

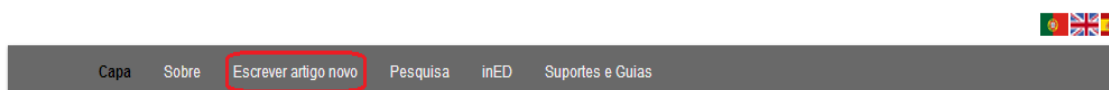
Author's Manual

'Sensos-e'

- Help provided herein assumes that the User is already logged into the system.
- For more information refer to the existing videos in the Support and Guides menu of the Sensos-e system.

i. To create a new article:

- Select the 'Write new article' option



Capa

A Revista Sensos-e é uma publicação do inED – Centro de Investigação e Inovação em Educação, da Escola Superior de Educação do Instituto Politécnico do Porto.

É uma revista multimédia, em formato eletrónico e em linha (on line).

Publica trabalhos com as seguintes características: Trabalhos de investigação e ou inovação/desenvolvimento /intervenção no âmbito da Educação, em sentido amplo, em áreas e âmbitos diversificados, designadamente em temáticas como artes visuais, ciências da educação, ciências físicas. ciências da vida. ciências do ambiente. ciências da

BEM VINDO ADMIN



[Dashboard](#)
[Profile](#)
[Logout](#)

- In 'Title', enter the desired title for the article

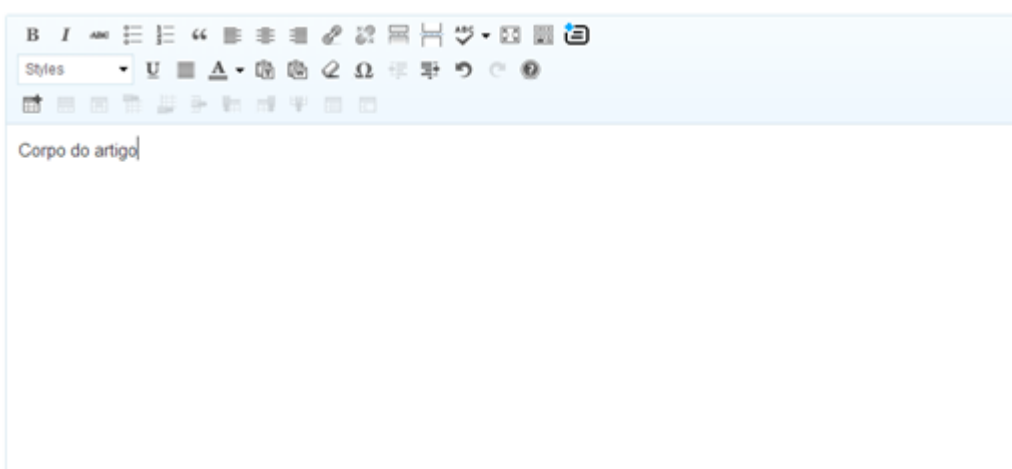
Adicionar novo artigo

Introduza o título aqui

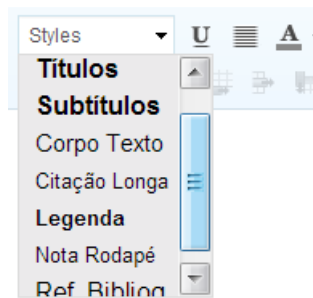
Ligação permanente: <http://sensos-e.es.e.ipp.pt?p=2859>

[Mudar ligações permanentes](#)

- Build the body of the article



- Multiple styles of text formatting are provided



- Save a draft of the article

Publicar

Guardar rascunho Pré-visualizar

Estado: Rascunho

Visibilidade: Público

Submeter para revisão

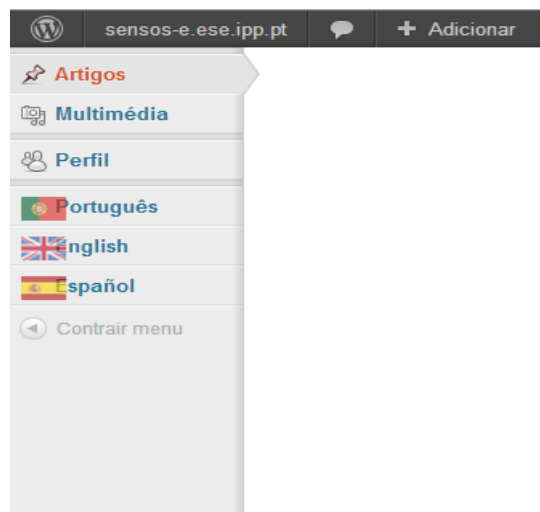
***Note:** After finishing the article the author should select the 'Submit for review' option so that the article is reviewed and finally published.

