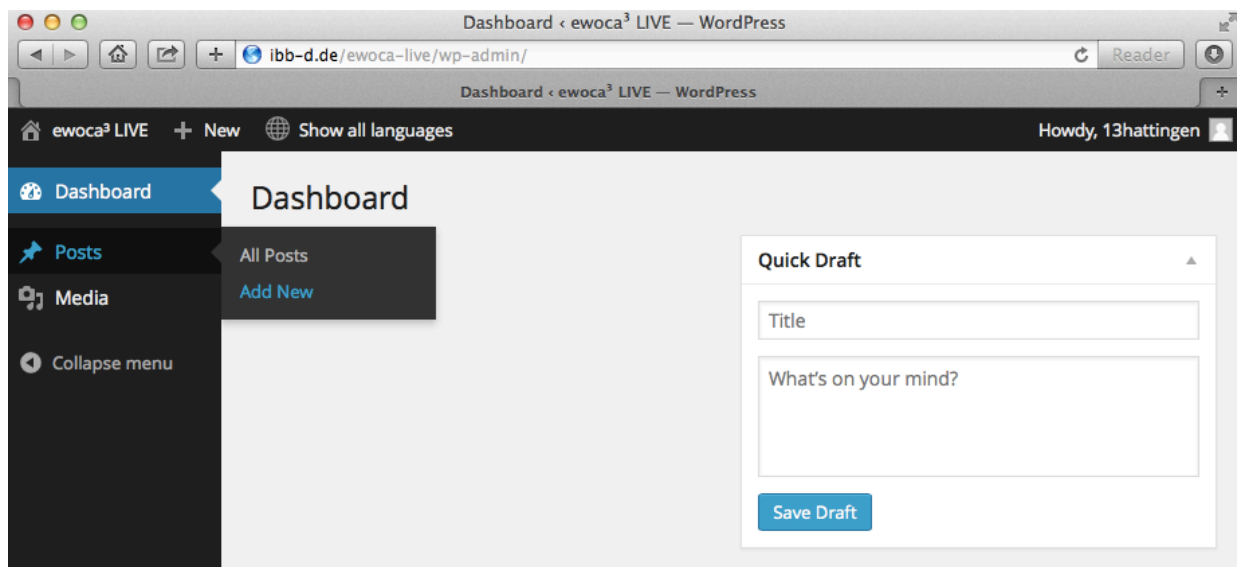
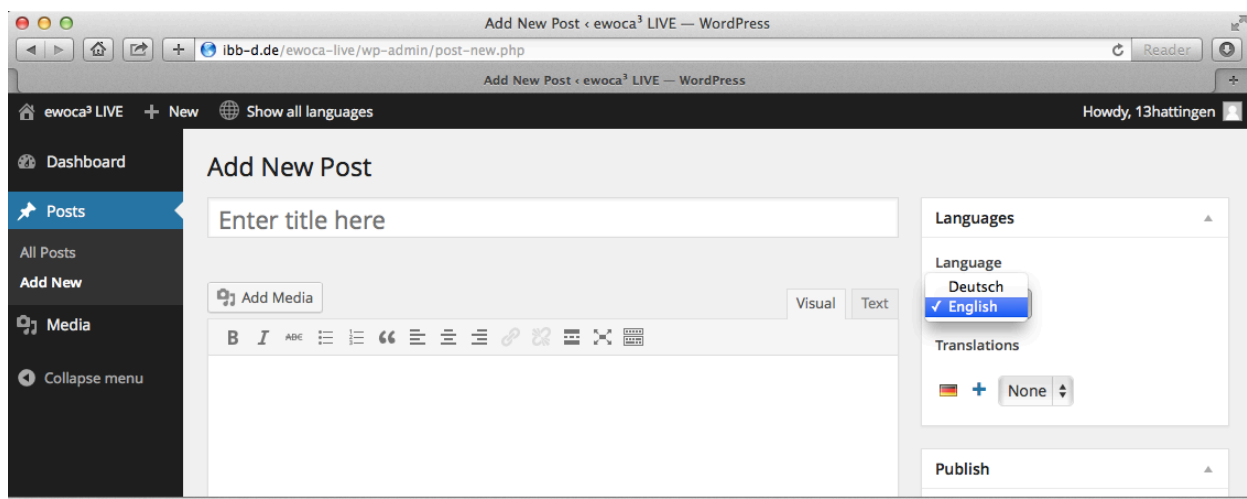


ewoca³ Live: How to publish a post

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“:

