HOW TO BLOG WITH WORDPRESS
Migration and Inclusion. Chances and Challenges for our Future
www.solarev.org/migrationinclusion/

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

1.   Log in (& Log out)

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**.

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

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.   Posts, Comments … and Categories

There are three options that are important for our blog, it's content, it's discussions and it's structure – posts, comments and categories. Here's a short definition of each one explaining the differences:

POSTS
= these are the **articles** you'll write and publish. By doing this collaboratively we're producing the **dynamic content** of our blog roll/feed, appearing in reverse chronological order in the respective sections of the site.
You can keep yourself informed about new articles by subscribing to our **blog's RSS feed** (see step 10)

COMMENTS
= are **always related to a post** and will appear in the section **below the article**. Like on Facebook, **you can comment on a post itself or on other people's comments**. In order to write a comment you have to **log in** and procede as shown in step 6.
In addition to the post's RSS feed you can book the Comments RSS feed of the blog (see step 10), only showing the new comments coming in.

CATEGORIES
= are **very important** for the blog! **The whole project website and it's menu is structured via categories.**

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To give a concrete example on how this works: You are writing a post – say: about an action research you conducted in your home country. You should assign this post to the category 'action research' (how to do this see step 4). This way your post will appear threefold on the website:

1. on the website's 'project blog' (where all published posts will appear automatically) AND
2. on the 'methods blog' (where all methods related posts will be displayed) AND
3. on the methods blog's subcategory item 'action research'.

So please DON'T FORGET to choose the appropriate categories for your articles!
By the way: it's not possible to assign a comment to a category, because comments are already tied to a post (that – in turn – can be categorised).

TO SUM UP: Categories, posts/articles and comments form a kind of hierarchical structure (with posts that should be linked to one or more categories and comments that are linked to posts). Together these three components constitute a nevertheless flexible system well suited for building a complex blogging project.
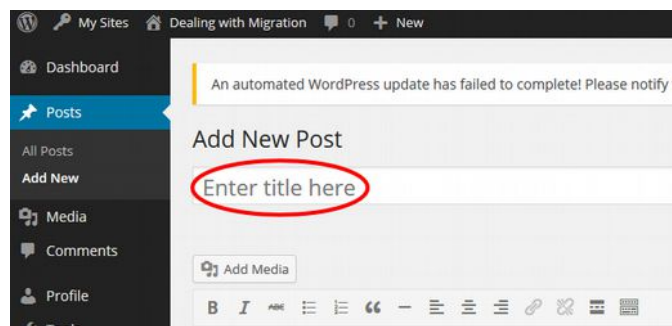
4.   Add a new Post

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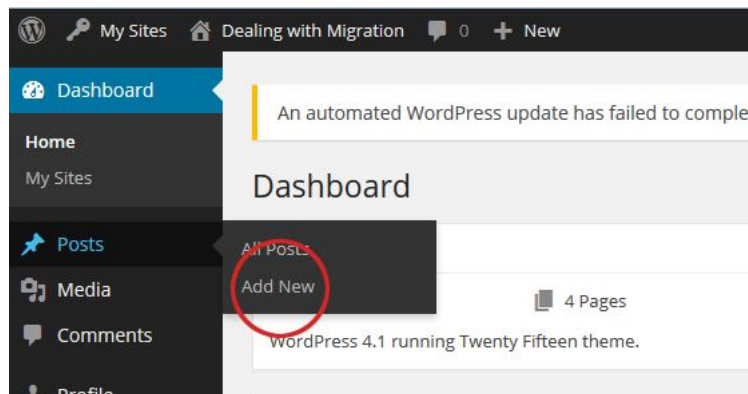
There are **3 requirements to publish a post** in our blog.

