All about LINPILCARE website

A "How To?" Guide

1. What can I see in LINPILCARE website?

If you access to LINPILCARE website (at http://linpilcare.eu) you can see general informations about the partnership and partners, check the main objectives and goals of the project, see our agenda and incoming events, read the Common Conceptual Frame of Reference and consult or try the developed tools.

You can also read about the initiative national or local events in your own language at Partners' Space, read or subscribe the newsletters and follow the suggest links.

2. Do I need to register to access to all articles?

No. All the content it's public and free. You can print, download and share all the content without any restriction or subscription.

3. What's the advantage of being registered?

If you are registered in LINPILCARE website you will have two advantages: 1) you are allowed to comment on articles, tools and newsletters, and 2) you are automatically subscribed to receive our newsletters.

Your comments are very important to us. So, we suggest that you register on the LINPILCARE website and provide us feedback about our articles and tools.

4. How can I register on LINPILCARE website?

You have two ways to register on LINPILCARE website: 1) through your social network account or 2) through the traditional way.

Either way, you have to find the login form on the right side of LINPILCARE's web page:

To **register and login through an available social network system** you have to click on Facebook, Google or Twitter icon. Doing this a window will appear trying to connect to your account:

Give **OK** and **ALLOW** in all the steps.

When that windows disappears, your browser will try to return to LINPILCARE's website. If that doesn't happen do it by yourself. If you observe in the right side of the web page you are already logged in:

If you want you can also register by the traditional way. On the same login form choose the option "**Create an account**":

Now you are invited to introduce your data:

After clicking on "**Register**" you should confirm your registration by accessing your email account, open the message and click on the link to activate your account:

NOTE: by social network registration method you don't need to confirm the registration, but you **need to do it always** by the traditional way.

5. Now I'm already registered, how can I login on LINPILCARE website?

If you made the registration by your social networks mechanisms, you may repeat the procedure to login. The same icons allow the single sign on mechanisms (registration and/or authentication).

If you made the registration y the traditional way, input your registration data on the login form and click on "**Log In**":

LOGIN

Login with one of your Social Network

f Facebook

Google

twitter

Or do it by the traditional way

Username

Jorge

Password

••••••••

☐ Remember Me

Log in

Forgot your password?
Forgot your username?
Create an account

In both cases, after successful logged in, the login form will appear with your data:

LOGIN

Hi, Jorge Teixeira

Log out

USER MENU

+ YOUR PROFILE
+ EDIT USER PROFILE

As you can see, you can also change your data (including your password) on the "User Menu":

Edit Your Profile

Name: *

Jorge Teixeira

Username: (optional)

Jorge

Password: (optional)

Confirm Password: (optional)

Email Address: *

rava@iol.pt

Confirm email Address: *

rava@iol.pt

Basic Settings

Editor (optional)

- Use Default -

Time zone (optional)

- Use Default -

Frontend language (optional)

- Use Default -

Submit   Cancel

6. I forgot my username and/or my password. And now?

On the login form you can ask for the recovery of your data, clicking on the option "**Forgot your password**?" or "**Forgot your username?**".

After, input your email address and "**Submit**", and then check your mailbox and follow the steps.

Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address: *

Submit

7. How can I post a comment to an article or document?

After reading an article, test a tool or download a document, you are invited to comment at the end of the page.

If you are not logged in, you must log in before you are allowed to comment:

If you are logged in, in the box you have a space to leave your comment and a basic toolbar to format it or add other contents like hyper-links, videos, images or documents:

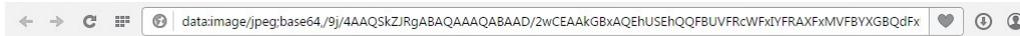As you can observe, the toolbox allows you to (from the left to the right):

1. Apply Bold on the selected text;

2. Apply Italic on the selected text;

3. Apply Underline on the selected text;

4. Apply an hyperlink on the selected text;

5. Insert an image;

6. Insert a video;

7. Insert bullets before the paragraph;

8. Insert numbering before the paragraph;

9. Insert a single bullet;

10. Quote an author or citation;

11. to 16. Insert emotions.

Please note that to insert an image, a video or a document it has to be published on the internet.

