How to edit posts for

Co-creation & Empowerment/Partners/Networks/Activities

Step	Action
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 action partner — first text only, i.e., without formatting — in the following order (cf Example below): 1. Name of the action partner in the headline field: acronym in letters 2. Name of the action partner (acronym in letters) as a first line in the editing field 3. Brief thematic information on the partner 4. Name and date of the event where the presentation was given 5. If you want so, brief information on the partners and funding institutions

Example

Established in 2007 as a joint venture between ACEVO (UK), CJDES (France) and Ideell Arena (Sweden), Euclid Network connects members from more than 40 countries from across Europe for a more innovative, professional and sustainable European civil society.

We work to empower the network (through membership and projects) to become the changemakers of civil society - challenging the status quo, bringing solutions to the table and fostering collaboration and peer-learning across boundaries.

Step	Action
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.) 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.
Step 5	Import your logo graphic of your action partner and replace the acronym in the editing field headline. 1. Mark the action partner acronym in the first line. 2. Click on <Add Media> above the formatting menu. 3. On the page <Insert Media>, click on <Upload Files> and <Select Files> 4. Select the corresponding graphic file from your source and upload it into the media

archive.

5. Click on <Insert into Post>, right-hand side below.
6. If the graph is too large, reduce it proportionally in size (normally, by holding <Crtl> and shifting one corner of the graph to a smaller size).

Step 6   Link your action partner logo to the external website of your action partner
by using the menu above the editing field.

1. Mark the logo 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 address of your action partner's website into the corresponding field.
3. Important: Tick <Open link in a new window/tab>

Step 7   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 <Co-creation & Empowerment>.

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.