

LawLex's USER GUIDE



Vol I

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1) Logging in to your LawLex User Account

Logging in to LawLex is easy. All you need is a Username and a Password which has already been mailed to you. [UPDATE : Now you can login via your Social Network Account via homepage]



After Login you will be welcomed to a Control Panel which is called as 'Dashboard'. Dashboard is your workplace which allows you to create, edit, manage posts.

'Post' may be document, article, news or anything which you write on LawLex.

To login to Control Panel / Dashboard visit this link :

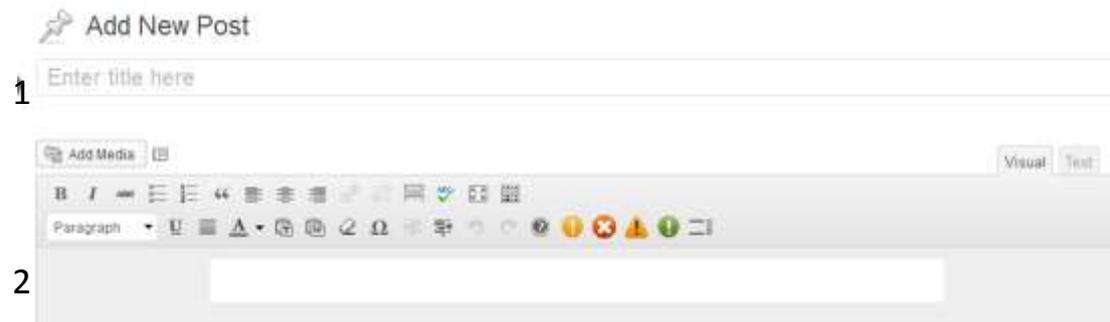
www.lawlex.org/wp-login/ or www.lawlex.org/wp-admin/

2) Creating a New Post

To create a new post you have to click in the NEW option then on Post as displayed in the sample or else you can go to

<http://lawlex.org/wp-admin/post-new.php>





First Step : Enter Title (Give name to your Post)

Step Two : Enter the content in the Box below. And its done.

*[You can customize your post too. It will be covered in Topic No. 5] ***



Step Three : Click on Publish and your post will appear on LawLex.

5(a). Adding Media File to your post

It is always advisable to add media file to your post. Media File may include Image, Video, Sound, Pdf, Doc, Embedded File. You can add the file by clicking on  Add Media. A box will pop out. Just drag the media  file in the box and it will be uploaded to LawLex. You will get a link of that file too. If its an image file you will see an option saying 'Insert into post' which will insert that file into that post. Image File like logo for the event etc should be used so as to improve appearance of the post.

3) Customising your post - Making it Speak for itself.

As already discussed that a post can be customized to make it more elegant and presentable.

3(a). Using Formatting Tools



The above are the Formatting tools you can use. You are advised to use them efficiently for added beauty to your post.

Their function will be explained in order. (Right to left)

1. First is **Bold** and you know it.
2. Second is *Italics* and you know it.
3. Third is strikethrough. It creates a line ~~within a word~~ or a sentence.
4. Third adds bullets on a list ●
5. This one adds a Numbered list.
6. This is a highlighter tool.

“

“People who claim to show mirror to society should see the mirror themselves”

7. Left Justified.

8. Centre Justified.

9. Right Justified.

10. Add Hyperlink. Very important tool. It adds a link to selected text.

Select a text – then click on this tool – a pop up box will ask for custom url. You can add url of an external site or any thing uploaded on LawLex itself.

Eg... For other details: Download [Information Brochure](#). Here Information Brochure has a hyperlink.

11. This tool removes hyperlink. Select a text with a hyperlink. Click this tool and hyperlink is gone.

12. Insert More Tag. This tool is used when you want to split post into Excerpt and full post. No need to use it. Know More [Here](#)

13. Proofread Writing. A very intelligent tool to check any errors spelling or other in your post. After you have written your post click on this. It will highlight the errors.

