HOW TO BLOG WITH WORDPRESS
Dealing with Migration. Chances and Challenges for European Youth Work
www.solarev.org/migration/
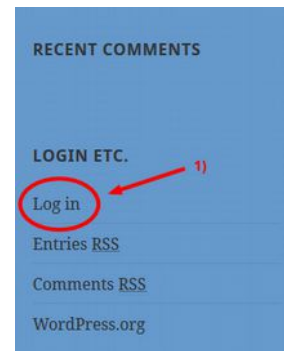
solar e.V.
soziales Leben und Arbeiten

Our project's blog is accessable via www.solarev.org/migration/.

1.   Log in

Once you're on the blog-homepage, scoll down a little and you'll find the link to the „log in" in the menu on the left.

You're guided to an input screen asking for your **username** and **password**.


2.   The Dashboard

Once you've logged in, you'll see the Dashboard. That's the administrative user interface of the website. It's devided into 2 parts you can easily distinguish by colour:

1. The black part contains the menu options: You find the **main menu on the left** again comprising the items '**Posts**', '**Media**' (to upload pictures, PDFs etc.), '**Comments**' and the link back to the starting page of the '**Dashboard**'.

2. The grey part is the editor's part where you can enter your content.

3.   Add a new Post

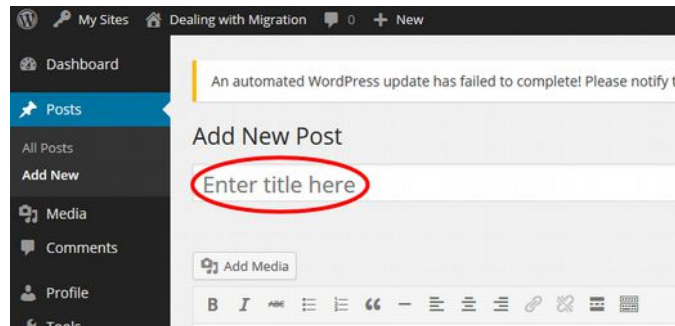To create a new post, click on '**Post > Add New**' in the main menu on the left.
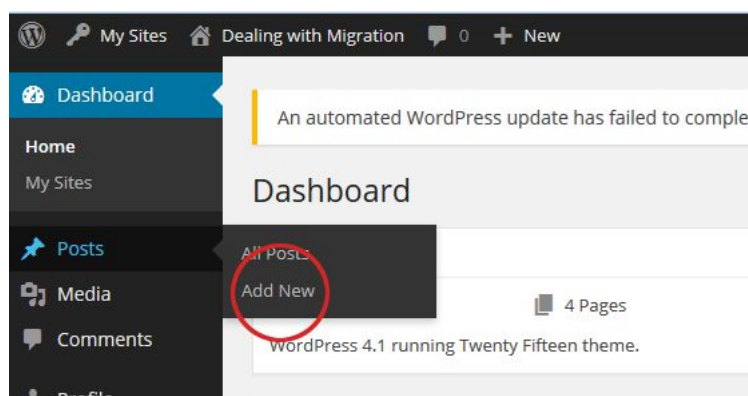
There are **3 requirements to publish a post** in our blog.

1. Give your post a name. Enter a **heading** here.

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2. Select a **category** (*here*: **the day you're going to write about**). These categories will group all published postings under the respective days of the training course. You can browse them 1) on the website's blog homepage AND 2) via the blog's sub menu.

   Scroll down until you see a box entitled 'Categories' on the right. Choose the the day you want to write about by clicking the radio button.
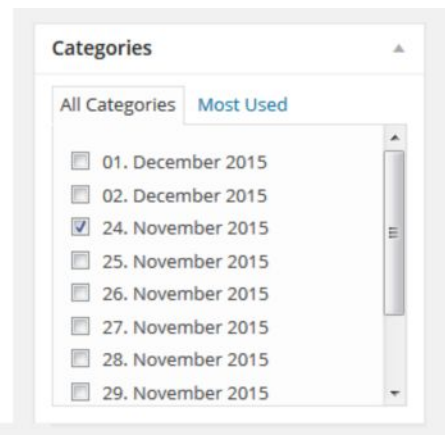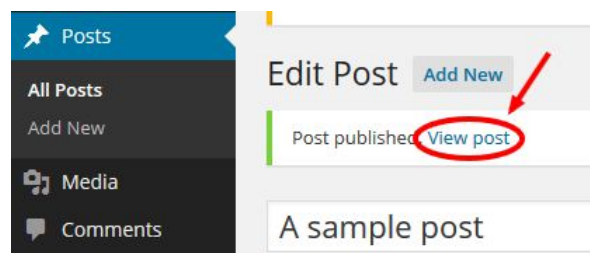
3. ...and, of course, write your **text** into the editing field.

