



Platform User Guide



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Introduction

This user guide consists in a series of tutorials on how the platform works and how it has been designed.

You will also find steps-by-steps instructions in order to use the back-office for your publications. The e-book creation process is detailed as well so you can contribute to the Bibliodos library.

By making this guide, we hope to encourage external submissions as well as helping contributors to produce good quality content.

Using the platform

This section will give an overview of the basic tools used for e-book creation and translations of content, detailed in next sections. We will detail the way the platform was designed, what are the resources that can be found, and how to use the back-office.

The platform

The platform has been thought as the key tool of the project. All the resources of the project will be available for teachers and adult learners. It will gather the different outputs, allowing the learners to access e-books of European classics without downloading an external app, and providing educators with resources to build their own lessons around the resources produced during the project.

Platform goal

The platform will offer an innovative reading interface, adapted to the specific needs of each target group: learners, learners with special needs, learners with little to no reading skills, adult educators and stakeholders.

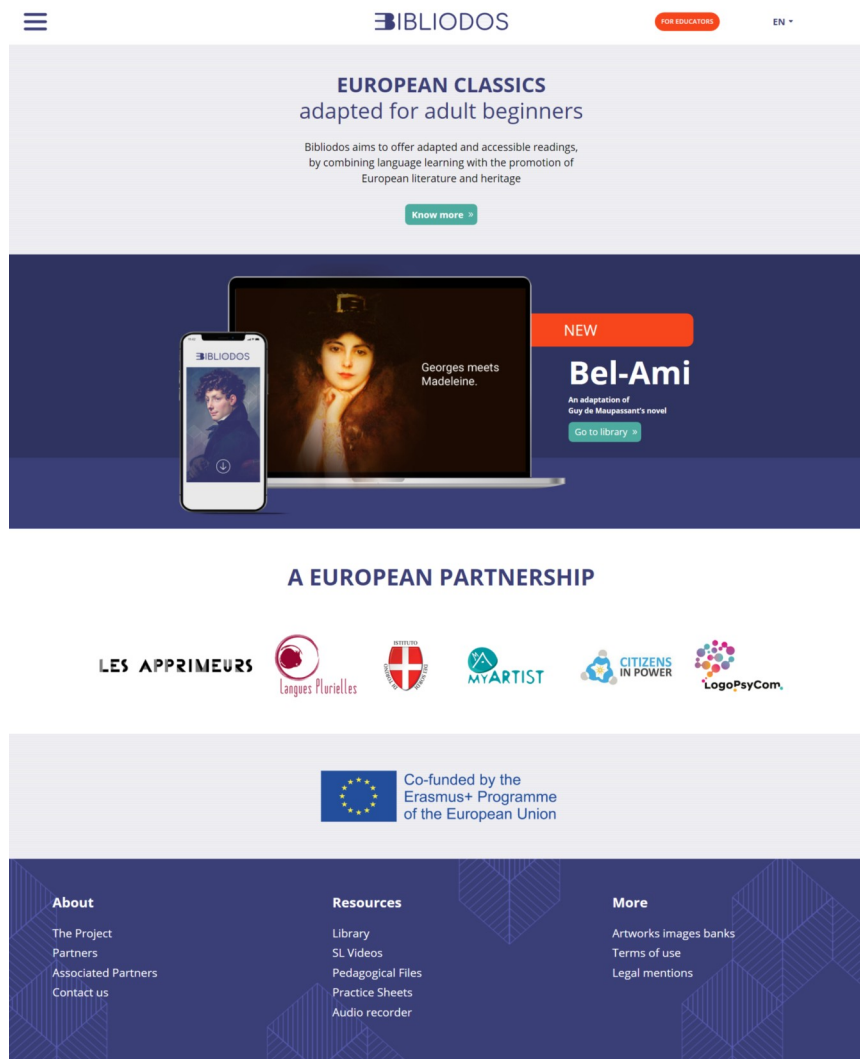
The reading experience is customisable to the reader's needs, proposing different reading modes through the visual interface and with various language levels. This platform and its resources will be specially designed to be perfectly readable on any screen, especially on smartphones.

Navigation

For ease of access, the header is displayed on every page of the website to access directly the main sections of the platform through its full-screen menu triggered from the "hamburger" button on the top-left.

A button "For Educators" is visible on the top right, right next to the language switcher, to encourage the discovery of the different resources offered to teachers.

The footer contains some quick links as well. It is displayed on content pages but hidden on e-book pages to improve reading immersion.



