# Manual 3  Adding new content

In Manual 3 we will add different types of content through a step-by-step approach using the Contributor role. The Contributor user interface will therefore be displayed in the example images.

## 3.1  News

News items are short messages intended to inform the visitors of your website about themes/issues that are considered topical and relevant. It may be a recent article from a newspaper, a story about an event that has taken place, a summary of an interview/survey that you or a colleague has conducted, etc.

**Step 1:** Select **Content** ➔ **Add content** ➔ **News** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **News**)
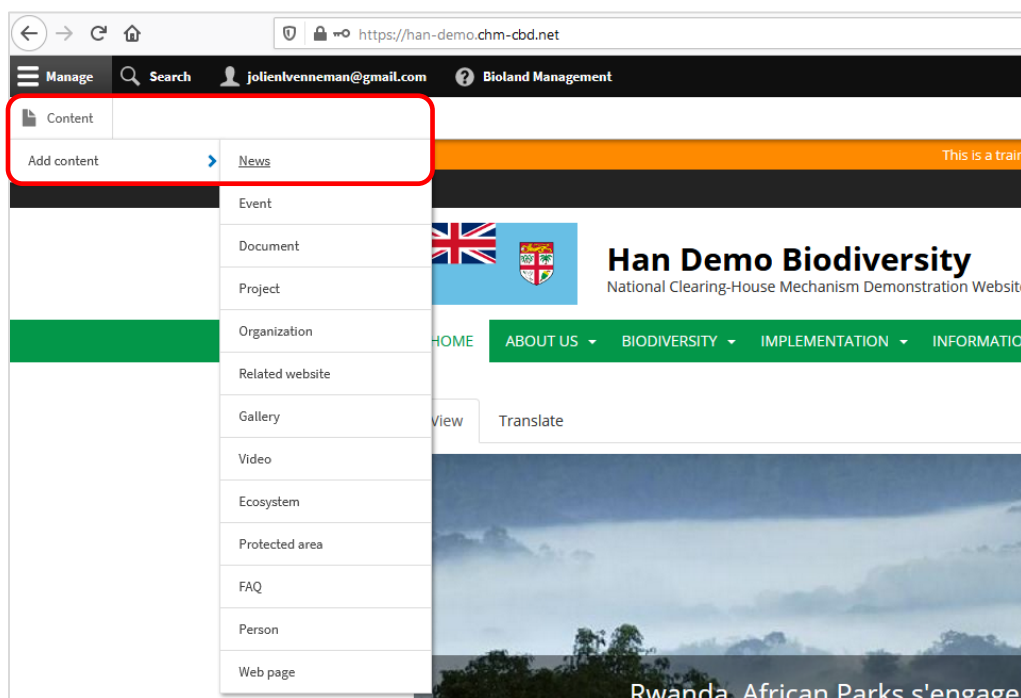
OR
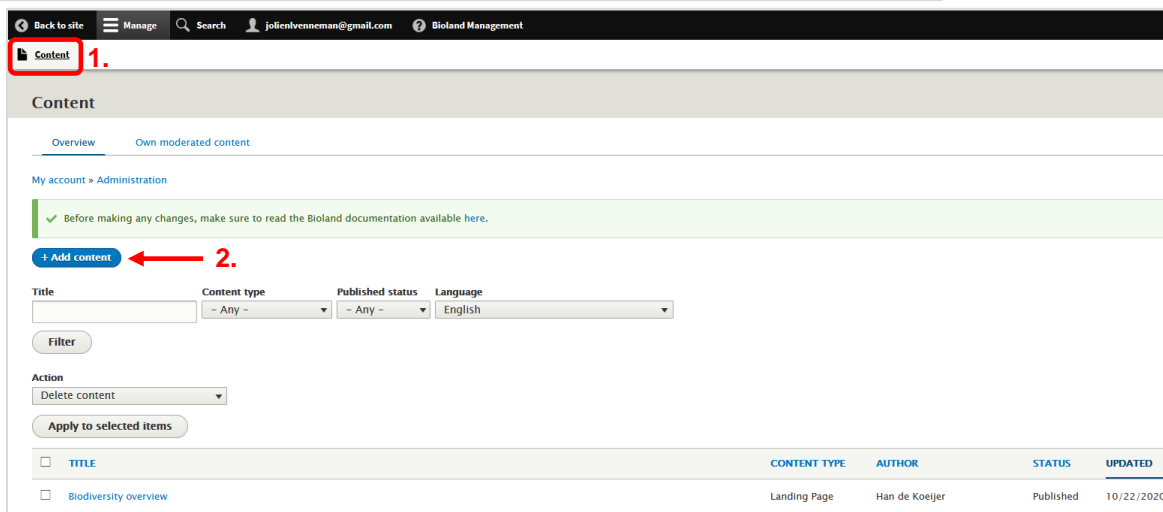
**3. Then choose from the list that appears**

| Content |
| --- |

**Add content**

My account » Administration

✓ Before making any changes, make sure to read the Bioland documentation available here.

❯ **Document**
Content that usually has an attached file(s). For example: publications, official documents, reports, agendas etc.

❯ **Ecosystem**
Briefly describe a major ecosystem of your country.

❯ **Event**
Describe a biodiversity-related event in your country. **Can be featured in the home page 'latest' listing or in image slider.**

❯ **FAQ**
Frequently asked questions are feature in a separate website section and should contains questions from your users or common issues.

❯ **Gallery**
Group multiple images into a nice image gallery.

❯ **News**
Use for time-sensitive content like news, press releases, alerts etc. **Can be featured in the home page 'latest' listing or in image slider.**

❯ **Organization**
Add local organizations relevant to your country.

❯ **Person**
Add relevant people involved in your country's *biodiversity* area. You can specify also their role.

❯ **Project**
Describe a biodiversity project or initiative in your country.

❯ **Protected area**
Describe a protected area in your country.

❯ **Related website**
Link to other websites with relevant information about biodiversity in your country.

❯ **Video**
Upload a video to YouTube or Vimeo and feature it on your website!

❯ **Web page**
Web page allows breaking content in paragraphs (rows) and arranging it on columns. **Use for complex content such as presentation pages with images.**
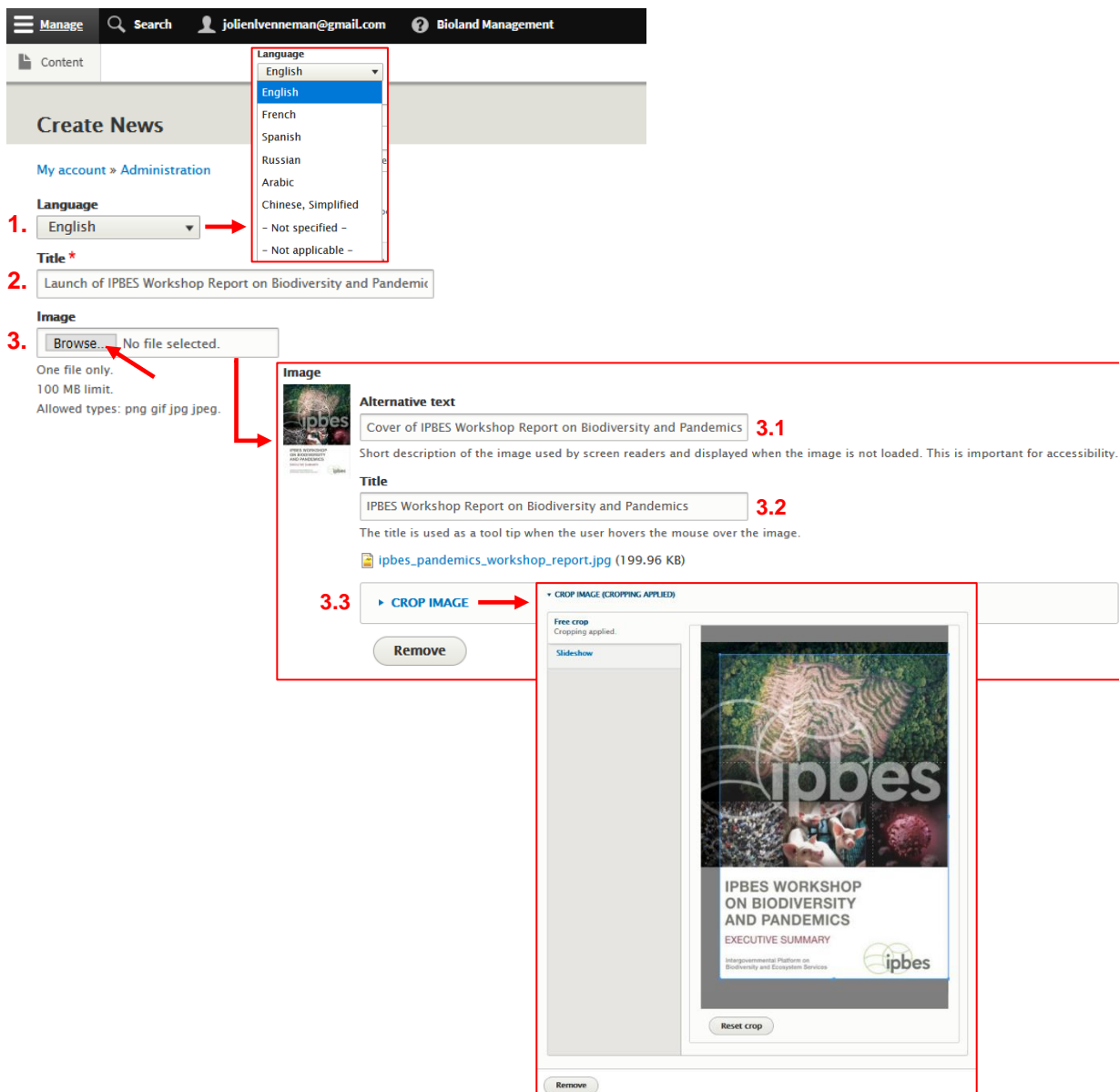
**Step 2:** The next action is to **create the News item** by completing the different fields in the 'Create News' form (example: Launch of IPBES Pandemics report on October 29th 2020). Note that most of the fields summarized here are general fields that will also be used for creating other types of content.

