ewoca³ Live: How to publish a post

1. Open the website http://ibb-d.de/ewoca-live/login

2. Log in using the username and password provided.

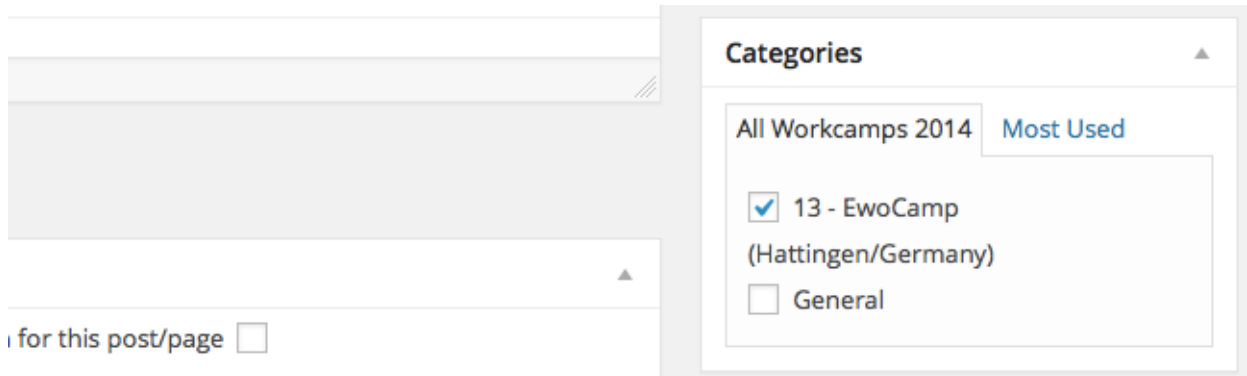3. In the left column, click on „Posts/Add New":