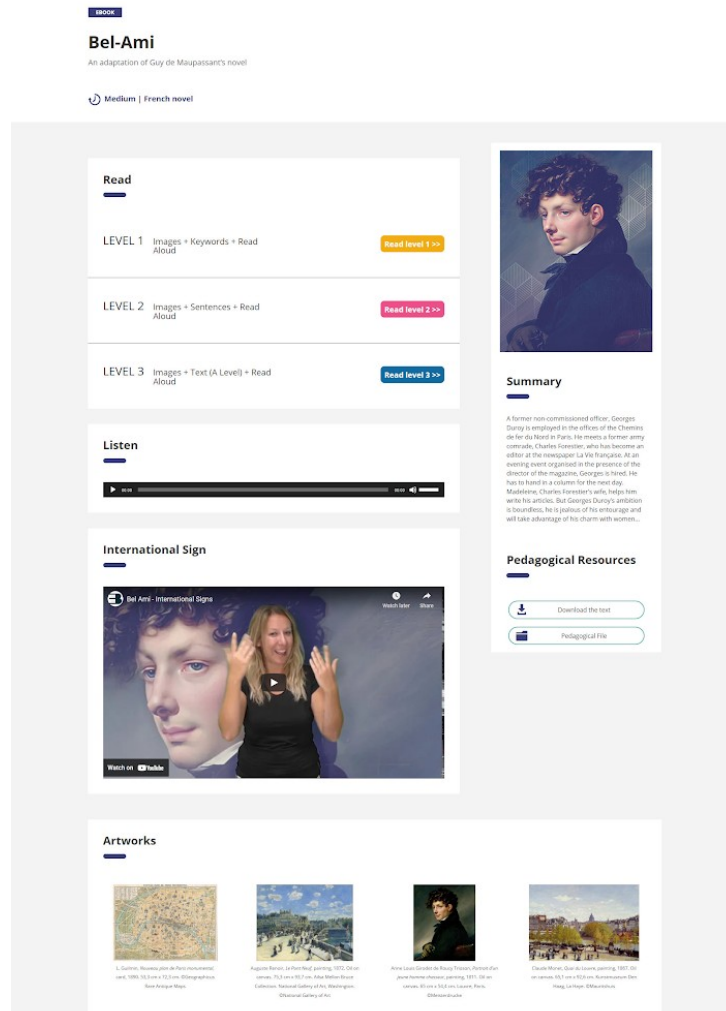
Homepage of Bibliodos and the main elements of navigation.

Digital library

The digital library hosts the different e-books produced for the project. It consists of a collection of European classics adapted to adult learners backed by pedagogical resources.

The digital library page (<https://bibliodos.eu/library/>) links to each e-book information page. The information page acts as a hub to other pedagogical resources related to this specific e-book.

The information page of an e-book gathers different information about the original work as well as the e-book proposed. The same e-book is offered in three different language levels adapted to different learner's need. On this page, the participant can listen to the entire audio version of the eBook, as well as follow a video in International Sign.

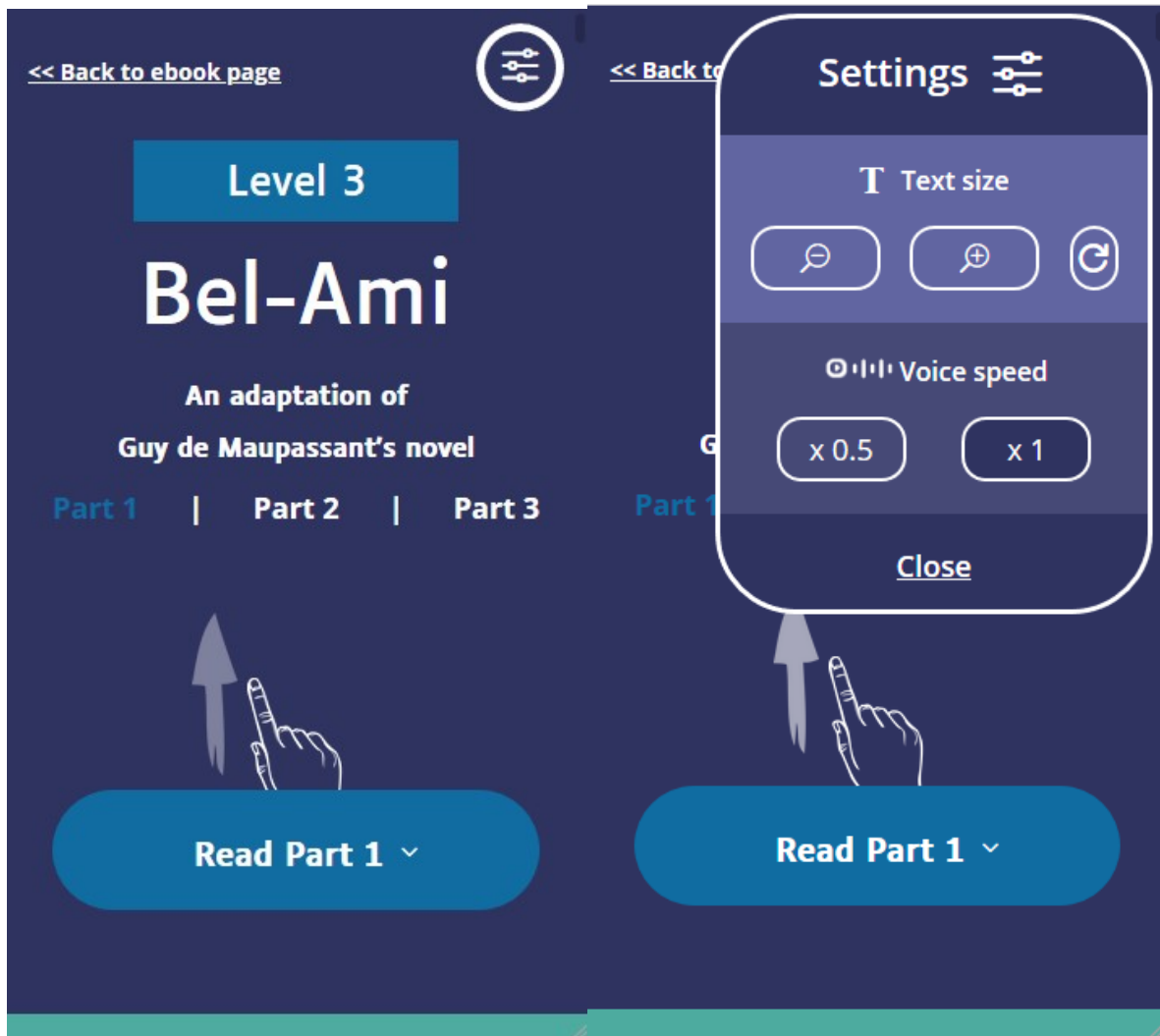


Information page of **Bel-Ami** e-book.

