



UNIPD/UNITWIN

Project upload guideline



Credentials

www.wix.com

Email: unitwinidevaw2021@gmail.com

Password: UniTwinPadova21

When you enter to the account, click on "Blog"

The image shows a screenshot of the Wix dashboard. At the top, there is a navigation bar with the Wix logo, the account name 'Unitwinunipd', and various utility links like 'Explore', 'Hire a Professional', and a search bar. Below this is a dark sidebar menu with options: 'Home', 'Blog', 'Subscriptions', 'Contacts', 'Communications', 'Automations', 'Marketing & SEO', 'Analytics & Reports', 'Finances', 'Channels', and 'Settings'. The 'Blog' option is circled in red, and a large red arrow points from the top text towards it. The main content area is titled 'Welcome to your Dashboard' and features a site overview card for 'unitwinunipd' with 'Site Actions' and 'Edit Site' buttons. Below this is a 'Let's set up your site' section with a progress indicator '2 steps left' and a list of tasks: 'Write your first blog post', 'Publish your site', 'Connect a domain', and 'Get found on Google'. On the right, there are 'Analytics' and 'Analytics insights' widgets. At the bottom, a purple banner displays a domain availability notice: '"unitwinidevaw2021.com" is available. Upgrade to claim it.' with an 'Upgrade Now' button.

"Create New Post"

The screenshot shows the Wix dashboard interface. At the top left, the Wix logo is visible. The user's profile is 'Unitwinunipd'. The main navigation bar includes 'Explore', 'Help', and 'Hire a Professional'. A search bar is present with the text 'Search...'. The user's profile picture and name 'unitwinidevaw2021' are shown on the right. The main content area is titled 'Published 23'. Below this, there are several post cards. The first post is 'Pop-up Newsroom 2021' with a blue icon and a '6 hours ago' timestamp. The second is 'Young people's voices in newcastle' with a video thumbnail and a '6 hours ago' timestamp. The third is '#NoEsHoraDeCallar' with a pink icon and a '7 hours ago' timestamp. The fourth is 'In Interview with Lizzie Marriage, It Happens Here, Newcastle University, UK' with a video thumbnail and a '7 hours ago' timestamp. The fifth is 'PROMOTIONAL MATERIALS 25N FOR SOCIAL MEDIA' with a yellow icon and a 'social media' category. A red circle highlights the 'Create New Post' button in the top right corner of the main content area. A red arrow points from the 'Create New Post' button towards the first post card. The left sidebar contains navigation options: 'Home', 'Blog', 'Published', 'Drafts', 'Scheduled', 'Trash', 'Categories', 'Subscriptions', 'Contacts', 'Communications', 'Automations', 'Marketing & SEO', and 'Analytics & Reports'. An 'Upgrade' button is located at the bottom of the sidebar. A 'Quick Access' section is at the very bottom left. A help icon (question mark) is in the bottom right corner.

In this section, you can upload your project.

When you click on the "+" (plus) button, you will find further options which allow you to add your multimedia.

The screenshot displays the Wix website editor interface. At the top, the Wix logo is on the left, followed by navigation links: 'Unitwinunipd', 'Explore', 'Help', and 'Hire a Professional'. A search bar is located to the right of these links. Further right are icons for chat, notifications, and a user profile labeled 'unitwinidevaw202...'. Below the navigation bar, there are buttons for 'Back', 'Save', 'Preview', and 'Publish'. The main editing area features a rich text editor with a toolbar containing options for paragraph style, bold, italic, underline, text color, background color, quote, link, list, indent, and alignment. The text 'UNIPD' is entered in a large, bold, sans-serif font. Below it, the text 'UNITWIN' is entered in a smaller font, with a plus sign icon to its left. A green circular icon with a white 'G' is visible in the top right corner of the editing area. On the left side, a vertical sidebar contains icons and labels for 'Add', 'Settings', 'SEO', 'Categories', 'Tags', and 'Monetize'.

After you finish with your process, please select "Categories" button on the left side and choose the relevant category.

The screenshot displays the Wix website editor interface. At the top, the Wix logo is on the left, followed by the site name 'Unitwinunipd' and navigation links for 'Explore', 'Help', and 'Hire a Professional'. A search bar and user profile 'unitwinidevaw202...' are on the right. Below the navigation, there are 'Back', 'Save', 'Preview', and 'Publish' buttons. The main content area is divided into a left sidebar and a right editor. The sidebar contains icons for 'Add', 'Settings', 'SEO', 'Categories' (circled in red), 'Tags', and 'Monetize'. The 'Categories' panel is open, showing a description: 'Let readers browse your posts by topic, e.g. food, lifestyle & travel.' Below this, it says 'Assign a category' with an information icon, followed by three checkboxes: 'articles', 'multimedia', and 'social media'. A '+ Create Category' link is at the bottom. A tip box at the bottom of the panel reads: 'Tip! To show category posts on different pages, add a post list. [Learn more](#)'. The right editor shows a text block with the text 'UNIPD' and 'UNITWIN' on separate lines, with a green refresh icon on the right.

You will find 3 options in "Categories";

Articles: Only writings.

Social Media: Instagram pages, twitter accounts etc.

Multimedia: Podcasts, videos, infographics, posters, etc.

If your work contains both social media page and a multimedia, please select both of them.

Then please specify which university you associate with. Click on "Tags" and provide your university's abbreviation. (unipd, univie etc.)

The screenshot shows the Wix website editor interface. At the top, the Wix logo is on the left, followed by the site name 'Unitwinunipd' and navigation links for 'Explore', 'Help', and 'Hire a Professional'. A search bar is located on the right side of the top navigation. Below the navigation, there are buttons for 'Back', 'Save', 'Preview', and 'Publish'. The main content area is divided into a left sidebar and a central editor. The sidebar contains icons for '+', 'Settings', 'SEO', 'Categories', 'Tags', and 'Monetize'. The 'Tags' icon is circled in red, and a red arrow points to it from the left. The 'Tags' panel is open, showing a search bar with 'unipd' entered and a list of suggestions including 'UNIPD' and 'UNITWIN'. The 'Tags' panel also includes a description: 'Add tags that describe what your post is about. Readers can use them to find other posts with similar content.' and a 'Tags' section with a count of '1/30'.

After you done with everything, hit the "Publish" button on the right side.
You are done!

The screenshot displays the Wix website editor interface. At the top, the Wix logo is on the left, followed by navigation links: 'Unitwinunipd', 'Explore', 'Help', and 'Hire a Professional'. A search bar is located to the right of these links. In the top right corner, there are icons for chat, notifications, and a user profile labeled 'unitwinidevaw202...'. Below the navigation bar, a 'Back' button is on the left, and 'Save', 'Preview', and 'Publish' buttons are on the right. The 'Publish' button is highlighted with a red circle and a red arrow pointing to it. The main content area is divided into two sections. On the left, there is a 'Tags' panel with a close button (X). It contains the text: 'Add tags that describe what your post is about. Readers can use them to find other posts with similar content.' Below this, there is a 'Tags' input field with an information icon (i) and a character count '1/30'. The field contains the tag 'unipd' with a close button (x). On the right, the main content area shows a 'Paragraph' block with the text 'UNIPD' and a plus sign icon (+) followed by 'UNITWIN'. The interface also includes a left sidebar with icons for 'Add', 'Settings', 'SEO', 'Categories', 'Tags', 'Monetize', and a globe icon.

Thank you

If you have any questions;
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