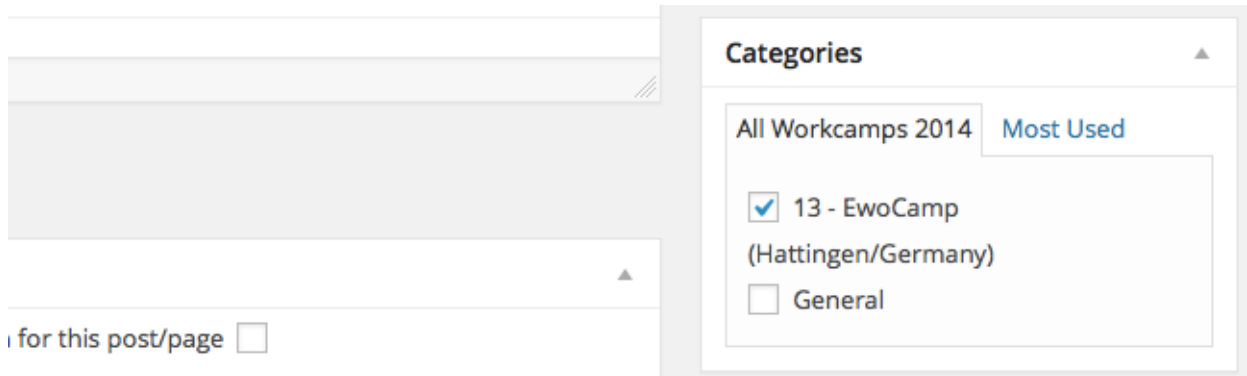


4. In the right column, use the option „Language“ to indicate whether the entry will be written in German or English at first:

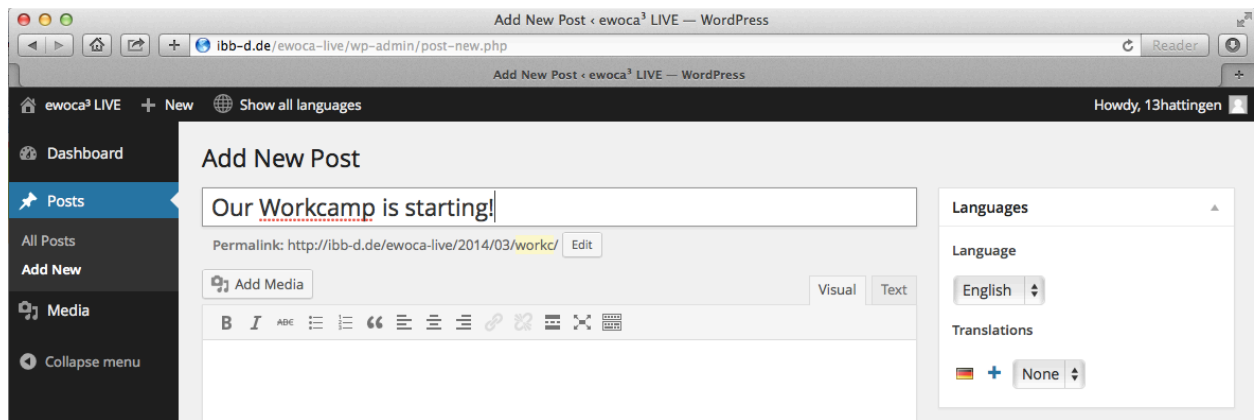




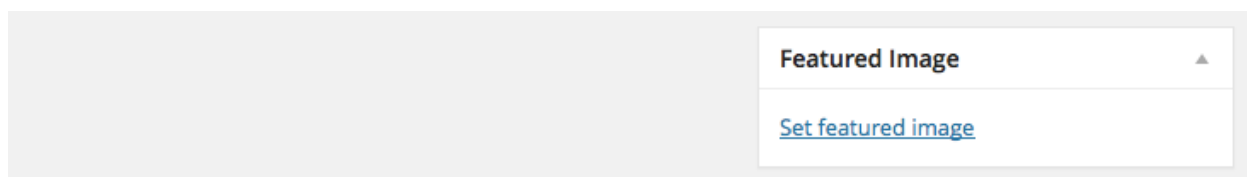
5. In the right column, under the section „Categories“ activate the checkbox with your workcamp name:



