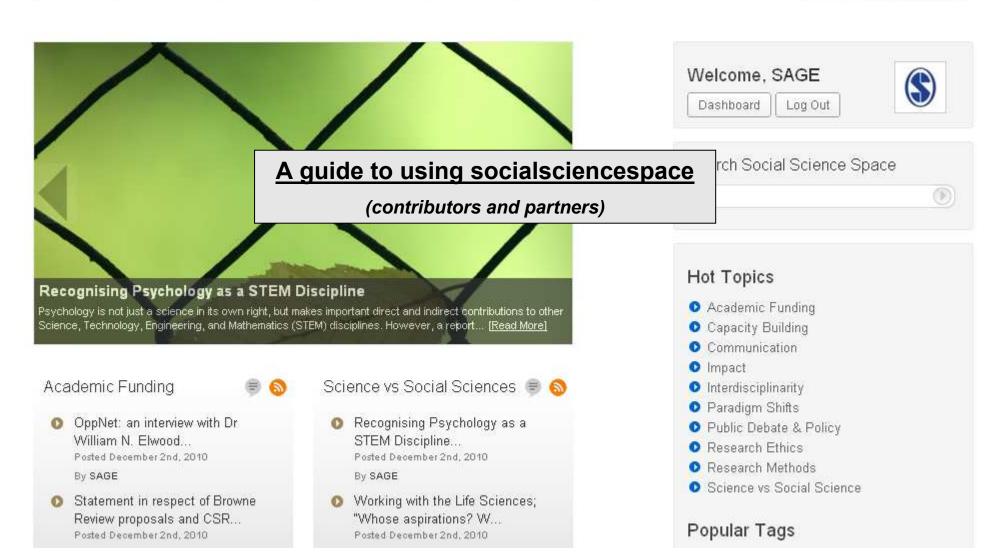
#### social science space BETA

A space to explore, share and shape the issues facing social scientists

Home Hot Topics Partners Resources Forum About



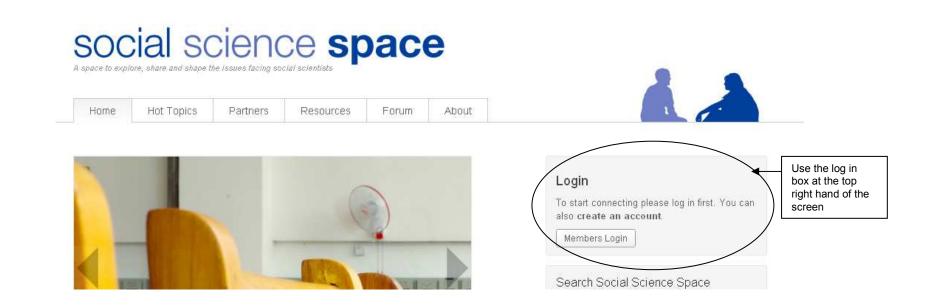


#### Helpful information

- url: <u>www.socialsciencespace.com</u>
- Your log in (personal) make a note when you receive this by email
- Your socialsciencespace editor: Catriona Moore (email tbc)
- For all other enquiries contact: <u>mithu.lucraft@sagepub.co.uk</u>

#### Getting started

- Logging in:
  - visit <u>www.socialsciencespace.com</u>
  - To log in you will require a user name and password. If you have not received one, contact <u>mithu.lucraft@sagepub.co.uk</u>



#### Viewing the site

 Once logged in you can view the site by clicking on the name 'socialsciencespace' in the top bar (left hand corner)



#### Back end user guidelines

- Your profile
  - When you first log in you will be asked to complete your profile page.
  - It is recommended that you change your password immediately (bottom of page).
    Please also update any details about yourself, including how you would like your name to appear, biography, and website.
  - To upload a photo to your profile page email mithu.lucraft@sagepub.co.uk

# Back end user guidelines

#### Menu options:

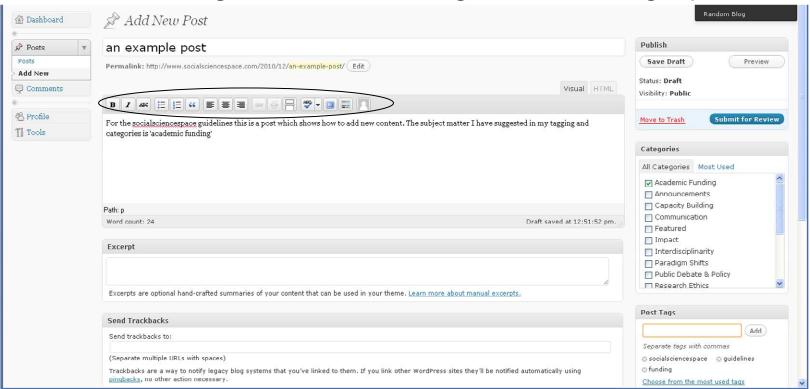
- Dashboard
  - New posts
  - Edit posts
  - View comments
- Profile
  - Update your details