ii. Continue the drafting of the previously created

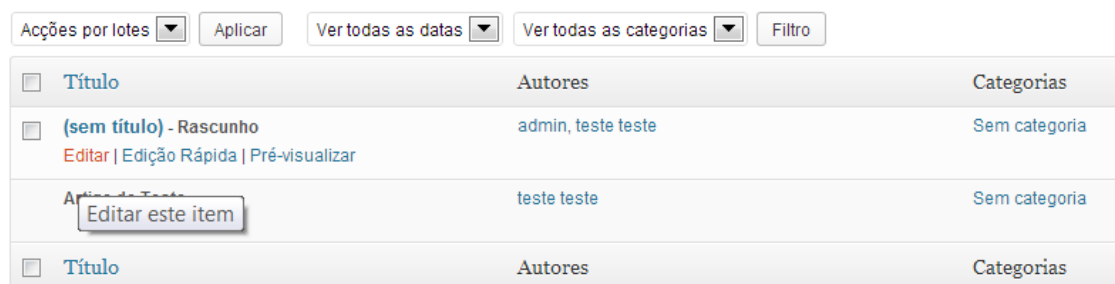
- In the top menu, select the 'sensos-e.esse.ipp.pt -> Panel' option



- On the left side bar, select the 'Article' option

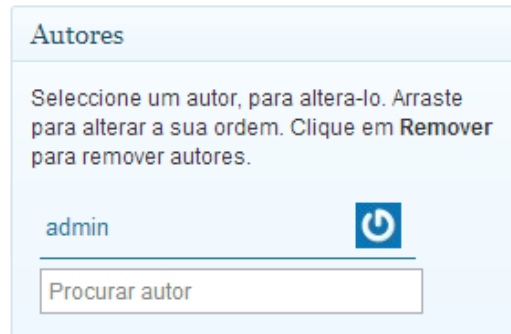


- Select the desired article and select the 'Edit' option

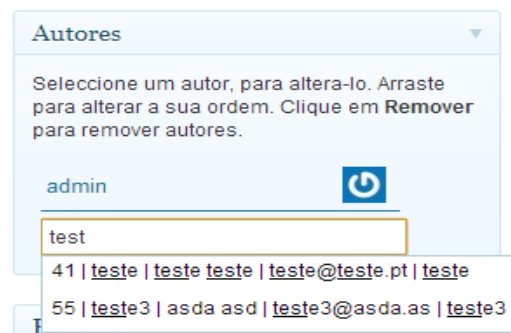


iii. Add coauthors to an article:

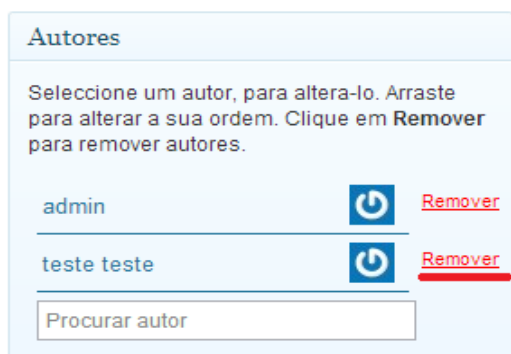
- In the area 'Authors', of the text editor, search for coauthors by first name or surname



- Select the desired author(s)

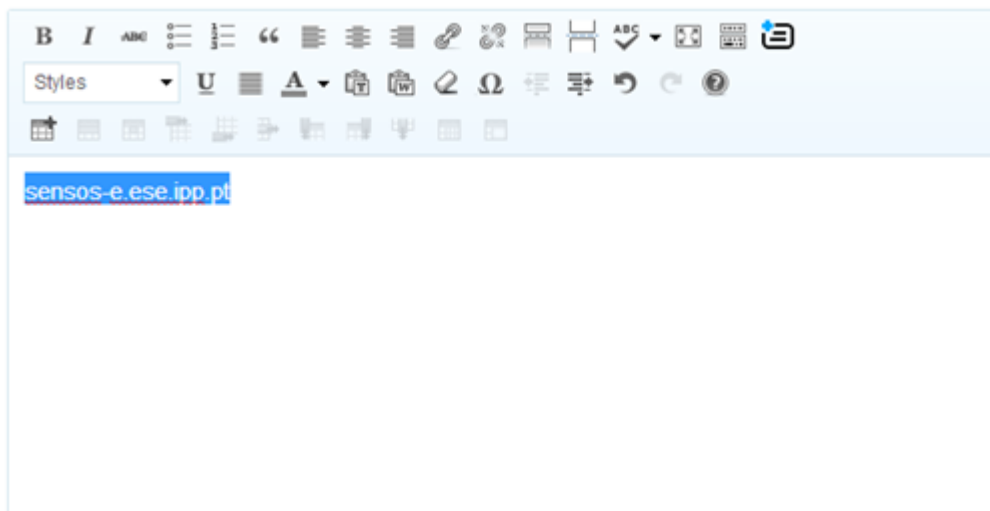



- In case you need to remove coauthors, select the 'Remove' option, next to each coauthor

