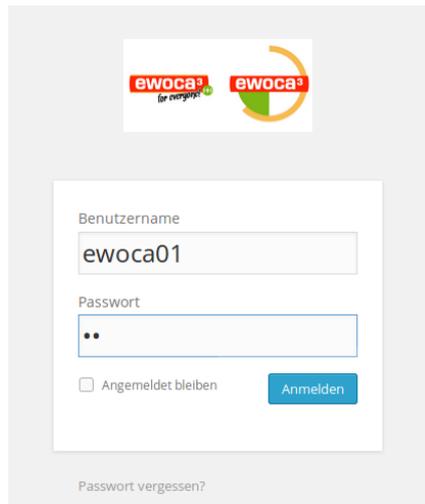


## ewoca3 Live: Create a new post

### 1. Login

- Open the internet address <http://ewoca.org/live/login>
- Login using your username and password.

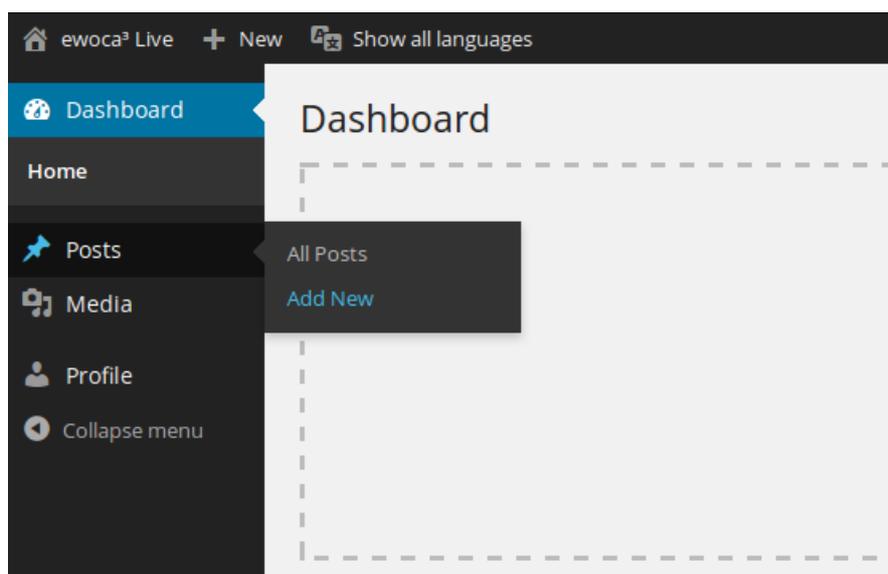


The image shows a login form for ewoca3 Live. At the top, there are two ewoca3 logos. Below them is a form with the following fields and elements:

- Benutzername: A text input field containing "ewoca01".
- Passwort: A password input field with two dots representing the password.
- Angemeldet bleiben: A checkbox that is currently unchecked.
- Anmelden: A blue button to submit the login form.
- Passwort vergessen?: A link below the password field.

### 2. Settings

- Click on "Posts"/"Add New" in the left sidebar.



funded by / gefördert durch:

Ministerium für Familie, Kinder,  
Jugend, Kultur und Sport  
des Landes Nordrhein-Westfalen



