StoryWeaver – User Manual
INDEX v1.0

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1. Introduction:

StoryWeaver, an initiative from Pratham Books, is an open source digital repository of multilingual children's stories from all across India and beyond. The objective is to put at every child's disposal, an endless stream of stories in her mother tongue to read and enjoy. All the stories are available under Creative Common licenses which allows the user free access to read the stories, translate them into new languages, create new stories and access images. It invites both, the weaver of stories and the reader to connect and share the fascinating world of words and illustrations. This marks a new chapter in children's literature and publishing.

Stories and Languages:
The current 8000+ stories in 110+ languages are being added to continuously.

Who can use it:

Librarians:

The librarians have access to hundreds of stories to choose from. Age appropriate, language specific books can be downloaded and used for the children's reading pleasure as well as topical books that can be used by the teachers as classroom tools.

Educators:

The stories in StoryWeaver are pre leveled, which makes it easy for the teachers to choose stories that match the reading skill of their students. Further, StoryWeaver makes it possible for the teachers to re-level stories to suit their specific needs or even rewrite existing stories to make it appropriate for their students. The teachers can use the flashcards for building vocabulary and connection between visuals and text.

Parents:

It's never too early to start reading to your children. There are a whole host of tools that can help parents instill a love for books in their children, develop their vocabulary and imagination. Flashcards and stories can be downloaded on their mobile for easy access.

Translators:

If there is a dearth of good books in your language or if you want to make specific books from other languages available for your children/students, there is a user friendly translation tool that puts any book that you wish in your child's hands in the language of your choice. If the language you wish to translate to is not part of our list, it will be added on your request.

Budding authors:

If you harbor a wish to be a writer but feel that the process of writing and publishing is difficult and tedious, StoryWeaver provides you an easy platform. If you are brimming with ideas, you are just a step away from publishing it. Furthermore, you have a ready audience. Once published on StoryWeaver, your story is read by thousands. If your story appeals to a publisher, you may well be on the road to becoming a prolific writer. StoryWeaver has periodic contests which can propel you into action.

Educators can weave stories around topics which may help in the curriculum.

Illustrators:

If you are an illustrator and wish to get noticed, you can upload your illustrations or choose to illustrate for an existing story. There are case histories of people who did this for a lark but landed prestigious projects.

Print and Use:

The titles under Creative Common License allow free downloading and publishing of books from the story weaver. The reach that StoryWeaver facilitates is best exhibited by the story of Magicbird Publishing. They are a non-profit children's book content creator in Malaysia, with the vision to give poor children, constant access to stories and story-telling. They were able to print 15,000 copies of 15 of story weaver's CC licensed titles locally and reach them to the children in nine months. All this without the bother of copyright negotiations and legal paperwork

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Open Content/ CC BY

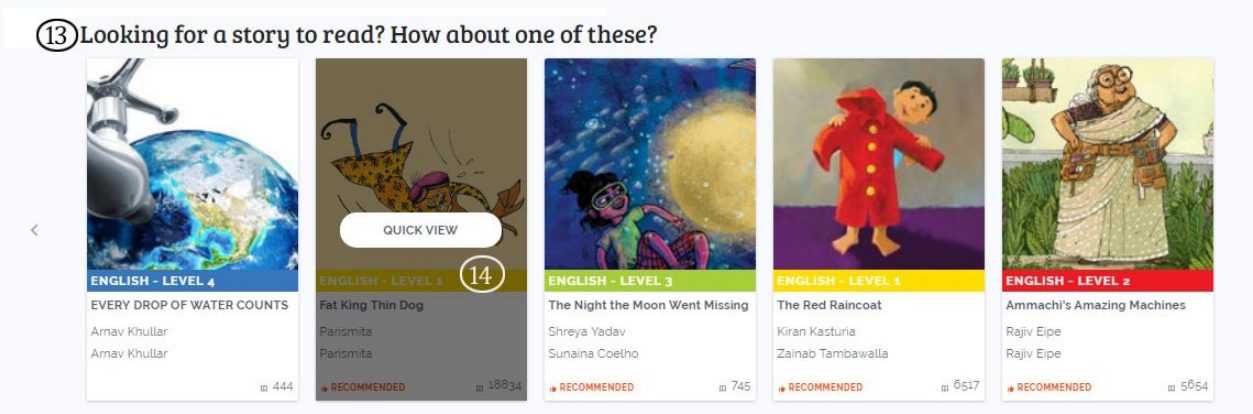
The Creative Common License enables licensing content to multiple organizations and individuals, both known and unknown, with a one-time effort of releasing them under a Creative Commons license, as opposed to the traditional model which involved time consuming negotiations and discussions with each known organization or individual who wanted to use its content.

All the content on StoryWeaver is openly licensed under Creative Commons. The license that has been used for all stories and illustrations in StoryWeaver is CC BY 4.0 license. This license lets you distribute, remix, tweak, and build upon our work, even commercially, as long as you credit Pratham Books/other publishers, the donor/funder of the book, and the original author, illustrator and translator, where applicable, for the original creation.

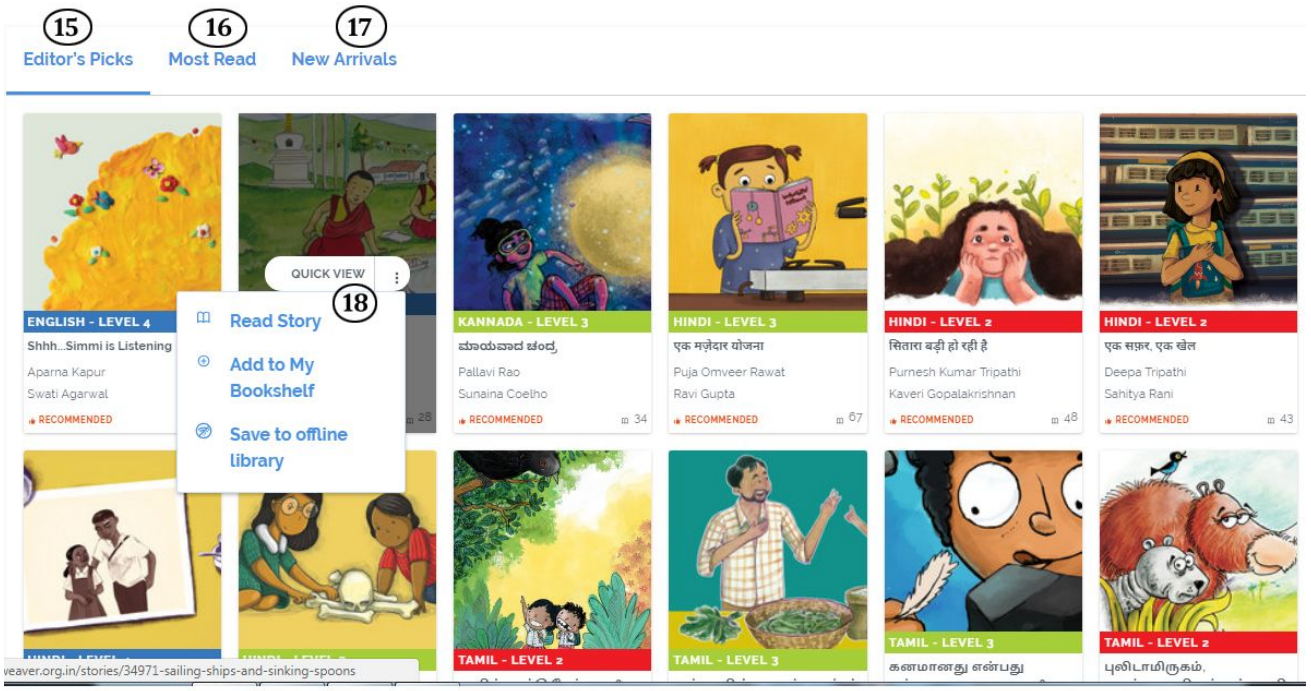
2. Links and Navigation

2.1 Home Page

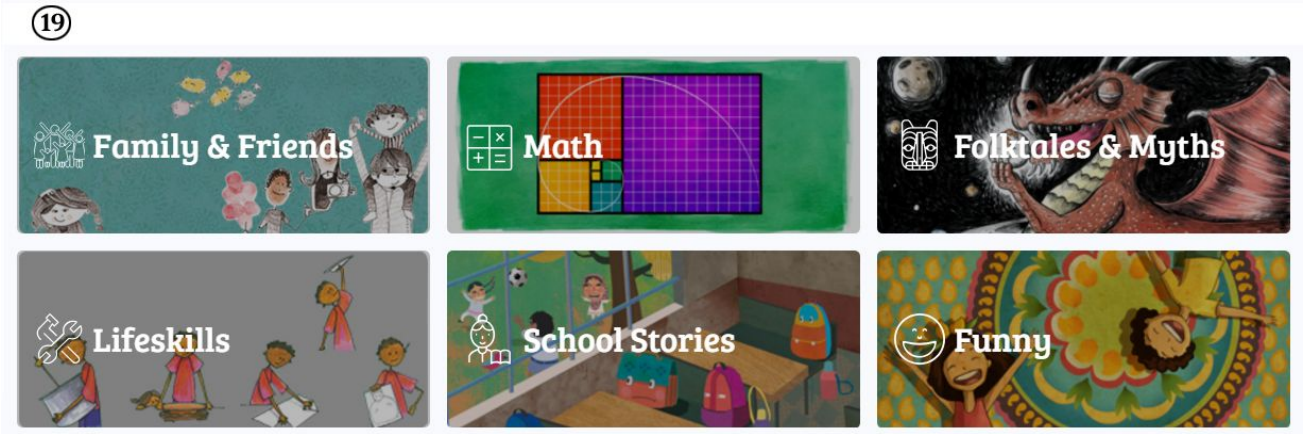
1. Read – Select a story and read
2. Create – Create a story
3. Translate - Translate a story to another language
4. Upload, use or download mages
5. Lists – categorized on the basis of some common features
6. Sign up -
7. Log in – if you are a registered user
8. Offline library -save selected story to access offline
9. Search –Use a keyword
10. Number of stories currently available on Story Weaver
11. Number of of times the stories have been read-
12. Number of languages the stories are available in .
13. Thumbnails of books to make a quick selection
14. Quick view access



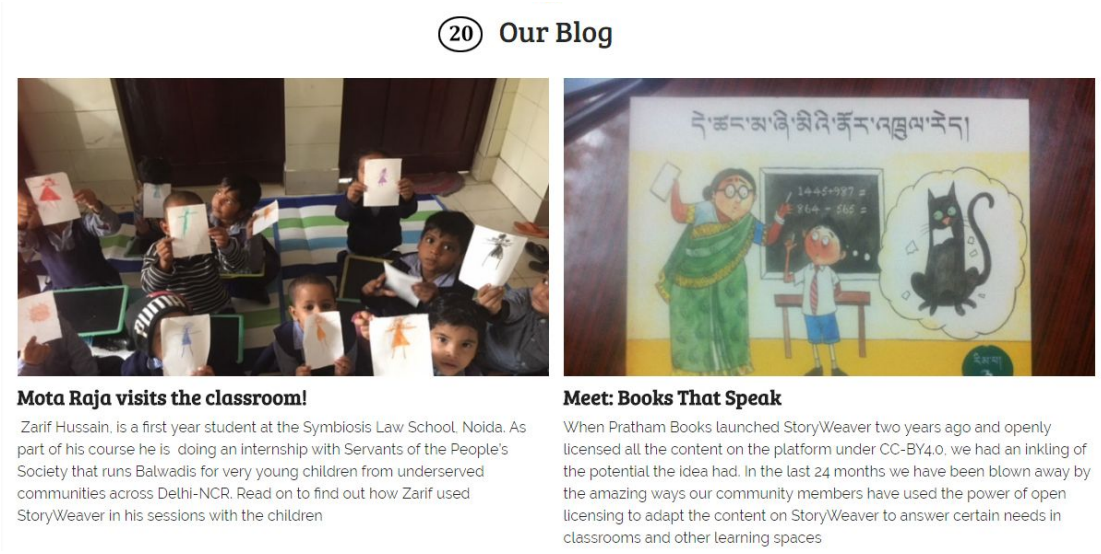
15. Editor's Picks
16. Most Read stories
17. New Arrivals
18. Quickview and 3 dots menu in the above three sections.