To go further, artworks and their captions used in the e-book are collected at the end of the information page, in order to help promote the European cultural heritage through these images. Other pedagogical resources, such as the text created for the e-book and the pedagogical file can be downloaded as well.

Ebooks and reading interface

Every e-book shares a common structure: a first screen displays informations about the current level of language, the name and a short description. If the e-book has several parts, it can be accessed from this first screen. The last screen of an e-book is either the final “The End” screen, or a call to action to read the next parts or go back to the e-book page.



First screen of an e-book on mobile and its settings panel.

A settings panel is always accessible with a button located at the top-right corner. It allows you to change the text size and the voice speed. Each slide of an e-book is associated with an audio recorded version of it, and a synthetic voice that can be activated when a word is clicked on. At the bottom of the page, a progress bar indicates the current position of the reader on the page. It helps evaluating the remaining text of the page.

Using the back-office

The back-office is the interface to manage the platform. It allows contributors to add and modify content and translations. It is restricted to allowed users only in order to protect the website from harmful intentions.

How WordPress works

Our platform is based on WordPress, which is a Content Management System (CMS). WordPress is one of the most popular tool to create dynamic website with different contributors, and can be found at the core of numerous websites.

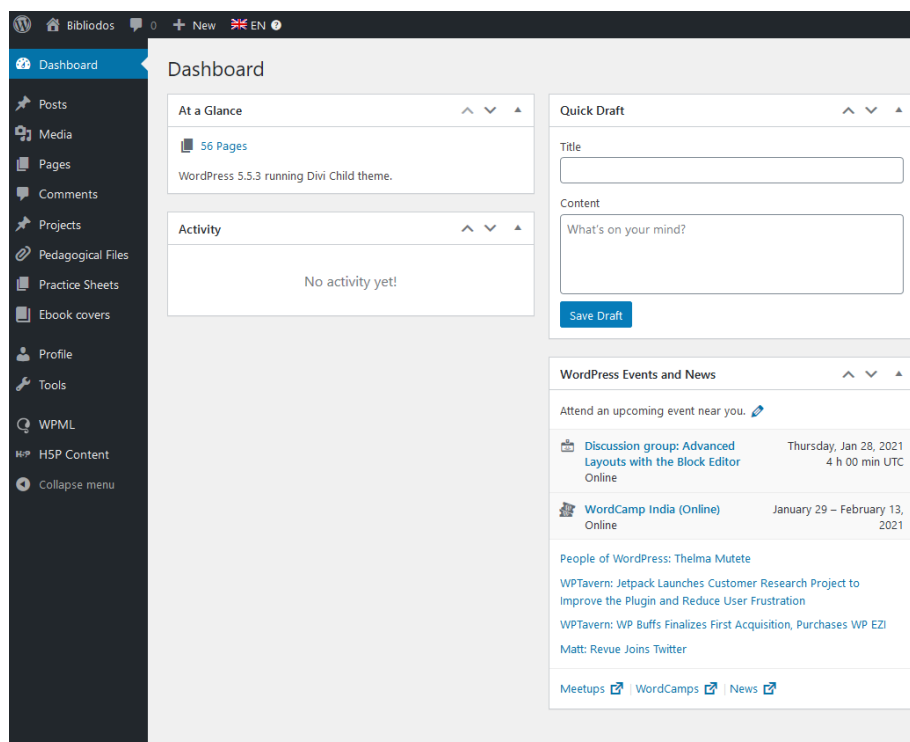
WordPress serves as a **behind the scenes** tool, managing content (databases, media, pages relations...) as well as a **generator for pages** for visitors.

The next sections will explain the basics of using WordPress to create and manage content.

Login

To access the back-office, users need to be allowed as contributors. If you have an account, connect to <https://bibliodos.eu/wp-login> and enter your credentials.

Make sure you have a strong password and do not share it.



Back-office dashboard and menus

Multilingual website

When using the back-office, make sure you have selected “English” in the topbar. Any content you will create or edit will be for the English version first, then the translations will be handled (see Translations further in this guide).

Managing media

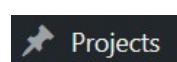
On the left side of the dashboard, you can access the different menus.



The Media menu gives you access to the library of all the pictures and audio uploaded on the website. It can be useful to access the media library to delete or upload an image you've used in an e-book for example.

Picture information, such as its size or the date it has been uploaded, can be accessed in the media library by clicking on it.

Managing e-books



The Projects menu gives you access to e-books created on the platform. From this page, a search bar can help you find a specific e-book as there can be a lot of pages and different projects.

One project in the back-office corresponds to one "page" of an e-book. If an e-book is only made of one part, a new project is created for each new level. Beyond a certain level of slides, an e-book can be divided in parts within the same level of language to have a shorter reading time on each page. Adding a new part means creating a new 'page' or project.

Example: The list shown on the right is composed of **The Frog and the Ox** has three levels one for each language level. In *Odysseus* each language level is divided in three parts. Thus requiring to create nine projects.

