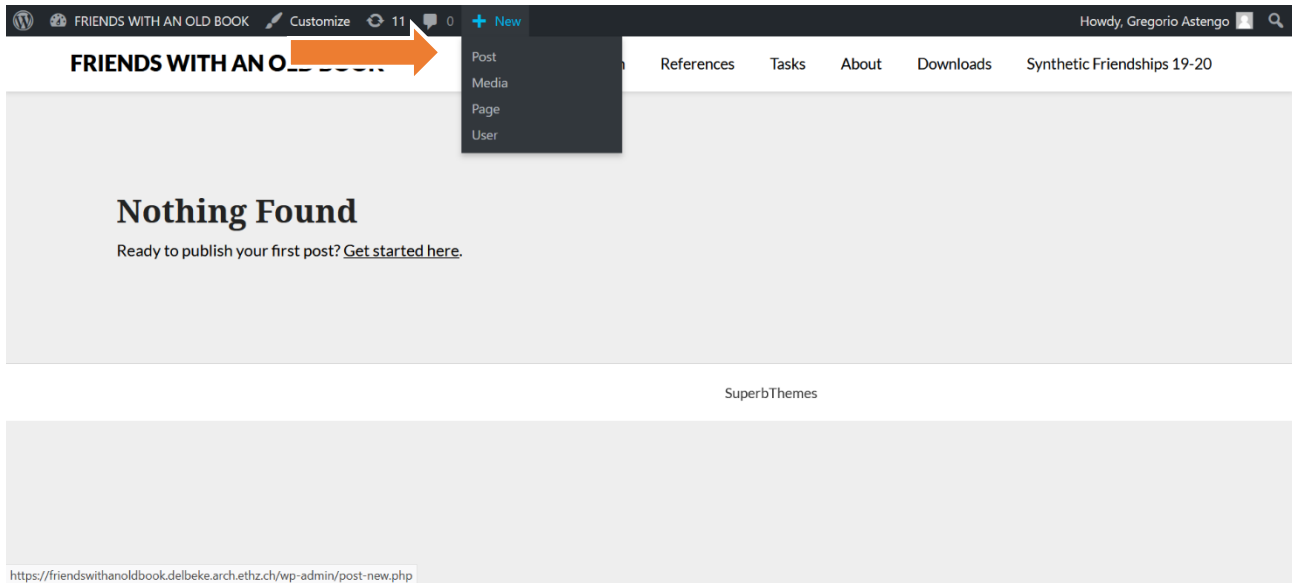
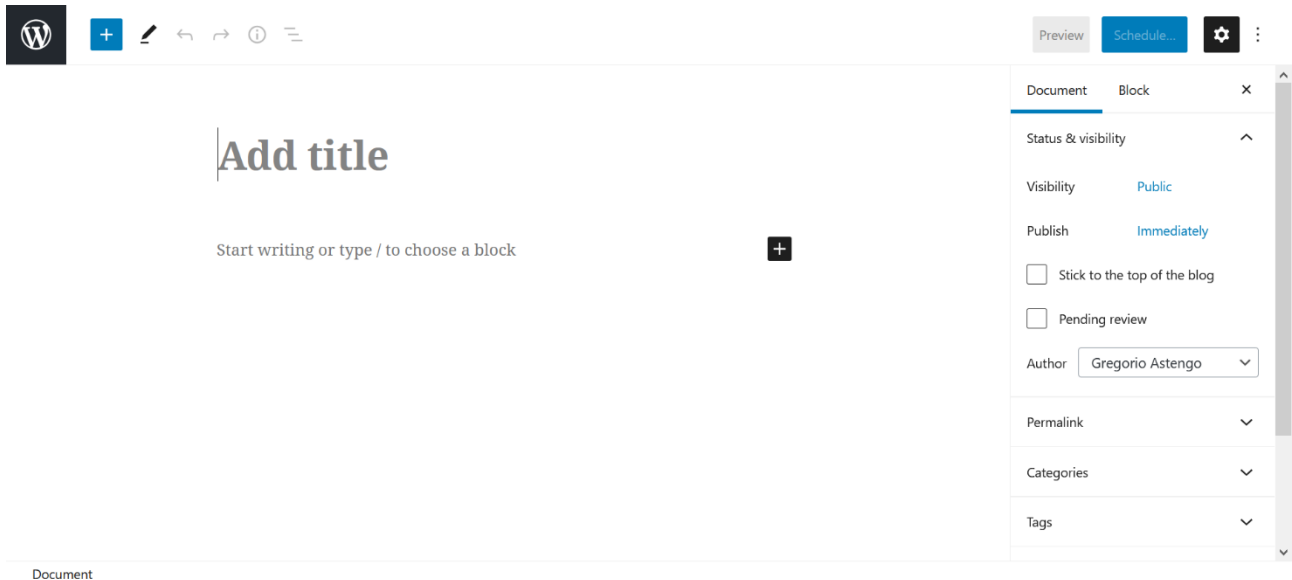