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.
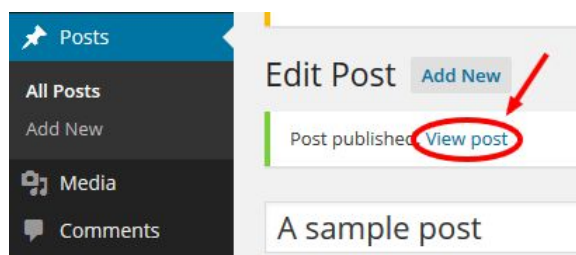
3. ...and, of course, write your **text** into the editing field.
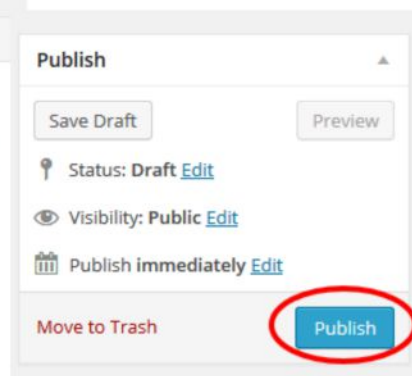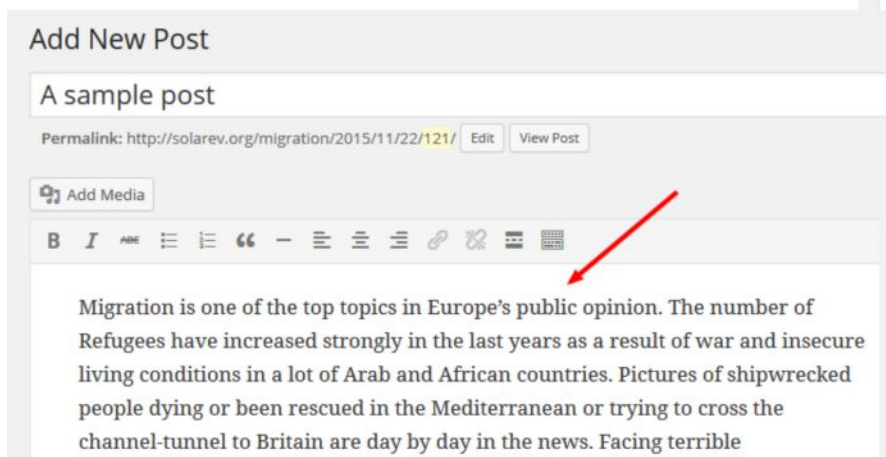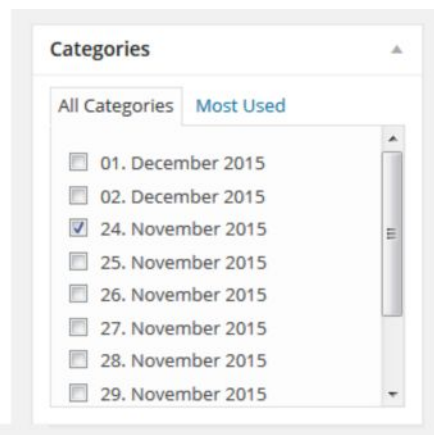
Finally, click on '**Publish**' (in the box to the right of the editing field).

5. 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**).

6.   Post a Comment

**You must be logged in to post a comment on an article**.

And you can easily do that **on the website itself by clicking either on „Leave a Comment" or** (if there are already comments) **on the number of comments displayed beneath the post or the post's preview**.

Note that you cannot re-edit comments once published.

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7.   Add Links, PDFs and Pictures to your Post

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.
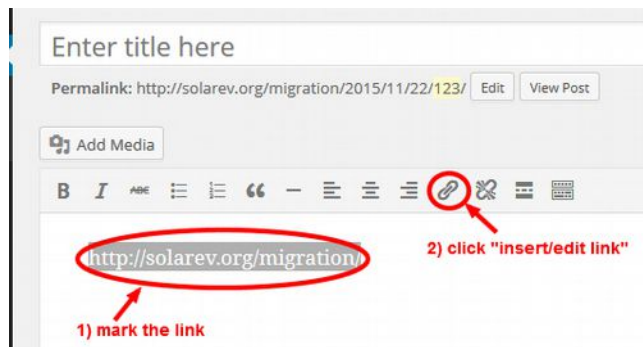
PLEASE DO NOT UPLOAD any video and audio material to our server. This would exceed our upload file limit. If you want to publish own video/audiomaterial like the interviews, we have to make a detour via youtube and soundcloud (see step 8).

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) License, make a correct attribution in your post. More about the CC-licenses and CC-material: search.creativecommons.org
- **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'.
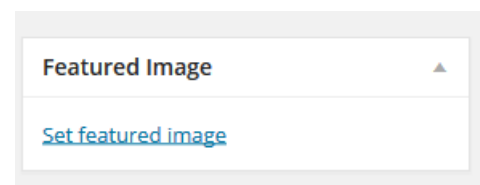
2. *...as image in your text*.

   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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8.   Embed youtube Videos and Podcasts

Again, **please DO NOT UPLOAD videos or audios to Wordpress**. If you want to display your own material in the blog, please use solar's youtube and soundcloud channels instead. For the youtube/soundcloud log in, ask the solar team.

1. **ON YOUTUBE**: Once logged in as solar e.V., go on **'My channel'** and click on the link **'upload a video'**.