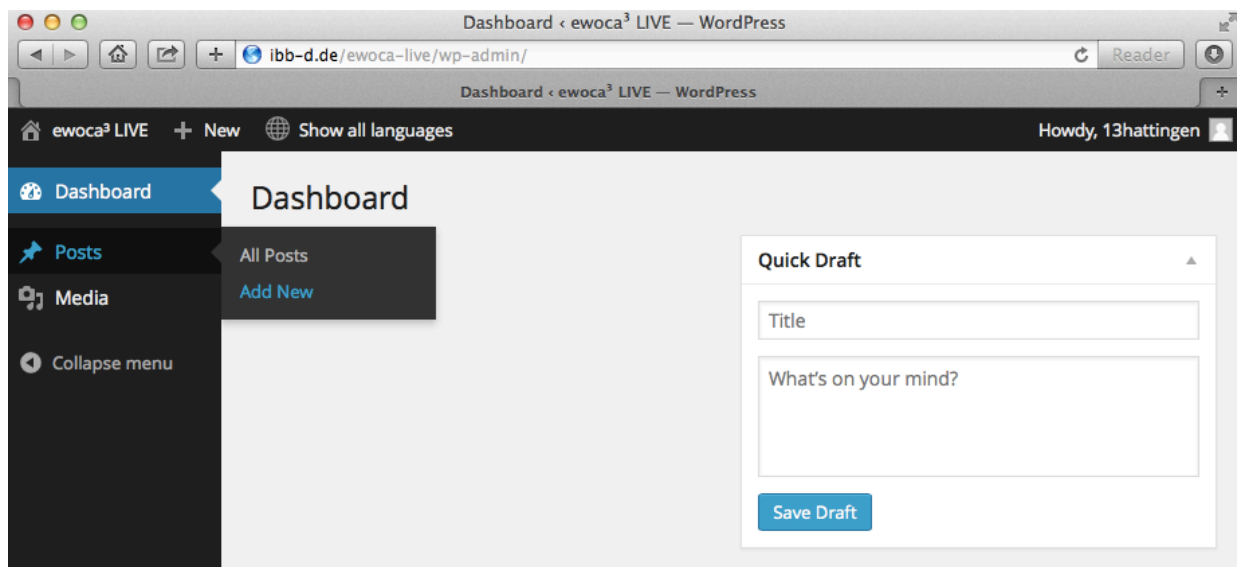
4. In the right column, use the option „Language" to indicate whether the entry will be written in German or English at first:
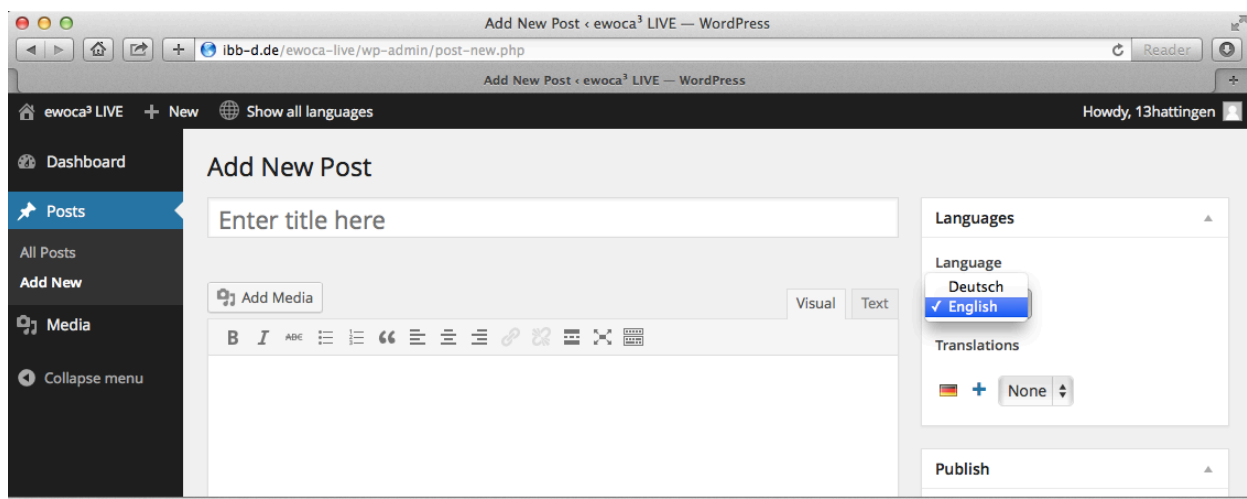