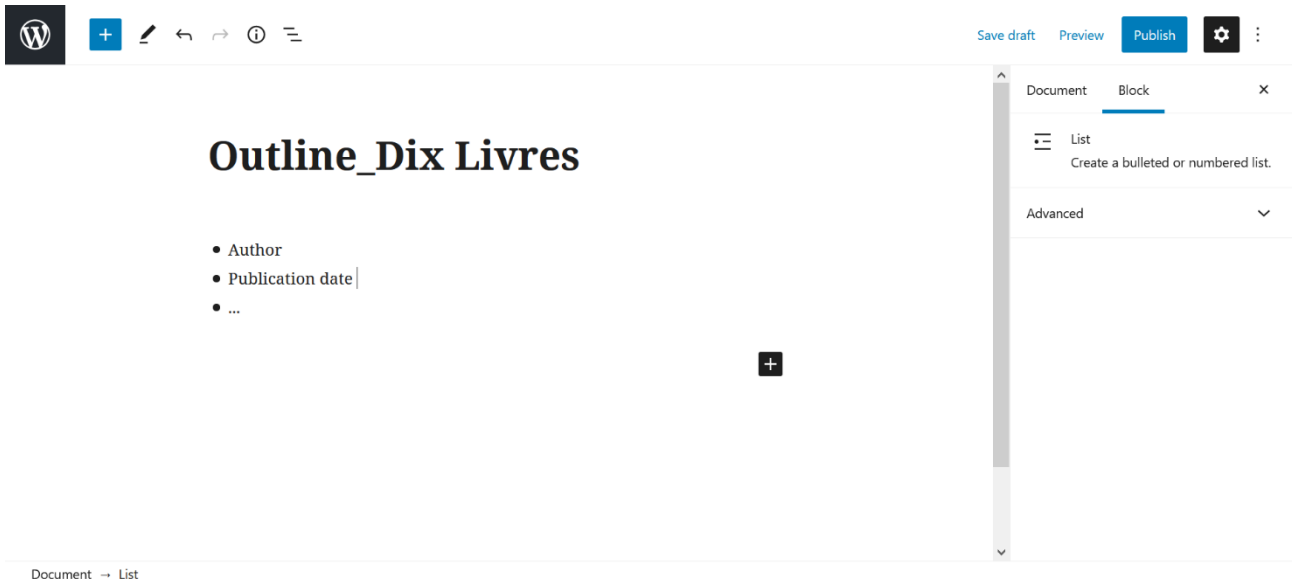
GUIDELINES ON HOW TO POST CONTENT – 7 easy steps