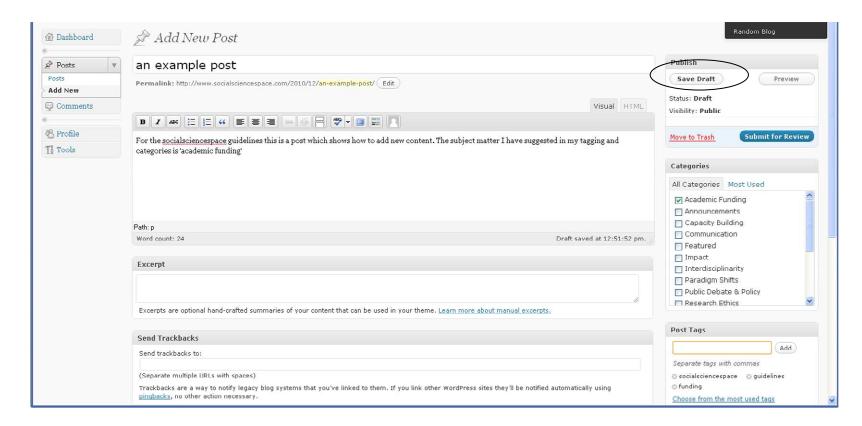
- Choose 'posts' option (under dashboard)
- The posts page will allow you to view all published content, and allow you to see a list (but not to read) all posts in draft. This is from all users, not just added by you.
- You will not be able to edit any content which has not been added by you.
- To add a new post, choose 'add new' from the top menu



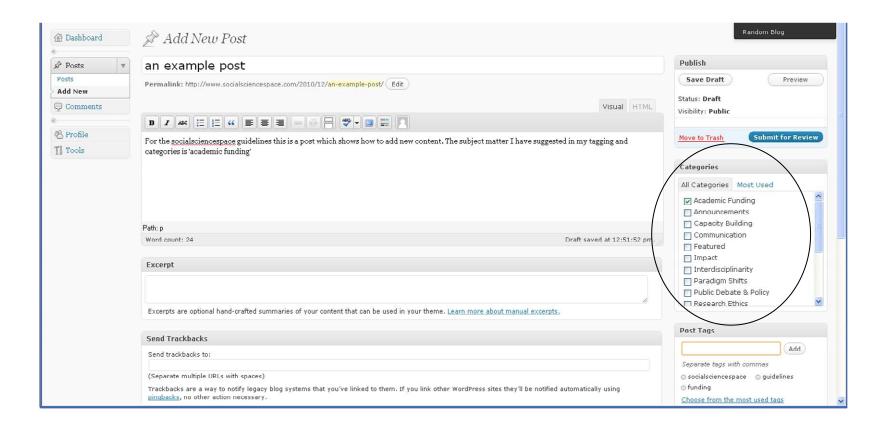
 The new post tab should provide the same functionality as any text-based software e.g. word or outlook. The 'visual' tab allows you to use standard mark up tools such as adding font, bullets, alignment, link, graphic etc.



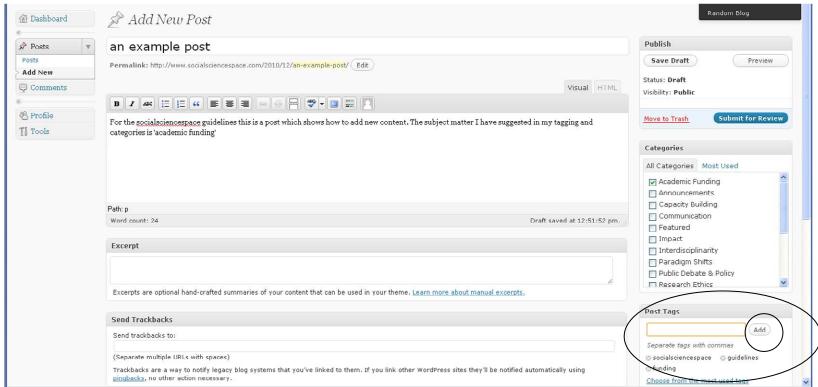
The post should be saved regularly



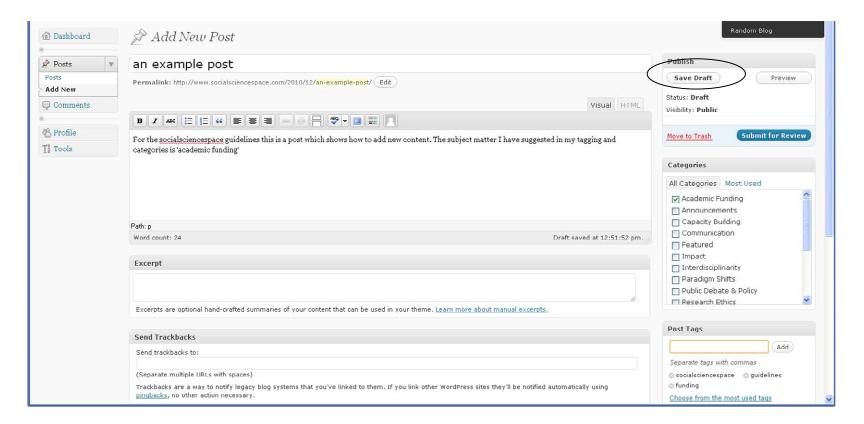
 To add your content to one of the site areas (hot topics), choose the appropriate category (or multiple categories) using the check boxes