[The frog and ox – Level 3 — Divi](#)

[The frog and ox – Level 2 — Divi](#)

[The frog and ox – Level 1 — Divi](#)

[Odysseus and the lotus eaters Level 3 Part 3 — Divi](#)

[Odysseus and the lotus eaters Level 3 Part 2 — Divi](#)

[Odysseus and the lotus eaters Level 3 Part 1 — Divi](#)

Ebooks publication

This section is also available as a video tutorial: <https://youtu.be/hreLGjhdO6E>

(The video is in English, subtitled in French, Italian and Greek).

Preparation

In order to publish your e-book, some elements must be prepared.

General information

Fill the excel file Ebook Cover Information so the e-book cover page can be created accordingly.

Text

Create a word version of the text that will be proposed for download on the e-book cover page. This text corresponds to a level of A1 in the language, which is the text presented in the “level 3” on Bibliodos.eu.

Artworks

Gather all the pictures used in the e-book as well as all the captions. All artworks used in the e-book will be presented through a gallery on the e-book cover page. Each image is associated with a caption. A custom banner can be prepared to be displayed at the top of the e-book cover.

To better select your pictures, you can get help from our practical sheets:

- [How to choose an illustration for an e-book](#)
- [How to edit pictures for an e-book](#)

Audio

Record the audio version of the level 3 of your e-book. The e-book cover page will host the audio version of the e-book. The recorded audio corresponds to the “level 3” of the e-book. Each slide is linked to its corresponding audio, based on this audio file.

The audio file must be exported in **MP3 with a constant bitrate**.

Create an online e-book

Levels in e-books

From the e-book cover page of each e-book, different “levels” are proposed for the same e-book.

These are the language levels corresponding to each reading level (see [CEFR evaluation grid](#)):

- **Level 1** corresponds to <A1.1. Users cannot read. They may decipher a little.
- **Level 2** to A1.1 or <A1. Users are small readers.
- **Level 3** to A1.

Each e-book will always have the same number of slide, even if some slides have no text because of the language level selected. An empty slide with the artwork and the audio recording will be presented anyway.

Some e-books have so many slides that they get divided in **parts**. Parts are like chapters or acts in order to have a reading experience that allows breaks as well as serving the dramatic tension. Dividing the e-books in parts also allows a single page to weigh less with images displayed on several pages.

Creating a new e-book

From the back-office, navigate to Projects > Add New. From there, you will access to the new project page (see image below).

1. First, fill the title field (1). The title will be displayed in the browser’s tab of the visitor as well as from the library page. The title must have the following format:

Ebook’s name - Level X Part X.

Example: Bel-Ami - Level 1 Part 3.

If your e-book has only one part, just remove “Part X”.

2. Then, check your URL slug. This is the address of the web page. It should be filled automatically once you’ve written your e-book’s name. Just check it contains the title, level and part (if any).
3. You can **Save Draft** your project for now.



Save draft

Preview

Publish



My New Ebook

1



Build Your Layout Using Divi

Use Divi Builder

Use Default Editor

Multilingual Content Setup

- ☐ Do not make 'Projects' translatable
- ☒ Make 'Projects' translatable
- ☐ Make 'Projects' appear as translated

3

Document

Block



Status & visibility



Visibility

Public

Publish

Immediately

☐ Pending review

Author

EditorTest



Permalink



URL Slug

my-new-ebook

2

The last part of the URL. [Read about permalinks](#)