1. Define the language of the News item, i.e., the main language chosen for the website (translations to secondary languages can be done later; see Section 3.8 of this manual)

2. Enter the title of the News item; try to choose an explicit title and do not use capital letters

3. Upload an image to make the News item more visually appealing

Options:

3.1 You can give the image an alternative text, which is a short description of the image used by screen readers and displayed when the image is not loaded

3.2 You can give the image a title, which will be used as a tool tip when the user hovers the mouse over the image

3.3 You can crop the image to make it smaller relative to the amount of body text and other News details (see final presentation of the publication further on)

4. Enter the main text or body of the News item

   Options via toolbar (similar to the Microsoft Office toolbar):

   4.1 You can change the font of your text (bold, italic, underline)

   4.2 You can add a URL link in order to link part(s) of the message (particular words, sentences) to another page on your website or to an external site

   4.3 You can add a file or an additional image

   4.4 You can change the Paragraph Format (headings versus normal text)

   4.5 And much more



5. Add the source URL to link the News item to the external website where the news was originally posted

6. Add the different countries to which the News item applies (country flags will be displayed when saving/publishing the News item)

7. Select the Aichi targets (Convention on Biological Diversity) that are most closely associated with the News item from the dropdown list; in this way, the content of the website can later be sorted according to these targets. If you are unsure which Aichi targets are most applicable, leave this field blank and ask the Content or Site Manager(s) to decide.

8. Select the general subject(s) of the News item from the dropdown list; these are related to the Thematic Programmes and Cross-Cutting Issues of the CBD

**5.**

**SOURCE URL**

**URL**

https://ipbes.net/pandemics ○

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only.

**Link text**

*Use the name of the original news item, publication date and author for the link text.*

**6.**

**Countries**

Belgium ✕   Lebanon ✕   **Etc.**

**7.**

**Aichi targets**

B. Reducing pressure on biodiversity ✕

**8.**

**Subjects**

–Health and Biodiversity ✕

9. Add keywords that capture the essence of your News item; these will be useful when searching for specific content through the search function (and for certain types of content, though not for News items, keywords will actually be displayed in the publication)

10. Specify the weight of your News item, which will determine where it will appear in the list of News items. We advise that Contributors do not specify anything and leave it up to the Content or Site manager(s) to decide on the weight of the News item. If you leave this field blank, News items will be sorted according to date of creation, with the most recent one appearing at the top or bottom.

**9.**

**KEYWORDS**

✛   COVID–19 ○

✛   Pandemics ○

✛   Biodiversity ○

✛   Report ○

✛   IPBES ○

( **Add another item** )   ←

**Weight**

**10.**   [   ⬍ ]

11. You can indicate on the righthand side of the screen (top) whether or not you want the News item to appear on the front page of the website, but it is again recommended to leave it up to the Content or Site manager(s) to decide

*Last saved:* Not saved yet

*Author:* jolienlvenneman@gmail.com

▸ **URL ALIAS**

▾ **PROMOTION OPTIONS**

☑ Promoted to front page

12. Save a draft of the News item; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)



**Step 3:** **Have a look at your created News item** that will appear immediately after saving



**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

**Back to site** | **Manage** | **Search** | jolienlvenneman@gmail.com | **Bioland Management**

**Content**

## Content

**B** **A**

Overview | Own moderated content

My account » Administration

✓ Before making any changes, make sure to read the Bioland documentation available here.

**+ Add content**

| Title | Content type | Published status | Language |
|---|---|---|---|
| | – Any – | – Any – | English |

Filter

→ **See Manual 4** for more details on Editing/Publishing

## 3.2    Event

Event items are meant to inform the visitors of your website about important upcoming events. It are short updates that clearly communicate the what, where and when. An event item can announce a conference, a workshop, an expert meeting, a webinar, etc.

**Step 1:** Select **Content** → **Add content** → **Event** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Event**)