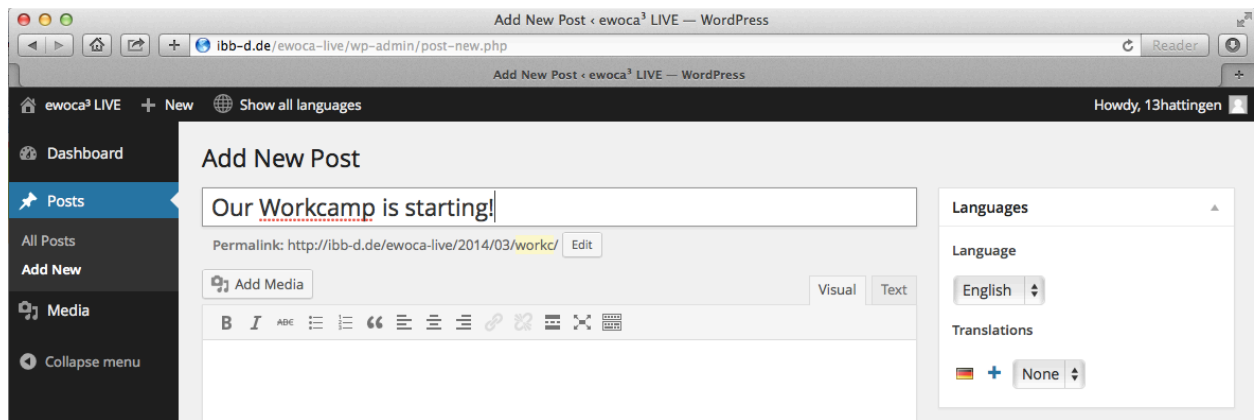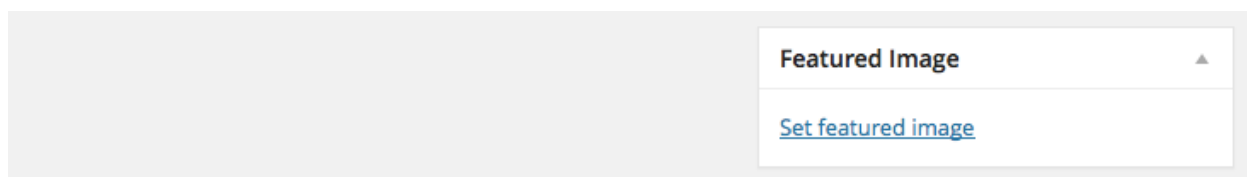
5. In the right column, under the section „Categories" activate the checkbox with your workcamp name:
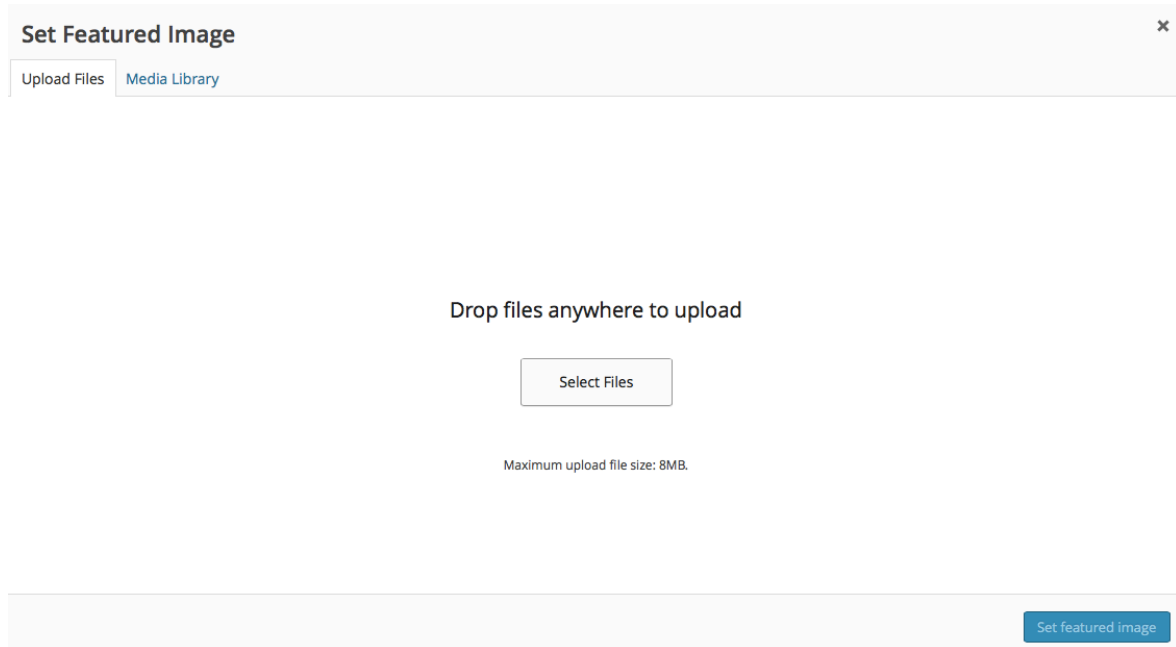

