

How to edit posts for

Education & Training/Study Programmes & Courses

<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 study programme — first text only, i.e., without formatting — in the following order (cf Example below): <ol style="list-style-type: none"> 1. Name of the study programme in the headline (no more than 30 characters) 2. Name of the study programme as a first line in the editing field 3. Name of the institution offering the study programme 4. Brief thematic information on the study programme 5. Brief information on the organisers and main funding institutions, if given

Example

Master of Arts in Social Innovation

Danube University Krems, University of Continuing Education

The university course “Master of Arts in Social Innovation” offers a one of a kind professional master's programme for individuals who want to develop sustainable and peer-to-peer media based social innovations in politics, economy and society. Graduates of this study programme will be able to work in the development, planning and realisation of social transformation processes in organisations as well as in consulting and supervision industry. The “MA in Social Innovation” puts special emphasis on the potential of social determined innovations in digital and interactive media, in which the latter not only serve as a by-product but as major driver for social change processes.

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. Mark the first line in the editing field and tick <Heading 2> in the roll-down menu. 2. All text entries are automatically formatted as <Paragraph>. 3. Text colours are linked to the formats, even if you cannot see them in the editing mode. 4. For any other format, mark the text and tick the respective format in the roll-down menu.
Step 5	Link your study programme to the external website of your event by using the menu above the editing field. <ol style="list-style-type: none"> 1. Mark the study programme name in the first line 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 event website 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 <Education & Training>.

Step 7 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 8 Click <View Post> at the top line of the dashboard page you are on.

Step 9 If everything is OK, log out.

Step 10 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 7 to 9 of this help routine as often as you need it.