 Bundesministerium  
für Familie, Senioren, Frauen  
und Jugend

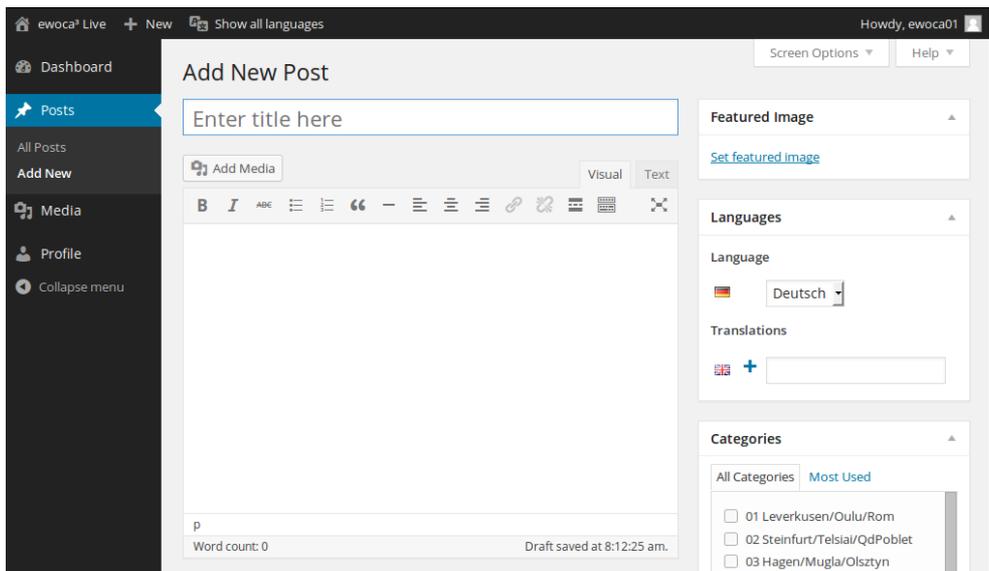
INNOVATIONSFONDS IM  
KINDER- UND JUGENDPLAN  
DES BUNDES

STIFTUNG  
MERCATOR

  
IBB  
Internationales  
Bildungs- und  
Begegnungswerk

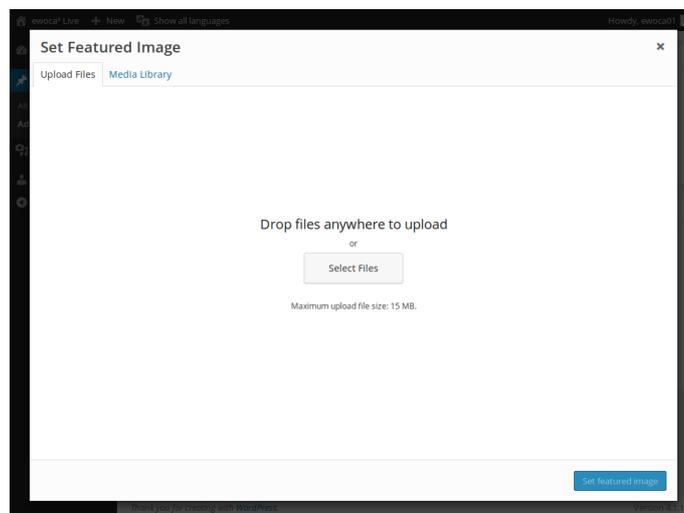
b. In the right column, under the heading "Language", please choose whether the post should be written in English or German (at first).

c. IMPORTANT! In the right column, under the heading "Categories", please set a checkmark next to your own workcamp. If you should forget this, your post can not be assigned to your workcamp and will not be found on the website in the right category.



d. Featured Image - Ideally each post should contain one image at least. The first and most important of these images is called "Featured Image". If you have no image, you can skip immediately to point 3.

e. In the right column, under the heading "Featured Image", click on "Set featured image".



funded by / gefördert durch:

Ministerium für Familie, Kinder,  
Jugend, Kultur und Sport  
des Landes Nordrhein-Westfalen