6. Choose a title for the blog entry:

7. Do you have a photo to publish on top of the entry and on the homepage? If so: Under the section „Featured Image", click on „Set featured image". (If not, skip points 8, 9 and 10 and continue from point 11.)

8. If necessary, klick on "Upload files" to see following Window:

9. Choose a photo from your computer and drag and drop it into the open browser window, or alternatively click on „Select Files" and select the photo.

10. Now a window with the title „Set featured Image" opens. Once the photo is successfully uploaded, you choose an image title on the right side. Finally, click on the blue button „Set featured image":
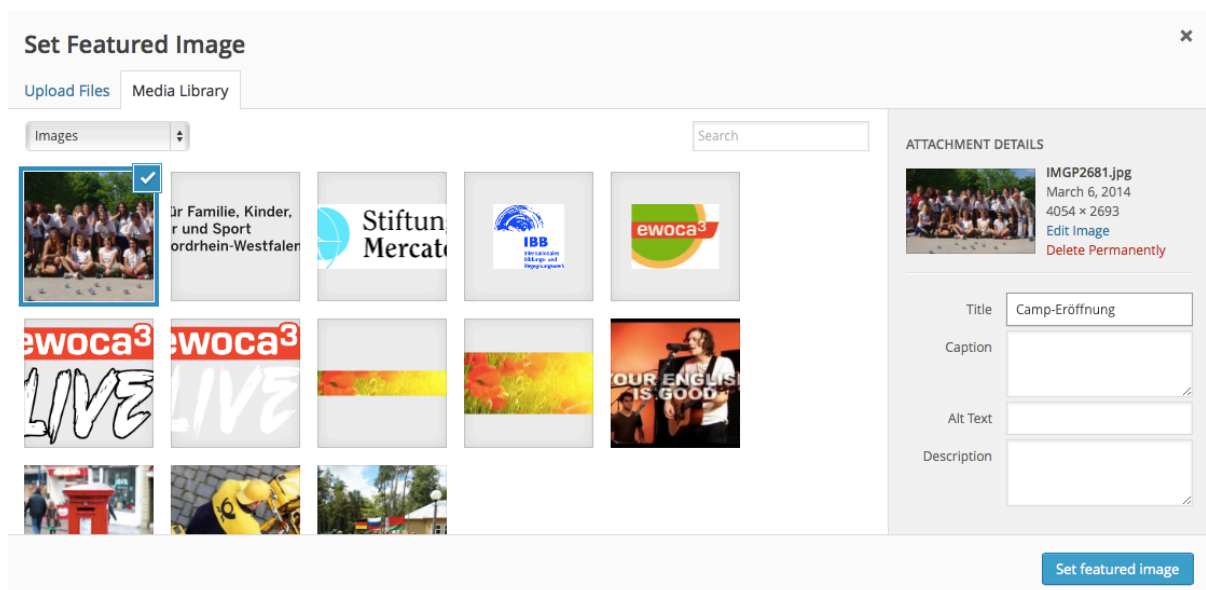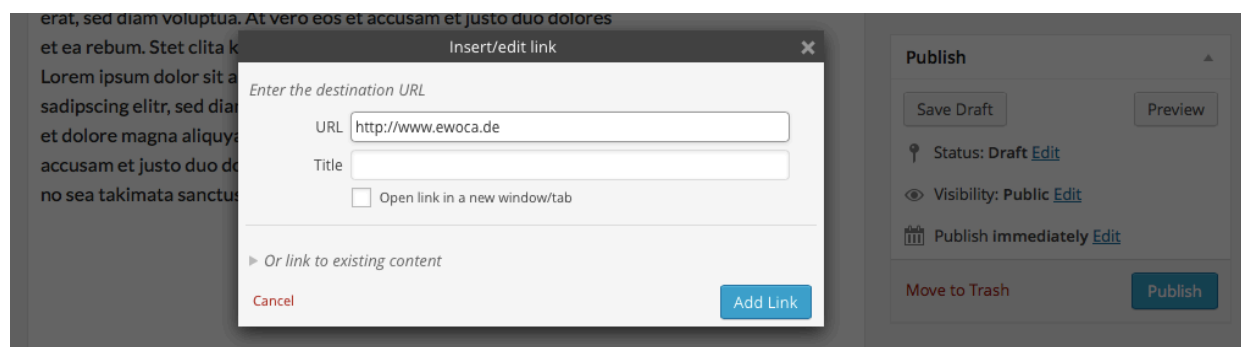
11. You can now write the blog entry in the big text field:
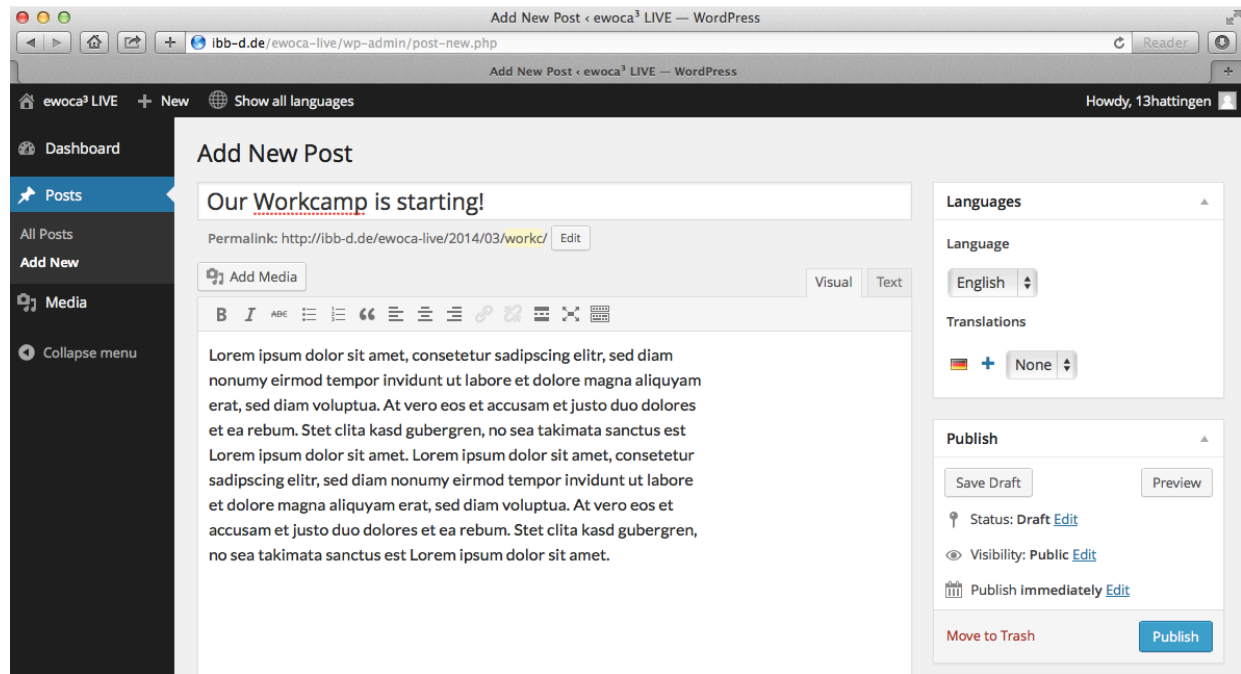
12. If you want to add a link, select the words you want to link and then click on the "chain" symbol in the toolbar (on the upper right in the following screenshot):
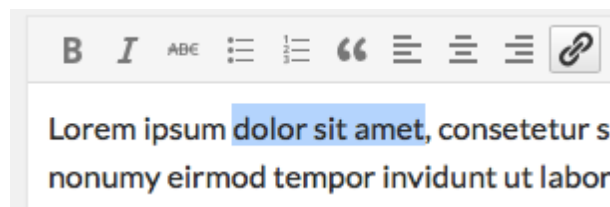