6. Choose a title for the blog entry:

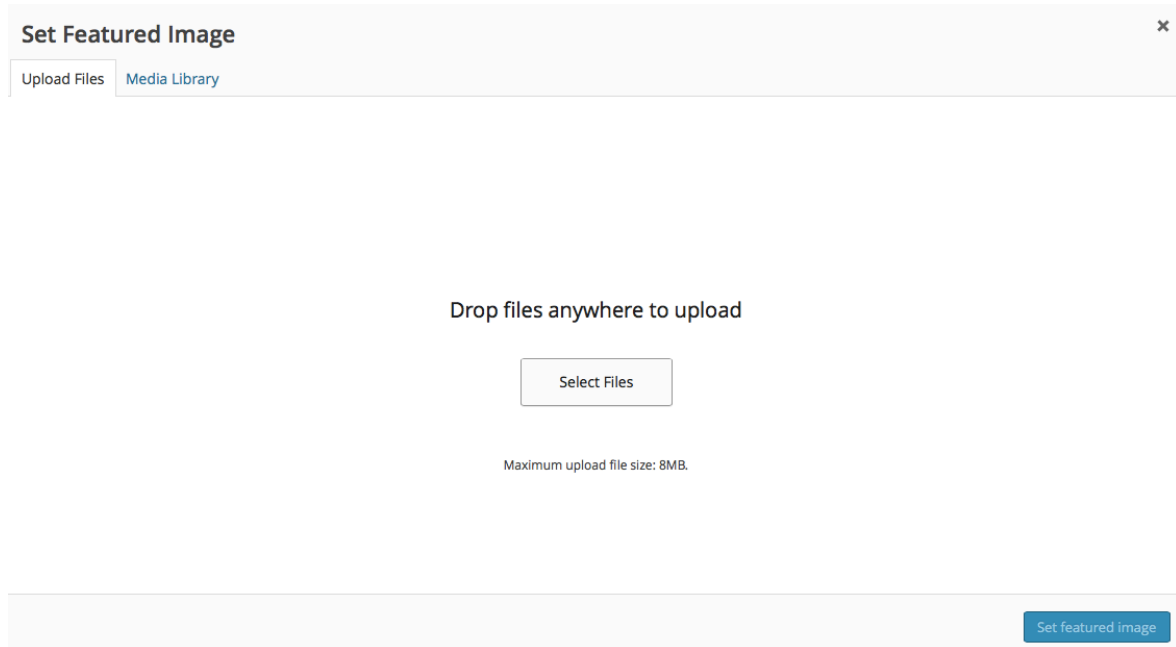


7. Do you have a photo to publish on top of the entry and on the homepage? If so: Under the section „Featured Image“, click on „Set featured image“. (If not, skip points 8, 9 and 10 and continue from point 11.)