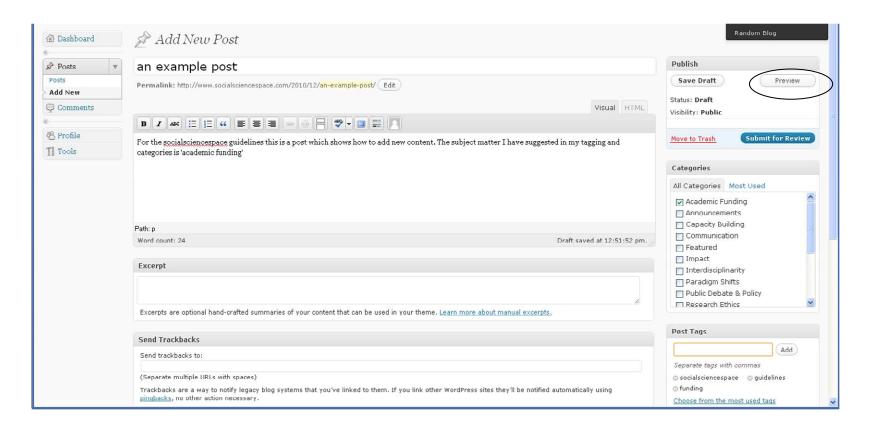
 To add further detail (e.g. more specific to your content), use the tags box below – this can be free text, but you must insert a comma at the end of each tag. Remember to select 'add' after adding tags.



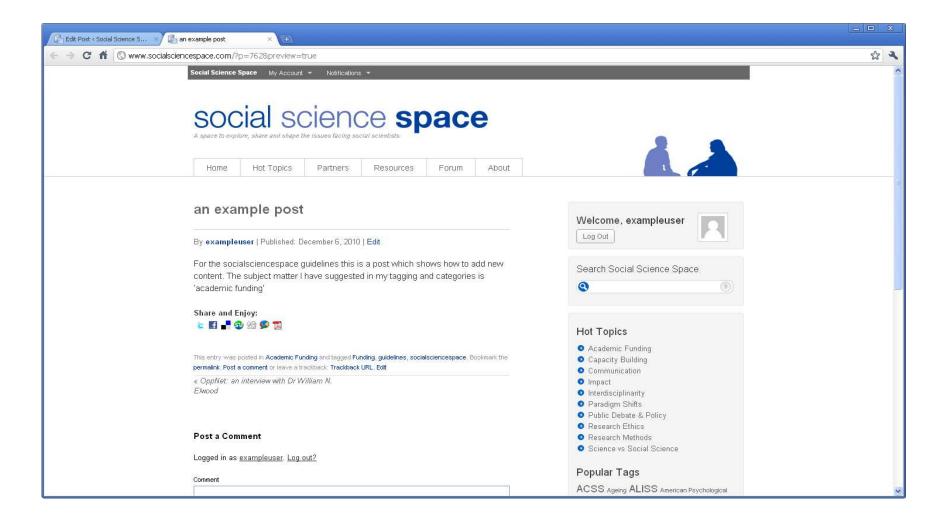
Don't forget to save regularly!



To preview what your page will look like, choose preview

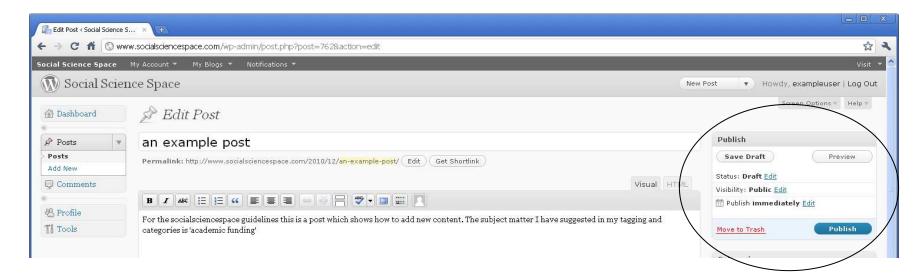


#### Preview



# Publishing content

- To publish, choose the date and time you would like the post to go live. If this is 'immediately', simply click the 'publish button'.
- If you want to schedule the post to go live at a later date or time, change status from 'publish immediately' to the date and time you require



## Publishing content

 The option to 'publish' will change to schedule – select and it is ready