19. The book categories
    Browse books based on categories

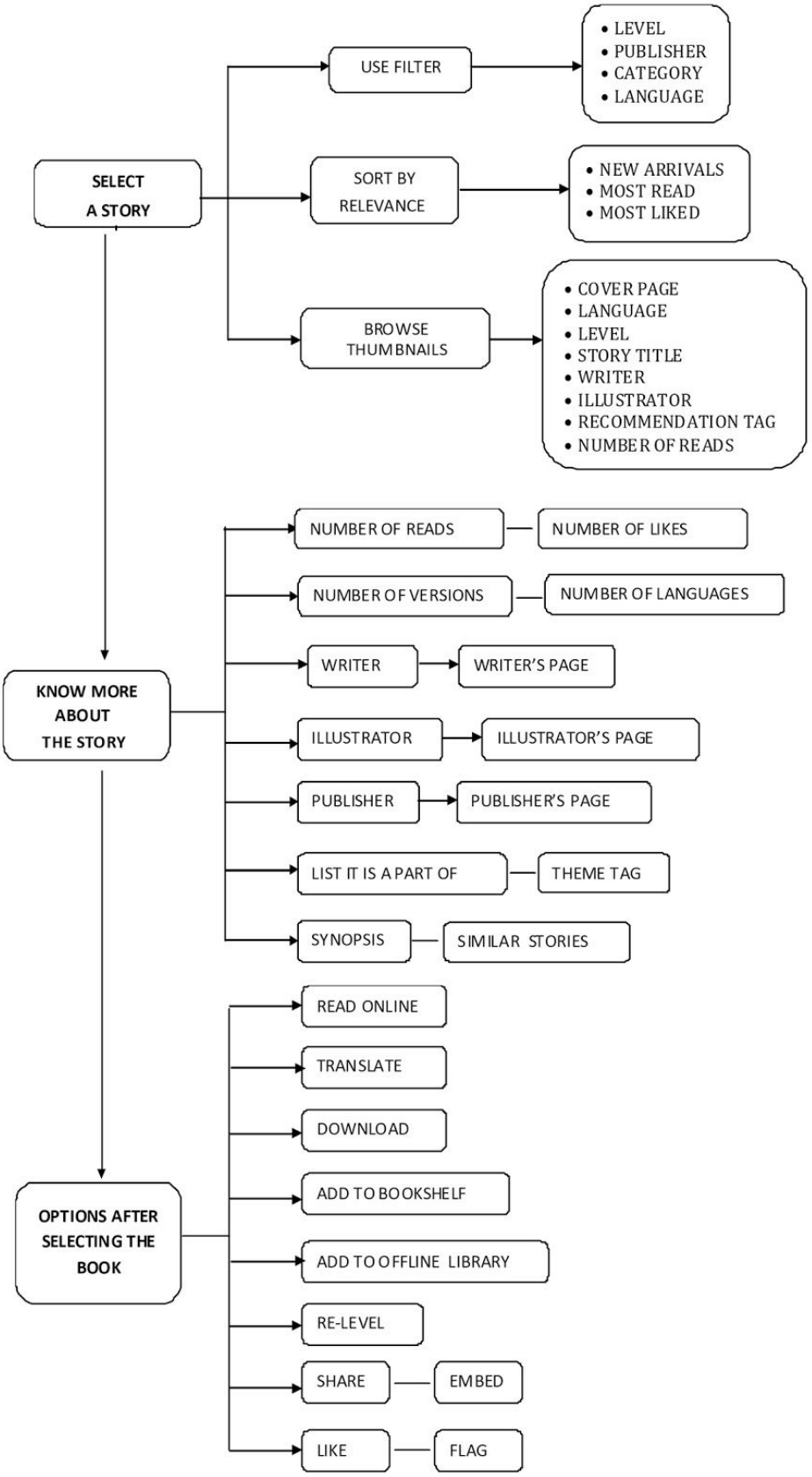


20. Blog link – interviews and articles about everything related to books.

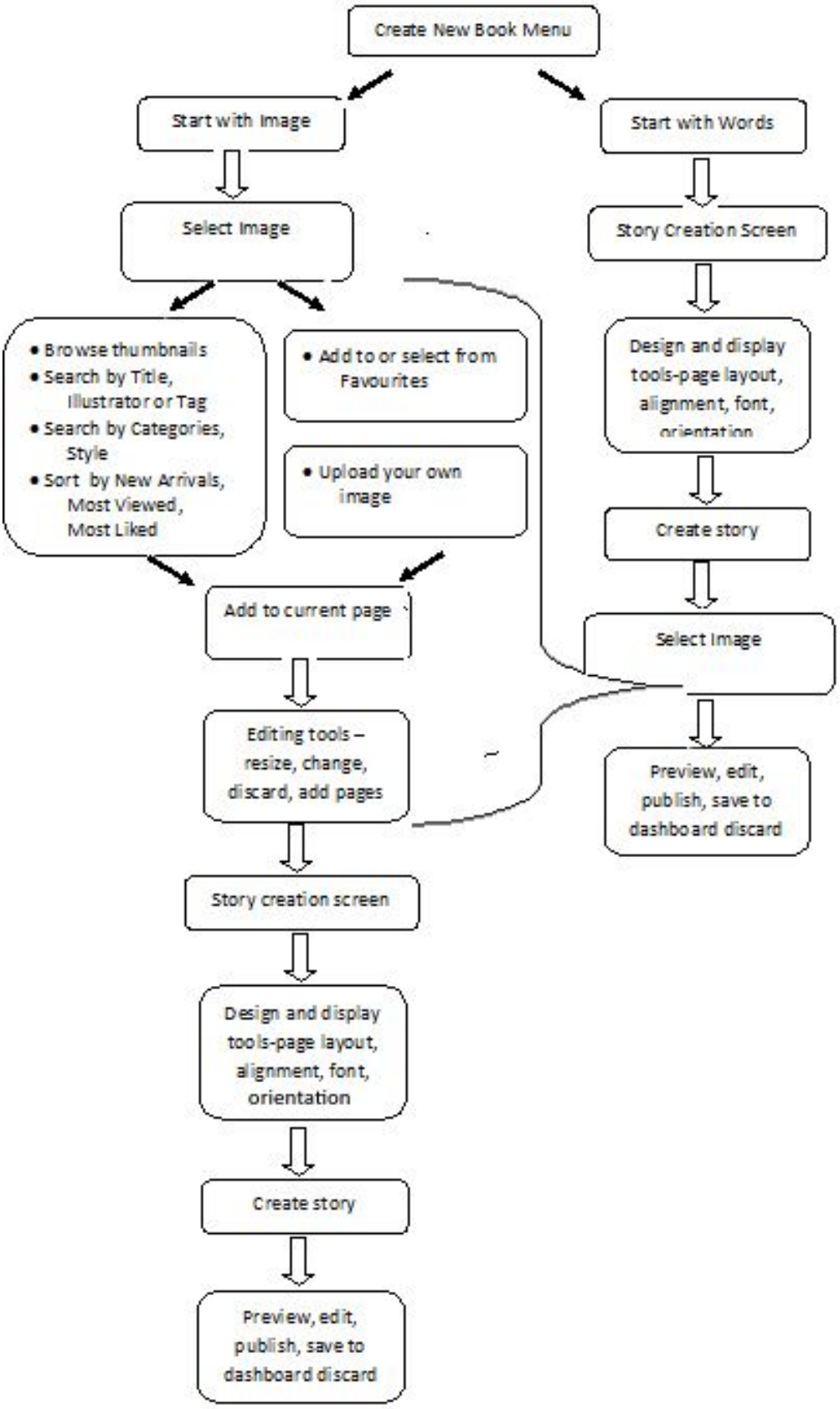


2.2 Read Page

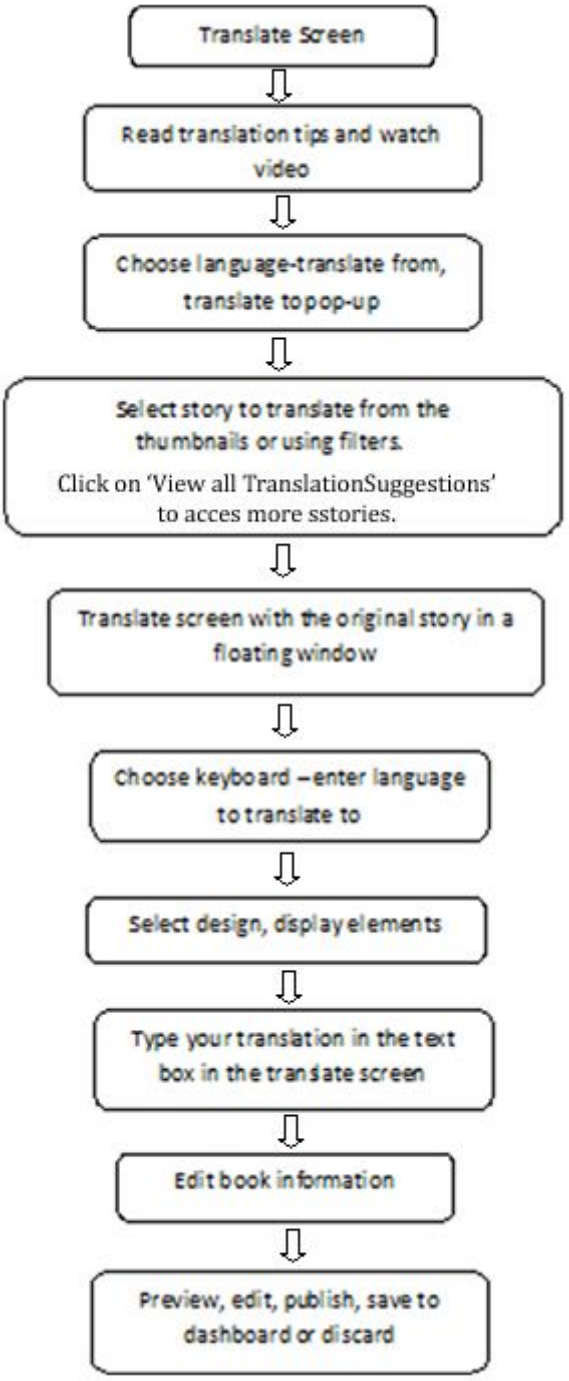
The Read page offers a variety of filters and information to help you select a book and decide on what you want to do with it.



2.3 Create Page



2.4 Translate Page - Selection of Translate Button from the story details page, takes the user to the Translate Screen.

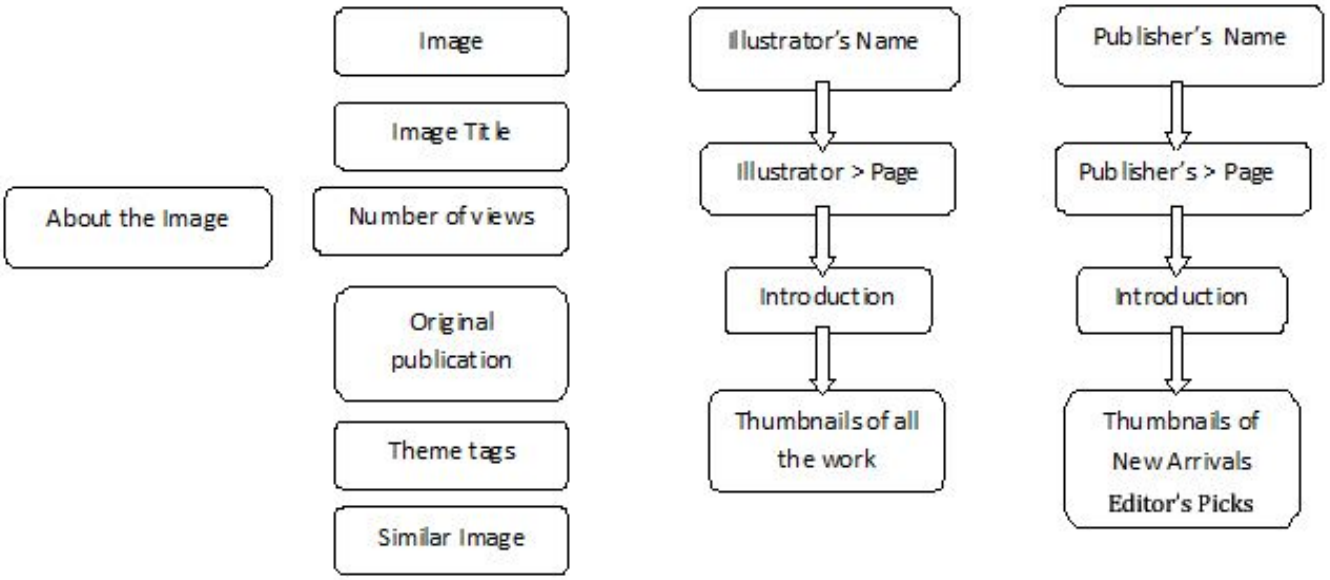


2.5 Images Page

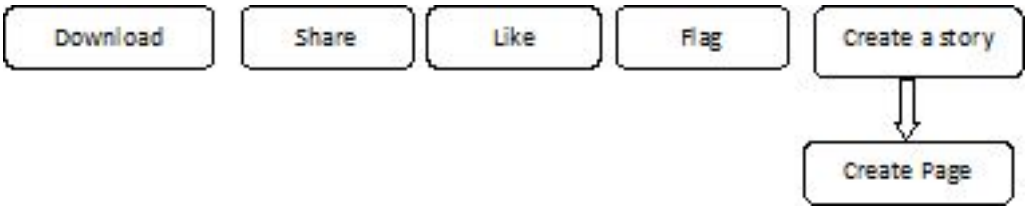
SELECT AN IMAGE

KNOW MORE ABOUT THE IMAGE: THE IMAGE PAGE

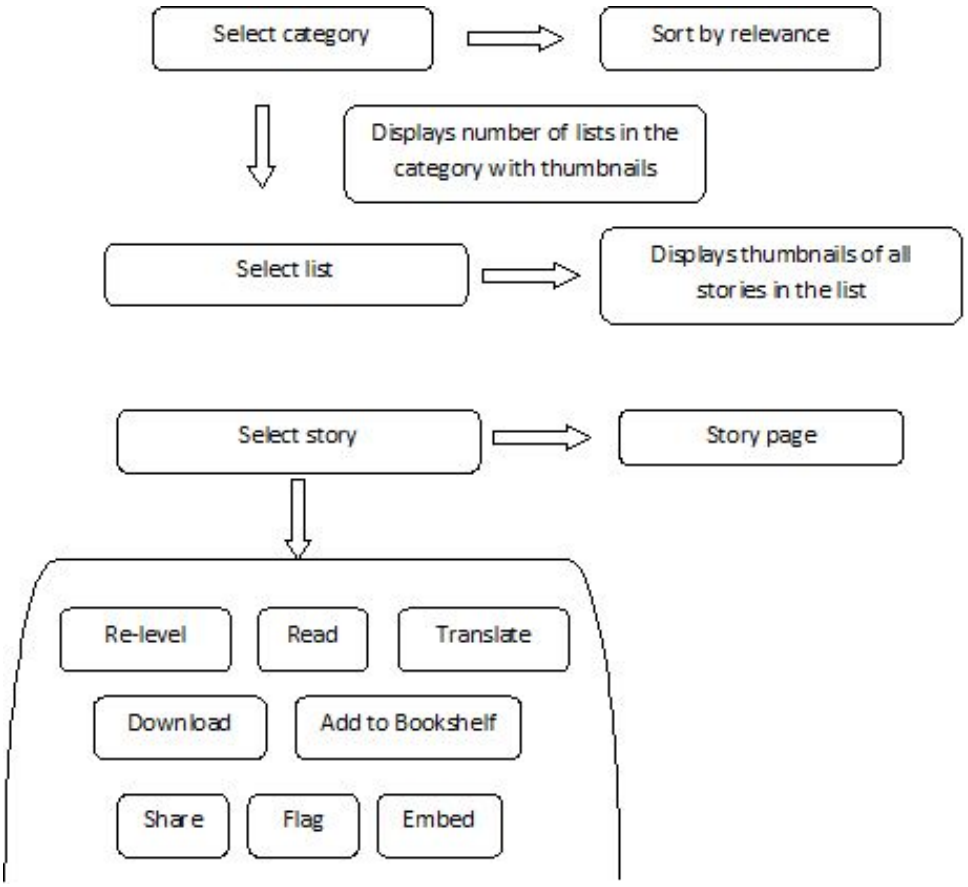
Clicking on an image takes you to the image page