View Project

<https://bibliodos.eu/ebook/my-new-ebook/>

Categories



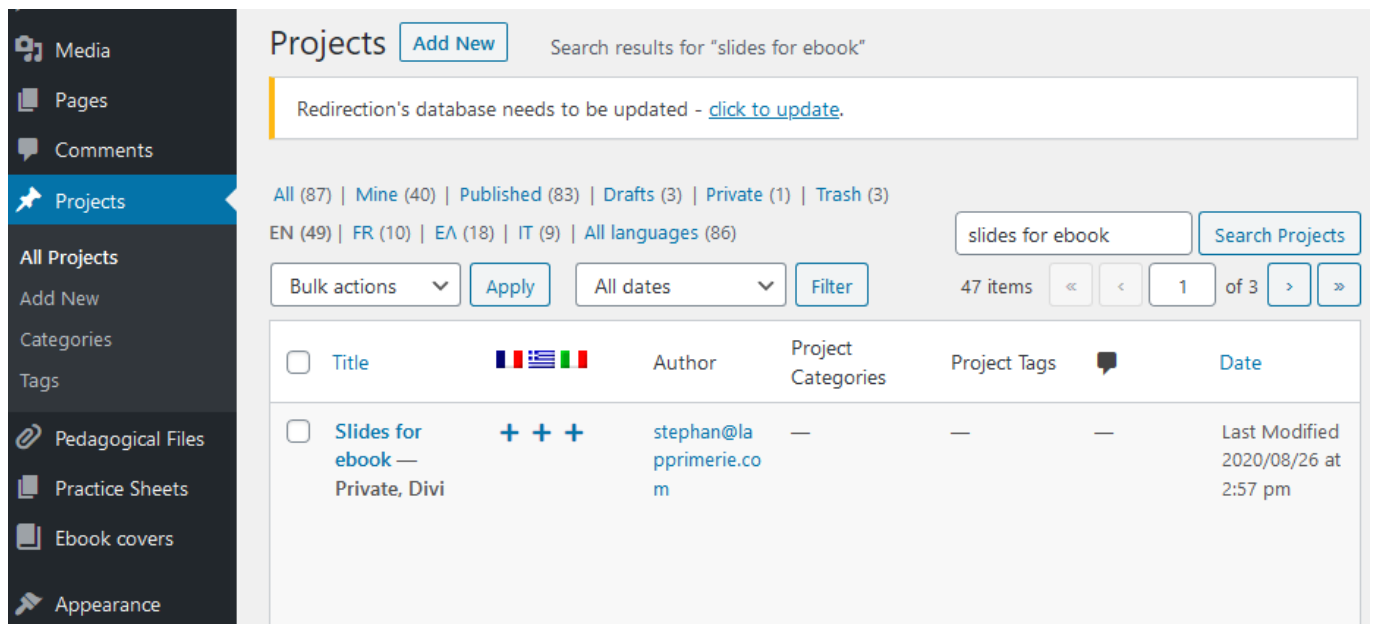
Tags



Using premade modules

To add the different slides of our e-book, you will use premade slides. We will pick these slides from a project containing them, copy it from there, and past it into our project.

First, navigate to Projects > All Projects. Look for a project named “Slides for e-book”. You can use the search bar at the top right. Once you’ve found this project, open it, and select “Edit with Divi” / “Edit with the Divi Builder”.



The Divi Builder is a visual builder for WordPress. It allows you to create different pages without coding. You can move around blocks of content in order to create the layout you want with your own content.

Once the page is loaded, access it in editor mode. Some elements displays their border when you hover them, and if you click on a block, menus and buttons allow you to perform different actions. If you scroll the page, you can see there is only 2 “slides”.

But first, let’s switch to Wireframe view:

1. Click on the three dots in the purple circle at the bottom of the page.



2. Then, in the bottom left corner, select Wireframe view.
3. Now you see the page and its elements displayed in blocks.

The page is composed of two sections (blue frame). The first section's name is "Slide", the second one is "Final Slide". A section is a slide, it fills the height of the visitor's page to immerse the reader.

Each sections contains a row: it can be divided into one or two columns. An e-book "slide" has two columns: the image is displayed on the left and the text on the right. The "final slide" of an e-book has only one column has the image and the text "The End" occupy the full width of the page.

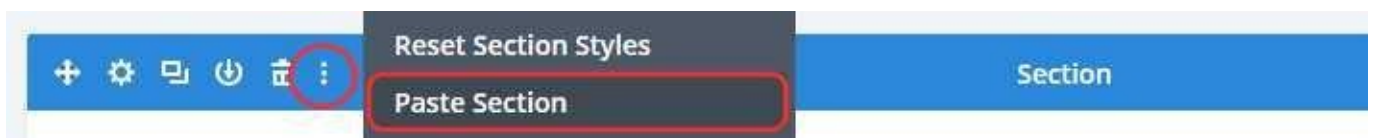
In each column, you can see grey elements: these are "modules". Code and text modules contain the audio button and the actual text displayed in the e-book.

You will use the first section (blue frame "Slide") to build all the slides of your e-book. Once you reach the end of your e-book, you will use the second section (blue frame "Final slide") to conclude it with a final word and picture.

To copy one of this slide to your project, you should have "Slides for e-book" opened in one tab of your web browser, and your previously created new e-book in another one. Then, from "Slides for e-book" in Divi builder mode, click on the three dots and select "Copy section". It will save the current slide in your clipboard.

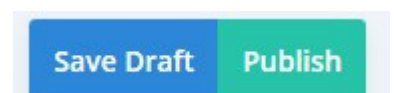


Navigate to your new e-book tab. The first time you open it with the Divi Builder, select "Build from scratch" so you have a blank e-book. Click on the three dots at the bottom and switch to wireframe view. From there, click on the three dots of the empty section, and select "Paste Section". It will paste the Slide section to your new project, after the empty section. You can now delete your empty section in your new e-book project.



You can double click on the title of the section to change its name so you can better organize your work. You can rename it "Slide 1" for example. Continue to "Paste section" to add more slides.

Once you're done, you can click "Save Draft" in your new e-book. Publish will make the e-book available to anyone with the link.



Customizing slides

We've seen how to create a new project and add new slides to it. We will either use the "Slide" section or the "Final Slide" section to create our e-book. If you look at an already published e-book, you will notice that the first and last slides are containing navigation links based on other layouts: they will be created by the Bibliodos' partners so you don't need to handle it.

Modifying text and images

When editing your new e-book, you can check how it will look without leaving the Divi builder by clicking on "Desktop/tablet/smartphone view" (2) and go back to "Wireframe view" (1) to continue editing.

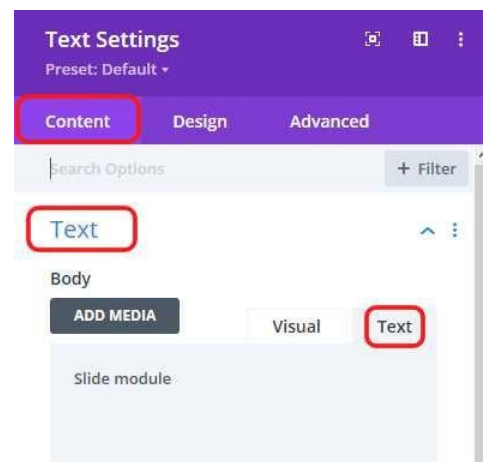


Add your own text

Select the setting wheel from the text module in the slide you want to modify (in wireframe view).

In the modal window, in the Content tab, under the Text section, make sure you are in the text tab (see screenshot).

You can modify the text in the text area and validate at the bottom of the modal window. Please leave untouched text alignment (aligned to the left by default) and other text settings (fonts, spacing, line height).

