

How to edit posts for

Articles

<i>Step</i>	<i>Action</i>
Step 1	Log in (uppermost right corner of page). Now you are in the dashboard where all editing is implemented.
Step 2	Look at the navigation in the dark frame on the left side of the page. Go to <Posts> and in Posts to <Add new>.
Step 3	Enter your article information — first text only, i.e., without formatting — in the following order (cf Example below): <ol style="list-style-type: none"> 1. Main title of the article in the headline field (no more than 30 characters) 2. Name/s of author/s 3. Main title of the article as a first line in the editing field 4. If given. subtitle of the article as a second line 5. If it was published in a book: name/s of author/s or editor/s, title of the book, place and year of publication: publisher and number of pages (pp. XX-YY) 6. If it was published in a review: name of the review, number of review and year of publication, volume, number of pages (pp. XX-YY)
Example	<p>Franz, Hans-Werner <u>„Quality Management Is Ongoing Social Innovation”</u></p> <p>in: Müller, Karel; Roth, Steffen; Žák, Milan (eds.), <i>Social Dimension of Innovation</i>, Prag 2010: CES Centre for Economic Studies (College of Economics and Management), pp. 115-130</p>
Step 4	Format your entries by using the menu above the editing field. (If the menu shows only one line, click on the icon at the end of the line, the <Toolbar Toggle>. Now the menu has two lines.) <ol style="list-style-type: none"> 1. All text entries are automatically formatted as <Paragraph>. 2. Text colours are linked to the formats, even if you cannot see them in the editing mode. 3. For any other format, mark the text and tick the respective format in the roll-down menu. 4. Mark the author/s and the title of the article, i.e. the two first lines of the editing field, and tick <Headline 5> in the roll-down menu. 5. Mark the subtitle of the book and tick <Headline 6> in the roll-down menu.
Step 5	If a free copy of your article is available, link the title of the article to the external website of the respective archive, by using the menu above the editing field. <ol style="list-style-type: none"> 1. Mark the title of your article, i.e. the second line of the editing field, and you will see that two icons in the menu above are highlighted which were deactivated before. The chain icon is for linking and the broken chain icon is for removing a link.

2. Click on the chain icon and insert (by copy and paste) the exact web address of your article source in the corresponding line.
3. Important: Tick <Open link in a new window/tab>

- Step 6 On the right-hand side of the page, you will find a menu for <Categories> (you might have to scroll down a bit).
Go to <Categories> and tick the category <Articles>.
- Step 7 Below the menu for <Categories>, you will find a menu for <Tags>. Enter the surname/s of the author/s and click on <Add>.
- Step 8 Save your entry by clicking on the <Publish> button on the right-hand border of the page.

(If you come back for adding or correcting something, the same button will be called <Update>).
- Step 9 Click <View Post> at the top line of the dashboard page you are on.
- Step 10 If everything is OK, log out.
- Step 11 If there is still something to do, go back to editing. Click <Edit Post> at the top line.
Do what you want to do. Then follow Steps 8 to 10 of this help routine as often as you need it.