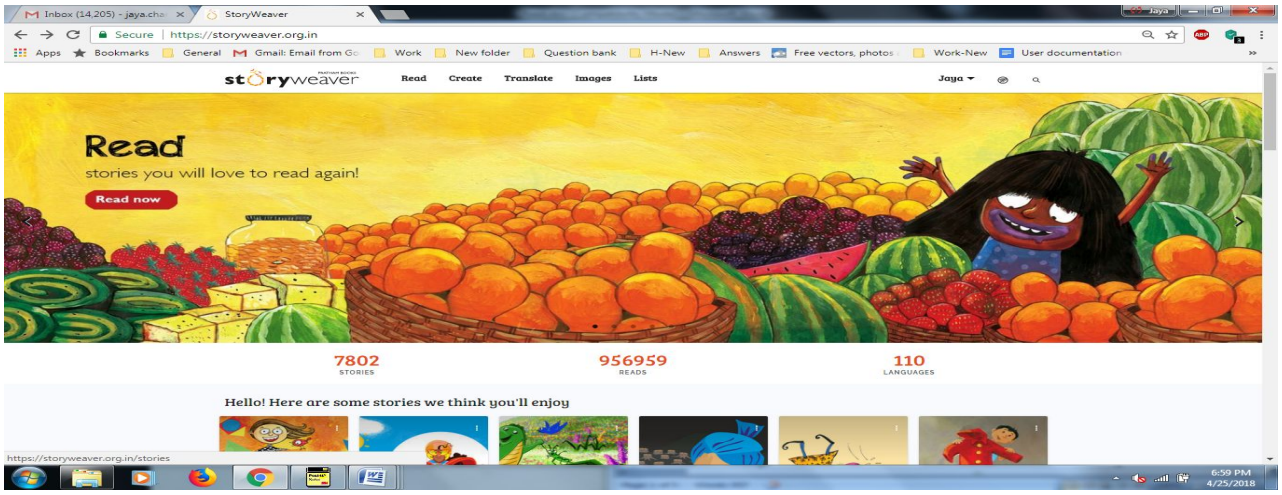
AFTER SELECTION



2.6 Lists Page



3. Read:



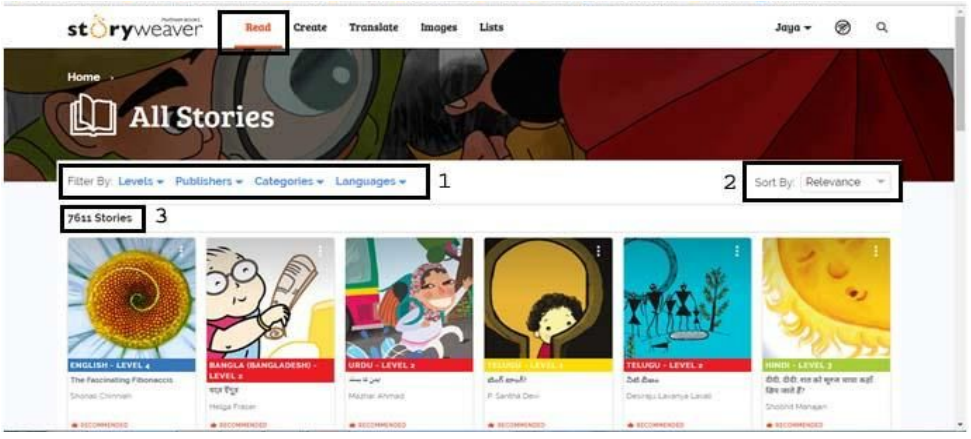
3.1 Selecting a story to read:

You can use any of the three options given below to select a story to read:

3.1.1. Using Filters

3.1.2 Using Sort by relevance

3.1.3 Browsing through thumbnails

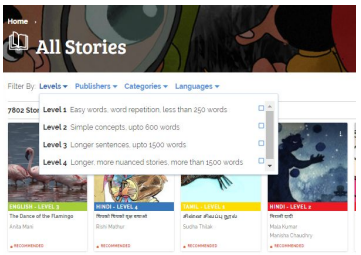


3.1.1 Using Filters:

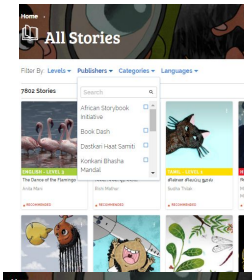
You can click on the following filters to select stories:

a. Level :

- Level 1- Easy words, word repetition, less than 250 words
- Level 2: Simple concepts, up to 600 words
- Level 3: Longer sentences, up to 1500 words

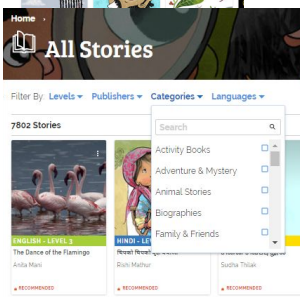


- Level 4: Longer, more nuanced stories, more than 1500 words



b. Publishers:

The drop down menu shows the names of Indian and International publishers to choose from.

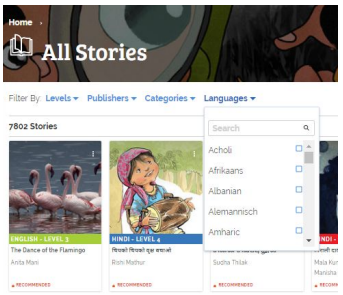


c. Categories:

The drop down menu shows different types of stories such as fiction, non fiction, study tools, flashcards, story cards, subject related stories, contest entries. There are further classifications in each type.

d. Languages:

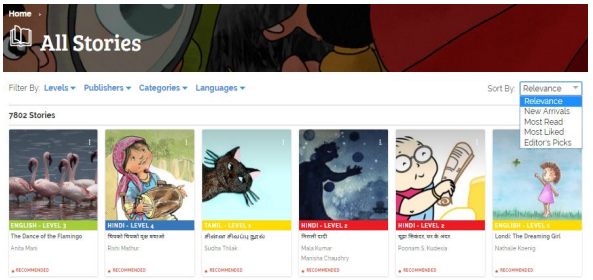
The drop down menu shows all the languages in which stories are available.



3.1.2. Sorting by relevance :

Sort by relevance has the following categories:

a. New Arrivals
b. Most Read
c. Most Liked
d. Editor's Picks



3.1.3. Browsing through thumbnails:

a. Total number of stories available and thumbnail of 24 stories are displayed in the read page. You can scroll down to load more stories
b. Each story thumbnail shows the cover image, language, level, story title, writer and (editor's) recommendation tag
c. Clicking on a thumbnail opens the story introduction page

d. Three dots on the right top corner of the thumbnail provides options to Read story, Quick view, Add to my bookshelf and Add to my Offline Library options

3.2. Know more about the book:

The left panel has the book's thumbnail with cover image, language, level, story title, writer, the recommendation tag, number of likes and number of reads

The centre section has the name of the story and the following links.

3.2.1 Writer:

Clicking on the writer's name, takes you to the writer's page which has the following information:

a. Writer's name and introduction.

b. Writer's other contributions as writer , illustrator or translator (and their bookshelf details if any) on StoryWeaver with information on:

- Language and level
- Name of story, writer or illustrator
- Recommended tag

3.2.2 Illustrator:

Clicking on the Illustrator's name, takes you to the Illustrator's page which has the following information:

a. Illustrator's name and introduction.

b. Contributions on StoryWeaver including other illustrations, stories, re-leveled stories and their selection in the user's Bookshelf. . Clicking on the link will give details of other work

- Thumbnail of all the illustrations with a short description.

3.2.3 Publisher:

Clicking on the publisher's name, takes you to the publisher's page which has the following information:

a. Publisher's name and introduction

b. Contact details: e-mail & website.

c. Publisher's New Arrivals and Editor's Pick links

d. Thumbnails of the publisher's other stories on StoryWeaver with information on

- Name of the story, language and level
- Writer and Illustrator.
- Recommended tag

3.2.4 Story:

a. Synopsis**:** Brief description of the story

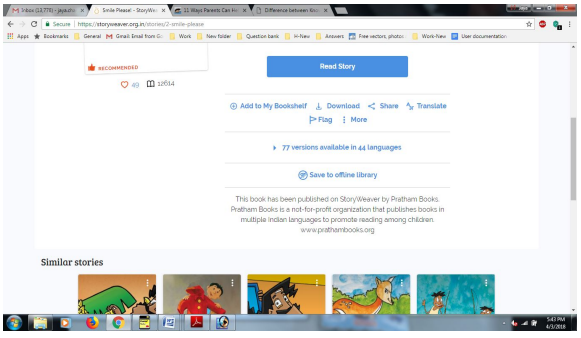
b. Publishing history

c. Number of versions of the story and languages the story is available in

d. The list that the story is part of – *See lists -page : 36*

e. Similar stories thumbnail slider

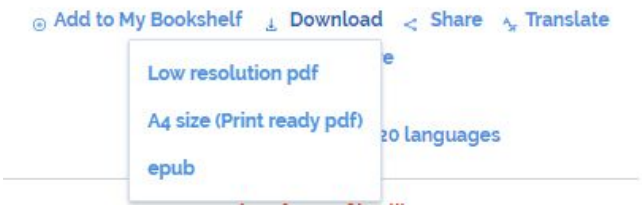
3.3. After Selection



3.3.1. Read the story online – clicking on the 'Read Story' link on the story page makes the story available to read.

3.3.2. Download the story

On clicking the download link, a pop up appears giving three format options for downloading the story



a. Low resolution pdf
b. A4 size print ready pdf
c. epub.

While you can immediately download the story as a low resolution pdf, the other 2 options require you to fill a form about the purpose of the download and other details.

3.3.3. Add to 'My Bookshelf'

By clicking on this link, you can add the story to your bookshelf or delete the story from it. Your Bookshelf as well as your other creations on StoryWeaver are accessible from your profile (top right corner) if you've logged in.

3.3.4 Save it to offline library

The offline library can be accessed anytime without being online, in the device in which it is saved. You can save up to 12 books on your offline library. However, you need to be a registered user to be able to avail of this advantage.

The 'Manage stories' link displays all the books that you have saved in the offline library, giving you the option to delete stories from it.

3.3.5 Translate the book – *See translate -page: 27*

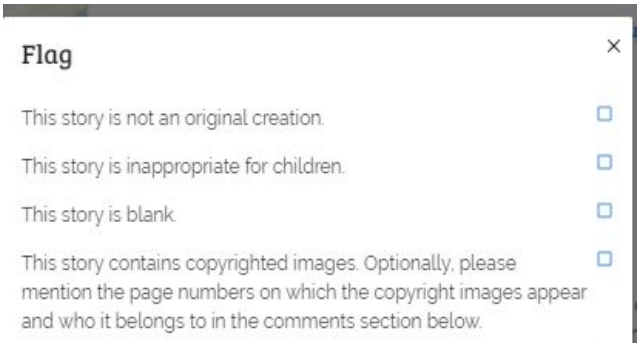
3.3.6 Like the book

3.3.7 Share the book – you can share it on Twitter, Facebook and Google+. Clicking on 'Share' will take you to the relevant pages.

3.3.8 Flag

You can flag a story if you find any aspect of the story, inappropriate or objectionable.

Clicking on 'Flag' displays a drop down menu.



You can choose from the reasons given in it or write

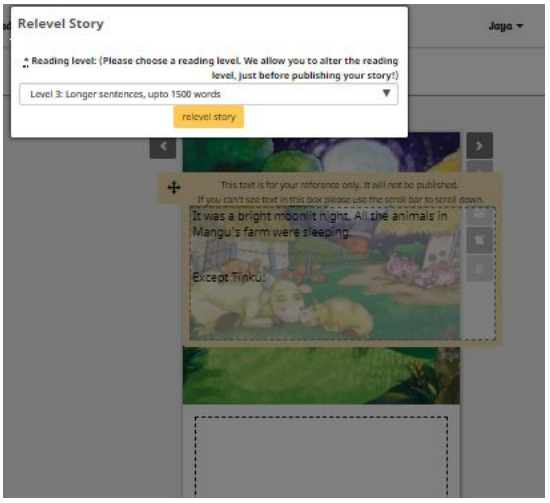
your comments if the choices don't include your concerns. Your reasons will be taken into account and evaluated by the administrators. If your concerns are valid, the item would be taken off the website. If they are not, the flag tag will be removed and the item will remain.

3.3.9 More:

3.3.9.1 Re-level the book

All books are leveled. If you want to make the story available at a different reading level, you can relevel the book and publish it.

a. Click on the re-level button
b. Choose your intended level on the pop-up screen.