14. Distraction Free Writing Mode or Full Screen Mode. However less customization tools are available on fullscreen.

15. Show Hide Kitchen Sink. It hides the Line 2 tools. :/

16. Paragraph : It is a must use tool. You can increase font of your text here.

17. Underline

18. Select Text Colour : Must use tool. Use different colour for highlighted text.

19. Paste as Plain text. Pastes text only without formatting if copied.

20. Paste from Word. Pastes with formatting from MS Word file.

21. Removes Formatting

22. Insert Custom Character / Symbols

23. Indent Tool (Left) Preferred

24. Indent Tool (Right)

25. Undo

26. Redo

27. HELP ?

28. Adds Warning icon

29. Adds error icon

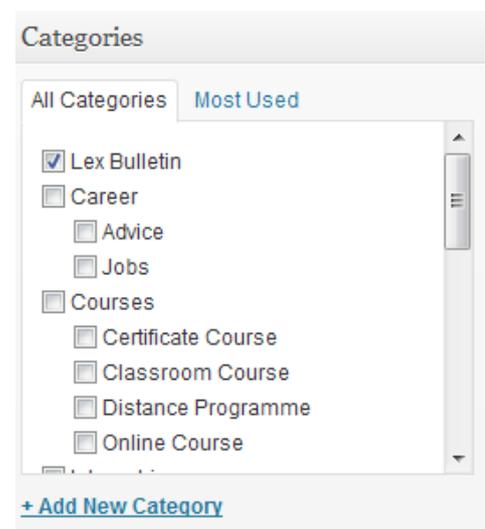
30. Adds icon

31. Add a pull quote. Select a txt and click on pullquote

The great thing about pull quotes is that people actually read them.

3(b) Using Categories

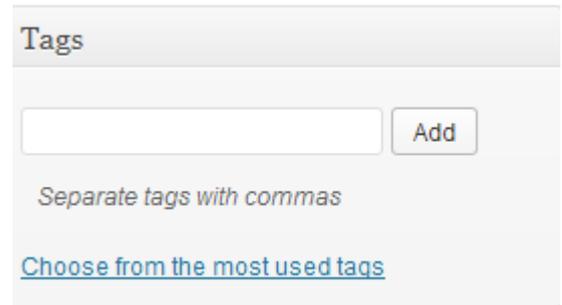
Categories are Most Important for every post. See the relevant category for each post and select it. If



the category is not available you can add a new category. But make sure every post has a category.

3(c) Using Tags

Tags are important words which make search for that post easy. This is a must use thing.



Tags

Separate tags with commas

[Choose from the most used tags](#)

3(d) Customizing URL (Permalink)



TITLE

Permalink: <http://lawlex.org/lex-bulletin/fgfgfffd/1487/>

B *I* ABC

Sometimes URL generated is too long and we need to customize it. We can use this tool. Just click the highlighted text and edit it.

4) Advanced Options

These options are advanced. They are a bit technical. Some of them are important and some are not.

[S.No. 4(a) & 4(b)are not applicable]

4(a) Search Engine Listing

SEO Settings

Search Engine Listing | [Social Networks Listing](#) | [Links](#) | [Miscellaneous](#)

Title Tag:
You've entered 0 characters. Most search engines use up to 70.

Meta Description:
You've entered 0 characters. Most search engines use up to 140.

Search Result Type: ▼

Search Engine Settings are Important and help search engines to crawl the post. It is done automatically but we can guide the search engines too.

There are options **Title**, **Meta Description** means excerpt which search engine will show.

EXCREPTS are summary of a post.

Search Result type : Select Article

4(b) Social Networks Listing [IMPORTANT**]

These Setting are most important as we have to share our post on Social Networking Sites like Facebook, Google+, LinkedIN, Twitter etc..

SEO Settings

Search Engine Listing **Social Networks Listing** Links Miscellaneous

Title:

Description:

Image:

Open Graph Type: Use default

Twitter Type: Use default

We see that sometimes our post when we share its link on LawLex Facebook Page does not show thumbnail next to it. We can fix it here.

Title you know

Description : It's the Summary which will be shown in the link. If you keep it blank, the first few lines will be shown. You can change it via putting a custom description.

