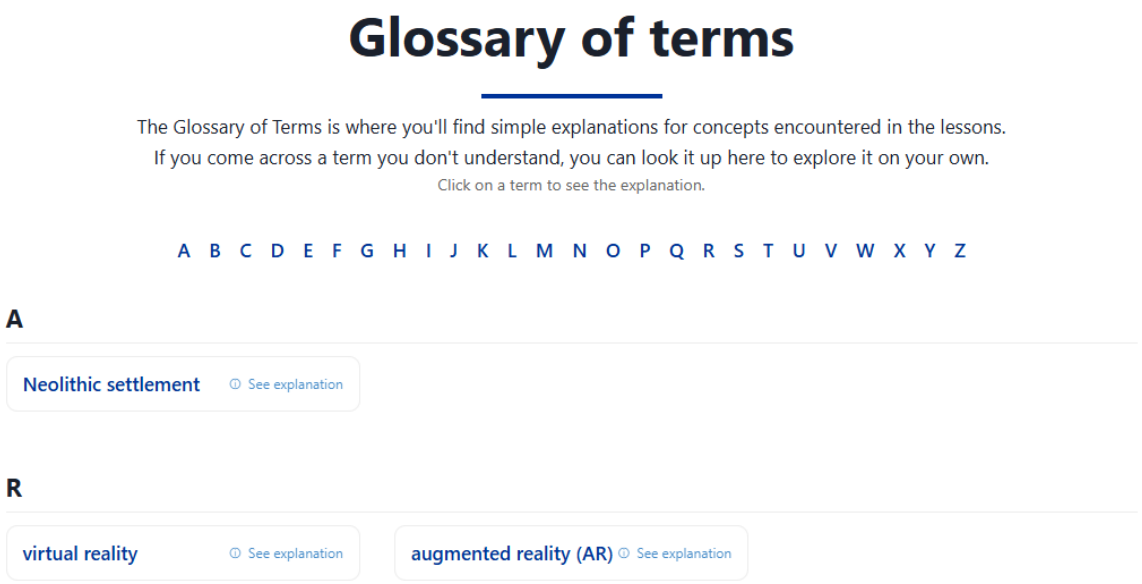

TUTORIAL ADD TERMS IN GLOSSARY

Welcome!

In this tutorial, you will learn step by step how to add terms to the glossary in the platform.

This feature allows you to create definitions in multiple languages.

Everything is simple and easy to follow.

ACCESS THE DASHBOARD

After logging in, go to the top black bar.

Click on the “W” icon.

This will take you to:
Dashboard

This is the admin area of the platform.

GO TO GLOSSARY

In the left menu, find:

“Glossary” or “Glosar”

Click on it.

Here you will see all existing terms.

 ADD A NEW TERM

Click on:
“Add Article” or “Adaugă articol”

A new page will open.

ADD TITLE

At the top, you will see:

“Add title”

Here you can write the name of the term.

Example:
“Virtual Reality”

ADD DEFINITIONS (MULTI-LANGUAGE)

Below, you will see sections for:

– RO (Romanian)
– EN (English)
– BG (Bulgarian)

ROMANIAN SECTION

In the Romanian section:

– write the term (short title)
– write the definition

ENGLISH SECTION

In the English section:

– write the translated term
– write the definition in English

BULGARIAN SECTION

In the Bulgarian section:

– write the translated term
– write the definition

TIP

Try to keep definitions:

– clear
– short
– easy to understand

 PREVIEW

Before publishing:

Click “Preview”

Check if everything looks correct.

SAVE OR SUBMIT

On the right side, you will see options:

– Save Draft (save without publishing)
– Submit for Review (send for approval)

Click:
“Submit for Review”

IMPORTANT

Your glossary term may be reviewed before being published.

FINAL

Now you know how to add terms to the glossary.

Follow the steps and create clear and useful definitions.