OR
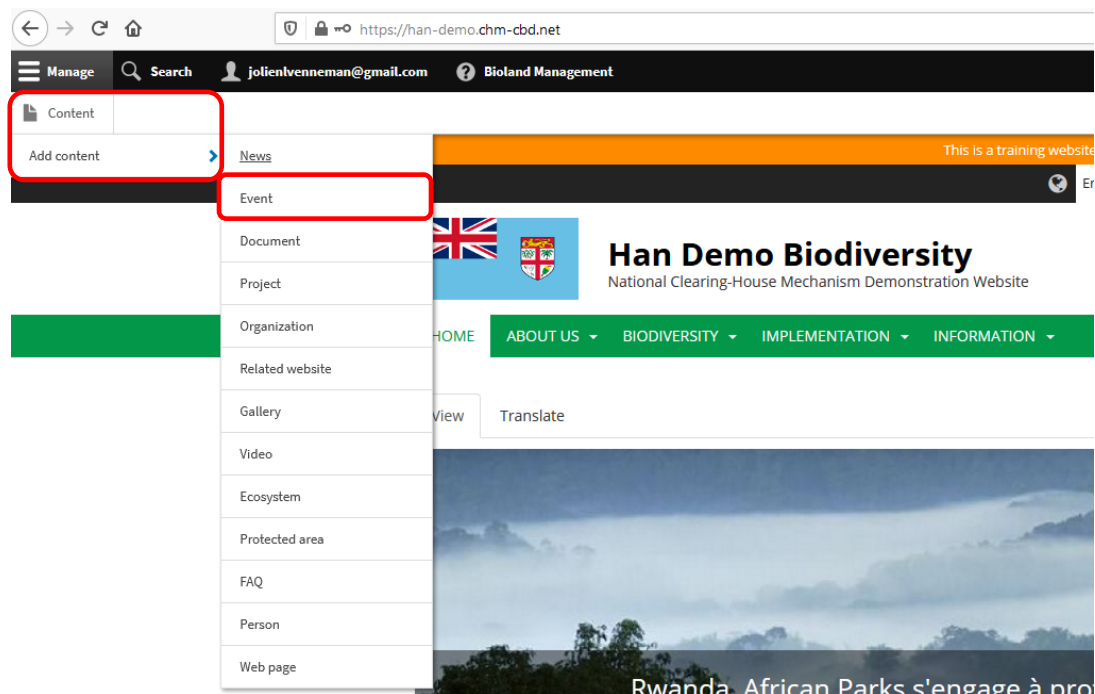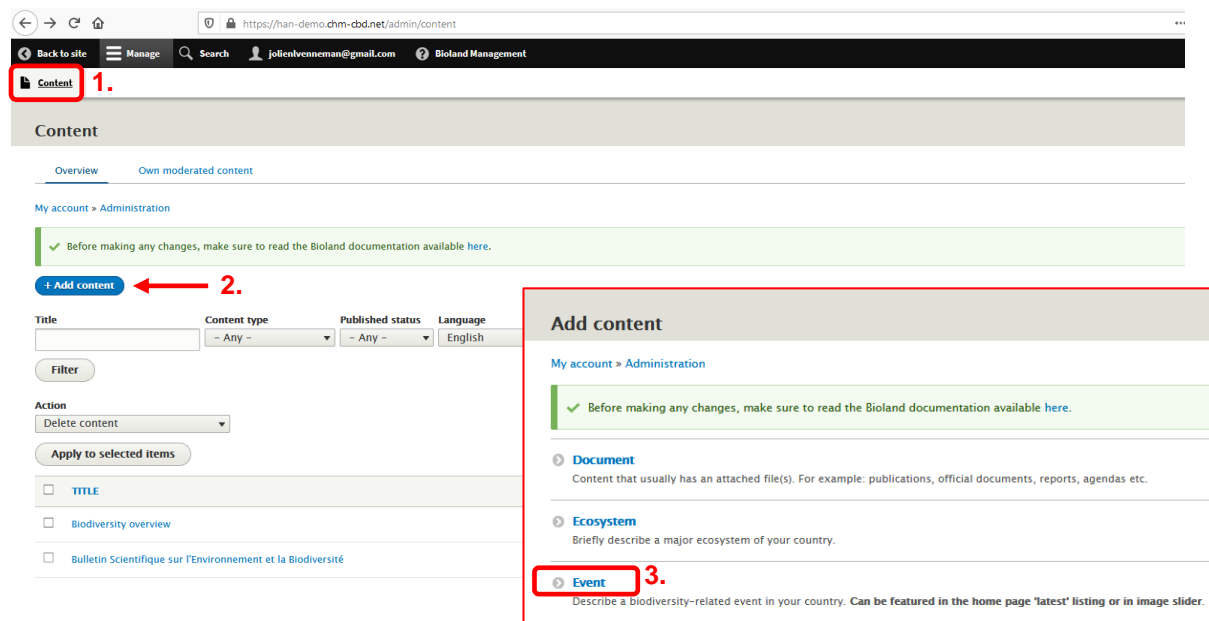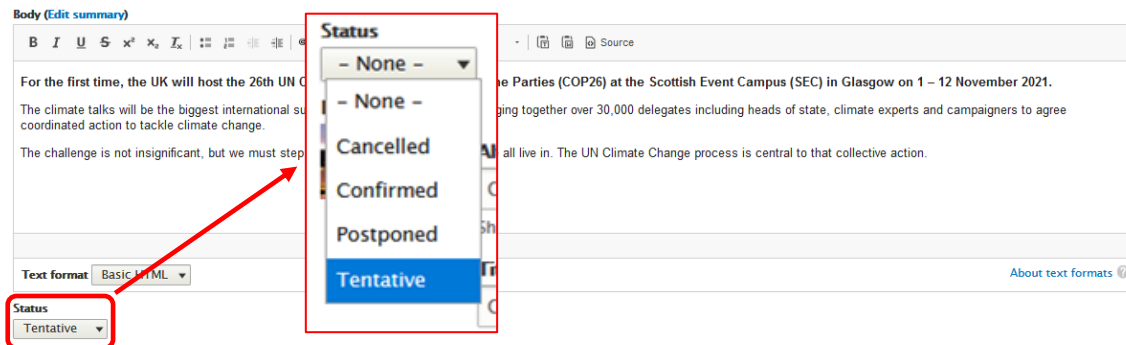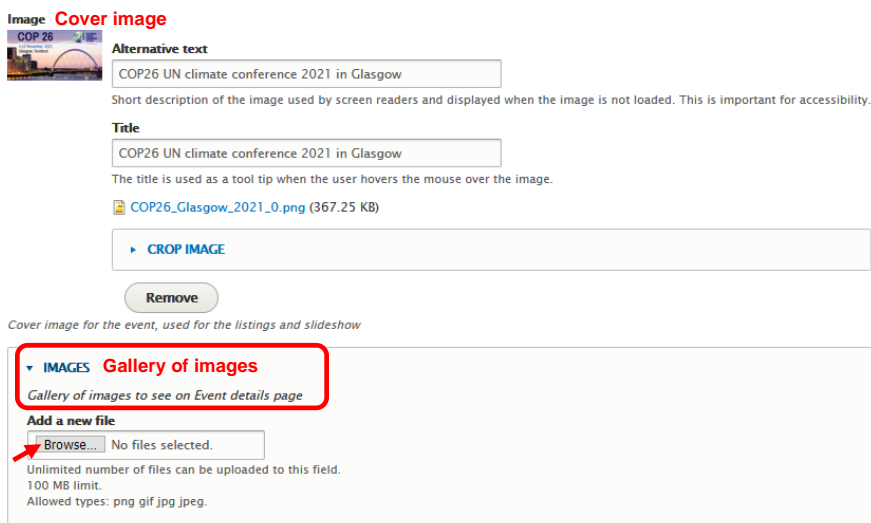
**Step 2:** The next action is to **create the Event** by completing the different fields in the 'Create Event' form (example: COP26 UN climate conference in Glasgow, UK, 1-12 November 2021)

1. Fill in the following general fields as explained before for News items (see pages 2-5):
   - Language
   - Title and body text
   - Cover image
   - URL (to link the created item to the website of the Event)
   - Country or countries (where the Event will take place)
   - Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords
   - Weight and option to make Event appear on the front page of the website or not

2. Complete the additional fields that are specifically available for Events: Status of the Event, Gallery of images, Address and Date of the Event
   - Status of the Event



   - Gallery of images to see on Event details page

- Address of the Event

  Note: The number and type of address fields that can be completed depends on the country that you choose



- Date of the Event (using the calendar)

  Note: Enter the same start and end date in case of a 1-day event; if details about the time schedule of the event are available, this should be mentioned in the body text



3. Save a draft of the Event; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

**Step 3: Have a look at your created Event** that will appear immediately after saving



**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **See Manual 4** for more details on Editing/Publishing

## 3.3   Document

A document is a source of information in file format that visitors of your website can consult if they want to find out more about a particular subject. Supported document types include assessments, concept notes, factsheets, (meeting) reports, notifications, participant lists, publications, training materials, etc.

**Step 1:** Select **Content** → **Add content** → **Document** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Document**)
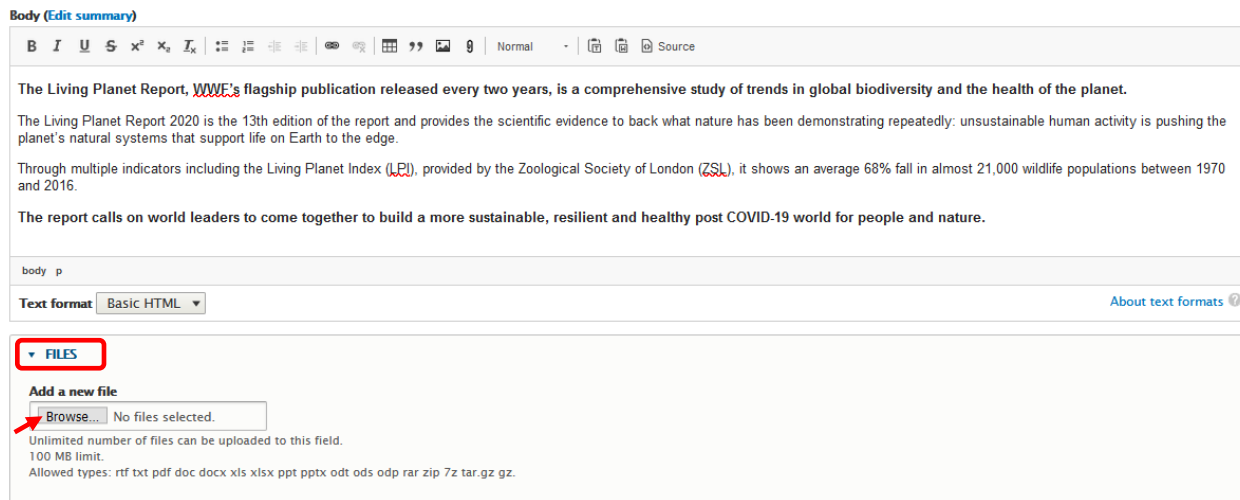