IMAGE : MOST IMPORTANT

This should be followed for every post. Add the link of the image you want should appear next to a link on SN Sites. Link should be like www.lawlex.org/wp-content/uploads/2013/xyz.jpg or www.xyz.com/abc.jpg.

IMPORTANT : Sometimes even after following this The link does not show thumbnail. Don't Panic. Share it later, the thumbnail will appear.

Open Graph Type : Select Article

Twitter Type : Photo

4(c) Miscellaneous (Optional)

This option is not needed at present.

4(d) Discussion (Optional)

Discussion

Allow comments.

Allow trackbacks and pingbacks on this page.

Both options should have tick unless we don't want anyone to comment on a specific post.

4(e) Postdate your post

This is a great option. We can use it to post date our posts. For eg. For special events like article on Diwali Republic Day

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

Publicize: LinkedIn: Sajid Sheikh [Edit](#) [Settings](#)

[Move to Trash](#) Publish

etc....we can make that post appear on a specific day.

Click Edit next to Publish and change the date there.

S.NO. 5 & 6 is not applicable

5) Sharing your post on Social Networking Sites.[IMPORTANT]

This is very important. Every post on Facebook should look like this even if we reshare the link.

Always post relevant content on LawLex as LawLex (Page) not as a user.

It should have some Content before the link.

Link should



The screenshot shows a Facebook post from the page 'LawLex'. The post text reads: 'Invitation for papers: RGNUL Law Review' followed by 'Rajiv Gandhi National University of Law, Punjab publish bi-annual refereed law journal, RLR. RGNUL's endeavor has been to seek scholarly research papers from the experts on contemporary legal issues ...See more'. Below the text is a preview image of the RGNUL Patiala logo and a snippet of the invitation text. The post has received likes from 'You, Gaurav Sharma, Akanksha Arora and LawLex' and a comment from 'Tejaswini Ranjan' asking about a deadline. The post is dated '18 hours ago via mobile' and has 1 like. At the bottom, it shows '106 people saw this post' and a 'Promote' button.

show thumbnail. If its not showing, post it later.

Like and share the post you've created and other posts too,

IMPORTANT : If your post is not showing the relevant thumbnail use Facebook Debugger tool. <https://developers.facebook.com/tools/debug>

Debugger

Home > Tools

Input URL, Access Token, or Open Graph Action ID

Enter a URL to see some helpful feedback about your page markup. Enter an access token to see its expiry and user.

Examples: | opengraphprotocol.org | imdb.com | rottentomatoes.com | [Errors](#) | [Expired Token](#) | [OG Action](#)

Enter the URL / Link of your post in the box and hit Debug. Try sharing the link again and it will probably show the image you've used.

6) All about SEO (Search Engine Optimization) Skills

Every post on LawLex Should be well formatted and should contain an image and Advanced options should be followed.

Team Members having access to Webmaster Tools will do the rest.

7) Publicising LawLex [IMPORTANT**]

If you will not publicize, others will not know. So it is your duty to inform your friends about LawLex website as well as page and ask him to contribute content too.

We will eventually advertise as soon we generate some revenue.

How can you Publicize LawLex ?

- i) Mouth to Mouth Publicity.
- ii) Sharing Page on your Timeline.
- iii) Share content from Facebook Page among your friends and groups you have joined.
- iv) Liking and Sharing Every content posted on LFB (LawLex FB)
- v) Tagging your friends on Images on LFB
- vi) Sharing content on other Social Networking Sites.
- vii) By Call for Articles for LawLex
- viii) Creating a LawLex Community in your college. You can conduct events like essay writing, Debate Competitions in your college and we can sponsor Trophy and Certificates.
- ix) More...just think about it.

S.No. 8 is not Applicable to Non LawLex Members

8) What benefit\$ you Get



You will shortly be posted a CERTIFICATE OF APPRECIATION / EXPERIENCE CERTIFICATE from LawLex.

We are also planning to start a reward system for our Team Members.

You can sparkle your CV with your publications on LawLex (Articles only),

More to be added soon.

Users other than Content Editors cannot post any event directly. Every post will be reviewed by Editors before it comes online. So don't worry if it is delayed.