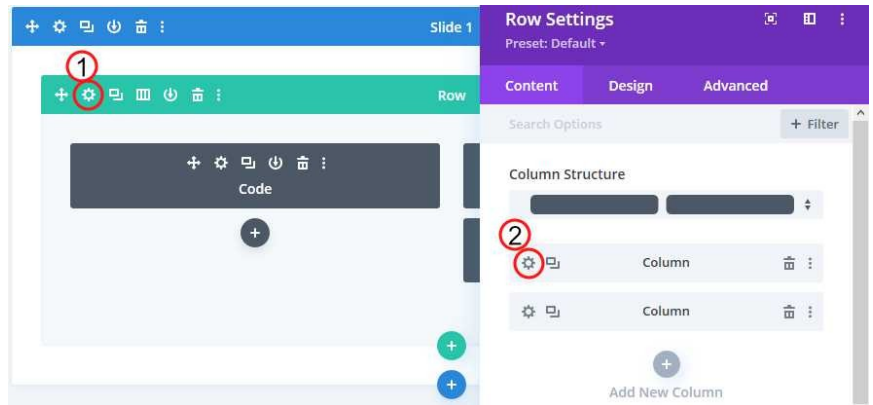


Add your own picture

To modify the picture displayed, select the setting wheel of the row (1), then select the setting wheel of the first column.

In the new modal window “Column Settings”, under the Background section, you can change the picture by clicking on the current image.

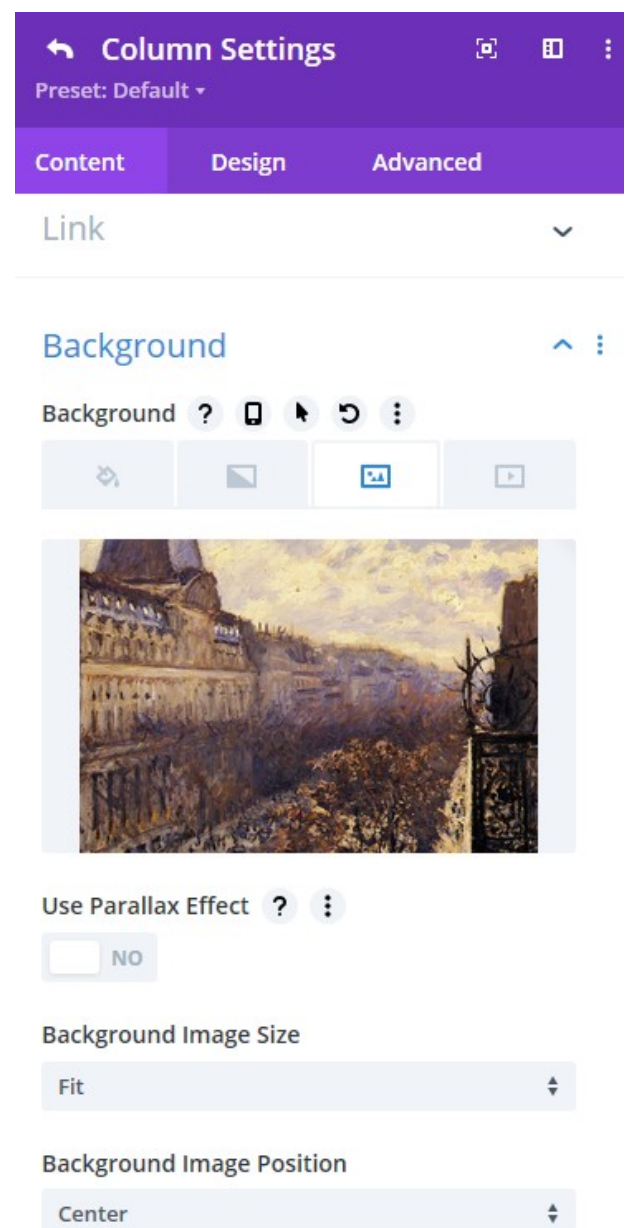
You will be asked to either select an image from the library, or to upload your new (under the tab at the top left corner).



In the same modal window “Background Image Size” will define if your image will always fill the whole frame containing it (option: Cover), or if your image will adapt in order to be fully displayed, thus creating margins around (option: Fit).

If you selection the option “Cover”, the “Background Image Position” will move around the picture so you can better choose which part of the image must not be cropped.

You can use transparent PNG pictures to have transparency. In this column settings, still under the background section, you can select color or gradient in order to have a background color behind your transparent image.



Customizing final slide

We've seen how to modify the standard slide. Once you reach the end of the e-book, you will need to paste the "final slide" section into it.