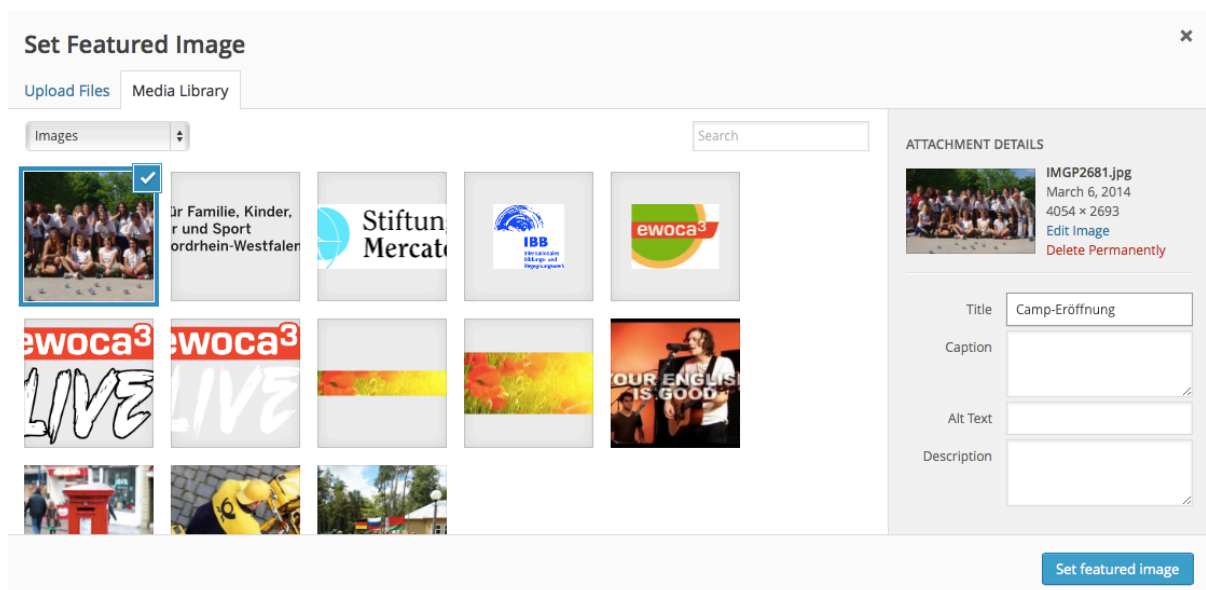


8. If necessary, click on "Upload files" to see following Window:

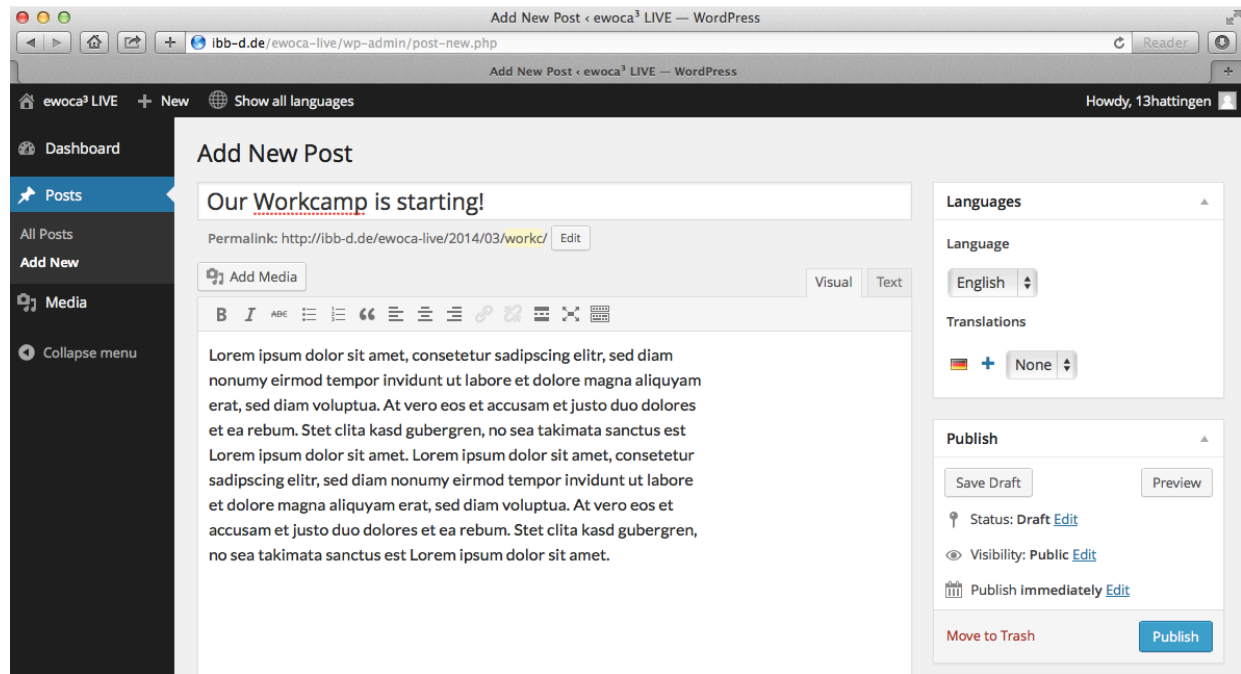


9. Choose a photo from your computer and drag and drop it into the open browser window, or alternatively click on „Select Files“ and select the photo.