So, if you want to publish an image on your comment, first you have to upload the photo to the web (i.e. Flickr or other) or if the photo isn't yours to find the direct address to it. To do it you must right click on the image and choose the option "**Open image in a new tab**":
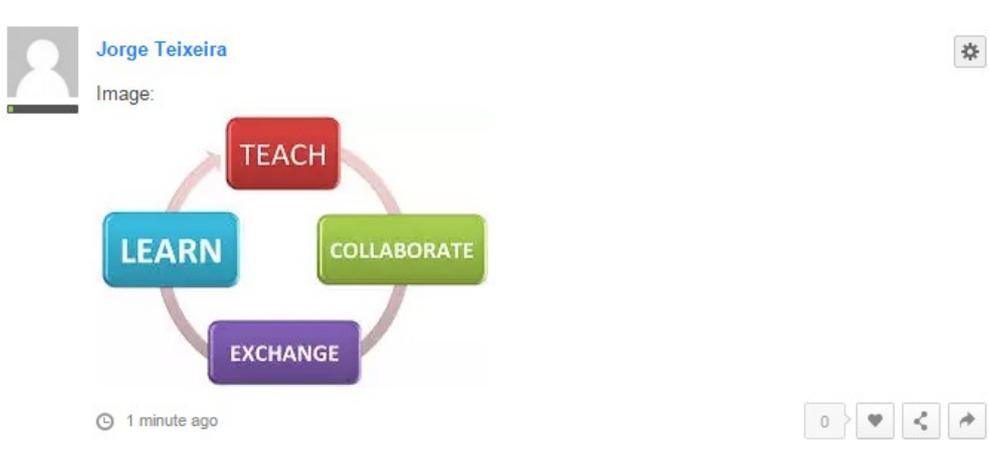
After doing this, as you can see, your browser will open in a new tab only the image you selected:


Copy the entire URL:

Now, return to the LINPILCARE's website and click on the "**Picture**" button. Paste the copied link there:

As you can see your message turns a little bit confusing but, if you want to write more go to the end of the pasted link and write what you want:

At the end click on "Submit Comment" and see the result:

You have to procedure the same way with documents that you want to put in your comments (i.e. PDF, DOC and others). **The difference** is that is not achieved in the "Picture" button, but in the "**Hyperlink**" button. **Do not forget to introduce the document, and to select the sentence or word that you want to use to hyperlink to the document:**
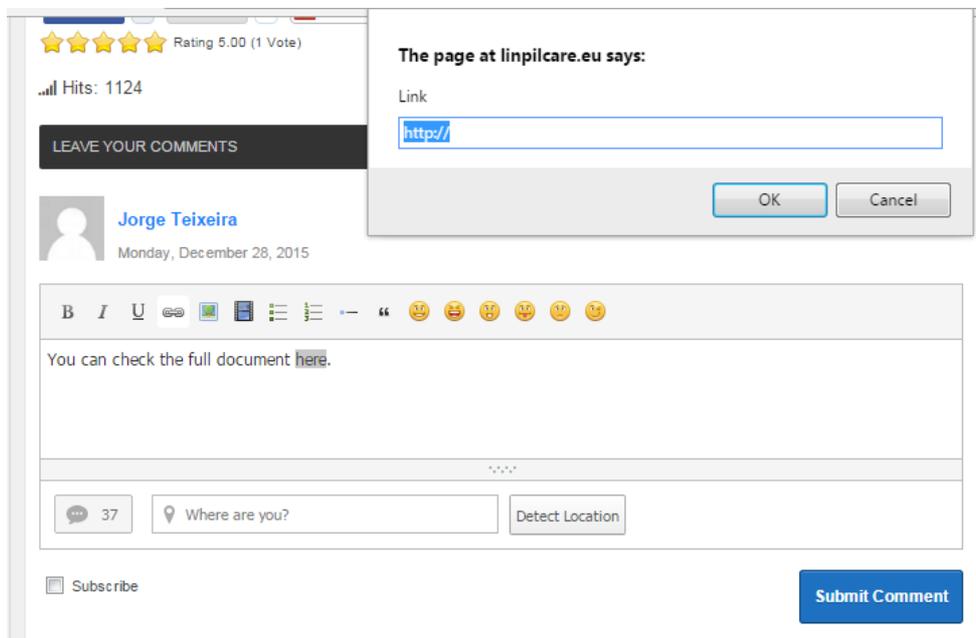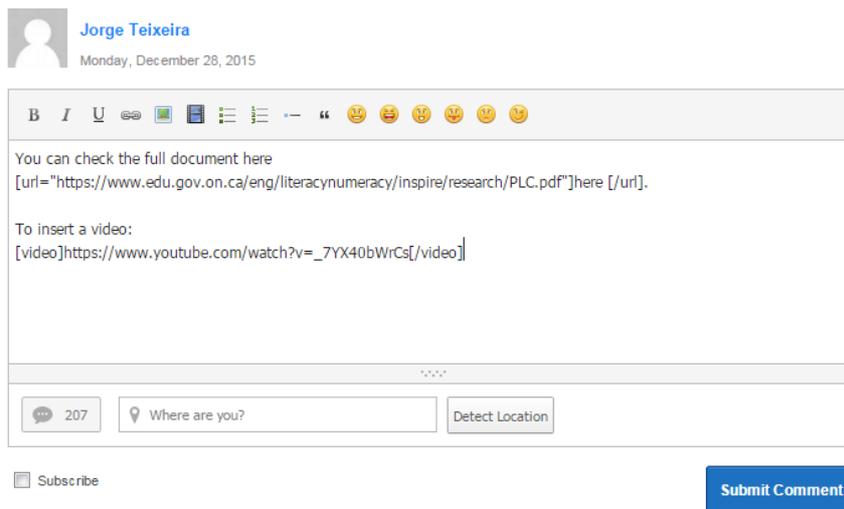