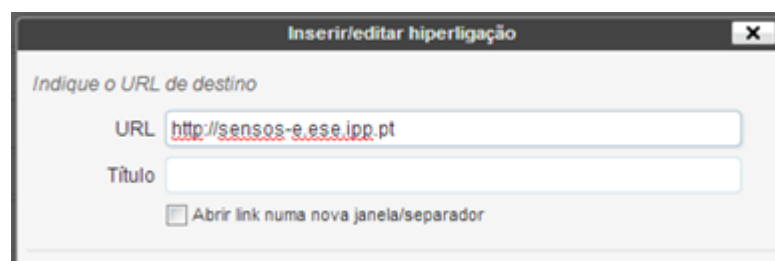


iv. Add an hyperlink to an article:

- In the article editor, select the desired text



- Select the option  ('Insert / edit hyperlink')
- Enter the desired URL address and the desired additional text note

A screenshot of a dialog box titled 'Inserir/editar hiperligação'. The dialog has a close button in the top right corner. Below the title, it says 'Indique o URL de destino'. There are two input fields: 'URL' containing 'http://sensos-e.esse.ipp.pt' and 'Título' which is empty. At the bottom, there is a checkbox labeled 'Abrir link numa nova janela/separador' which is currently unchecked.

- In case the hyperlink you want to add points to an existing article in the Senso-e system, select the 'or create an hyperlink to existing content' option and search for the desired article / page

▼ Ou crie uma hiperligação para conteúdo existente

Procurar

Nenhum termo de pesquisa especificado. Mostrando os itens mais recentes.

| | |
|-------------------------|------------|
| Artigo de Teste | 2013/07/14 |
| Suporte e Guias – Autor | PÁGINA |
| Primeiro artigo | PÁGINA |
| Regulamento | PÁGINA |
| Consulta | PÁGINA |
| Sobre | PÁGINA |
| ... | ... |

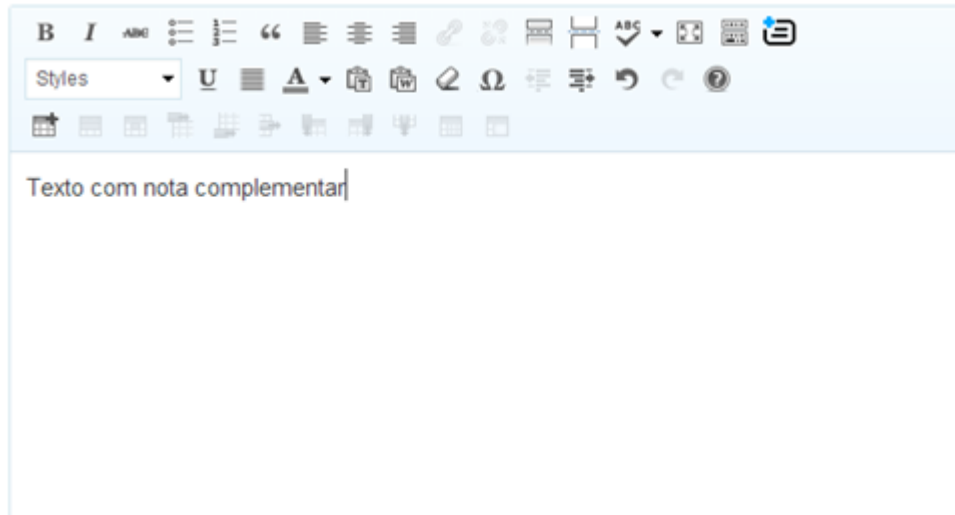
[Cancelar](#) [Adicionar hiperligação](#)


- Select the option

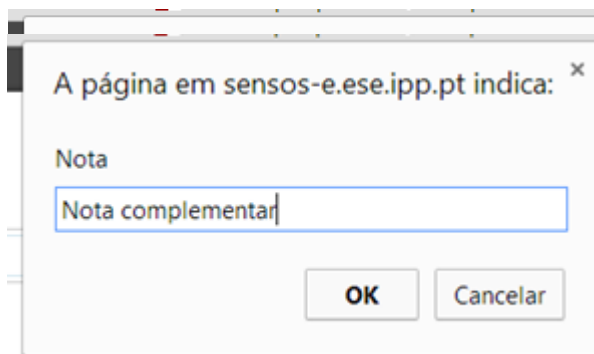
[Adicionar hiperligação](#)

v. Add additional text notes:

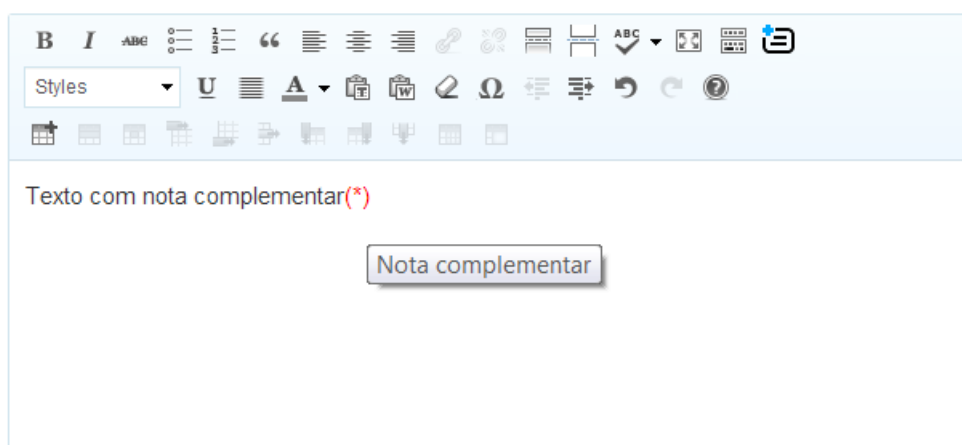
- In the article editor, choose the location where you want to insert the text note



- Select the option 
- Insert the desired text note

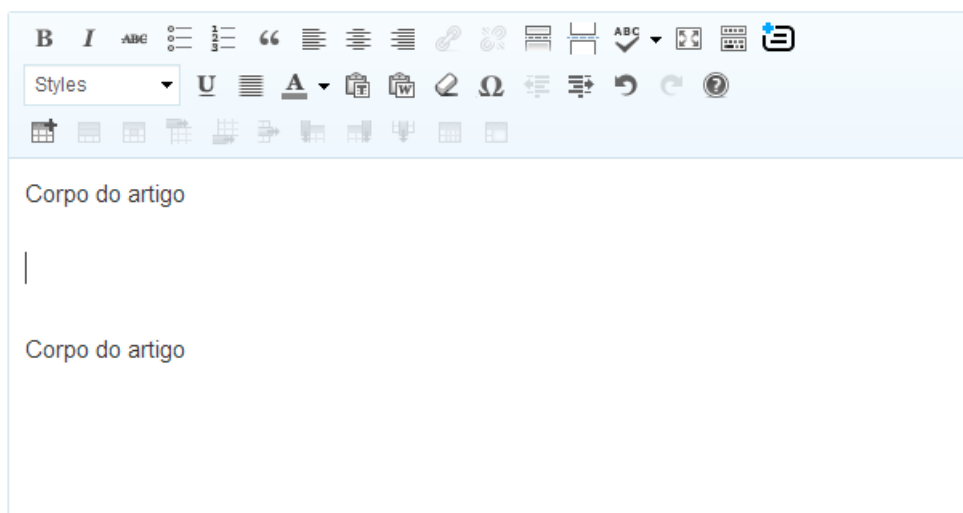


- Check the final result

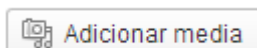


vi. Add an image to an article:

- In the body of the article, position the cursor at the position where you want to insert the image