Bundesministerium  
für Familie, Senioren, Frauen  
und Jugend

INNOVATIONSFONDS IM  
KINDER- UND JUGENDPLAN  
DES BUNDES

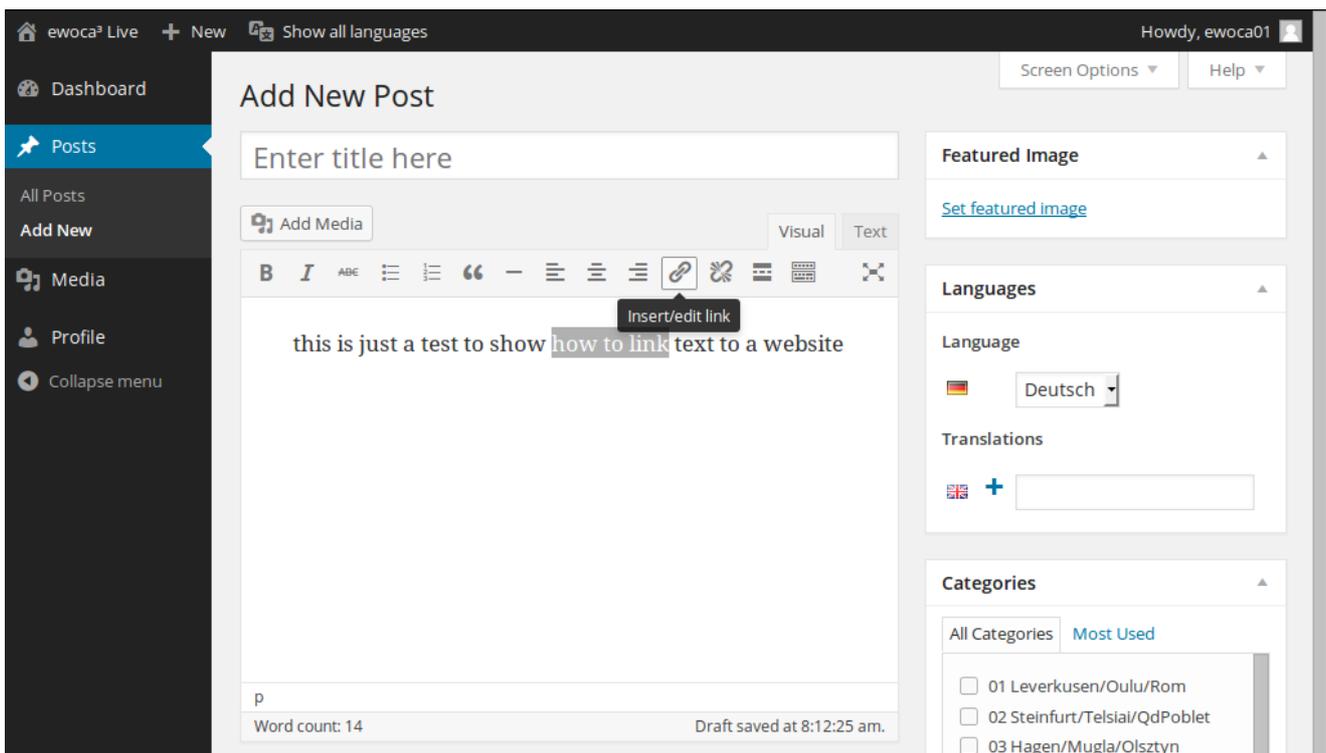
STIFTUNG  
MERCATOR



- f. Using the "Media Library" you can choose an image uploaded before, or using "Upload Files" you can upload a new image.
- g. Using Drag&Drop, you can drop an image file from your harddisk to the window, or you can click on "Select Files" and choose an image file.
- h. Now a window titled "Set featured Image" opens. Please click on the blue button "Set featured image".

### 3. Text

- a. You can enter the title of the post into the upper text field.
- b. Now you can write the text of the blog post into the large text field below.
- c. You can enter links to other pages into this text. In order to set up a link, please select the words you want to link, then click on the chain-symbol in the toolbar above (in the following picture on the right). Please enter the internet address you want to link to into the "URL" field, and then click on the blue button labeled "Add Link". Do not forget the "http://" at the beginning of the internet address.



- d. To add another image: Go to the location in the text, where you want to add the image. Then click on "Add Media" on top of the toolbar. Here as well, you can either choose an image uploaded before from the "Media Library", or use "Upload Files" to upload a new image. If you want to upload an image, drop it into the window, using Drag&Drop. Alternatively click on "Select Files" and choose the right image file. Then click on the blue button "Insert into post" in the lower right.

e. Do you have produced a Youtube video and want to add it to the post? Just enter the web adress of the video from Youtube into the text, it will be automatically embedded. Do not forget the "http://" at the beginning of the internet address.

#### 4. Publishing

a. To publish the post: Click on the blue button labeled "Publish" on the bottom.

b. Once you have published the post, you can click "View Post" at the top to check if everything looks as you wanted it to look.



c. To get back to the editing page, click "Edit Post" in the top bar.

d. To create a translation of your post, click on the blue plus-symbol next to the country flag in the right column. Please only do this once you have published your blog post in the first language.

e. A window opens, where the blog post can be created using the same steps outlined above.

**Congratulations, your post is now online!**