OR
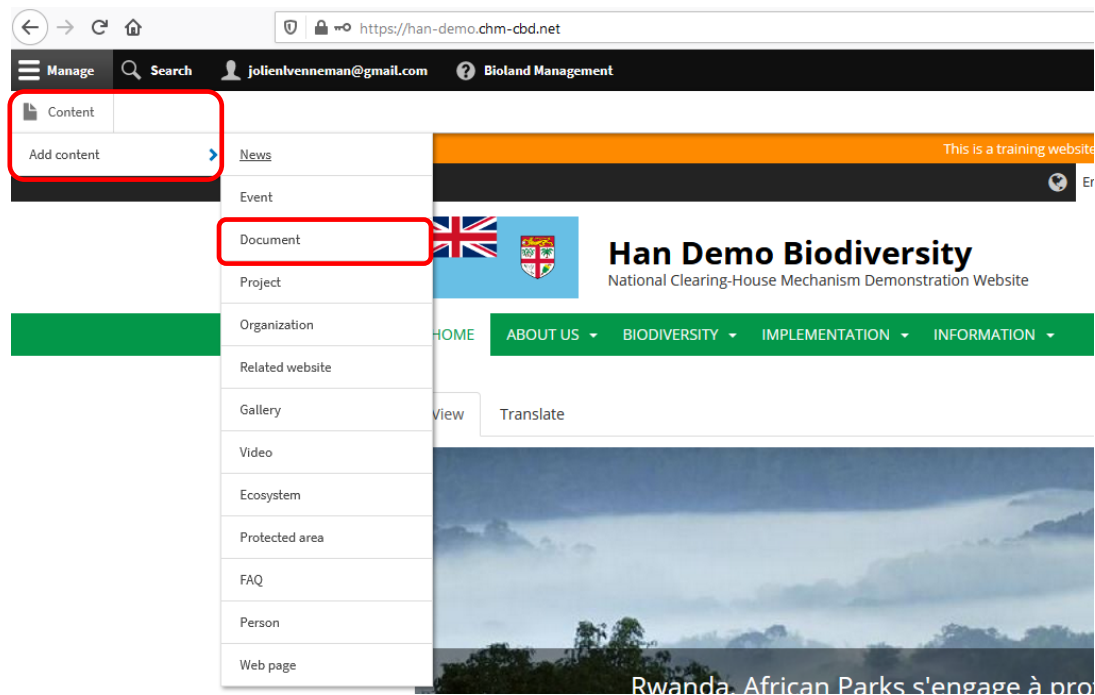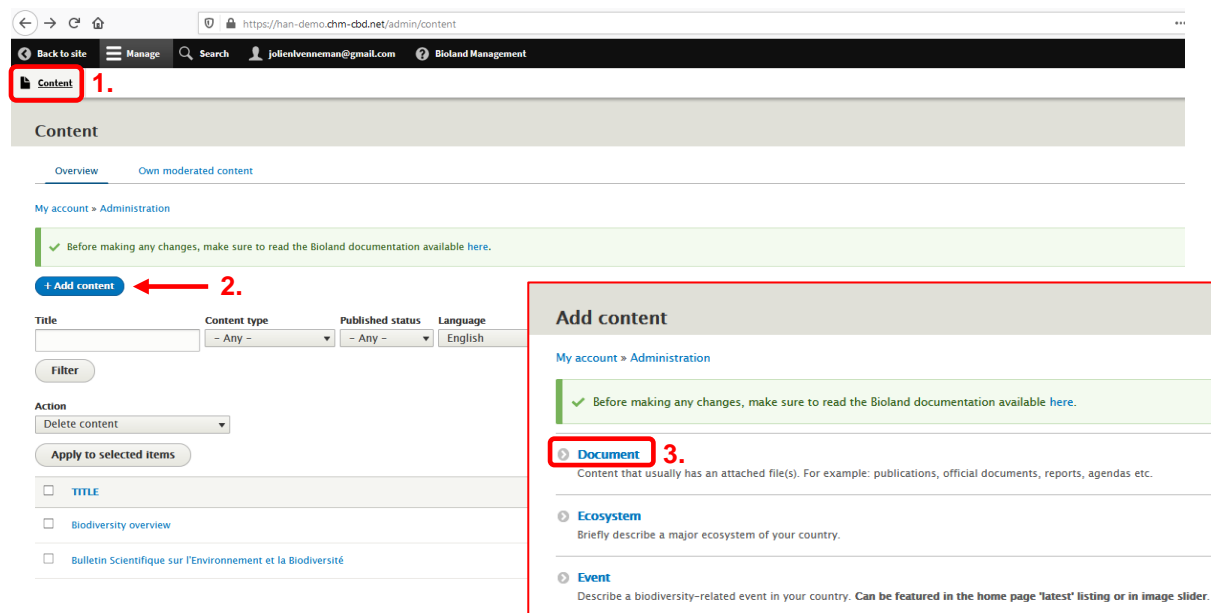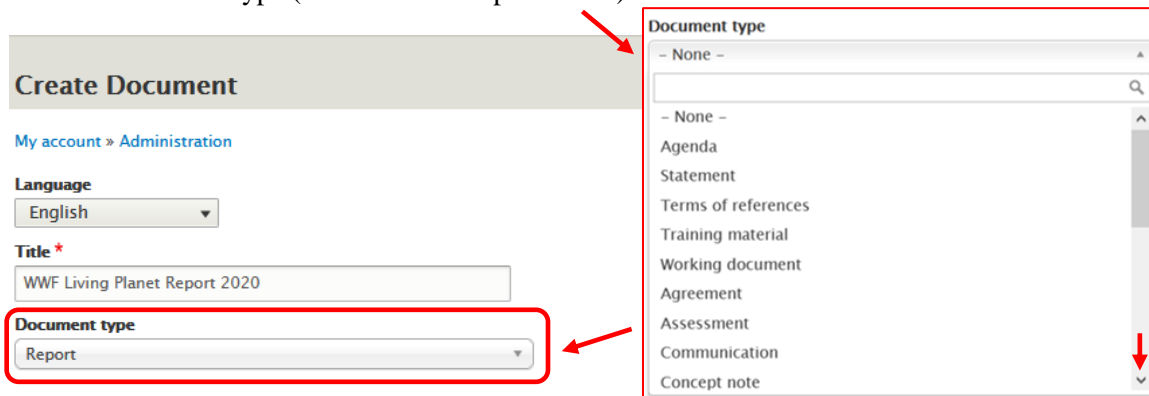
**Step 2:** The next action is to **create the Document** by completing the different fields in the 'Create Document' form (example: WWF Living Planet Report 2020, launched on September 10th 2020)

1. Fill in the following general fields as explained before for News items (see pages 2-5):
   - Language
   - Title and body text
   - URL (link to website where document has been published)
   - Cover image
   - Country or countries to which the Document applies
   - Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords

2. Complete the additional fields that are specifically available for Documents: Document type, Files, Publication date, and Related national target(s)
   - Document type (choose from dropdown list)

- Attachments/files (the document itself)

▾ FILES

Show row weights

| FILE INFORMATION | DISPLAY | OPERATIONS |
|---|---|---|

✛ 📕 WWF-LPR20-full-report-EN.pdf

**Description**

Living Planet Report 2020 – full report – English    ☑    [ Remove ]

The description may be used as the label of the link to the file.

**Add a new file**

[ Browse... ] No files selected.

Unlimited number of files can be uploaded to this field.
100 MB limit.
Allowed types: rtf txt pdf doc docx xls xlsx ppt pptx odt ods odp rar zip 7z tar.gz gz.

- ▪ Original publication date of the Document (as mentioned in the Document).

**URL**

**URL**

https://livingplanet.panda.org/    ○

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only.

**Link text**

**Publication date (of file/URL)**

09 / 10 / 2020 ⊗    ⟶    **If only the year is known: e.g., 01/07/YYYY**

**If year and month are known: e.g., 15/MM/YYYY**

**Image**

**Alternative text**

Cover page of WWF Living Planet Report 2020

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

**Title**

WWF Living Planet Report 2020

The title is used as a tool tip when the user hovers the mouse over the image.

📄 lpr_2020_cover_page.png (319.07 KB)    [ Remove ]

- ▪ Related national targets: start typing a piece of the target description to select the right one. If you are unsure which national targets are most applicable, leave this field blank and let the Content or Site Manager(s) decide.

  Note: In order to be able to choose them, the targets of your country first have to be added by a person with higher level access rights via **Content→Add content→National Target** (it should also be possible to import them automatically based on the 6th National Report)

**Aichi targets**

A. Mainstreaming Biodiversity ✕    B. Reducing pressure on biodiversity ✕

Show row weights

**RELATED NATIONAL TARGET(S)**

✛    "Objective 1.2 – Identify and monitor priority species, habitats○

✛    Objective 3.8 – Define the framework and the conditions to en○

✛    ○

[ Add another item ]

**Subjects**

Biomes ✕    –Endangered Species ✕
–Habitat Fragmentation and Degradation ✕
–Communication, Education and Public Awareness ✕

3. Save a draft of the Document; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

**Content publishing**

You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.