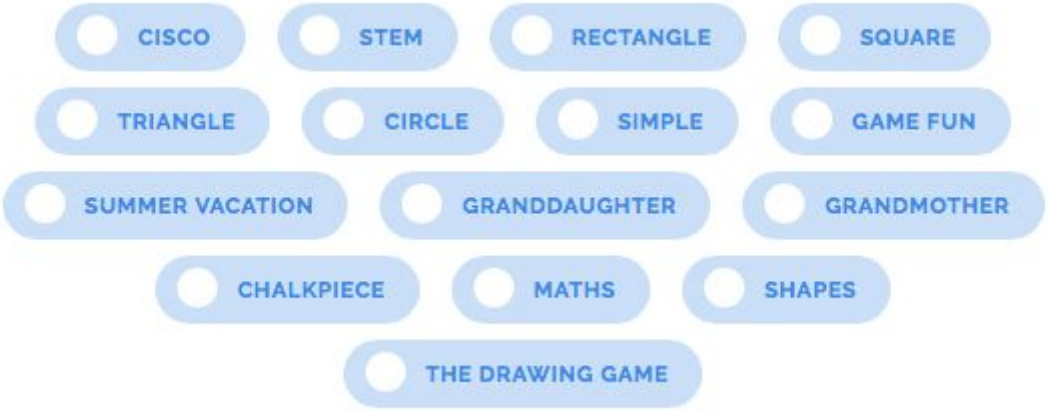


c. The story creation page with the original text in a floating window appears.
d. You can re-create the story by changing the language or content to suit your selected level.
e. You can save it in your dashboard or publish it. It will be published in your name and the story will be included as a different version.

3.3.9.2 Embed – You can add the story on your website or blog –copy the link given on the embed link and paste it on your website or blog

3.3.10 Tags relevant to themes in the story - Clicking on a tag will take you to thumbnails of

other stories with similar theme tags

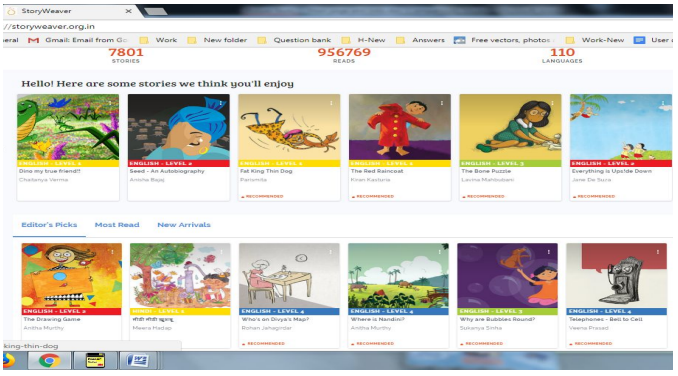


3.3.11 Find similar books - The bottom of the page shows thumbnails of similar stories, with 6 thumbnails displayed and you can click on > to view more

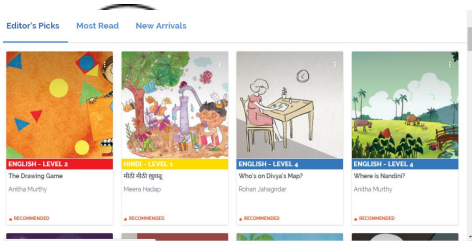
3.4 Multiple entry links to the Read Page

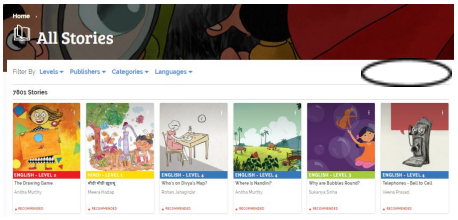
Besides filtering/sorting/browsing to select stories, the Home Page offers options to quickly and directly access the stories from the Home Page itself

a. **Thumbnails** of stories based on popular search. Clicking the > loads more stories.

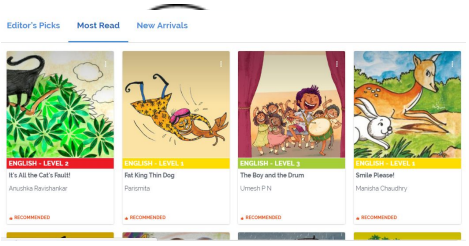


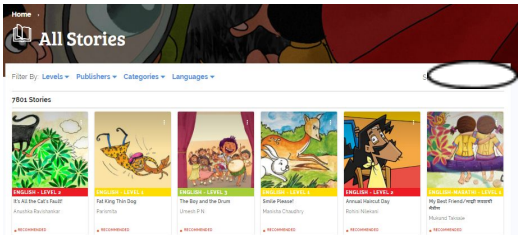
b. Editor's Picks – displays 24 stories recommended by the editor. The 'View all Editor's Picks' link below opens the page with all the stories under Editor's Picks. You can use the 'load more' to browse more stories.



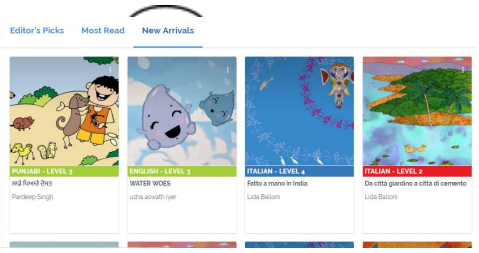


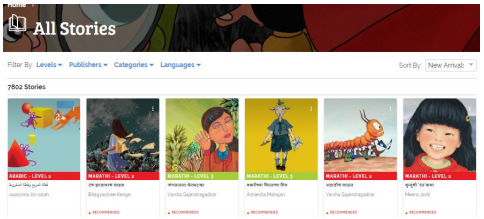
c. Most Read – the stories that are in the most read list. The 'View all Most Read ' link below opens the page with all the stories under Most Read. You can use the 'load more' to browse more stories.



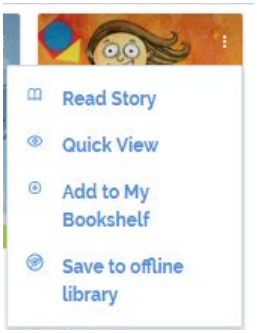


d. New Arrivals – displays the most recent additions. The 'View all New Arrivals ' link below opens the page with all the stories that have been recently added. You can use the 'load more' to browse more stories.

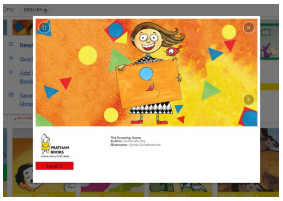




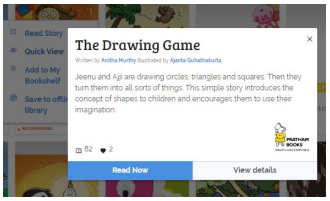
a. **The 3 dots links**- Every thumbnail has three dots which offer you options that take you quickly and directly to the pages in it.



Read story -
Takes you to the story page



Quick View-
Gives details about the story

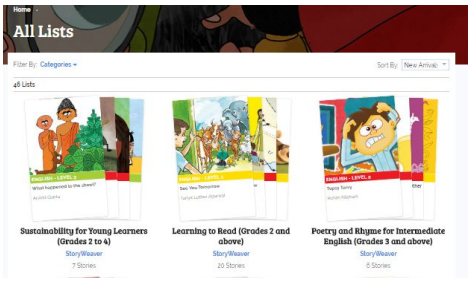


Add to My Bookshelf – gives you a 'book added to your bookshelf' message. Once added, the link changes to 'delete from My Bookshelf' option.

Save to Offline Library- you can save the story to the offline library and read it anytime even without being online. You can save up to 12 stories in your offline library. Once the story is saved, the link changes to 'delete from the offline library' option.

b. **Lists:** You can select stories from the Lists link.

- Browse categories/Sort by relevance
- Browse Lists under the categories
- Select a story from one of the lists



c. **Category cards**: You can select a category from the Home page. The link takes you to the stories available under the category.

e. Global search: Other than the specific search through filters, categories and three dots, the search icon on the top right of the page, offers an expanded search. It displays content across categories, where the key word occurs.

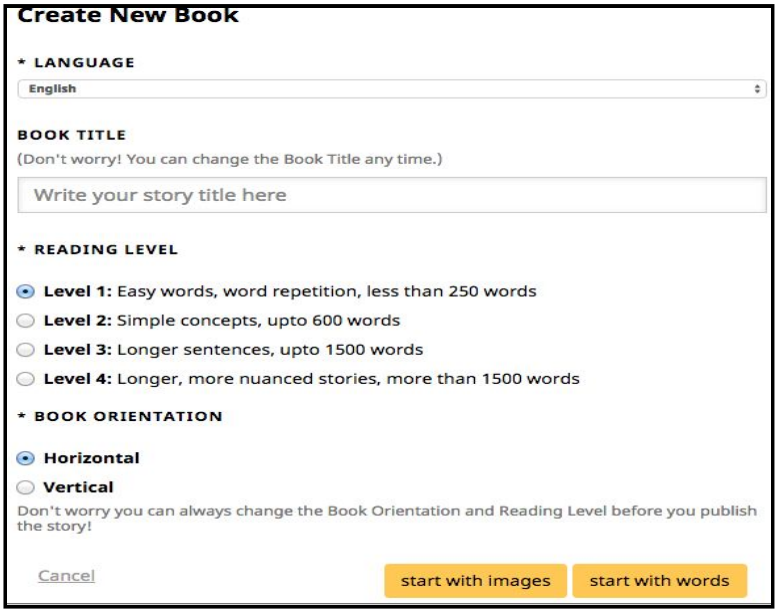
4. CREATE

4.1 Create a story:

Selecting Create, brings up a 'Create New Book' pop-up form.

Fill in the language, level and design elements given in the form.

Choose between start with images or start with words.

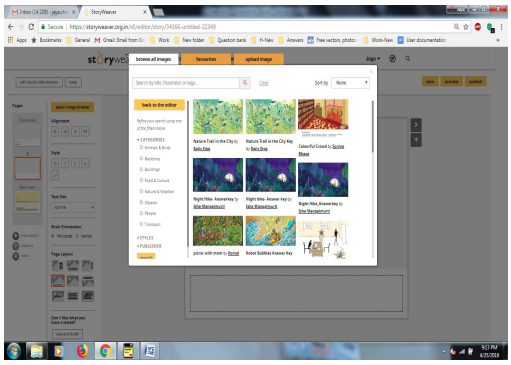


4.2 Start with images:

Choosing this option opens the **image drawer** which helps in selecting an image**.**

4.2.1 Selection of image

Image drawer – The image drawer has three spaces



4.2.1.1 Browse images

- Browse thumbnails with image title and illustrator name.
- Search for images by entering the title (name of the image), name of the illustrator or by entering the tag associated with the image
- Refine search on the left panel by choosing one of the categories displayed.
- Select a style
- Search by the Publisher's name

  (*Can also do a combined search of the left panel options*)
- Sort by New Arrivals, Most Viewed and Most Liked.

4.2.1.2 Favourites

Placing the cursor on the image will show two options:

- Save to favourites

  Selecting this will save the image to the favourites tab.

  Placing cursor on any image saved to favourites will give the options to remove from favorites or add to current page.
- Add to current page

  Selecting this will add the image to the story you are about to create in the Create a New book page.

4.2.1.3 Upload image

If you are an illustrator with an original image which you wish to upload, you can select this option and follow instructions. You can do the same from the

'Images' link on the home page. Detailed steps to upload an image are available on the 'Upload Image' link. *See 'Upload Image ' on page 34*

4.2.2 After selection

4.2.2.1 Using / saving images

a. Click on chosen image and select 'add to current page'.
b. The image positions itself on the story creation page. The top right has tools to increase / decrease size and accept/reject options (+, −, √, ×)
c. If the image selection is final (√), the image positions itself on the cover page of the book about to be created.
d. To the right of the image are tools to resize, change or discard image.

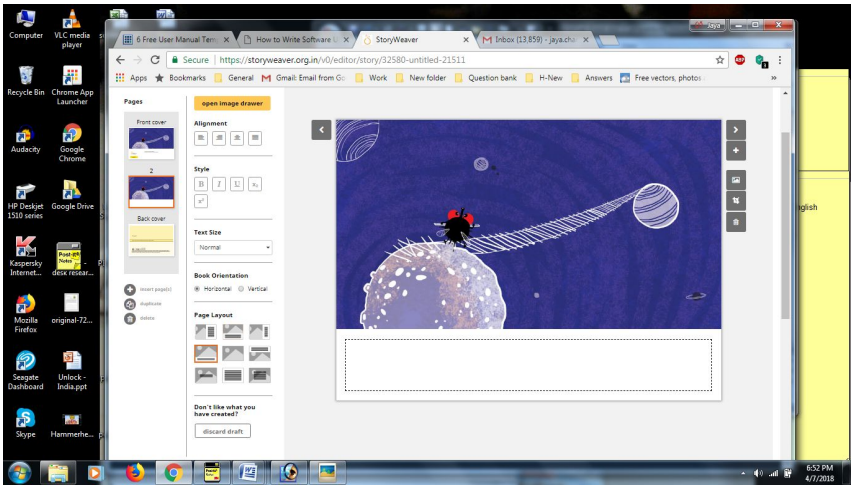
4.2.3 Editing options

a. The left panel displays the front and back cover with a page in the middle.
b. You can add as many pages as you want using Insert pages – enter the number of pages. You can also add pages from the + sign to the left of the create screen
c. You can add an image for each of these pages from Browse all images/ favourites /uploaded images.
d. Click 'back to the editor' to go back to the creation page.
e. Clicking on any page, displays the design and display options.
   - Alignment options – align left, align right, align center and justify.
   - Style options – Bold, Italics, Underline, subscript and superscript
   - Text size options
   - Book Orientation options
   - Page Layout options
   - Duplicate the page if intended text is not fitting into a single page. You can also resize the image to increase the text area.
   - Delete the added/duplicated page
   - Discard the entire draft

4.2.4 Create story

If you are on the front cover, click on the 2nd page on the left panel or right arrow

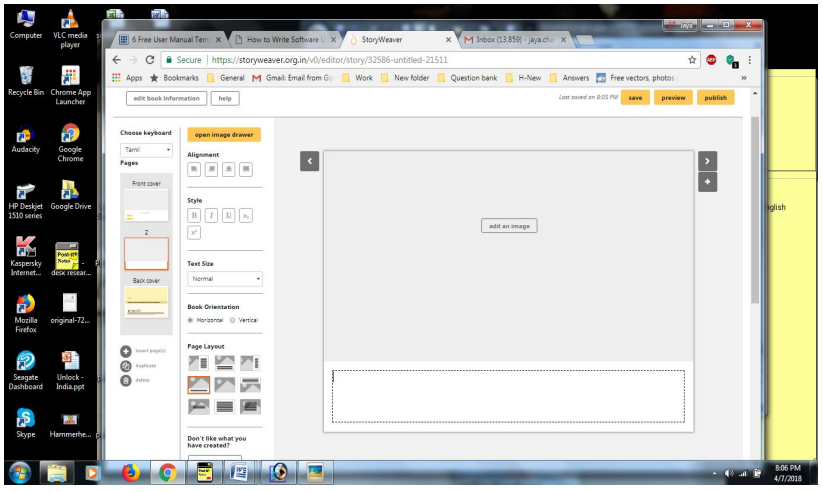
key on the top right of the image. Start typing your text in the text box in the section below the image.