After pasting the URL address the result is kind the same of inserting an image:
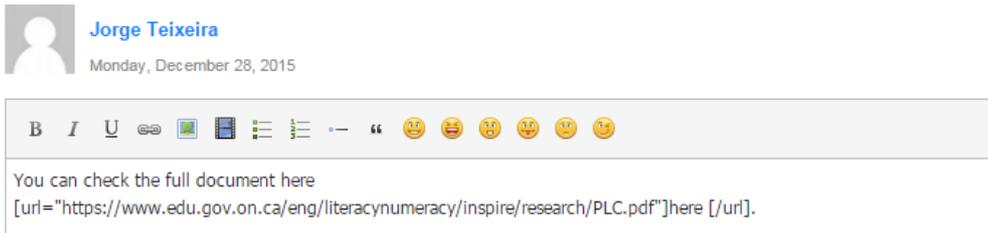
To insert a video it's the same method. Click on "Insert Video" button, and then paste on the box the URL address of the video you want to share on your comment:
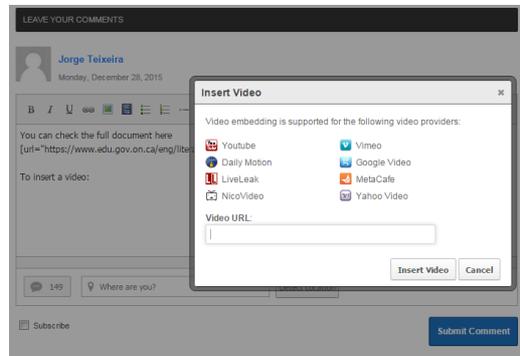
Also here, the appearance it's a little bit confusing:

But when you hit the "**Submit Comment**" button you can see that your comment it's clear:

Jorge Teixeira   REPORT

You can check the full document here <u>here</u> .

To insert a video:

About Professional Learning ...   🕐   ↗

▶

🕒 1 second ago   0 ♥ ⤲ ➦

8. Are there others mechanisms to interact with LINPILCARE website?

 Yes, there are. In the end of all the articles and documents you can find the sharing buttons that allows you to share some content in your social network:

Share 8   Tweet 1   googleplus 5
⭐⭐⭐⭐⭐ Rating 5.00 (1 Vote)

You can also rate all the contents.