**Save** ⟵

**Step 3: Have a look at your created Document** that will appear immediately after saving

HOME    ABOUT US ▼    BIODIVERSITY ▼    IMPLEMENTATION ▼    INFORMATION ▼

Documents

# WWF Living Planet Report 2020

Document *WWF Living Planet Report 2020* has been created.    ×

View    Edit    Delete    Translate    **Option to edit, delete or translate the item immediately**

**Document type:** Report
🔗 https://livingplanet.panda.org/ ⟵ **Source URL**

⟵ **Cover image**

**LIVING PLANET REPORT 2020**
BENDING THE CURVE OF BIODIVERSITY LOSS

**Publication date of Document** ⟶
📅 Publication date (of file/URL):
10 September 2020
**Aichi targets**
A. Mainstreaming Biodiversity
B. Reducing pressure on biodiversity
**Related National Target(s)**
Objective 1.2 - Identify and monitor priority species, habitats, genetic and functional components of biodiversity
Objective 3.8 - Define the framework and the conditions to ensure no net loss of biodiversity and ecosystem services.
**Files**
**The Document file(s)** ⟶    📄 Living Planet Report 2020 - full report - English    12.93 MB
**Countries**
🇧🇪 Belgium
🇱🇧 Lebanon    **Countries with flag**
**Etc.**

**The Living Planet Report, WWF's flagship publication released every two years, is a comprehensive study of trends in global biodiversity and the health of the planet.**

*Body text*

The Living Planet Report 2020 is the 13th edition of the report and provides the scientific evidence to back what nature has been demonstrating repeatedly: unsustainable human activity is pushing the planet's natural systems that support life on Earth to the edge.

Through multiple indicators including the Living Planet Index (LPI), provided by the Zoological Society of London (ZSL), it shows an average 68% fall in almost 21,000 wildlife populations between 1970 and 2016.

**The report calls on world leaders to come together to build a more sustainable, resilient and healthy post COVID-19 world for people and nature.**

**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**
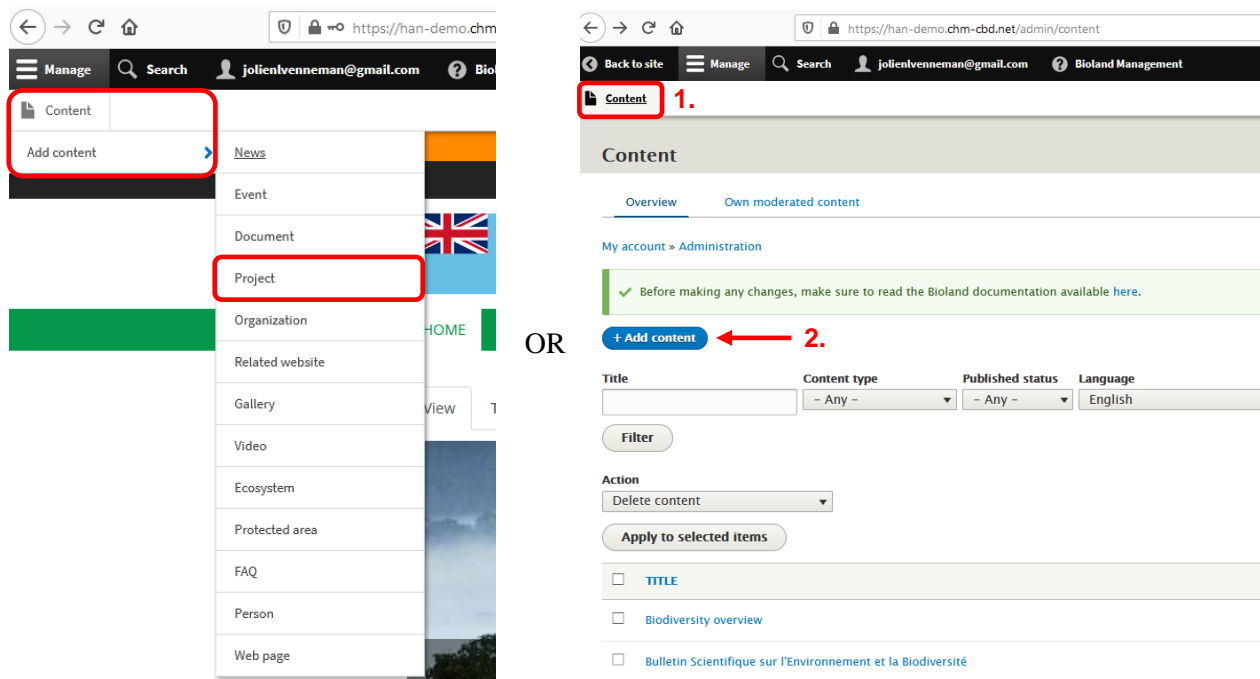
B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

➔ **See Manual 4** for more details on Editing/Publishing

## 3.4 Project

A project item describes a temporary endeavor designed to generate some kind of (in)tangible result (e.g., product, service, benefit) and undertaken to meet unique goals and objectives in a local, national, regional or global context, all related to a specific topic (e.g., biodiversity). A project is temporary in that it has a defined beginning and end; the project can be ongoing, completed, or in a conceptual or approved phase.

**Step 1:** Select **Content → Add content → Project** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Project**)



OR

**Step 2:** The next action is to **create the Project** by completing the different fields in the 'Create Project' form (example: Dr. FOREST project, funded by BiodivERsA)

1. Fill in the following general fields as explained before for News items (see pages 2-5):
   - Language
   - Title and body text
   - URL of project website
   - Country or countries involved in the project
   - Cover image
   - Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s)), general subjects and keywords
2. Complete the additional fields that are specifically available for Projects: Project type, Project status, Coverage level, and Start/End date of the Project

- Project type, Project status and Coverage level



- Start and End Date of the Project (duration of the Project)



3. Save a draft of the Project; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

**Step 3:** **Have a look at the created Project** that will appear immediately after saving



**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **See Manual 4** for more details on Editing/Publishing

## *3.5    Organization*

This section is about making reference to related (inter)national organizations; organizations are related if they are (partly) involved in the same thematic areas and issues as you.

**Step 1:** Select **Content → Add content → Organization** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Organization**)



OR
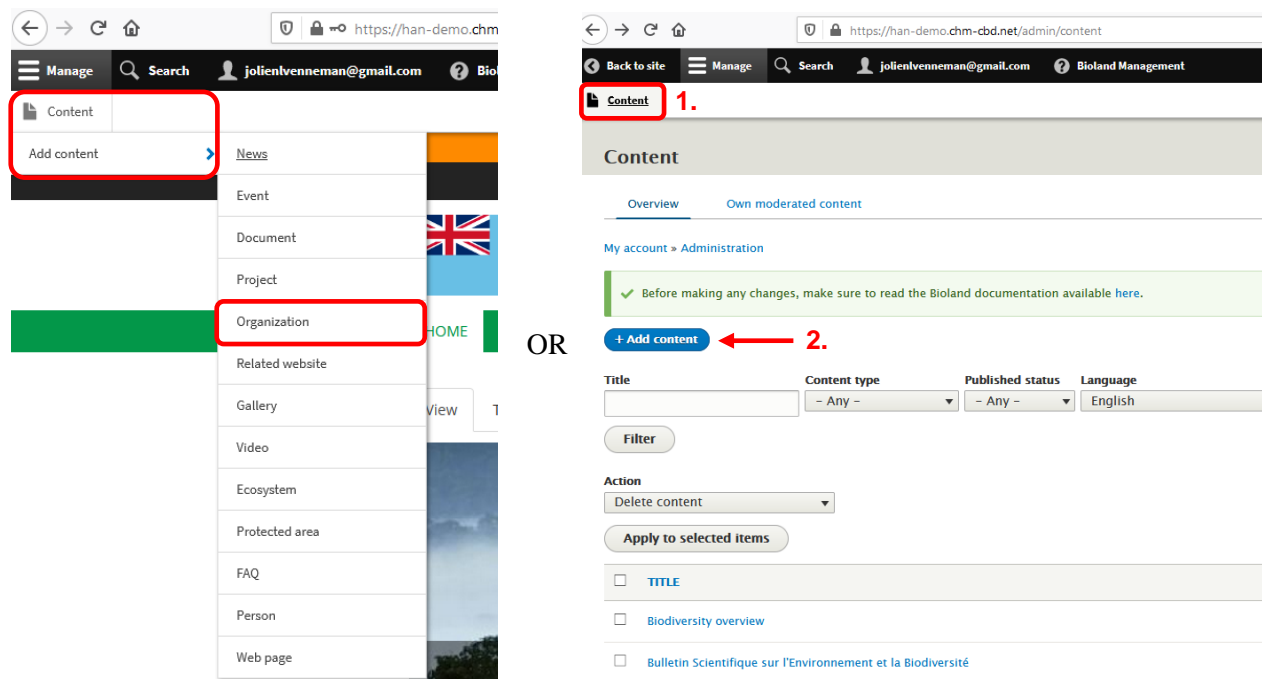
**Step 2:** The next action is to **create the Organization** by completing the different fields in the 'Create Organization' form (example: International Union for Conservation of Nature, IUCN)