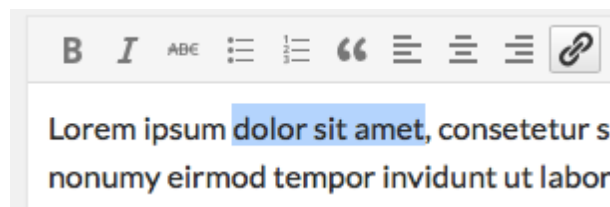
10. Now a window with the title „Set featured Image“ opens. Once the photo is successfully uploaded, you choose an image title on the right side. Finally, click on the blue button „Set featured image“:



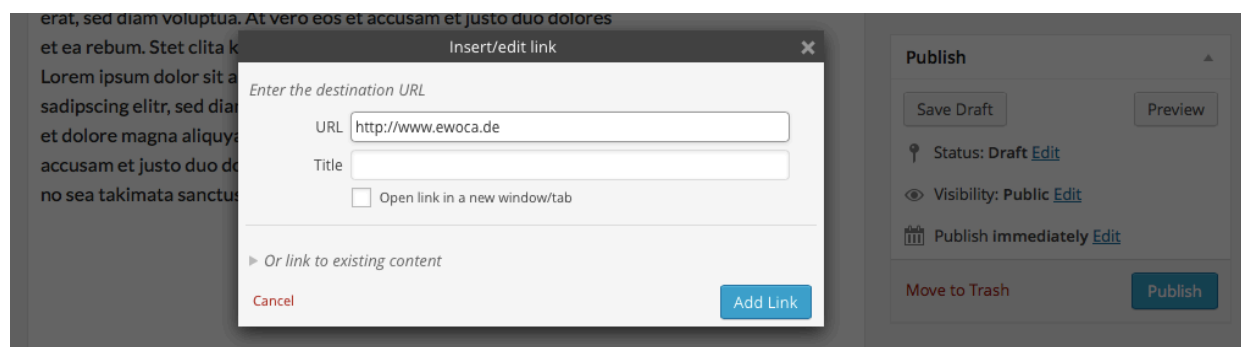
11. You can now write the blog entry in the big text field:



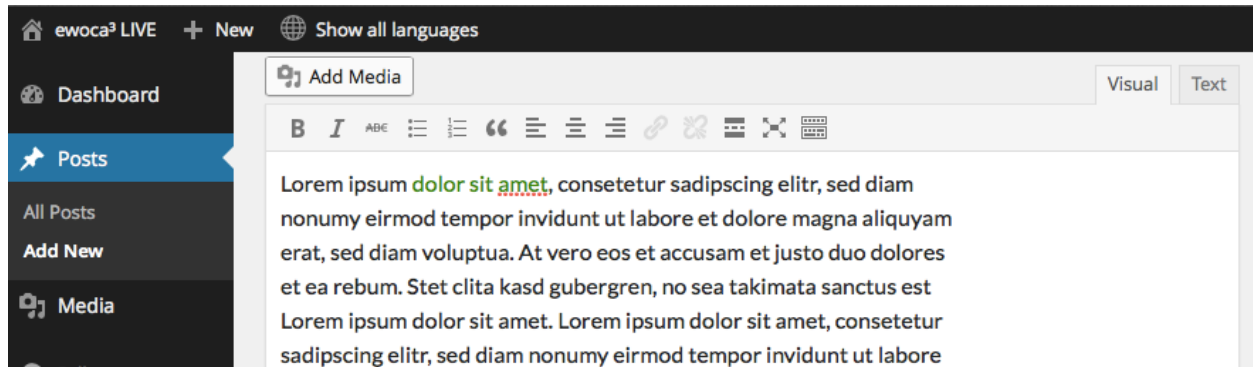
12. If you want to add a link, select the words you want to link and then click on the "chain" symbol in the toolbar (on the upper right in the following screenshot):