2. Then select whether your video/podcast should be **private or public** and **select a file**.

3. When the upload has finished, you can add a description and tags to the video. Then **add it to the playlist „Tear down these walls!"**. Go on '**publish**'.
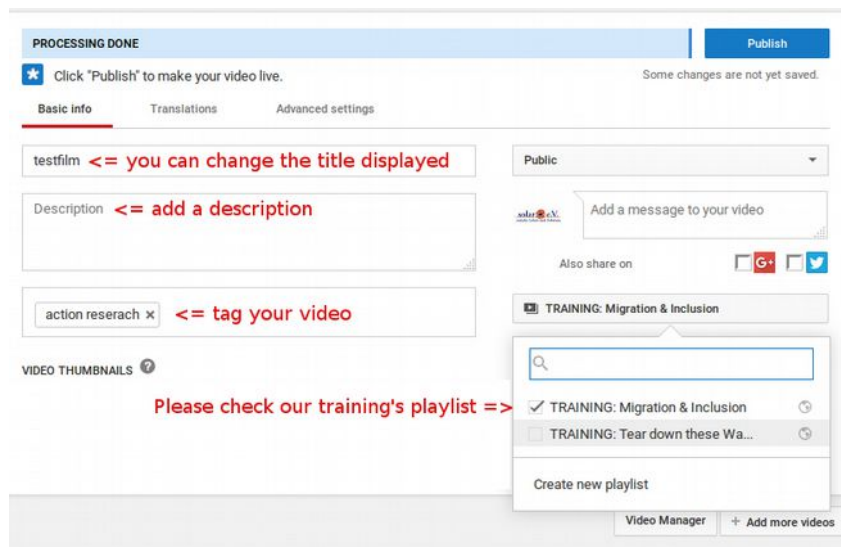

4. **Copy the link to the video** on youtube.

5. **IN WORDPRESS:** Switch back to your Wordpress Dashboard and to your post.

6. **Paste the link** anywhere into your post. Click on '**Update'** to save the changes.

HOW TO BLOG WITH WORDPRESS
Migration and Inclusion. Chances and Challenges for our Future
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9.   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**'.
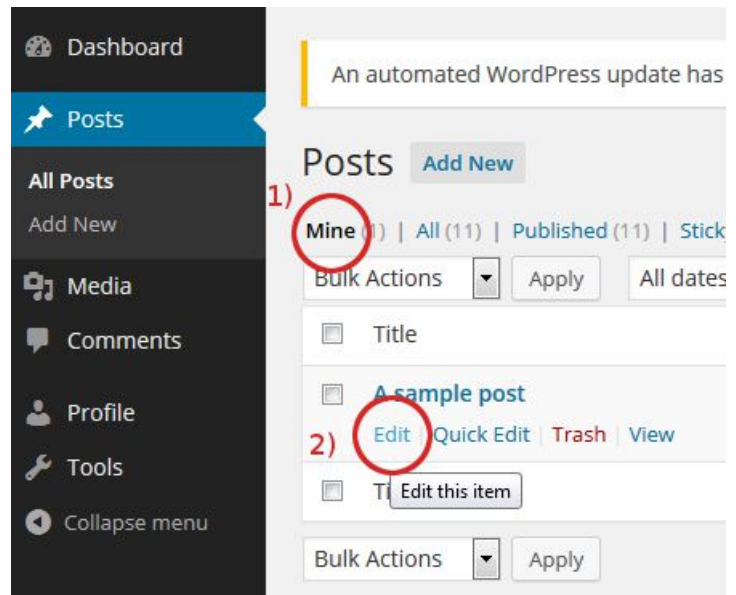
10.   Subscribe to the Blog via RSS

The blog has got **2 feeds – one for the articles and one for the comments**.

There are several ways of subcribing to a RSS feed depending on which tool you'd like to use:

1. a social bookmarking tool (like netvibes.com or delicious.com) that's supporting RSS

2. email subcription (like a newsletter)

3. your browser's bookmarks

The following describes **how to subcribe to a feed by saving it locally in your browser's bookmarks** (in the case shown: Mozilla Firefox):

1. Click on the respective **RSS symbol** (articles or comments) in the menu on the left.

2. You'll be redirected to the subcription page. Click on „**Subscribe now**" to bookmark the feed.
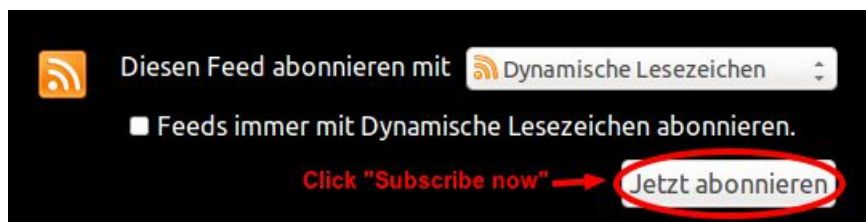
3. Now you can **choose where to save the bookmark**: a) in the bookmarks toolbar appearing below the URL and search field, b) the bookmarks menu (accessable via the Mozilla menu's bookmark button), c) unsorted bookmarks (Mozilla menu: „bookmarks" > unsorted bookmarks).