1.  Fill in the following general fields as explained before for News items (see pages 2-5):
    - Language
    - Title and body text
    - Member countries
    - URL of the Organization's website
    - Keywords, general subjects and Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s))
    - Option to make Organization appear on the front page of the website or not (we advise to leave this decision up to the Content or Site manager(s))
2.  Complete the additional fields that are specifically available for Organizations: Logo, Acronym, Organization type, Organization groups, Address, Facebook and LinkedIn URL

- Logo (1), Acronym (2), Organization type (3) and Organization groups (4)



- Address (Headquarters of Organization)

  Note: The number and type of address fields that can be completed depends on the country that you choose

- Facebook and LinkedIn URL



3. Save a draft of the Organization; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)



**Step 3:** **Have a look at the created Organization** that will appear immediately after saving

**Step 4:** The saved draft can also be **verified or edited later on by**

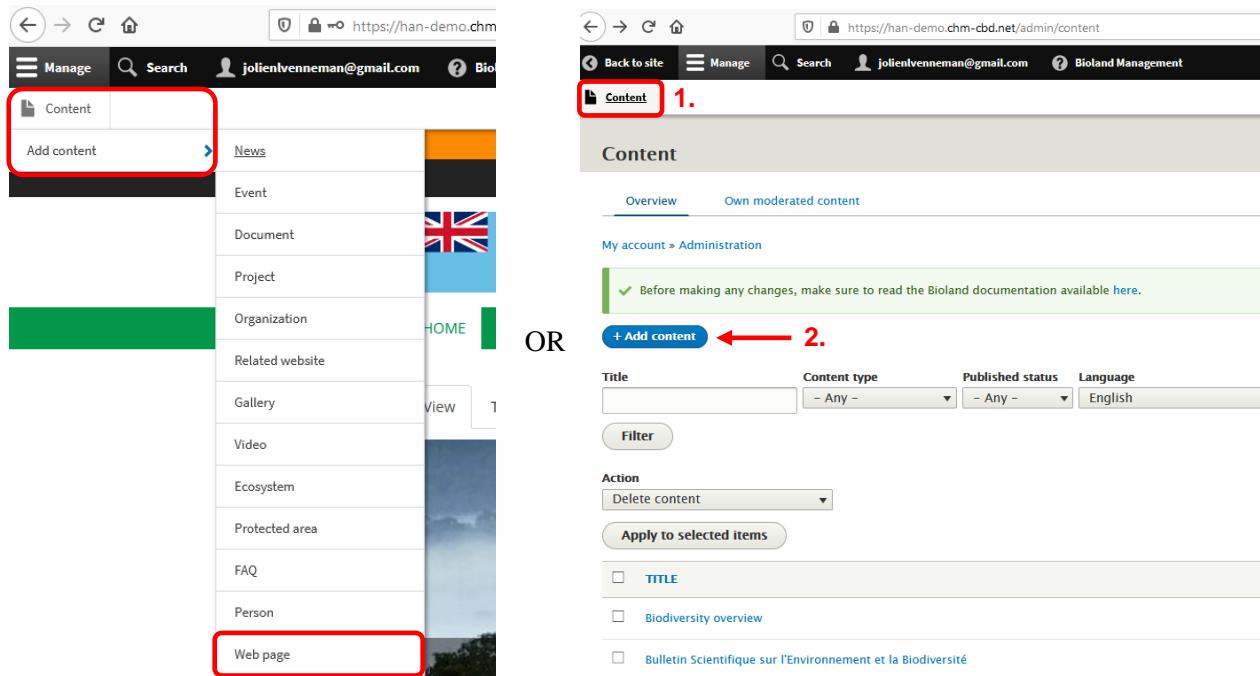A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **See Manual 4** for more details on Editing/Publishing

## 3.6 Related website

This section is about providing links to other, related websites. In PTK, it was used to ensure that when a related website link changed, you only had to modify it in one place and it would be updated automatically in the body text of different added items where the link had been inserted.

**Step 1:** Select **Content** → **Add content** → **Related website** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Related website**)
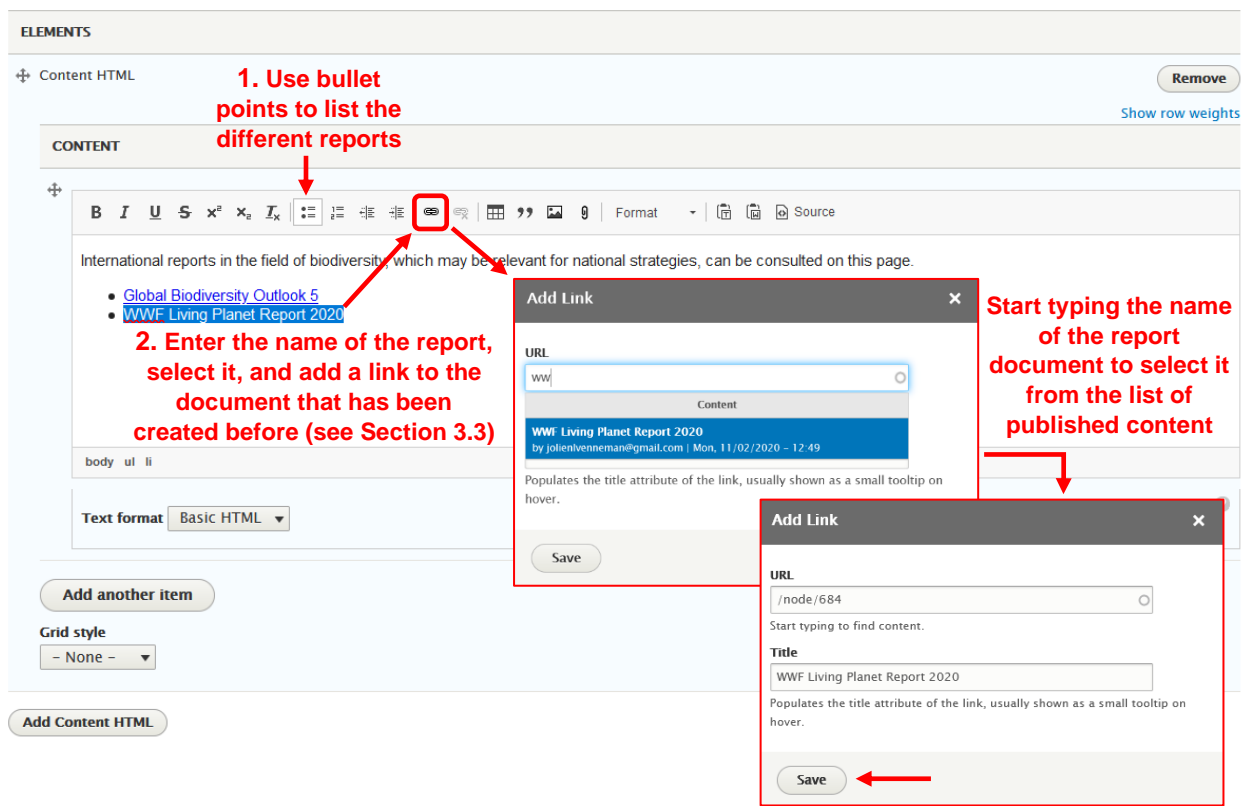