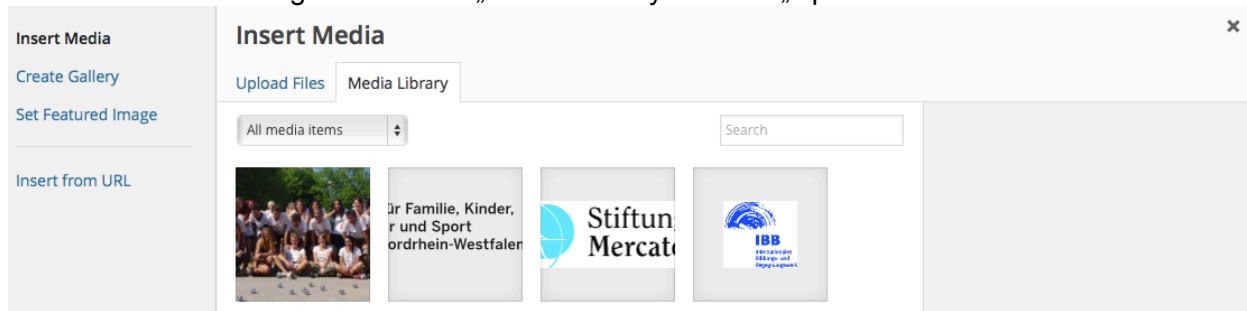
13. Enter the web address that you want to link to under „URL“ and click on the blue „Add Link“ button. Do not forget the "http://" part at the beginning of the address:



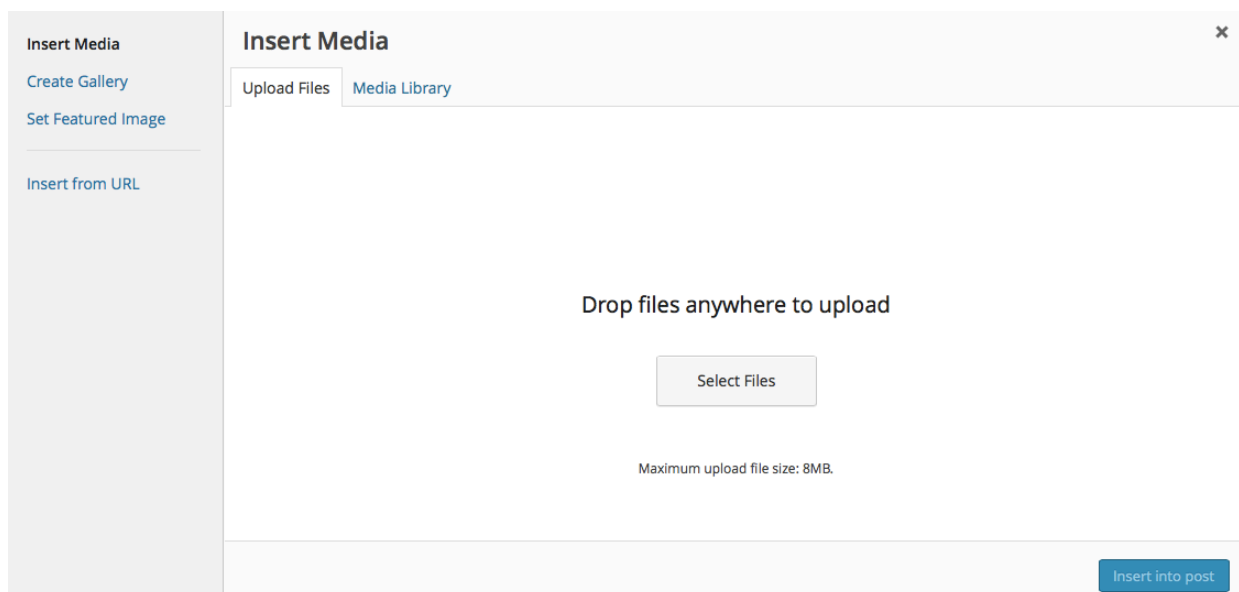
14. You can add another photo: Move the cursor in the textfield to the position where the photo should be added. Click on the „Add Media“ button right above the toolbar:



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.

The screenshot shows the 'Insert Media' dialog box with the following details:

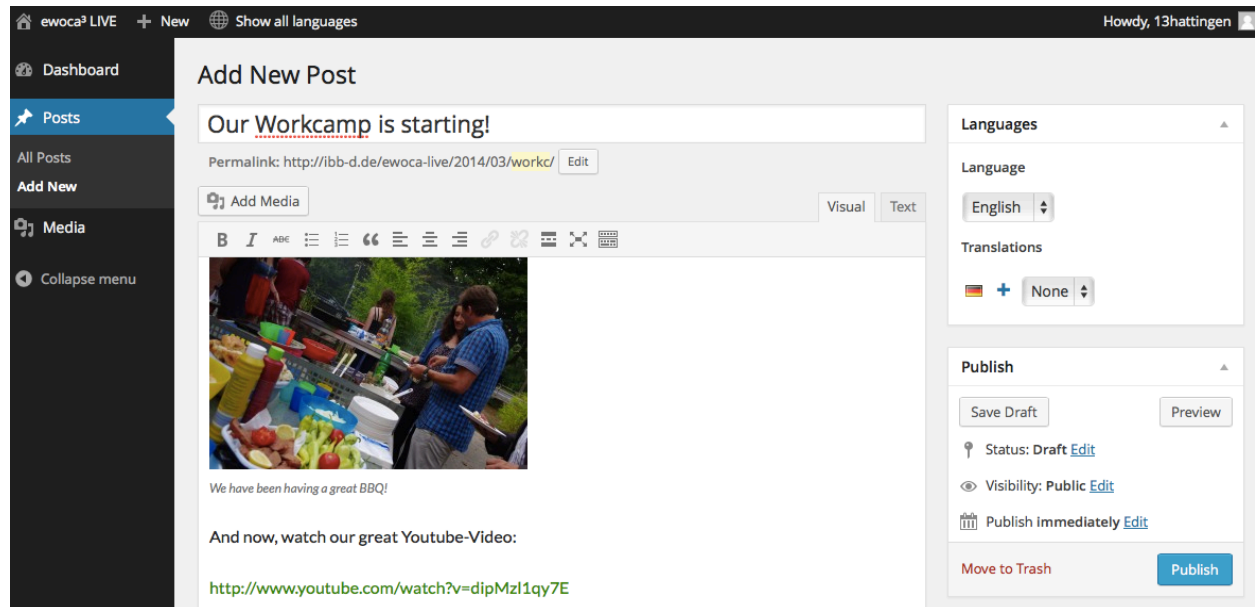
- Title:** BBQ
- Caption:** We have been having a great BBQ!
- Attachment Display Settings:** Alignment: None; Link To: Media File; URL: <http://ibb-d.de/ewoca-live/w>
- Media Grid:** Includes a selected image of a BBQ, a group photo, and logos for Stiftung Mercator, ewoca³, and IBB.
- Buttons:** 'Insert into post' (blue), 'Clear' (red), and '1 selected'.

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.

The screenshot shows a blog post editor with the following content:

- Header:** ewoca³ LIVE + New View Post Show all languages
- Post Content:**
 - Image: BBQ photo
 - Caption: We have been having a great BBQ!
 - Text: And now, watch our great Youtube-Video:
 - URL: <http://www.youtube.com/watch?v=dipMz1qy7E>
- Footer:** Path: p; Word count: 117; Last edited by 13hattingen on March 6, 2014 at 17:45

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



ewoca³ LIVE + New Show all languages Howdy, 13hittingen

Dashboard

Posts

All Posts

Add New

Media

Collapse menu


Add New Post

Our Workcamp is starting!

Permalink: <http://ibb-d.de/ewoca-live/2014/03/workc/> Edit

Add Media Visual Text

B I ABC [List icons] [Quote icon] [Link icon] [Image icon] [Table icon]



We have been having a great BBQ!

And now, watch our great Youtube-Video:

<http://www.youtube.com/watch?v=dipMz1qy7E>

Languages

Language English

Translations + None

Publish

Save Draft Preview

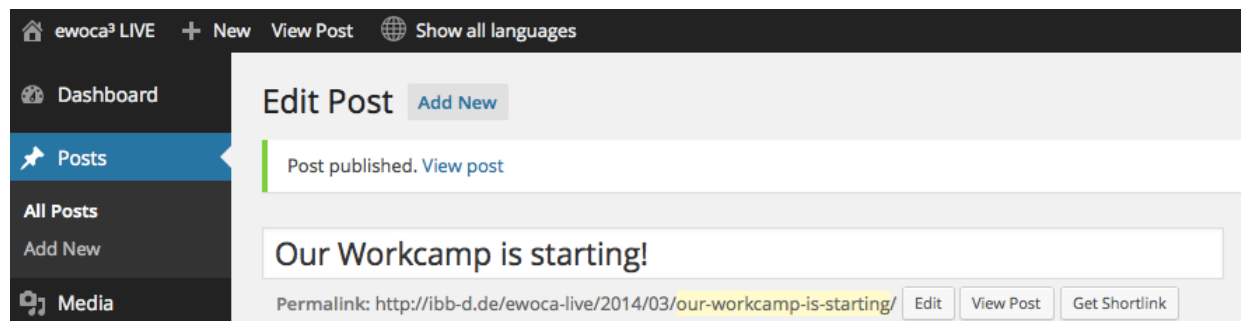
Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