4.3 Start with words

On selecting this, the creation page is displayed, divided into two empty sections. The top part is reserved for the image. The text will be typed in the bottom section. You can start creating your story. The editing options will be available in the left panel, as

mentioned in **4.2.3**



4.3.1 Selecting an image/images for your story.

Follow steps from **4.2.1_ to 4.2.3**

4.4 Creating a story in another language

The default language for creation is English. In the 'Create New Book' pop up menu, select the language you want to create the story in.

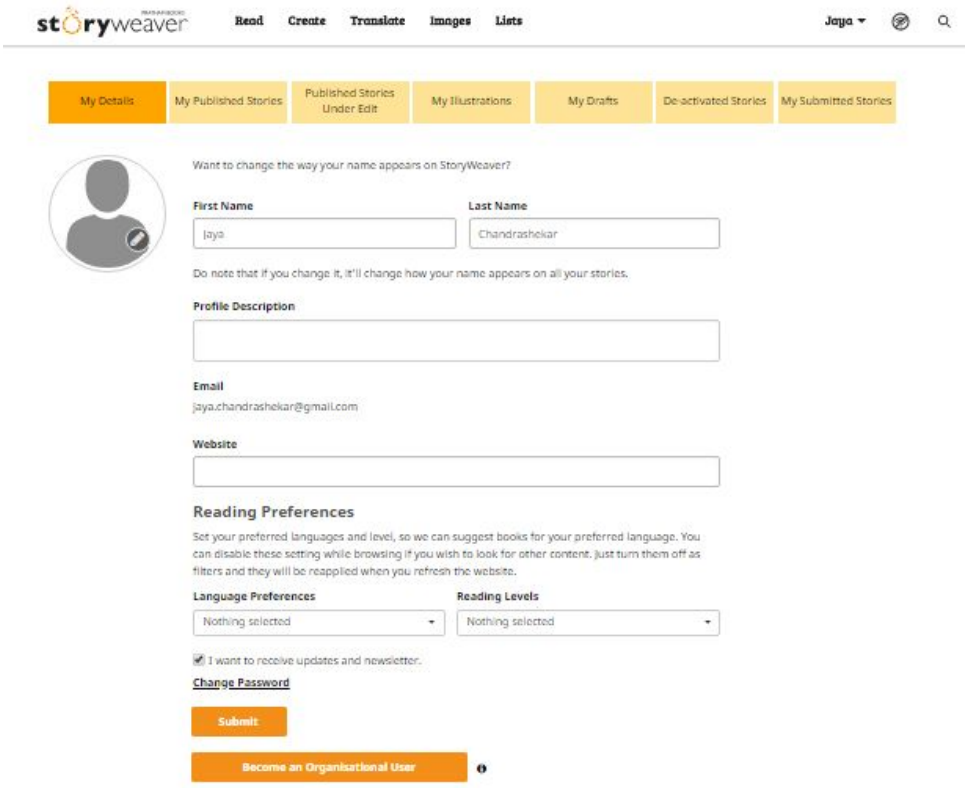
As each letter is typed in English, an inbuilt transliteration tool, suggests some letter /word options in your language of choice, based on the sound of the letters that have been typed. You can select the correct letter/word from the list.

4.5 Final action

4.5.1 Save

Saving the story will save it in the dashboard.

The **dashboard** is part of user's account. It is accessible from the drop down menu from your name at the top right of the screen.



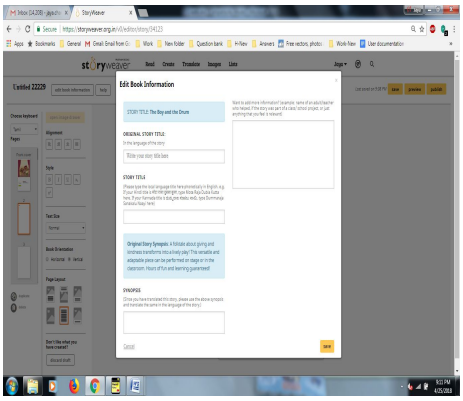
The dashboard has the user's personal details entered at the time of registering. Some more details are required to be filled. The menu has a list of all your activities on the website - stories which are published, under edit, drafts and deactivated stories. You can access them anytime and edit or delete your drafts.

4.5.2 Preview – Preview the story created

4.5.3 Publish – You can publish them. You story will be immediately available online and you will be notified of the same. You can delete a story you have published. It

will then be stored under deactivated stories in your dashboard.

4.6 Edit book information link – The story detail form pops up again. It can be filled/edited any time.



a. ORIGINAL STORY TITLE - The title in the language in which the story is written

b. Story title (In English) – This is not a translation of the title but the language title written in English . For example- for a Tamil story title which means 'Who am I?' , will be entered is ' Naan yaar?', English transliteration of the Tamil title.

c. Synopsis: A short description about your story which will appear in the book page.

d. Category – which will determine the category in which your story will find a place

e. Reading level -the reading level the book is aimed at.

f. Any additional information that you may like to give.

4. 7 Help – Tips and tools are available to create a story.

a. Open Image drawer – you can search, save and upload illustrations.

b. Add images to favourites and access when you need them.

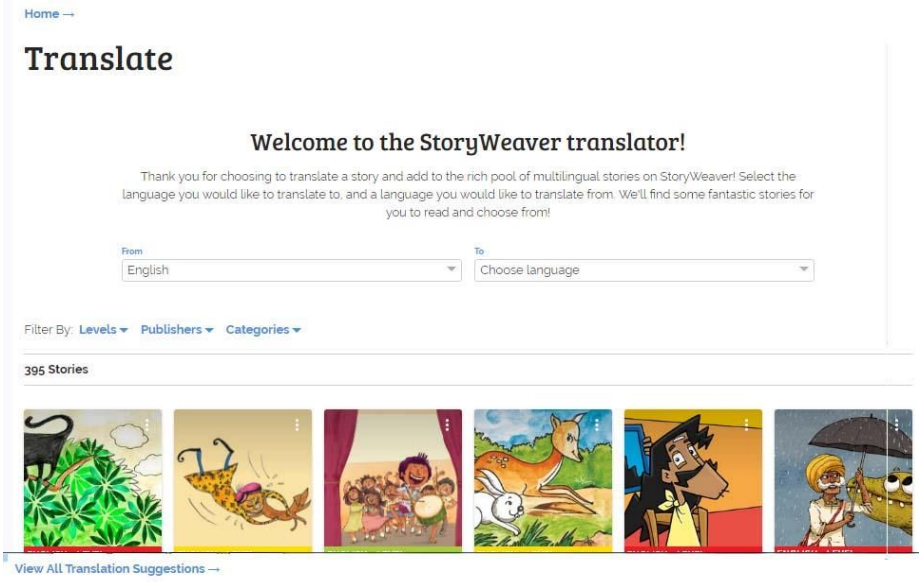
c. Formatting – control how the text appears.

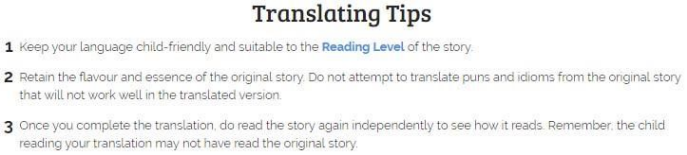
d. Layout options.

e. Give a working title to your story.

f. Discard draft and start over again.

5. TRANSLATE





5.1 Select story to translate

5.1.1 Browse and select story to translate from the thumbnails

5.1.2 Filter by (level, publisher, category)

5.2 Select language:

5.2.1 Enter language you want to translate to

5.2.2 Choose keyboard

5.3 Prepare to translate

5.3.1 Read translation tips/ watch the video.

5.3.2 Read the story - click on the thumbnail of story and Read Story. Clicking on left icon makes page full screen, clicking on right icon closes story

5.4 Translate story

5.4.1 Click Translate

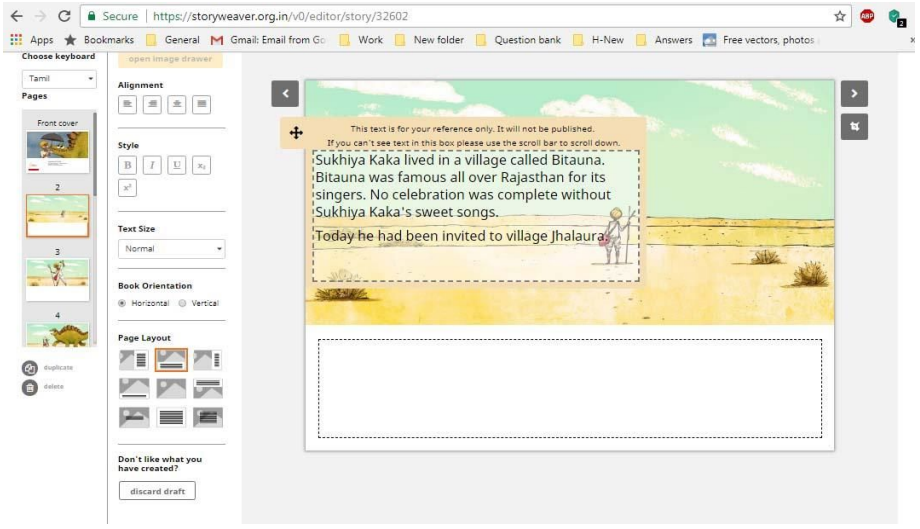
5.4.2 Select the language you want to translate to, from the drop down menu

5.4.3 The 'choose keyboard' shows the language of your choice.

5.4.4 Display/design elements are on the left panel. You can enter/change the display/design elements at this point or let the default remain. You can also do it after the translation is complete

5.4.5 The main translate screen displays the first page of the book in its original format.

5.4.6 The original text is in a floating window which you can move around.



5.4.7 Text is typed in the text box below the illustration or wherever it appears in the original page.

5.4.8 As each letter is typed in English an inbuilt transliteration tool, suggests some letter options in your language of choice, based on the sound of the letters that have been typed. **Raji**

5.4.9 The left and right arrow keys can be used to go back and forth between the pages.

5.4.10 If the translated text doesn't fit into the text space available, a duplicate page

can be inserted by clicking the duplicate button on the left bottom of the screen.

5.4.11 An existing page from the original book can be deleted by using the delete button on the bottom left panel , below the duplicate button.

5.5 Select Display/Design elements

5.5.1 You can change the display/design elements at this point or let the default remain. (Can you also do it after the translation is complete.)

5.5.2 Alignment

5.5.3 Style

5.5.4 Text size

5.5.5 Book orientation

5.5.6 Page layout

5.6 Edit Book Information: *(Can be done before or after translation)*

The original book details are displayed.

Enter the translated book details in the language of the story

a. Story title in transliterated in English
b. Synopsis of the story
c. Other details you may wish to add

5.7 After translation:

Once the translation is complete, the following can be done:

a. Preview – read and review the translated story
b. Discard the draft using the discard draft button below page layout,
c. Save it to your dashboard to edit/delete/publish later - *see dashboard on page 25*
d. Publish it - the story is immediately published and is available for reading on the website. You will get a notification informing you of the same

6. IMAGES

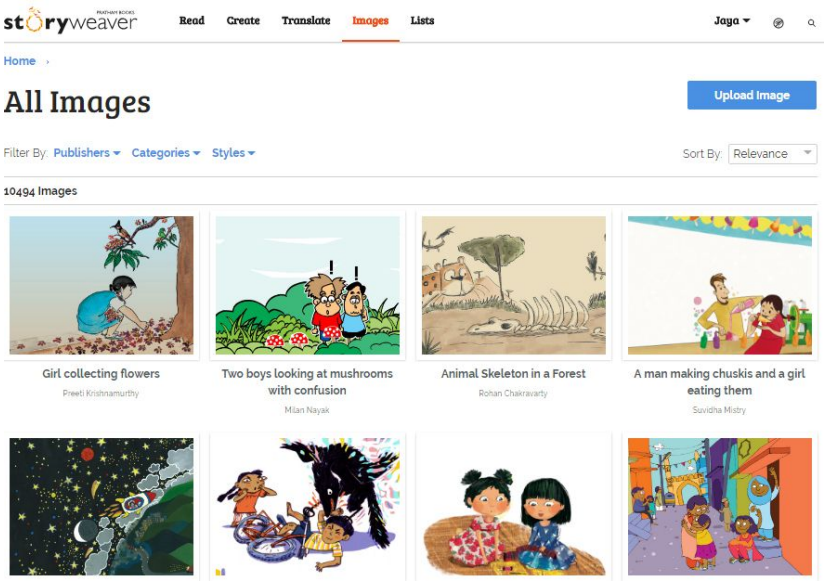
Images can be downloaded /saved /used for various purposes. You can download and use them as flashcards, in worksheets or create a story using the image.

