of your project by using the menu above the editing field.

1. Mark the logo and you will see that two icons in the menu above are highlighted which were deactivated before. The chain icon is for linking and the broken chain icon is for removing a link.
2. Click on the chain icon and insert (by copy and paste) the exact web address of your project website in the corresponding line.
3. Important: Tick <Open link in a new window/tab>

Step 7 On the right-hand side of the page, you will find a menu for <Categories> (you might have to scroll down a bit).
Go to <Categories> and tick the category <Science & Research>.

Step 8 Save your entry by clicking on the <Publish> button on the right-hand border of the page.

(If you come back for adding or correcting something, the same button will be called <Update>).

Step 9 Click <View Post> at the top line of the dashboard page you are on.

Step 10 If everything is OK, log out.

Step 11 If there is still something to do, go back to editing. Click <Edit Post> at the top line.
Do what you want to do. Then follow Steps 8 to 10 of this help routine as often as you need it.