In the comments section you have several options. The first one allows you to subscribe the whole discussion and receiving it on your email:
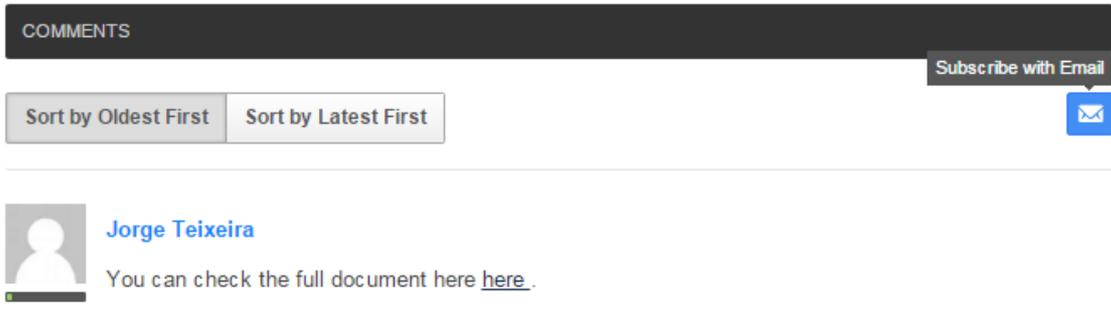
At the end of the comments you have the other options. You can "like" the comment, share it through your social networks and leave a reply to a previous comment:

Complementary, you can also add to your social networks our pages on Facebook, Google+ and Twitter:
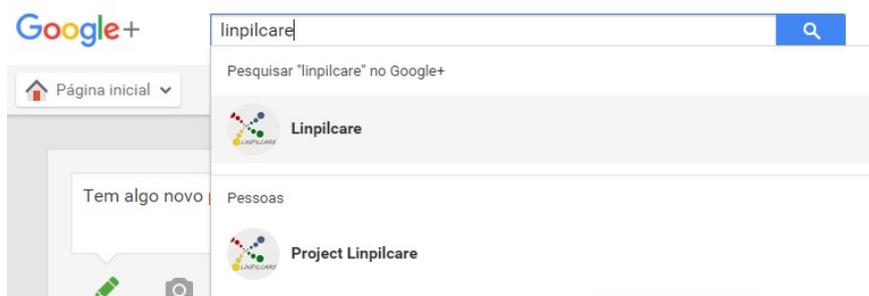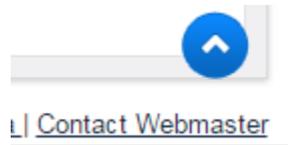
9. Is LINPILCARE website secure?

Yes, it is. That's the reason why only registered members can place comments on the contents, avoiding spam and other insecure interactions.

In case of problems concerning security issues please contact the webmasters, by clicking in the right bottom corner of the website:

10. There is no option to insert a whole new content. How can I do it?

In order to submit an article, content or tool please contact your national partner or the coordinator of the project under "**Partners**" menu. The coordinator for the project is International IST-Service (VSKO-DNI – Dienst Nascholing en Internationalisering).
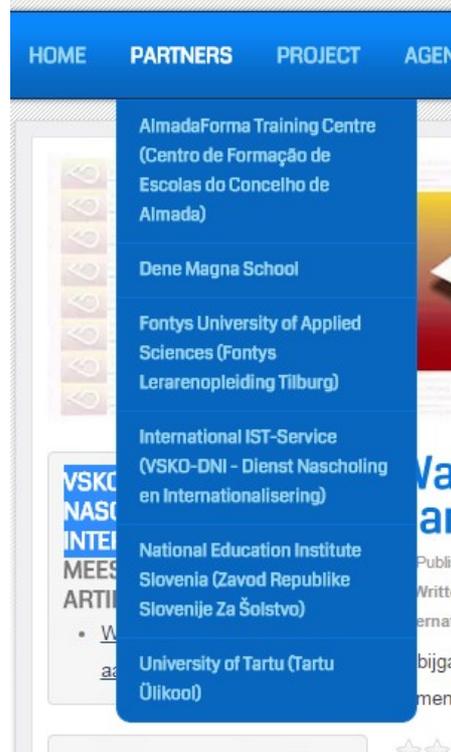
After selecting the partner or coordinator, on the right side of the webpage you can find the way to contact them:

Once there, select the "**Contact Form**" and write your message:

Contact

Contact Form

Send an email. All fields with an * are required.

Name *

Email *

Subject *

Message *

Send copy to yourself
☐

Send Email

This is also valid for any kind of message to your national partner or to the coordinator.