6.1 Selecting an image from all images

6.1.1 Using filters

6.1.2 Using sort by relevance

6.1.3 Browsing through thumbnails - Scroll down to load more thumbnails.



You can use any of the filters given below to select an image:

6.1.1 Using Filters

a. **Publishers**:

The drop down menu shows the names of Indian and International publishers to choose from.

b. **Categories**

The drop down menu shows different themes in which images are available

c. **Styles**

The drop down menu shows the various option in colours, type of art and material used

6.1.2 Using Sort by relevance

Sort by relevance has the following categories:

e. New Arrivals

f. Most Viewed

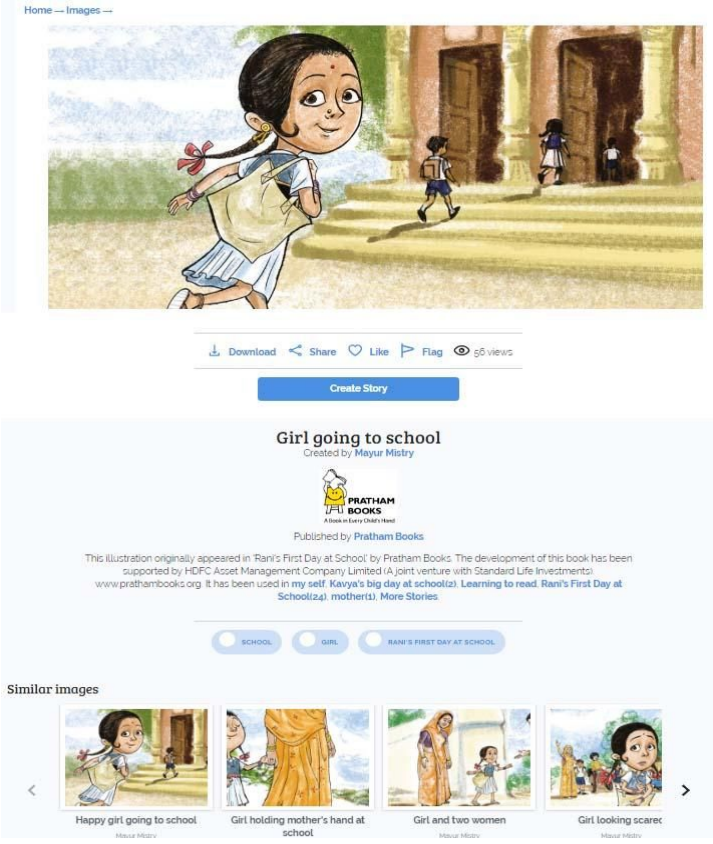
g. Most Liked

6.1.3 Browsing through thumbnails

a. The total number of images available is displayed.

b. Thumbnails show the image, the image title and the name of the illustrator

c. Clicking on a thumbnail opens the image page.



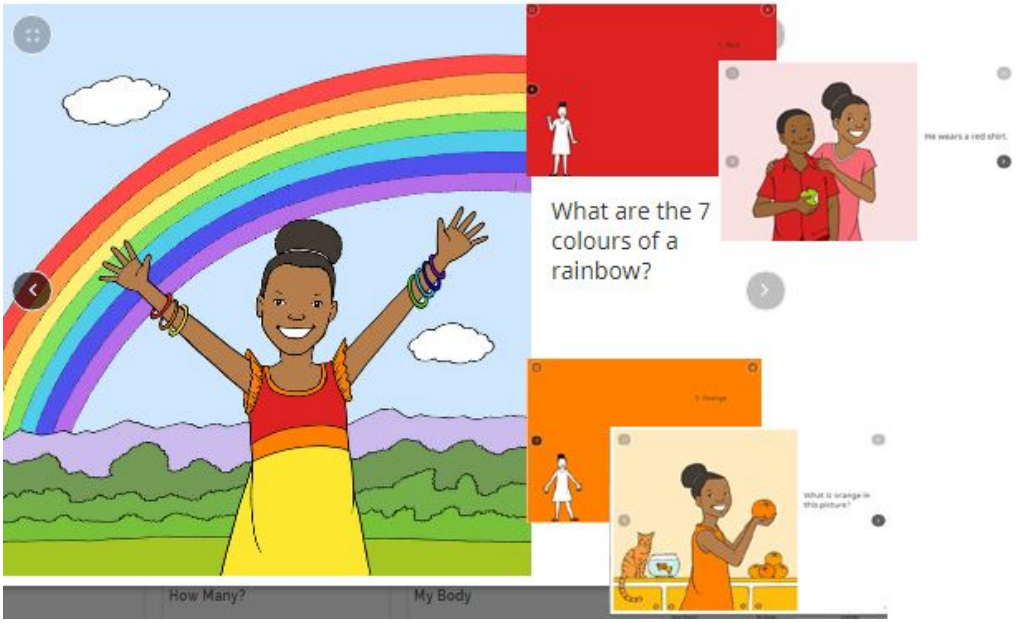
6.1.4 Selecting Flashcards

a. From the Category card menu on Home Page

Clicking on the Flashcard, takes you to the Flashcard story page.

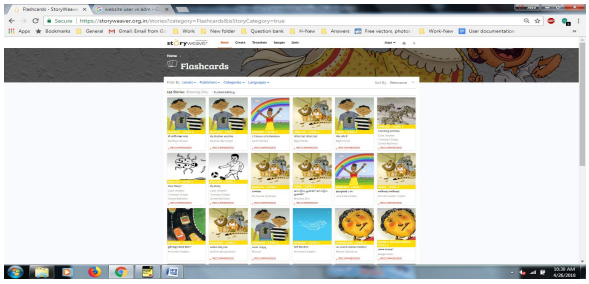
Flashcards are predominantly images accompanied by some theme based text-words or simple sentences associated with the image on each page.

Flashcard - pages of 7 Colours of a Rainbow:



:

b. Selecting a Flashcard using filters



a. Using filters

b. Using sort by relevance

c. Browsing through thumbnails - Scroll down to load more thumbnails.

6.1.5 After Selection

Clicking on the image opens the story to which the image belongs

6.2 Know more about the image

The image page has the following information.

a. Image title
b. Illustrator's name:
c. Publisher's name
d. Number of views of the image
e. Original publication
f. Theme tags that apply to the image
g. Thumbnails of similar images

6.2.1 Clicking on the Illustrator's name, takes you to the Illustrator's page which has the following information:

c. Illustrator's name and introduction.
d. Other contributions to the platform by the illustrator.
e. Thumbnails of all the illustrations with image title.
f. Clicking on a thumbnail opens the image page

6.2.2 Clicking on the publisher's name, takes you to the publisher's page which has the following information:

a. Email of the publisher
b. Thumbnail of books by the publisher
   - New Arrivals
   - Editor's Pick from the publisher's collection

6.3 After selection

6.3.1 Download image

You can download using one of the options in the menu- low or high resolution. The

image will get saved to your drive.

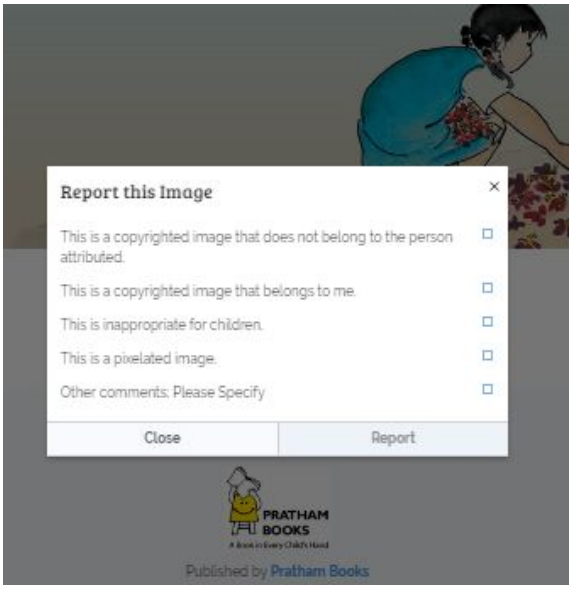
6.3.2 Share – on Twitter, Facebook and Google+. Clicking on 'Share' will take you to the relevant pages.

6.3.3 Like the image

6.3.4 Flag the image

You can flag an image if you find it inappropriate or objectionable.

Clicking on 'Flag' displays a drop down menu.



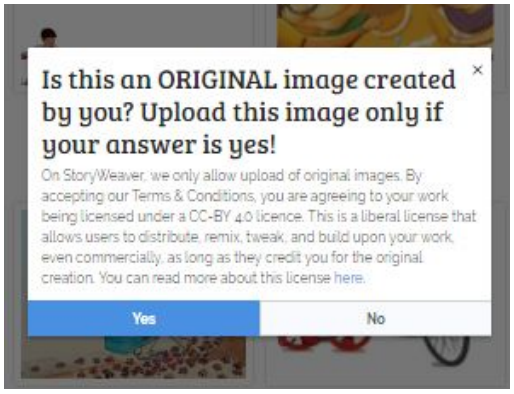
You can choose from the reasons given in the in it or write your comments if the choices don't include your concerns. Your reasons will be taken into account and evaluated by the administrators. If your concerns are valid, the item would be taken off the website. If they are not, the flag tag will be removed and the item will remain.

6.3.5 Create a story – clicking this opens the story creation page with the image in place and the 'Create a New Book' pop up. *See Create page 24*

6.4 Upload an image

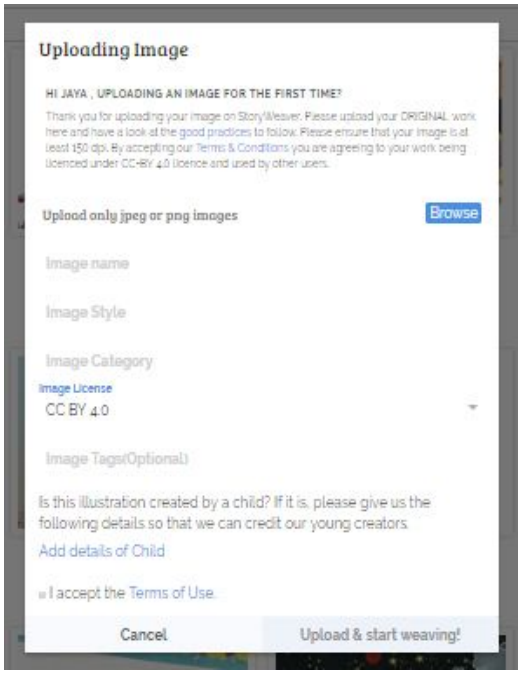
Steps to upload an image:

6.4.1 Selecting the upload button, a pop up with the following message comes up on screen.



The user has to confirm that it is an original illustration before the proceeding to upload.

6.4.2 On confirming that it is an original illustration, the Uploading Image pop up appears.



Instructions:

- A link to good practices that has information on image size, uploading process as well as how the StoryWeaver CC BY 4.0 License applies to your images.
- Accepting terms and conditions - agreeing for the image to be licensed under StoryWeaver CC BY 4.0.

Fields to fill:

a. Browsing and accessing image from your drive

b. Image Title

c. Image Style

d. Image Category

e. Image License CC BY 4.0 –appears by default

f. Image tags , if the user wishes to give any. *See Tags*

g. If an illustration done by a child is being uploaded, give details about the child in the link given.

h. Tick acceptance and click on the 'Upload and Weave' button or cancel the action

6.5 The many ways of accessing images

6.5.1 On the 'Image' page, selecting an image. from the thumbnails

6.5.2 On the 'Image' page, using filters

6.5.3 On the 'Read' page, selecting an image from the illustrators page

6.5.4 On the 'Create' page, clicking 'Start with Image'.

6.5.5 6.5.6 On the home page, the global search button -the expanded key word search.

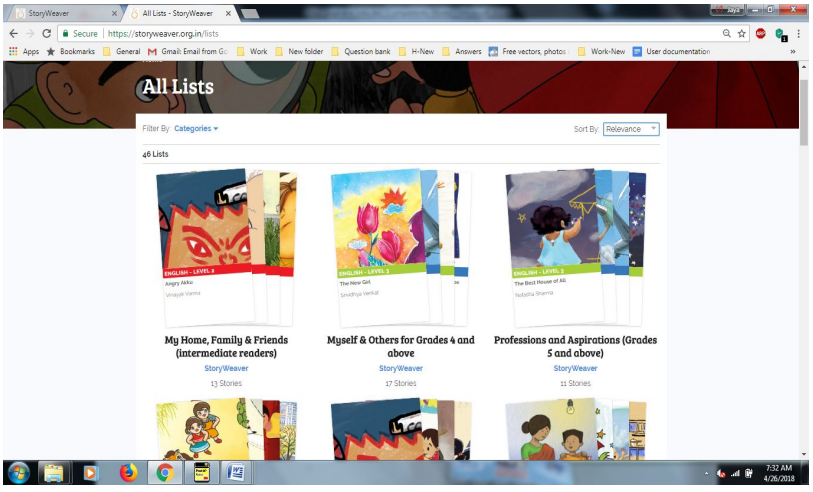
7. LISTS

Lists of stories created under different categories have two functions.

a. Users can access the stories they want in fewest possible steps.

b. Stories in lists also have suggestions about how to use the story

Currently there are 46 lists with varying number of books in each.