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



ewoca³ LIVE + New View Post Show all languages

Dashboard

Posts

All Posts

Add New

Media

Edit Post Add New

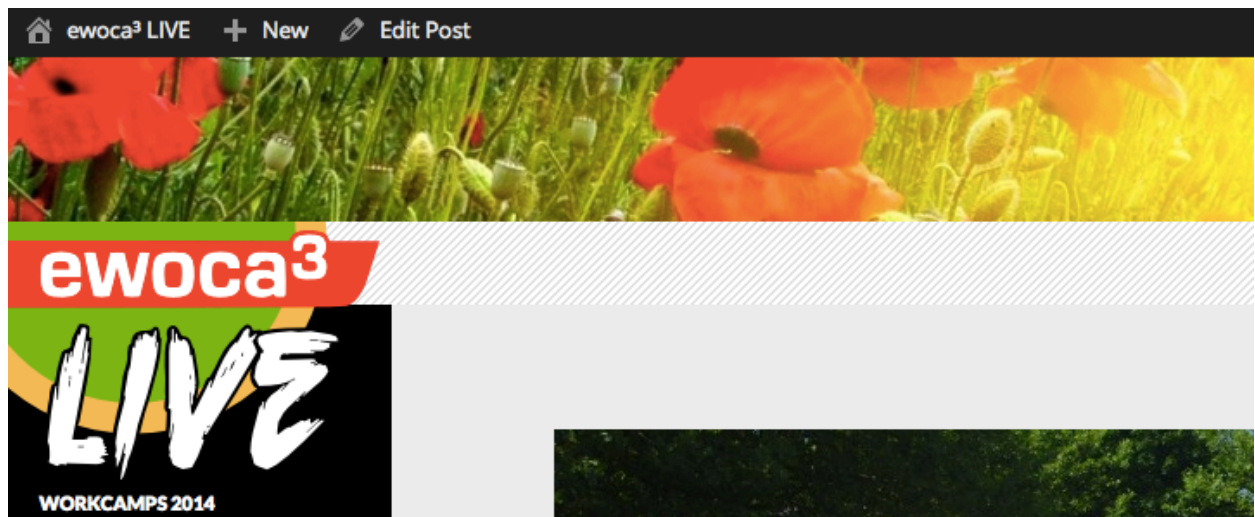
Post published. View post

Our Workcamp is starting!

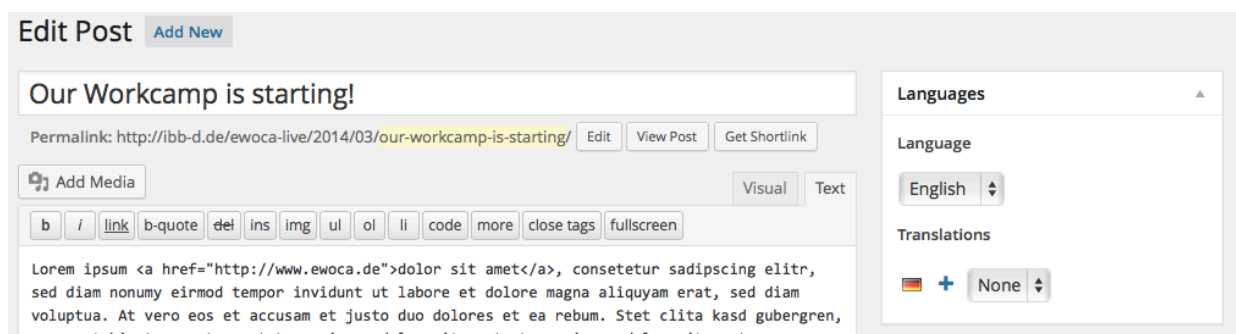
Permalink: <http://ibb-d.de/ewoca-live/2014/03/our-workcamp-is-starting/> Edit View Post Get Shortlink



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!