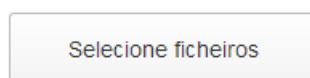


- Select the 'Add media' option



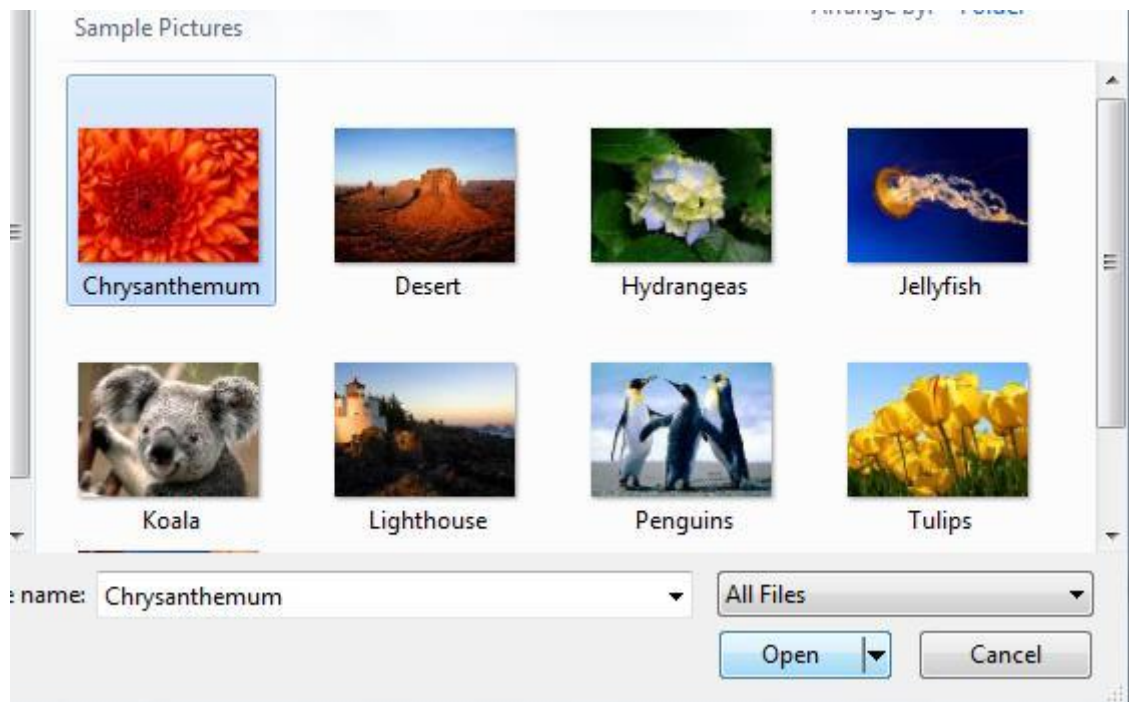
- Select the 'Select file' option

Para carregar, largue os ficheiros em qualquer lugar, ou



Tamanho máximo de ficheiros: 700MB.

- Send the desired image file



- When adding an image, you can define the image title, a caption that will appear with the image, an alternative text and finally a description

| | |
|-----------|---------------------------------------|
| Título | <input type="text" value="Penguins"/> |
| Legenda | <input type="text"/> |
| Alt Text | <input type="text"/> |
| Descrição | <input type="text"/> |

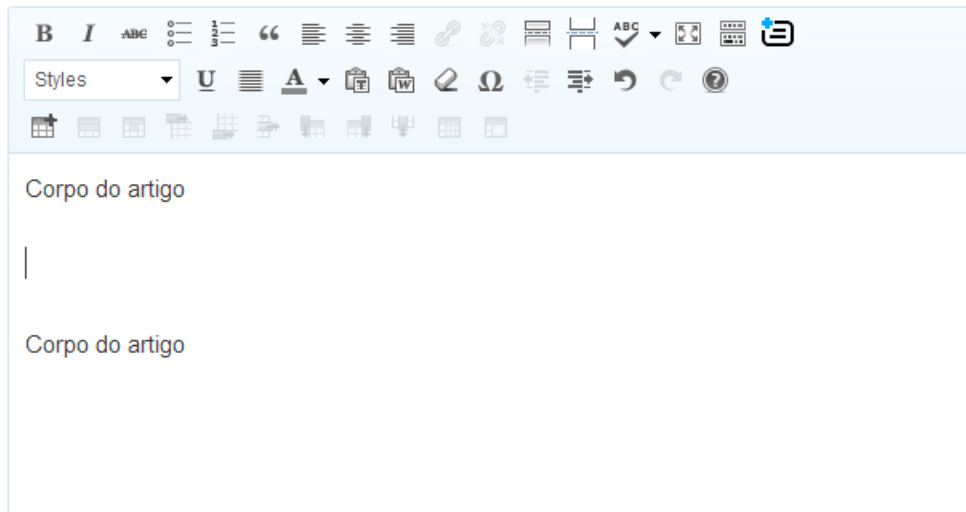
- Select the 'Insert in article' option to insert the image in the article

Inserir no artigo

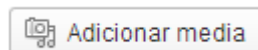
vii. Add an audio file to an article

***Note:** The supported formats for the audio files are: MP3 and WAV.

- In the body of the article, position the cursor where you want to insert the audio file