7.1 Selecting a story to read from a list:

7.1.1 Filtering by Category

Clicking on a category displays the following information

a. The number of lists in that category

b. Number of stories in each list

7.1.2 Sort by relevance - New Arrivals, Most Viewed, Most Liked

7.1.3 Browsing through thumbnails of stories .

The thumbnails are samples from each category and have the following information

a. Language , Level, Title and Writer

b. The name of the List the story belongs to.

c. The reading level it is aimed at

d. The creator of the list

e. The number of stories that are available in that list

7.2 Know more about the list:

Clicking on a thumbnail takes you to the **List page** with the following information about the list

7.2.1 The name of the list.

7.2.2 The reading level, the list is aimed at.

7.2.3 The creator of the list

7.2.4 Number of likes

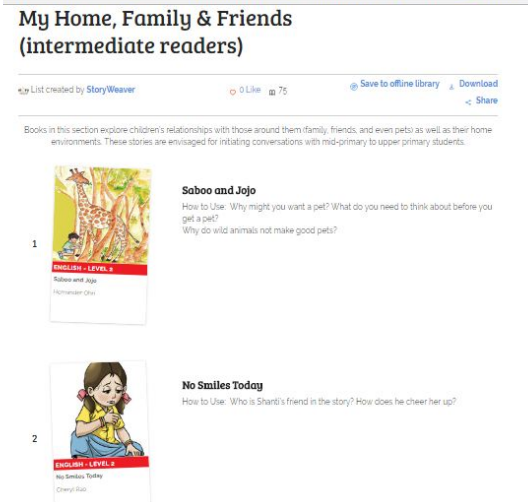
7.2.5 Number of reads

7.2.6 Description and objectives of the list

7.2.7 Thumbnails of all the stories with language, level, title and the writer's name.

7.2.8 Some guidance about how to use them with children

7.2.9 Option to download, save to offline library or share .



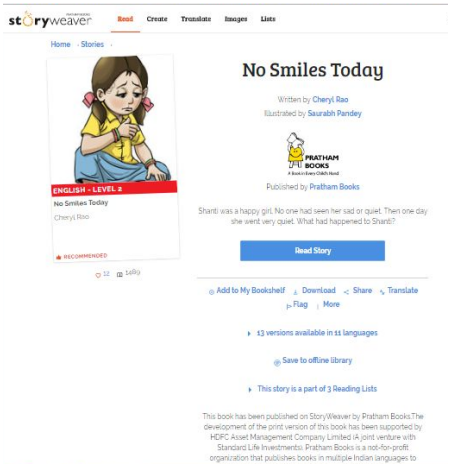
7.3 Know more about the story :

Clicking on any story in the list takes you to the story page.

See 'Know more about the story on page 15

7.4 After Selection:

You can do the following after selecting the story:



7.4.1 Read the story

7.4.2 Download -*see Download , page 17*

7.4.3 Add to My Bookshelf

7.4.4 Share

7.4.5 Translate *See Translate section on page 27*

7.4.6 Flag- *See Flag on page 17*

7.4.7 Re-level: *See Re-level on page 18*

7.4.8 Embed: Clicking on this will reveal the source code which you can copy and paste on your website/blog

8. Additional features:

8.1 Sign-up and login

You can sign-up and login using social account. The sign up /login screen offers the option of entering relevant details or use your facebook or google+ accounts.

Other than reading, all other interaction with the site including your own offline library, dashboard and bookshelf is possible only after signing up

8.2 Localized Content:

You can choose the language in which you want the content displayed by selecting a language from the drop down menu at the bottom left of the page. Currently, StoryWeaver is available in Hindi as well

8.3 Global search feature:

Other than the specific search through filters, categories and three dots, the search icon on the top right of the page, offers an expanded search. It displays content across categories, where the key word occurs.

8.4 Site responsiveness:

The content adapts itself to smaller devices such as mobiles, tablets etc in order to give a good user experience across these devices.

The display of thumbnails in various categories is specific to each user and is based on the user's search history.

9. Content Management

9.1 Scope of Content Management:

StoryWeaver is intended as a platform of the people, by the people and for the people. The

users have the freedom to use, change, create and publish content as well as comment on the content (flag, like, share). User feedback is taken seriously and valid suggestions are incorporated The platform is continuously developing and expanding to make it as user-friendly as possible.

The content management is more of a hand holding exercise till such a time when the user can take ownership and can operate independently.

The content of the website is managed through the Content Manager's dashboard for the various functions.

The broad areas of Content Management are as follows:

9.1.1 Control over quality of stories

a. Publishers' content - publishers are vetted for quality before they come on board

b. Community content - All community content goes through the rating process by a panel of raters for different languages. Content in known languages are also reviewed by the editorial team.
c. Stories with inappropriate content and illustrations that are not original, that are blurred, blank or spam are pulled down
d. Flagged stories are evaluated and pulled down if applicable

9.1.2 Expand the collection of stories, translations, illustrations and the panel of language specialists.

a. Enlist publishers for stories and illustrations
b. A panel of translators with ongoing sourcing of translators for foreign languages
c. A panel of raters for different languages

9.1.3 Keep the content appealing and easily accessible:

Presenting various tools to enable the community to access the kind of books that they
are looking for through the following:

Editor's picks – This is manually done by the editorial team. All publisher content and community content with 4 or 5 stars are included in the Editor's picks

Recommendation tags – Only publishers' stories get a Recommended tag and this is done automatically.

Book categories and lists – Categories are added on community feedback and the availability of enough books to warrant the category. Lists are a selection of books in each category and all books feature in lists. Number of lists in a category will depend on the number of books available in that category.

Levels – all books are leveled. The creator is required to specify the level at the time of submission.

Illustration categories and styles are also specified by the creator at the time of submission.

Most Liked, Most Read, Most Viewed and New Arrivals are system generated data and get updated automatically.

9.1.4 Engage and involve the community through various communication strategies such as email, blog and contests.

9.1.5 Resource Mobilization - This is an on-going manual process currently, to enlist publishers, translators, illustrators, reviewers and language professionals

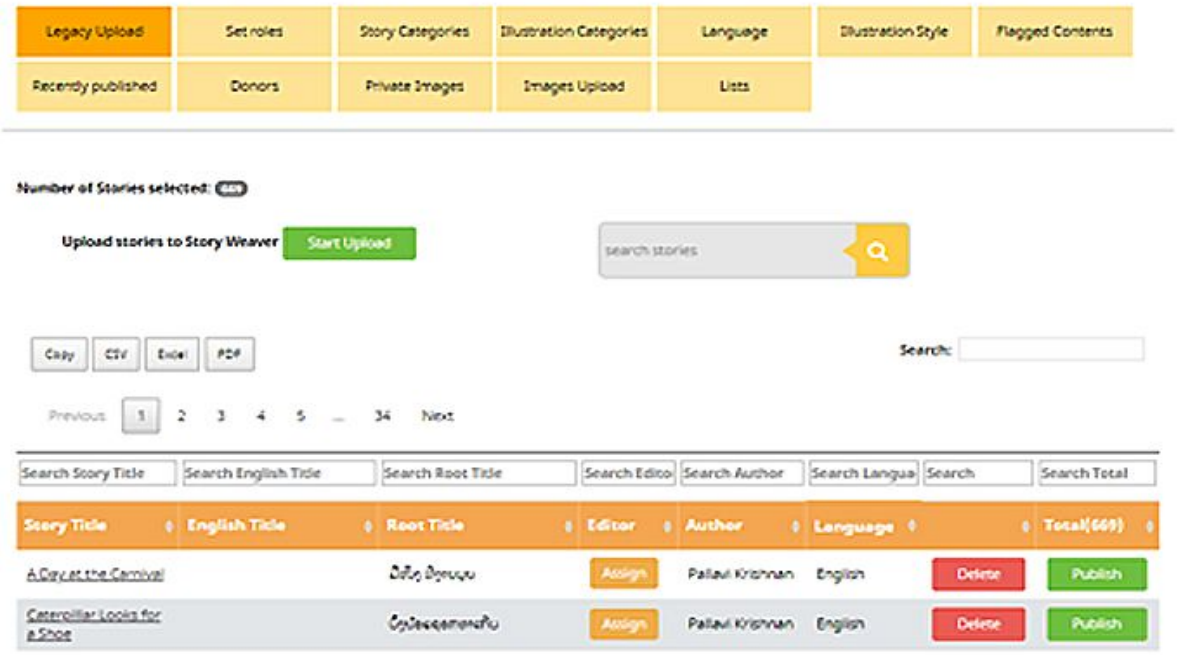
9.1.6 Assess the impact and reach of the program through feedback from the various sections of users.

All communication from the community is recorded and responded to. Data about the user profile, the applicability, impact and reach of the program is derived from periodic feedback forms (for example, after a certain number of downloads) but the data processing and analysis is manual and not as yet on the platform.

9.2 Content Management Dashboards:

The main areas of operation are managed by the Content Manager through specific menu driven dashboards that deal with the inflow and outflow relevant to them.

9.2.1 Legacy upload



Database of all the stories ready for uploading are displayed . Fields include information on each story (Story title, English title, Root title, Editor, Author and language) and the total number of stories in the database.

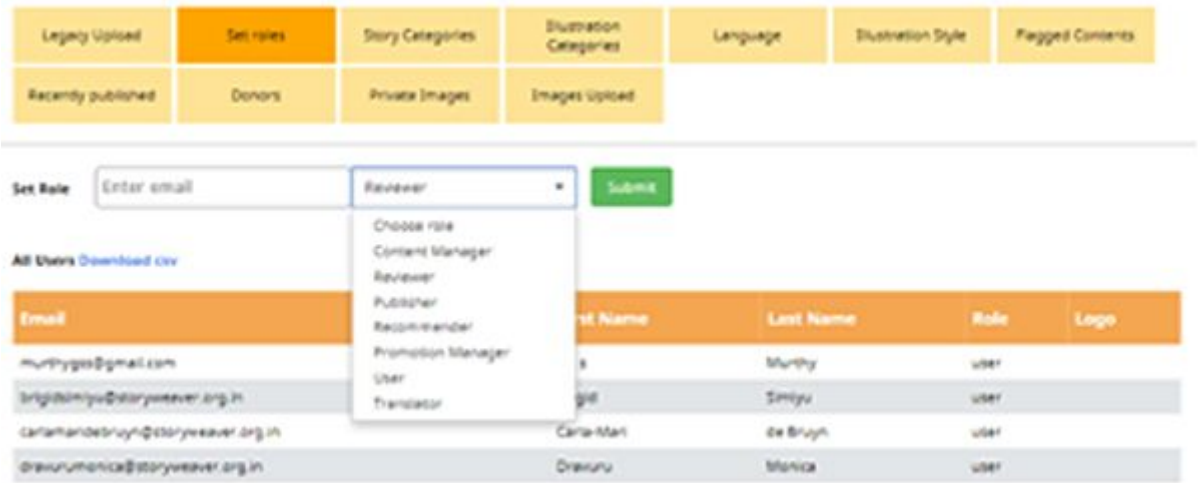
Options for action:

a. Delete story
b. Publish story
c. Assign Editor if the story has not been edited.
d. Upload selected stories in bulk
e. Specific and expanded search options for the database are displayed above the list and on top of the page

Assigning an editor:

The Assign button under Editor allows assigning one for the story. This gives the Editor access to the particular story draft to edit.

9.2.2 Set Roles



You can bring someone on board for a specific role by entering the person's email id

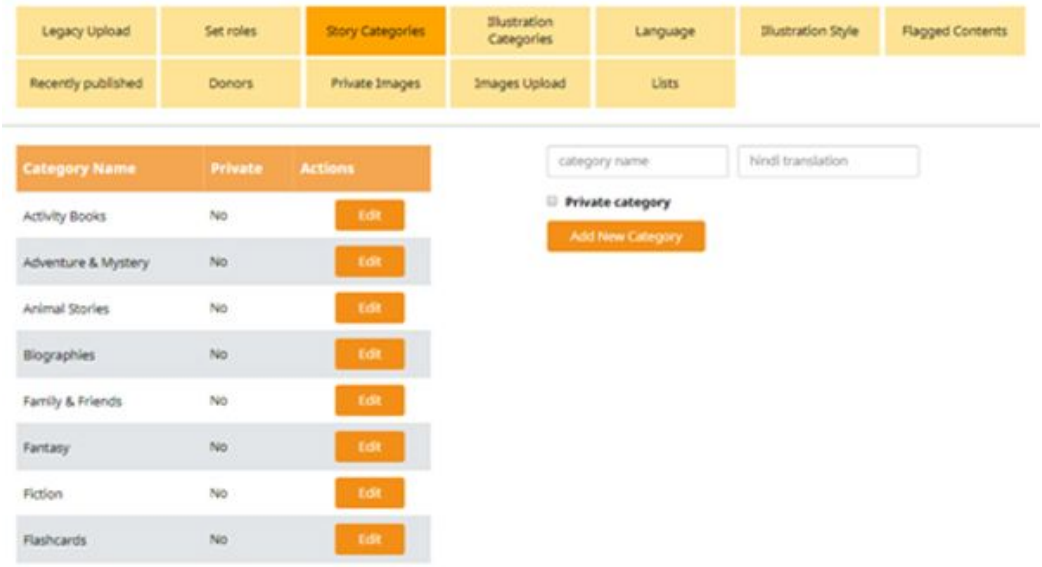
and selecting a role from the drop down menu. It is required that the person should be a registered user.

Once the person is on board, all his details go into the database. You can add role to a person in the database by selecting a role from the Add Role drop down menu in the table.