Finally, click on '**Publish**' (in the box to the right of the editing field).

4. View your Post

Now your post is already online. If you want to see how it looks like in the web, click on '**View Post**' with a double click (**open in new window**).

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5. Add Links and Media

You might want to add a **link** to other online resources. In order to do so, copy and paste the link into the text in the editing field.

Mark that link and click on the small **chain symbol** in the editor menu.
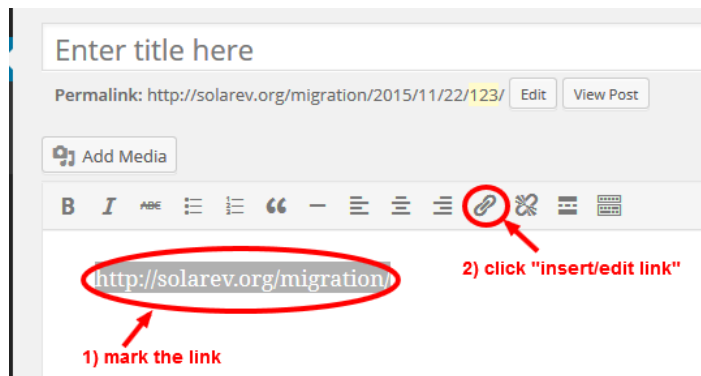
PLEASE NOTE:

Any picture, video, text you find on the web is subject to certain **rights of use**. This is why we'd ask you to respect the following rules for publishing media content on our website:

- Please publish only **your own material**. If you use pictures published under a CC-(Create-Commons) Licence, make a correct attribution in your post.
- **Sharing links** (to videos, pdf-files etc.) is okay.

Please note, that we will delete any material that's disrespecting copyright or a proper CC-attribution.

There are 2 ways of adding **pictures** to your blog-entry:

1. *...as a 'featured image'* (a big image appearing on top of your blog-entry).

   Scroll down until you see a box with the title „featured image". Click on **'set featured image'** and then on **'upload files > select files'**. (You can only uplaod images already saved elsewhere.) The uploaded picture will be marked and you can go on 'Set featured image'.
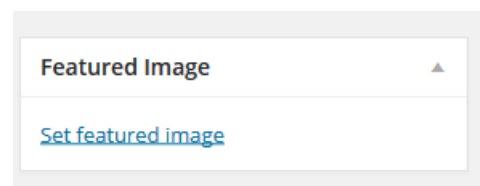
2. *...as image in your text*.

   In the editing field click on the place where you want to position your image in the text. Go on **'Add media'** and then on **'upload files > select files'**.

   Choose an alignment (none – left – right – center) and click on **'insert image'**.

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6. Re-edit your Post

If you want to change or add something to a published post later on, switch to '**Post > All Posts**'. Here you find a list of all your postings. When you hover over the link to your article, the option to edit it will appear. Choose '**edit**' to return to the editing field.

Save your changes in the text by clicking '**Update'**.
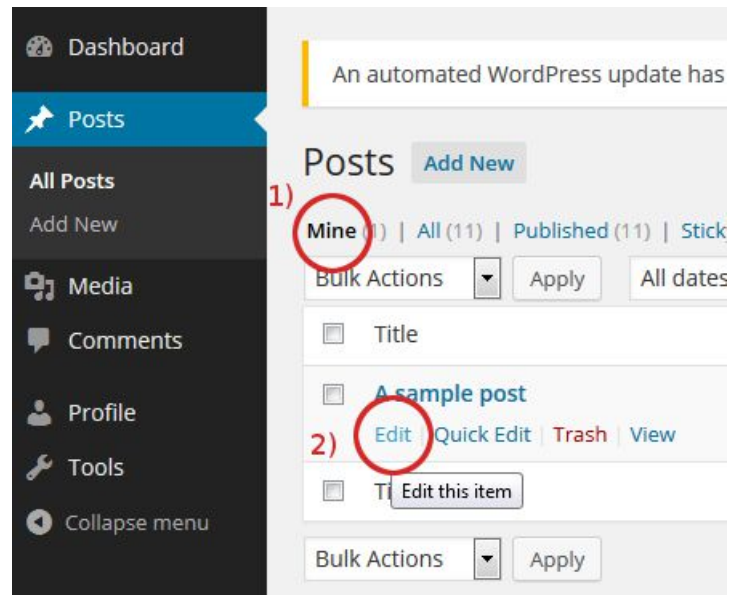
7.   Log out

Move the cursor to your **user name in the upper-right corner of the screen**. In the drop-down-menu appearing you'll find the log out.