Modifying text and images

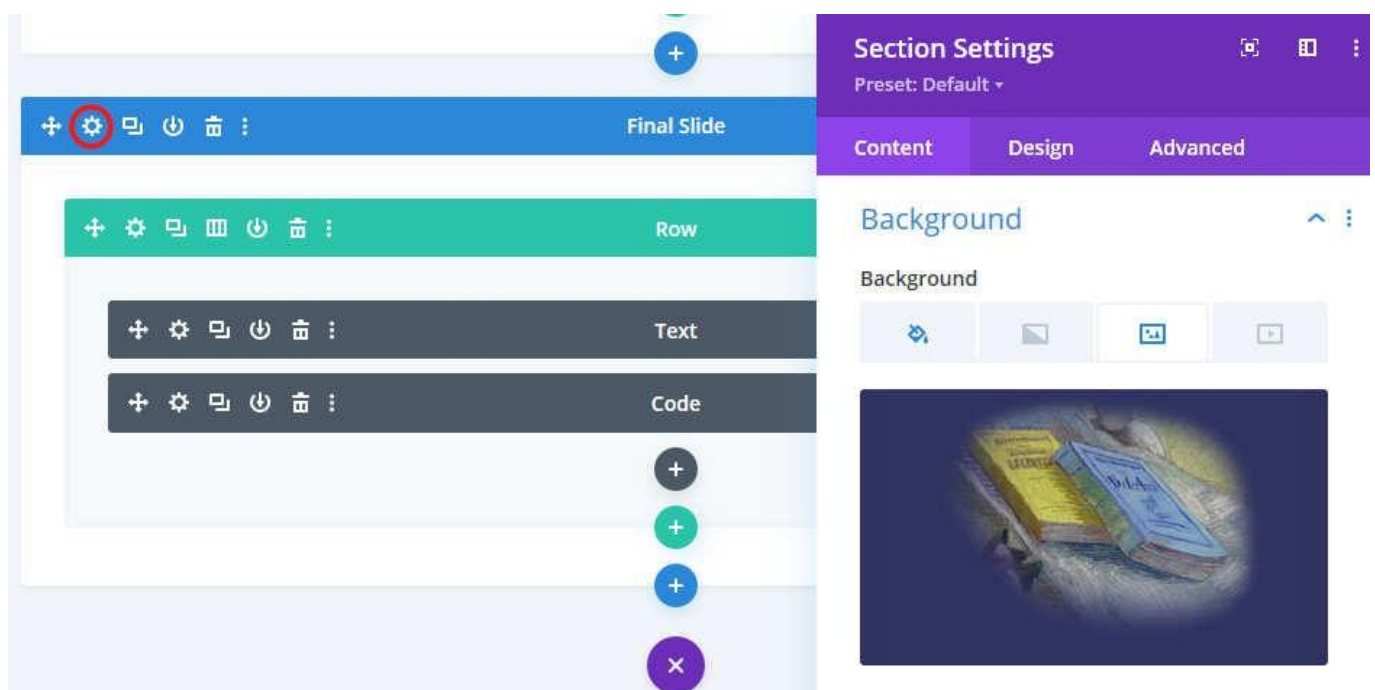
To change the text and images is a little different from the other kind of section we've seen before.

Add your own text

In case you don't want to have "The End" as the final words of your e-books, you can modify the content of the Text Module through the setting wheel.

Add your own picture

As you've noticed, the "Final Slide" layout only have one column, compared to the standard slides that have two. To change the picture of the final slide, select the Setting wheel of the "Final Slide" section, and under Content > Background, you can modify the background color of the slide, as well as the image and its dimensions parameters just like what we've seen before.

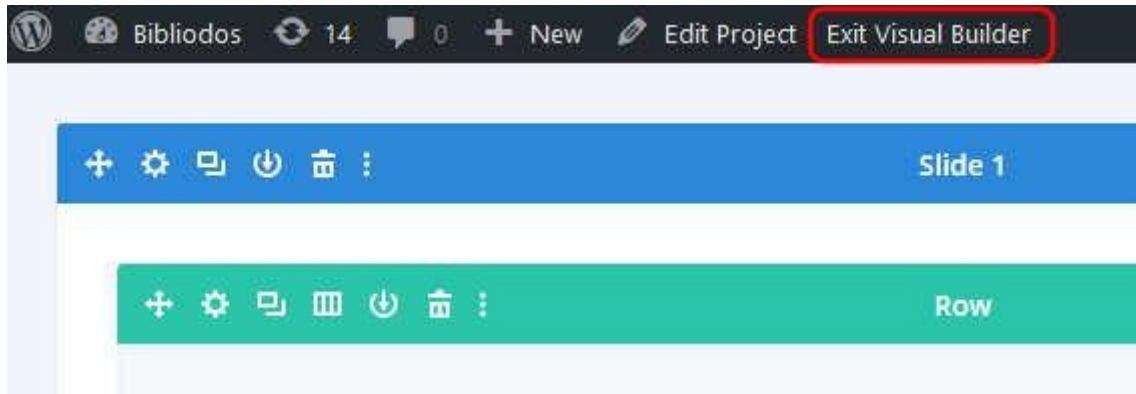


Review and publish

While working on your e-book, don't forget to "Save Draft" so you don't lose anything if your browser or the builder crashes.

Once your e-book level or e-book part are finished, "Save Draft" as well.

In the top bar, you can "Exit Visual Builder" to look at the current result. It will ask you to save your recent changes: please do so if you've forgot to "Save Draft".