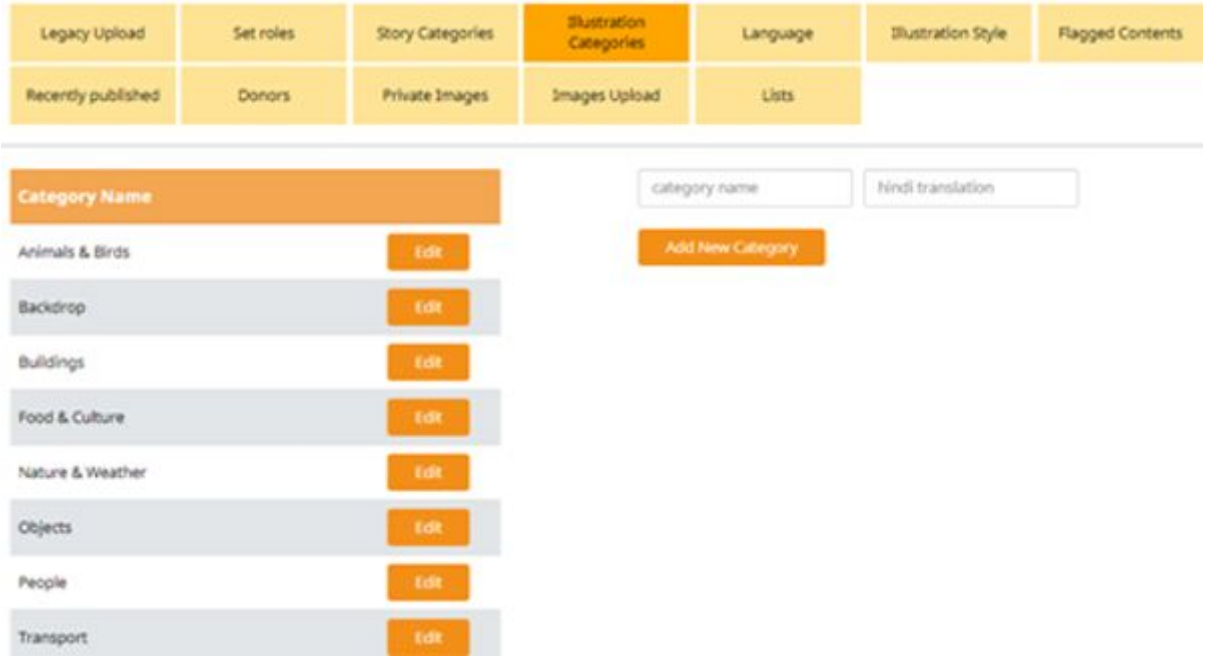
First Name	Last Name	Email	Roles	Add Role	Org Name	Type	Status	Date
viji	ram	viji.r@ishahomeschool.org		Add Roles	Isha Home School		New	2018-05-31
Hemangi	Joshi	joshful.hemangi@gmail.com		Admin Publisher	ti ISEC		New	2018-05-31
praveena	kothakota	praveena.k@vidya-india.org		Add Roles	VIDYA		New	2018-05-30
Nagamani	R	rnagamani43@gmail.com		Add Roles	VIDYA		New	2018-05-30

9.2.3 Story Categories

The existing categories are listed, giving you an option to edit. You can add a category by giving its name and Hindi translation

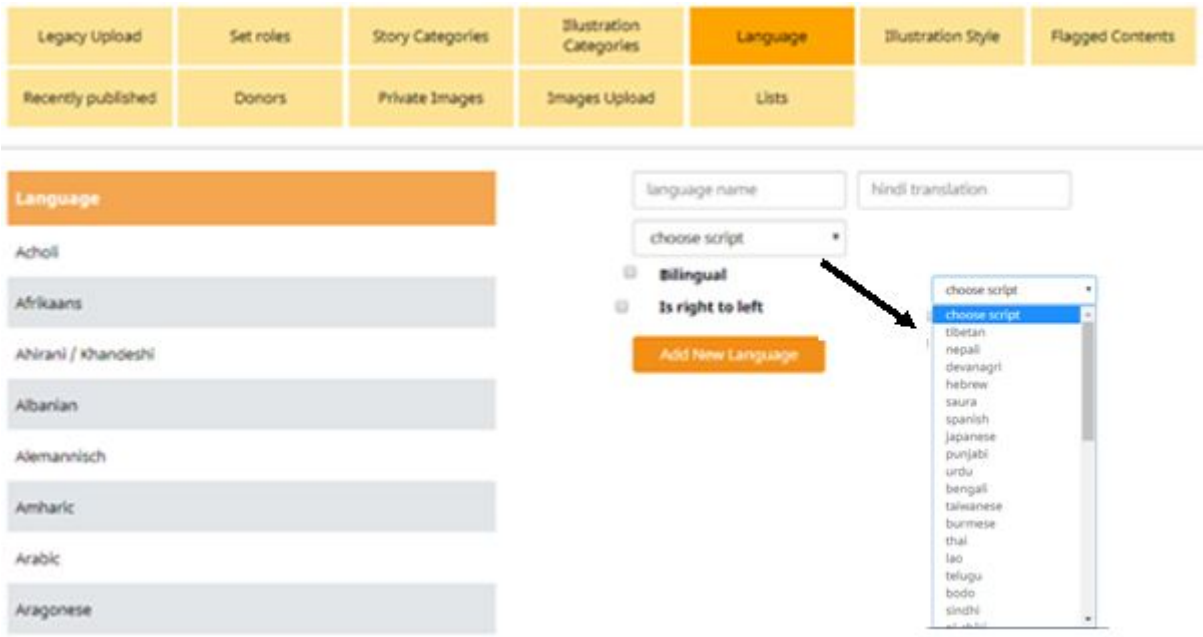


9.2.4 Illustration Categories



As in the story categories, the existing Illustration categories are listed with an option to edit each. You can add new categories by entering its name and the Hindi translation.

9.2.5 Language



You can add a language to the existing list. You can only add languages that can use scripts

currently available on the platform. You can check in the scripts drop down menu.

The fields to fill are language name, script and Hindi translation. You can select the script from the dropdown menu. Additional fields are if its bilingual and if the direction of the script is right to left.

9.2.6 Illustration Styles:

You can add a style to the existing list by entering the style name, and Hindi translation.

9.2.7 Flagged Content:

The Flagged content dashboard has many components. There are 4 main links - Flagged stories, flagged illustrations, pulled down stories and pull down illustrations: The flag list includes details about each flag:

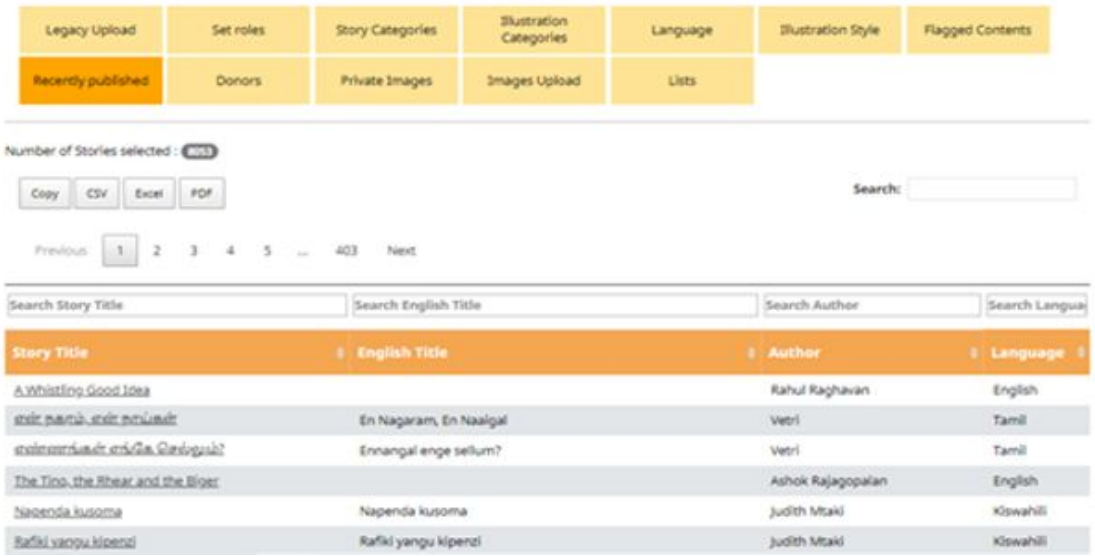
a. Title of story or illustration.
b. User comment for flagging
c. Name and email id of the person who flagged the item
d. Time of flagging
e. Options for action - pull down or clear flag

Further details about the flagged content is procured from the user through a form. The input is evaluated, decision made to pull down the content or clear the flag based on

the validity of the comments and the user and the creator of the content informed.

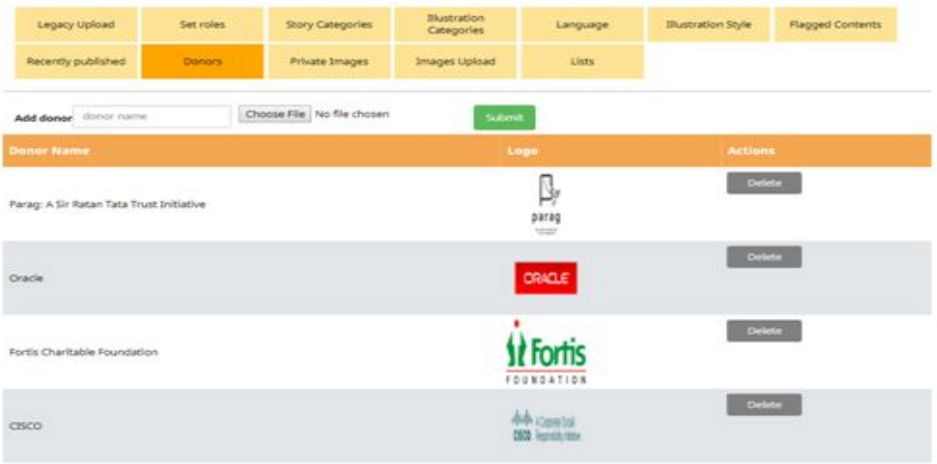
9.2.8 Recently published:

The recently published list has story title, English title, Author and Language



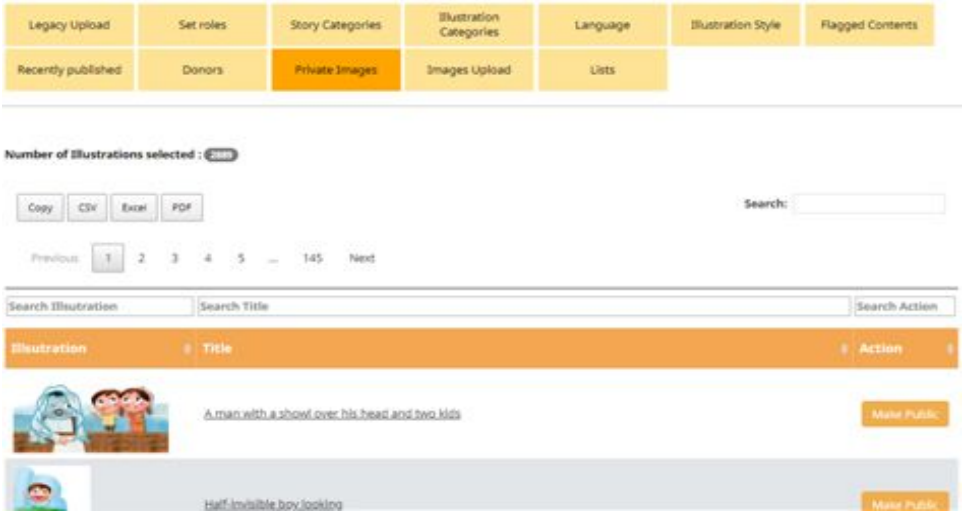
9.2.9 Donors:

New donors can be added to the list with their logo and other details according to the contract.



9.2.10 Private Images

Publishers' images are kept private until the stories they are originally meant for are published. This is to avoid the use of those images before the original story is published.



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9.2.11 Image Bulk Upload:

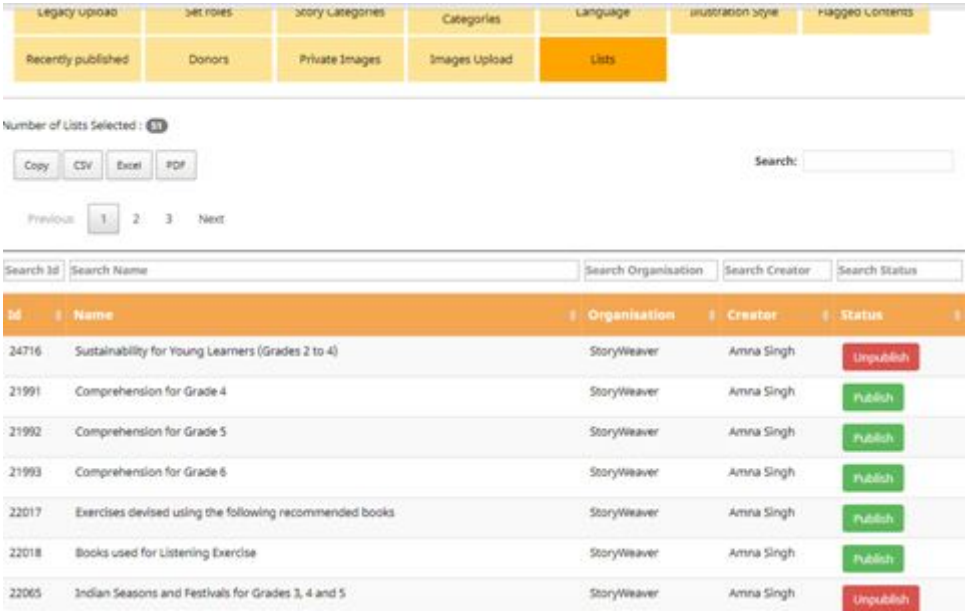
i. **Create the story draft and save the link**

ii. **Create a zipped folder (images.zip) with all the images**

iii. **Create a CSV file (upload_images.csv)**

iv.

1. Create a

9.2.12 Lists:

The various lists are displayed with the creators names and the option to publish or unpublish. The Lists link also displays the cumulative reads in each list.