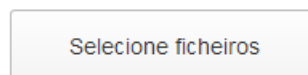


- Select the 'Add media' option



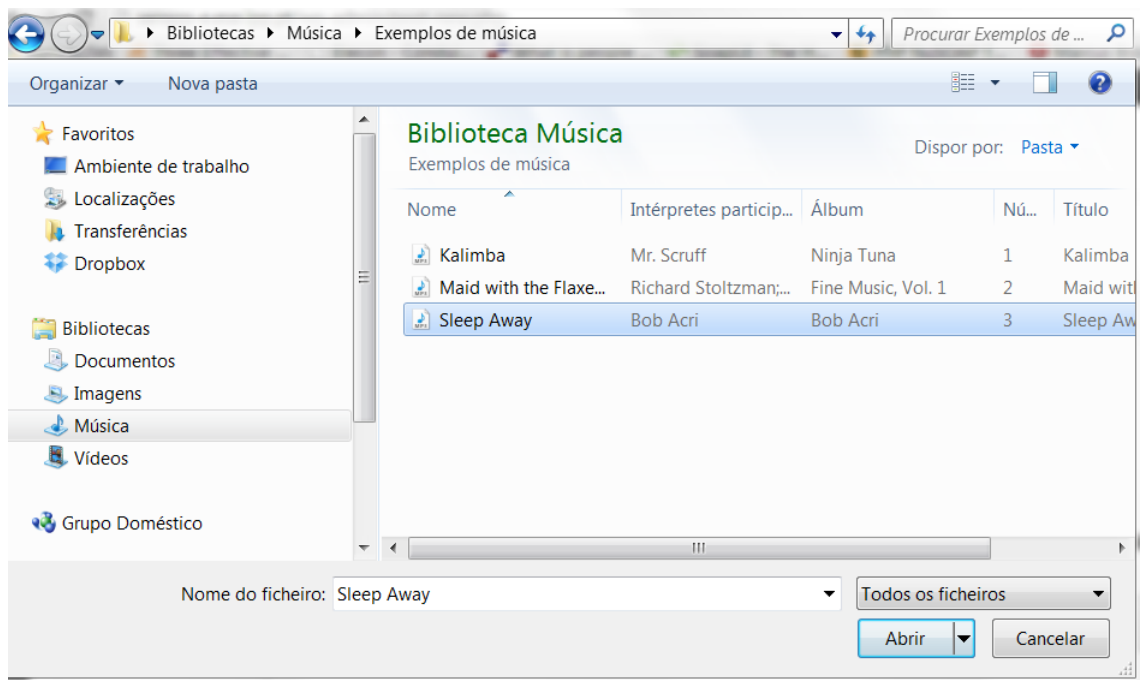
- Select the 'Select file' option

Para carregar, largue os ficheiros em qualquer lugar, ou

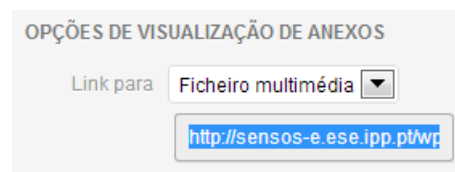


Tamanho máximo de ficheiros: 700MB.

- Send the desired audio file, in a supported format



- To embed an audio player in the article, select the 'Link: Multimedia file' option;



- Select the 'Insert in the article' option to insert the audio file in the article

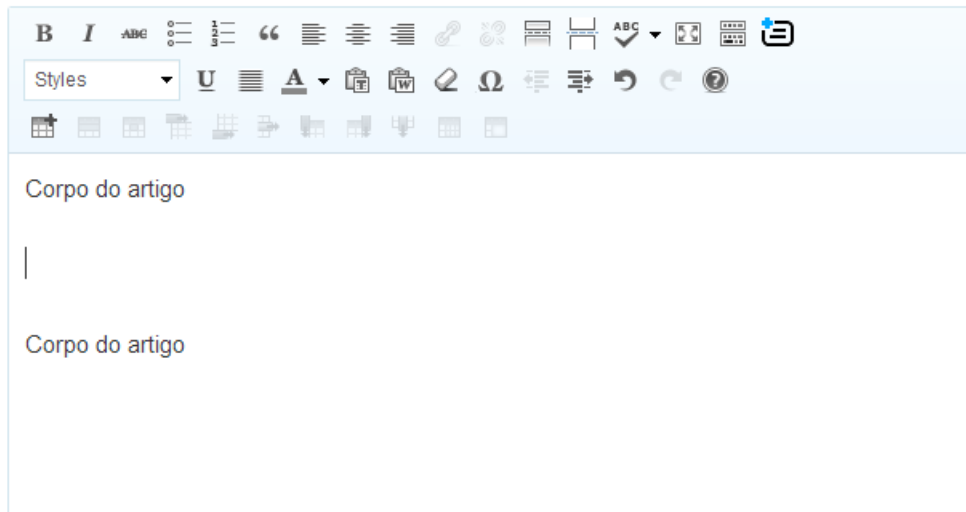
Inserir no artigo

***Note:** The final version of the audio player is visible in the preview page, but due to technical limitations in the article text editor it is only possible to show one hyperlink.

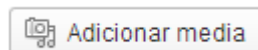
viii. Add videos to an article:

***Note:** The supported formats for the video files are: FLV and MP4.

- In the body of the article, position the cursor where you want to insert the video