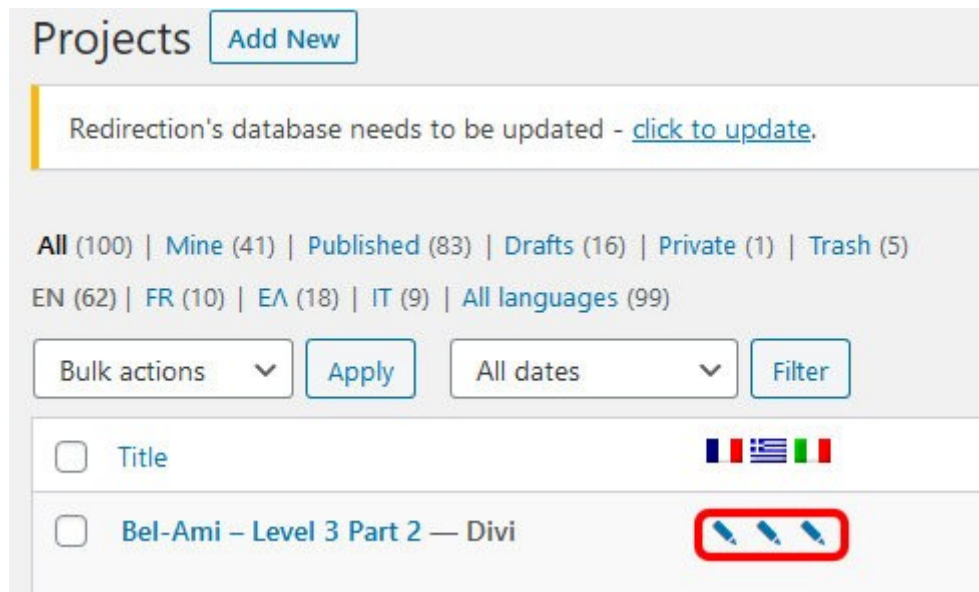
Now that you've exited the visual builder, check that your e-book is working fine on your desktop. Check your images alignment, color background, and texts.

You can also check your e-book in responsive mode in your web browser:

- **Firefox:** CTRL/CMD + Shift + M
- **Chrome:** CTRL/CMD + Shift + I **then** CTRL/CMD + Shift + M

Content translation

Any content uploaded on the platform can be translated through a simple tool. To translate a resource, display the resource from the back-office and click on the icon under the flag corresponding to the target language.







Resource translation

The process detailed below is applicable to translate an e-book or any other resource :

1. Connect to the back-office. Make sure you have selected “English” as current language in the top bar.
2. Select “Projects” (or any other kind of resource category) from the left menu bar. Identify the resource you want to translate.
3. Next to the name of the resource, small icons indicate the current state of translation. Click on the icon in the column of the language you want to contribute

The different kinds of icons are:


-  to add a translation to a resource never translated before
-  to edit a translation not published yet
-  to edit a translation already published

-  to edit a translation already published from the original content (english version) that has been updated and might require to check the old translation

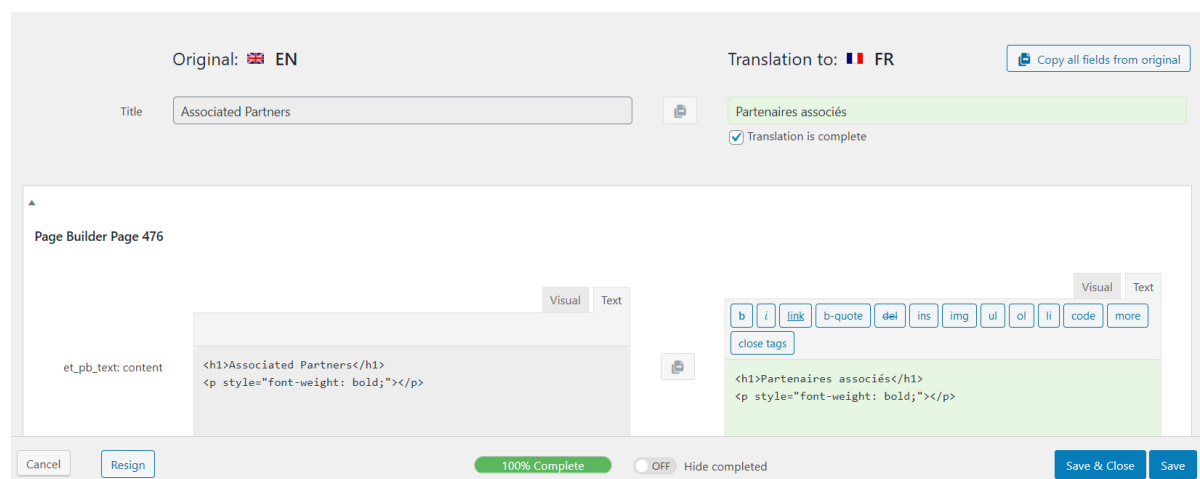


Icons to access the translation modules

Clicking one of these icons will open the translation module. The left part of the page is the original content in English, and the right part is for the target language. You only can edit the right part, field by field. Each field corresponds to “a block” on the original content.

It is advised to copy the left field to the corresponding right field by clicking the arrow  next to each translatable block.

Then, just above your right field, click on the “Text” tab. It will display the content of the block to translate without any formatting. The text shown usually contains some HTML code. You should leave the code part untouched, and only translate the text strings between code elements. In order to check your content has been correctly translated, you can switch back to the “Visual” tab.



Translating a resource in text mode from English to French

Translating each field in text mode ensures that no code is left behind, and no text formatting is lost during the translation process.

Once a field is correctly translated, check the box “Translation is complete”. The field will turn green, and the progress bar at the bottom will advance automatically. Whenever you’re done or you want to take a break, you can click “Save” or “Save & Close”.

Media translation

To translate a specific media, such as a picture or a sound that would not appear in the translation form, you can use a specific tool called “**WPML Media Translation**”. To use it, select from the left bar in the back-office **WPML**, then select **Media Translation**.

Find your media to translate with the filters or the search bar. Once it has been found, an icon corresponding to the target language allow to translate the media, just like for the content translation.

Conclusion

This guide has shown you how to use the platform and contribute to Bibliodos by creating e-books and integrating translations.

For more information about what Bibliodos offers to teachers, check our « [For Educators](#) » section on [Bibliodos.eu](#).