13. Enter the web address that you want to link to under „URL" and click on the blue „Add Link" button. Do not forget the "http://" part at the beginning of the address:

14. You can add another photo: Move the cursor in the textfield to the position where the photo should be added. Click on the „Add Media" button right above the toolbar:
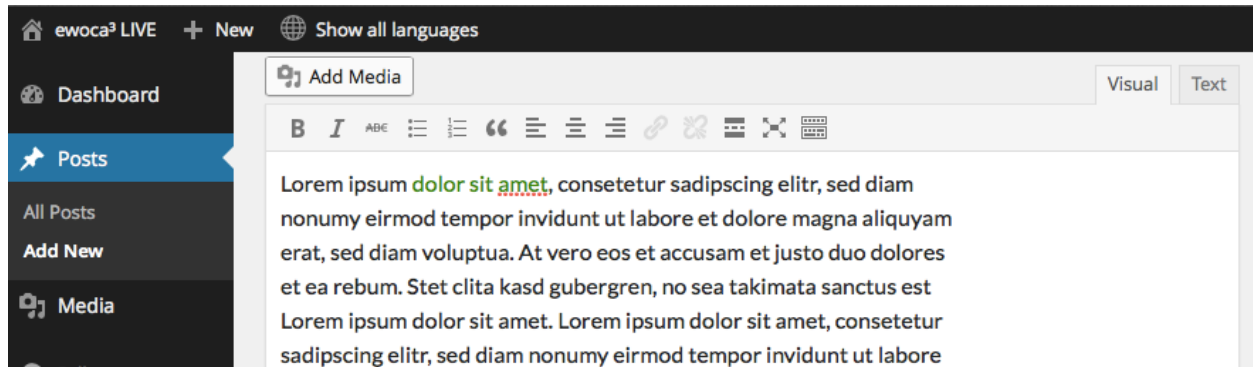
15. Choose an existing file from the „Media Library" or click „Upload Files" to add another one:
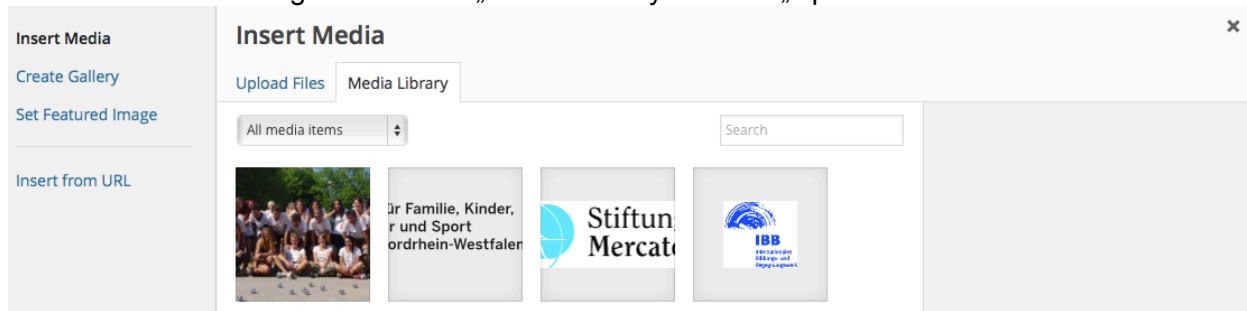
16. If you want to upload a photo, choose the file from your computer and drag and drop it into the open browser window. Alternatively click on „Select Files" and select the file:
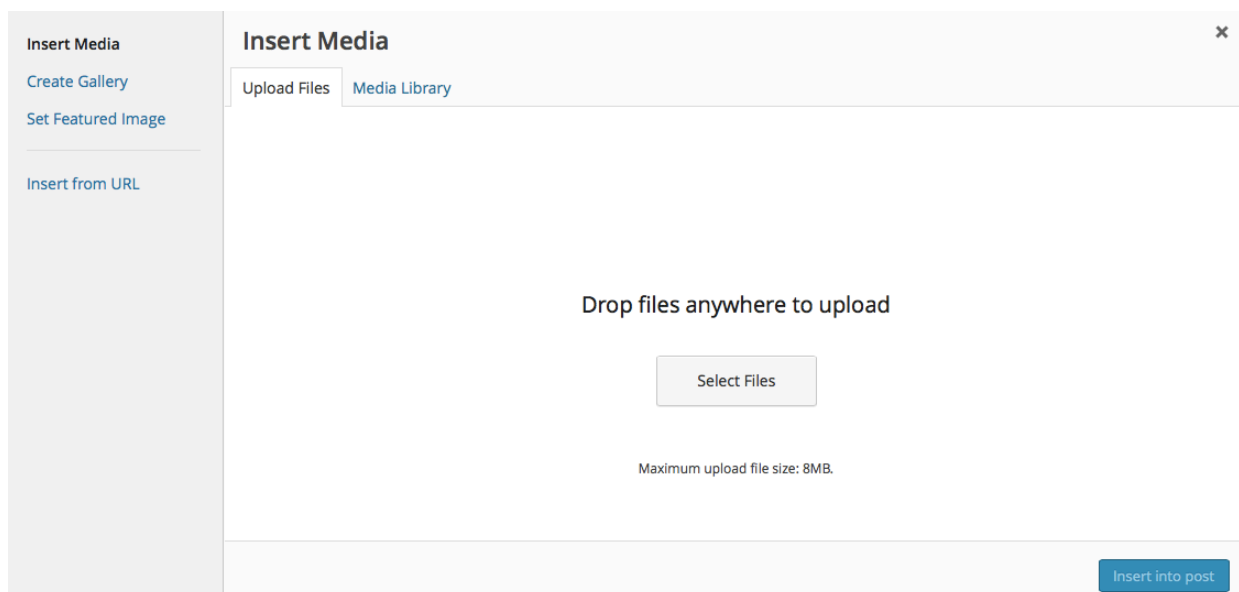
17. You may add an image title under the section „Title" or add a caption under „Caption". Under the section „Size" you can determine the size the picture will be displayed in. Finally click the blue button „Insert into post" on the lower right.
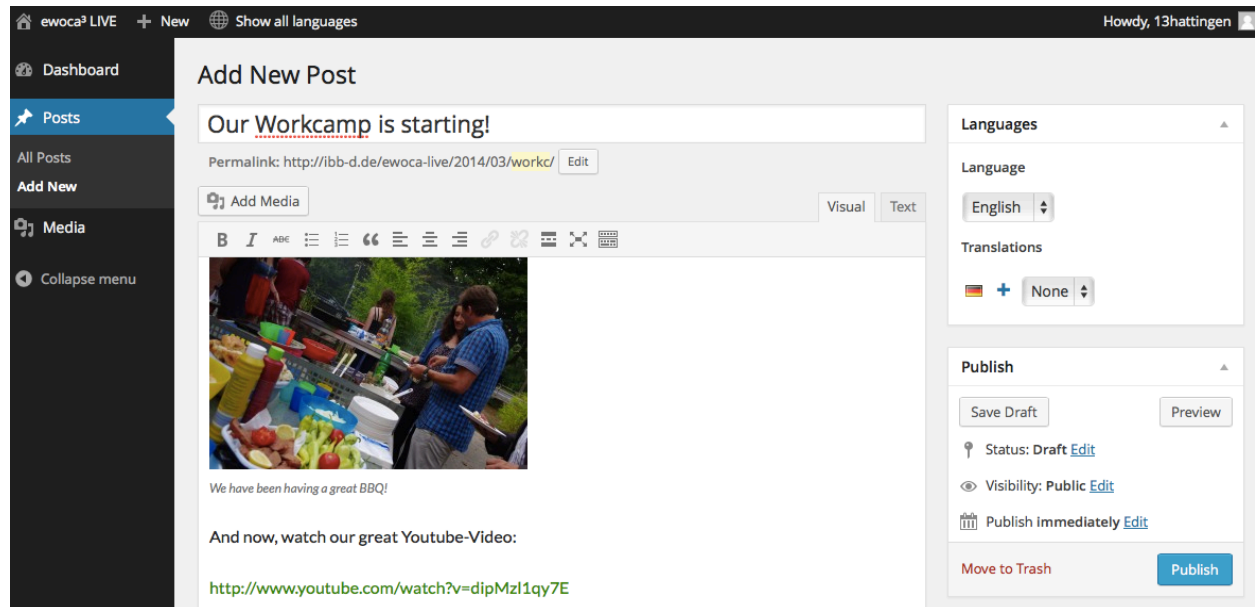
18. Have you created a Youtube video and want to add it to your blog entry? Simply add the address of the video on the youtube website to your text, and it will be automatically embedded. Do not forget the "http://" part at the beginning of the address.