OR
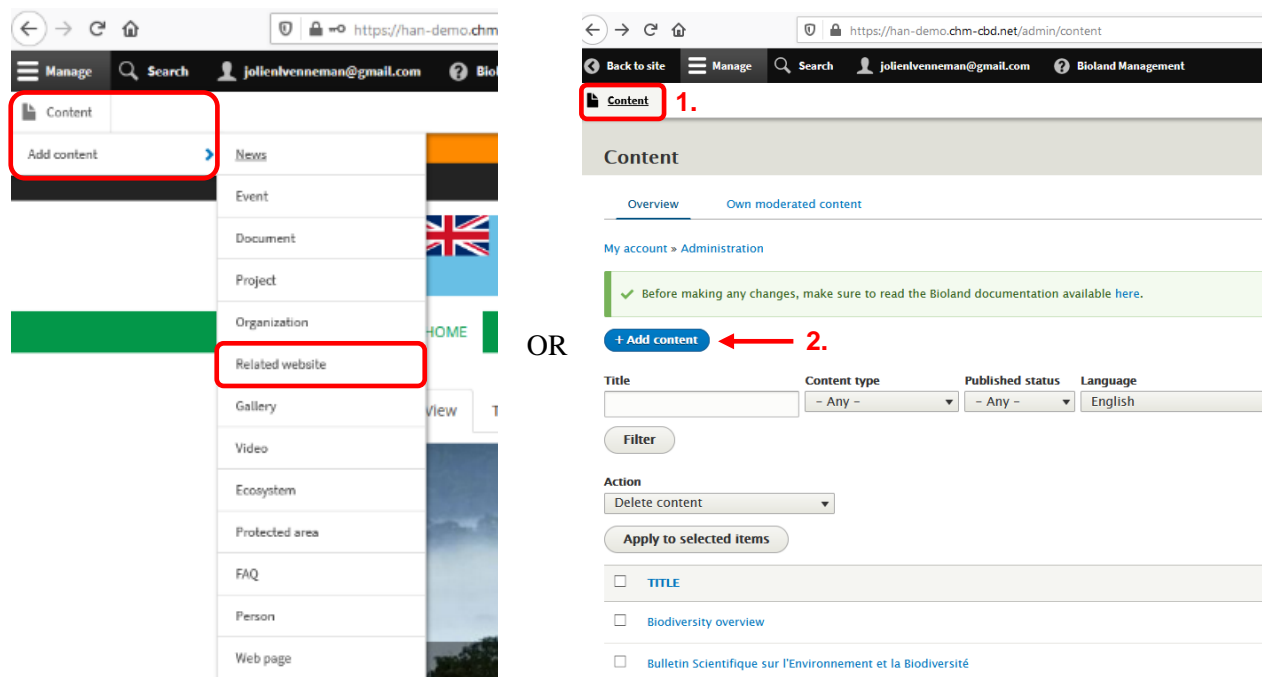
**Step 2:** The next action is to **create the Related website** by completing the different fields in the 'Create Related website' form (example: Biodiversity Indicators Partnership website)

Complete the fields as explained before for News items (see pages 2-5):

1. Define the language
2. Enter the title of the Related website
3. Enter the main text or body
4. Add the URL link of the website
5. Add the different countries to which the Related website applies
6. Upload a cover image that represents the Related website
7. Select the Aichi targets that are most closely associated with the Related website from the dropdown list (Contributors may decide to leave this up to the Content or Site manager(s))
8. Select the general subject(s) of the Related website from the dropdown list
9. Add keywords that capture the essence of the Related website

# Adding new content

**Manage**     **Search**     jolienlvenneman@gmail.com     **Bioland Management**

Content

## Create Related website

My account » Administration

**Language**
1.   English ▼

**Title** *
2.   BIP – Biodiversity Indicators Partnership

**Body (Edit summary)**
3.   B  I  U  S  x²  x₂  I̶  |  ☰  ☷  ☰  ☰  |  🔗  🔗  |  ⊞  ❞  🖼  📎  |  Normal ▼  |  📋  📋  |  ⟨⟩ Source

The Biodiversity Indicators Partnership (BIP) is a global initiative to promote the development and delivery of biodiversity indicators.

Its primary role is to serve the global user community by responding to the indicator requests of the CBD and other biodiversity-related Conventions, for IPBES, for reporting on the Sustainable Development Goals, and for use by national and regional governments.

body   p

**Text format**  Basic HTML ▼                              About text formats ❓

4.   **URL**

**URL**
https://www.bipindicators.net/                          ○

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only.

**Link text**

**Countries**
5.   Belgium ✕   Lebanon ✕      **Etc.**

6.   **Image**
[bip Biodiversity Indicators Partnership]   **Alternative text**
Logo Biodiversity Indicators Partnership

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

**Title**
Biodiversity Indicators Partnership

The title is used as a tool tip when the user hovers the mouse over the image.

📄 bip_logo.jpg (25.96 KB)   **Remove**

**Aichi targets**
7.   –2. Biodiversity values integrated ✕   E. Enhancing implementation ✕

**Subjects**
8.   –Indicators ✕

Show row weights

9.   **KEYWORDS**

✛   Indicator development                          ○

✛   Post–2020 biodiversity framework               ○

✛   Aichi targets                                  ○

✛   SDGs                                           ○

**Add another item**  ⬅

**24**

10. Indicate on the righthand side of the screen (top) whether or not you want the Related website to appear on the front page of the website (better leave this up to the Content or Site manager(s))

> **Last saved:** *Not saved yet*
> **Author:** jolienlvenneman@gmail.com
>
> ▸ **URL ALIAS**
>
> ▾ **PROMOTION OPTIONS**
>
> ☐ Promoted to front page

11. Save a draft of the Related website; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

> **Content publishing**
>
> You can only **Draft** content. Draft content will be published by a **Content Manager** or **Site Manager**.
>
> **Save** ⬅

**Step 3: Have a look at the created Related website** that will appear immediately after saving

HOME    ABOUT US ▾    BIODIVERSITY ▾    IMPLEMENTATION ▾    INFORMATION ▾

## BIP - Biodiversity Indicators Partnership

Related website ***BIP - Biodiversity Indicators Partnership*** has been created.                              ×

| View | Edit | Delete | Translate |     **Option to edit, delete or translate the item immediately**

**Body text**

The Biodiversity Indicators Partnership (BIP) is a global initiative to promote the development and delivery of biodiversity indicators.

Its primary role is to serve the global user community by responding to the indicator requests of the CBD and other biodiversity-related Conventions, for IPBES, for reporting on the Sustainable Development Goals, and for use by national and regional governments.
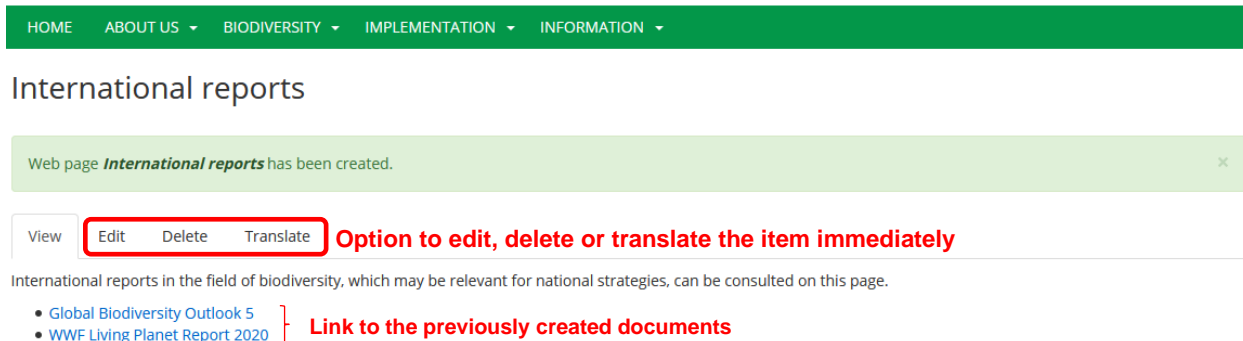
**Countries**
Belgium          **Etc.** ⬅ **Countries**
Lebanon
**Image**

⬅ **Cover image**

**Keywords**
Indicator development
Post-2020 biodiversity framework
Aichi targets
SDGs
**Subjects**
Indicators
🔗 **URL**
https://www.bipindicators.net/   ⬅ **Source URL**
**Aichi targets**
2. Biodiversity values integrated
E. Enhancing implementation

**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **See Manual 4** for more details on Editing/Publishing

## 3.7 Web page

A web page, accessible via a unique URL address, is a specific collection of information and can contain different types of resources (e.g., text, images, documents, links to other web pages and files, etc.). Your website is made up of several web pages.

**Step 1:** Select **Content → Add content → Web page** in the grey bar at the top of your screen, or go to **Content** and click the **Add content** button (and then choose **Web page**)



**Step 2:** The next action is to **create the Web page** by completing the different fields in the 'Create Web page' form (example: new Web page 'International reports')

1. Fill in the following general fields as explained before for News items (see pages 2-5):
    - Language
    - Title
    - Keywords, general subjects and Aichi targets (Contributors may decide to leave this up to the Content or Site manager(s))
2. Determine the content of the Web page, for example a general introduction followed by a list of items (reports)

    Note: If you want to add previously created content to the Web page, make sure that it has been published (drafts cannot be added)

**Belgian Clearing House Mechanism**

- ▪ Example layout 1

**ELEMENTS**

✛ Content HTML                                                                    Remove

**1. Use bullet points to list the different reports**

Show row weights

**CONTENT**

B  I  U  S  x²  x₂  I̲ₓ  |  ☰  ☰  ☰  ☰  |  🔗  |  ⊞  99  🖼  📎  |  Format  ▾  |  🗐  🗐  ⟨ ⟩ Source

International reports in the field of biodiversity, which may be relevant for national strategies, can be consulted on this page.