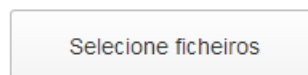


- Select the 'Add media' option



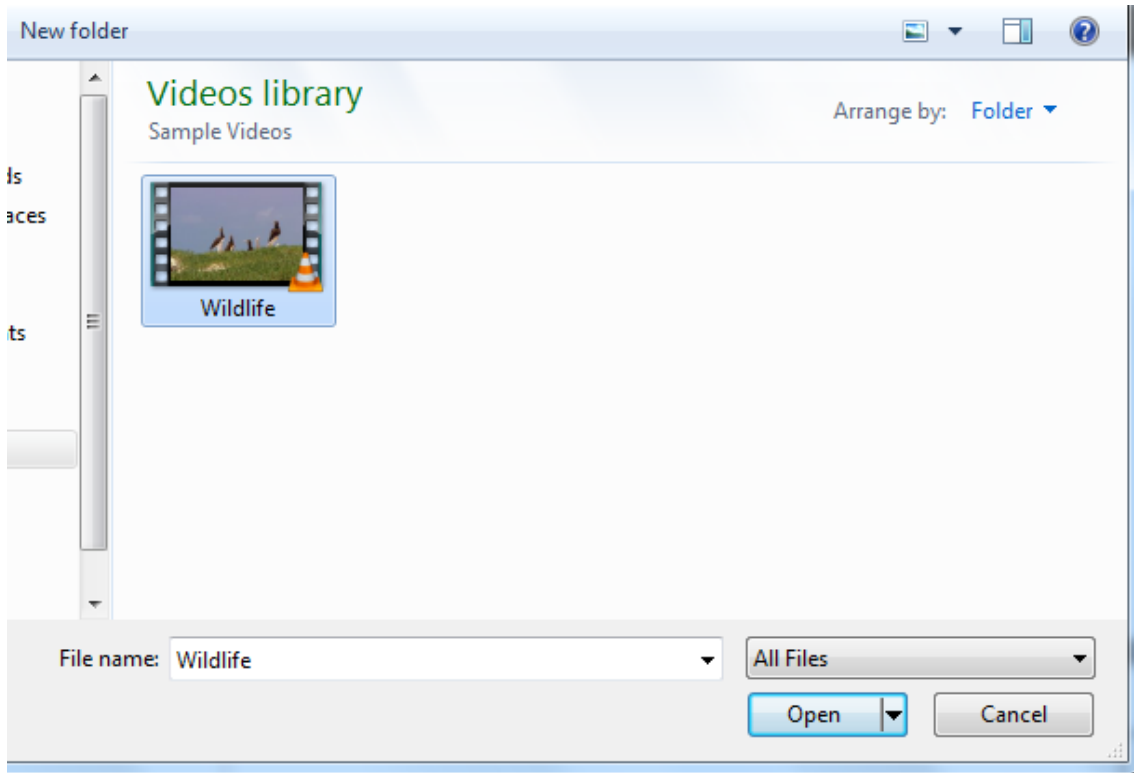
- Select the 'Select file' option

Para carregar, largue os ficheiros em qualquer lugar, ou



Tamanho máximo de ficheiros: 700MB.

- Send the desired video file, in a supported format



- When adding a video, you can define the video title, a caption that will appear with the video and finally a description


| | |
|-----------|---------------------------------------|
| Título | <input type="text" value="Wildlife"/> |
| Legenda | <input type="text"/> |
| Descrição | <input type="text"/> |

- Select the 'Insert in article' option to insert the video in the article

[Inserir no artigo](#)

***Note:** The final version of the video is visible in the preview page, but due to technical limitations in the article text editor it is only possible to show a default image in the position where the video will be inserted.

ix. Add a table to an article:

- Select the option 
- Enter the number of desired columns and rows

Columns Rows

- Define desired alignment

Alignment

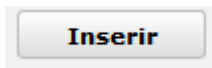
Center
Left
Right

- Define background color and color contours

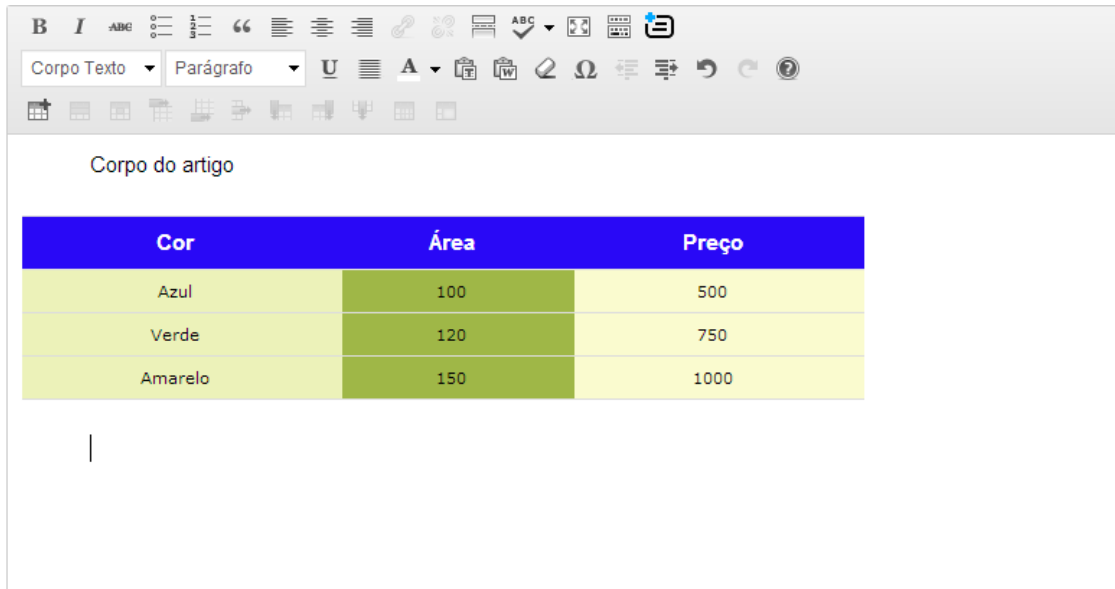
Border Color
Background Color



- Insert the table in the body of the article, selecting the option




- Check final result



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar, the text "Corpo do artigo" is visible. A table is inserted into the text area. The table has three columns: "Cor", "Área", and "Preço". The first row is a header with a blue background and white text. The subsequent three rows have a light yellow background. Below the table, there is a vertical cursor line.

| Cor | Área | Preço |
|---------|------|-------|
| Azul | 100 | 500 |
| Verde | 120 | 750 |
| Amarelo | 150 | 1000 |

x. Add graphics to an article:

- Select option 
- Select the 'Import Data' option and enter the desired data

Import Data

Paste cells from Excel, Calc ...

| Cor | Área | Preço |
|---------|------|-------|
| Azul | 100 | 500 |
| Verde | 120 | 750 |
| Amarelo | 150 | 1000 |

Headers?

Close OK

- Select the 'Set Types' option, and define the types of data input (words, numbers, dates)

Set Column Types

Label and Type

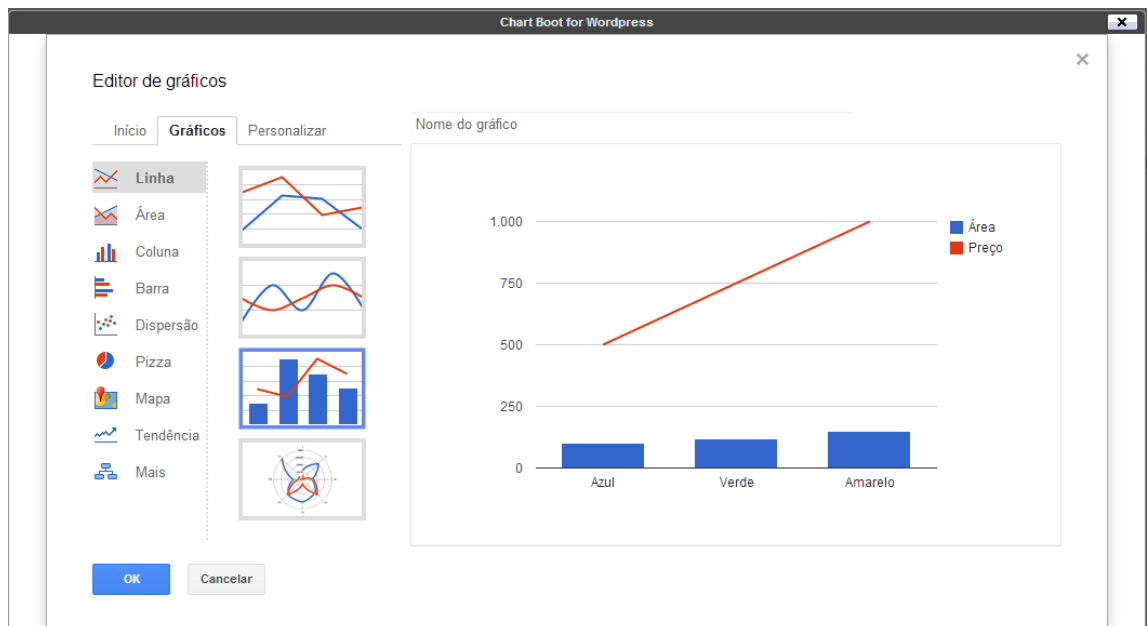
Cor
string

Área
number

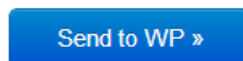
Preço
number

Close OK

- Select the 'Edit Chart' option and choose the type of chart



- To send the graphics to the body of the article, select the 'Send to WP' option.



***Note:** The final version of the chart is visible in the preview page, but due to technical limitations in the article text editor it is only possible to show a default image in the position where the graphics will be inserted.

xi. Add abstracts and keywords to an article:

- In the 'Abstracts and keywords' of the article editor, enter the abstract of the article. It is mandatory to enter the abstract and keywords in English, and it is optional to complete the abstract and keywords fields in another language.

| |
|-------------------------|
| Resumo e palavras-chave |
| Resumo |
| <input type="text"/> |
| Palavras-chave |
| <input type="text"/> |
| Resumo em Inglês * |
| <input type="text"/> |
| Keywords |
| <input type="text"/> |

***Note** – For more information, refer to the existing videos in the Support and Guides menu of the Sensos-e system.