19. Click on the blue „Publish" button to publish the blog entry:

20. Once you have published the post, click on „View Post" to check whether everything looks as it should:

21. If you want to return to the edit page, click on „Edit Post" in the bar at the very top of the window:
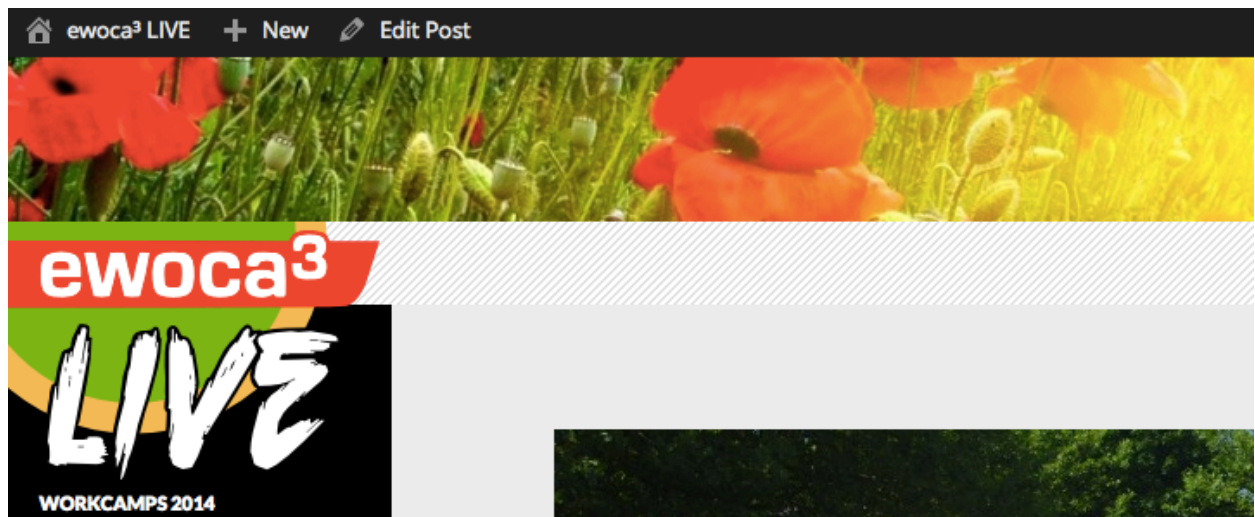
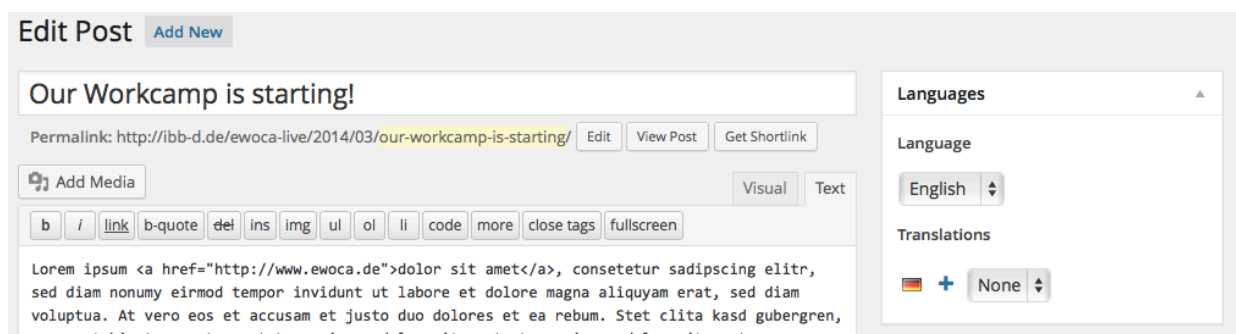22. If you want to add the blog entry in the other language as well, click on the blue plus sign next to the flag in the right column in the section „Languages" und „Translations". Please do this only after you have published the blog entry in the first language.

23. In the following window you can write a blog entry in the other language according to the same principles (Points 5-19).

Congratulations!
Your blog entry is now online!