- Global Biodiversity Outlook 5
- WWF Living Planet Report 2020

**2. Enter the name of the report, select it, and add a link to the document that has been created before (see Section 3.3)**

**Add Link**                                ✕

URL
[ ww                                    ○ ]

**Content**

**WWF Living Planet Report 2020**
by jolienlvenneman@gmail.com | Mon, 11/02/2020 - 12:49

Populates the title attribute of the link, usually shown as a small tooltip on hover.

[ Save ]

body  ul  li

**Start typing the name of the report document to select it from the list of published content**

**Add Link**                                ✕
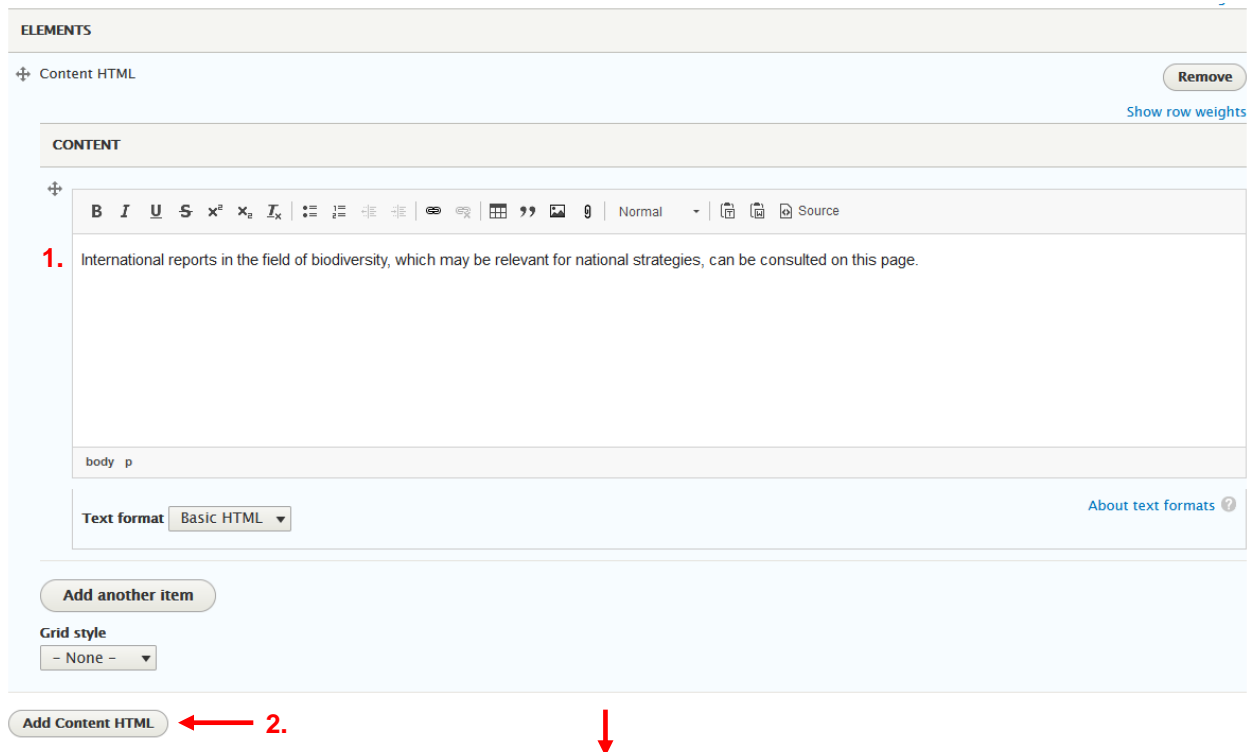
URL
[ /node/684                             ○ ]
Start typing to find content.

Title
[ WWF Living Planet Report 2020 ]
Populates the title attribute of the link, usually shown as a small tooltip on hover.

[ Save ]

**Add another item**

**Grid style**
[ – None –  ▾ ]

**Add Content HTML**

- ▪ Example layout 2

**ELEMENTS**

✛ Content HTML                                                                    Remove

Show row weights

**CONTENT**

B  I  U  S  x²  x₂  I̲ₓ  |  ☰  ☰  ☰  ☰  |  🔗  🔗  |  ⊞  99  🖼  📎  |  Normal  ▾  |  🗐  🗐  ⟨ ⟩ Source

**1.**  International reports in the field of biodiversity, which may be relevant for national strategies, can be consulted on this page.

body  p

**Text format** [ Basic HTML  ▾ ]                                   About text formats ❓

**Add another item**

**Grid style**
[ – None –  ▾ ]

**Add Content HTML** ← 2.

**ELEMENTS**

**Content HTML**

Remove

Show row weights

**CONTENT**

| B | I | U | S | x² | x₂ | Iₓ | ⁝≡ | ⁝≡ | ⁝≡ | ⁝≡ | ⚭ | ⚭ | ⊞ | ❞ | 🖼 | 📎 | Format | ▾ | | | Source |

International reports in the field of biodiversity, which may be relevant for national strategies, can be consulted on this page.

**Text format** | Basic HTML ▾ |

About text formats ❓

Add another item

**Grid style**
| – None – ▾ |

**Content HTML**

Remove

Show row weights

**CONTENT**

| B | I | U | S | x² | x₂ | Iₓ | ⁝≡ | ⁝≡ | ⁝≡ | ⁝≡ | ⚭ | ⚭ | ⊞ | ❞ | **🖼** | 📎 | Normal | ▾ | | |

**4.**

3.  **WWF Living Planet Report 2020**

The 13th edition of the report

**Enter the name of the report and add a link to the document (see Example layout 1)**

body  p

**Insert Image**  ✕

**Image** *
🖼 wwf-lpr-2020-cover.png    Remove

**Alternative text** *
| Cover of WWF Living Planet Report 2020 |

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

**Align**
○ None  ○ Left  ○ Center  ● Right

☐ Caption

**Image style** *  | Thumbnail (100×100) + Free crop ▾ |

☐ Show preview

Save

**Text format** | Basic HTML ▾ |

About text formats ❓

**CONTENT**

| B | I | U | S | x² | x₂ | Iₓ | ⁝≡ | ⁝≡ | ⁝≡ | ⁝≡ | ⚭ | ⚭ | ⊞ | ❞ | 🖼 | 📎 | Format | ▾ | | | Source |

**WWF Living Planet Report 2020**
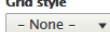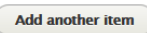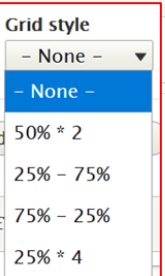
The 13th edition of the report

**Text format** | Basic HTML ▾ |

About text formats ❓

Add another item   ◀—— **5.**
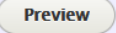
3. Save a draft of the Web page and/or preview; this draft will have to be verified and subsequently published by a **Content Manager** or **Site Manager** (see Manual 4 on Editing/Publishing)

**Step 3:** **Have a look at the created Web page** that will appear immediately after saving (or when previewing)

- Example layout 1



- Example layout 2



**Step 4:** The saved draft can also be **verified or edited later on by**

A) Yourself (as Contributor): go to **Content** and choose **Own moderated content**

B) Anyone who has access rights: go to **Content** and stay on the **Overview** page

→ **See Manual 4** for more details on Editing/Publishing

## *3.8 Translating added content*

**Step 1:** If you wish to translate your saved draft(s), you should first do one of the following:

1. Click on the translate option when viewing the added item



2. Go to **Content → Own moderated content** and choose the Edit option next to the item you would like to translate; then click on Translate at the top of the Edit page

3. Go to **Content → Own moderated content** and immediately choose the Translate option next to the item you would like to translate



**Step 2:** Click on the Add button next to the chosen translation language

**Step 3:** By selecting the translation language, the user is prompted with a screen similar to the content creation page and needs to complete the fields with the translated data



Also translate the other available fields (some fields are not visible because they will be automatically translated or taken as such from the Original Language version)

Save the translated content after completing all fields:

**Step 4:** Have a look at the translated content immediately after saving



**Step 5:** If needed, repeat the above steps for other languages

<u>Note</u>: You can also delete translated content (original language cannot be removed), but we do not recommend this unless the translation is really bad