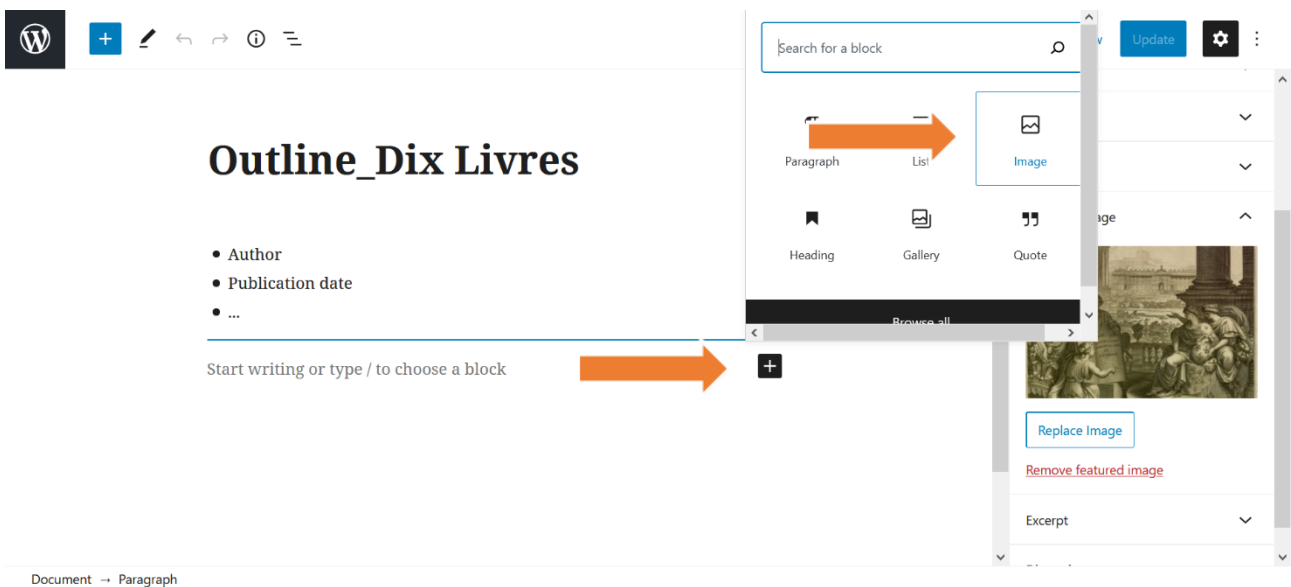
Step 1. Once you have logged in as authors, move to the black bar at the top of the page. Under ‘New’ click on ‘Post’.



Step 2. You will be redirected to a page that looks like this. This will be the space for you to write, upload images etc..



Step 3. You will be able to write and add material. Remember to follow the instructions regarding the title of your posts. This has to follow the form [name of the task]_[short title of the book].



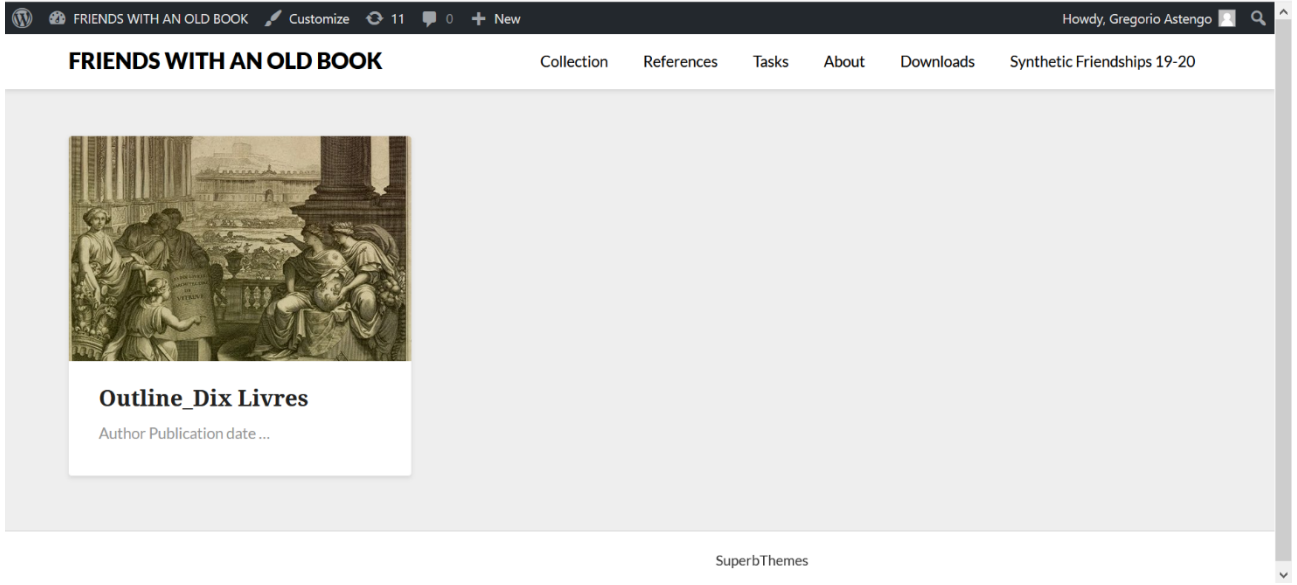
Step 4. You can add images, links and videos by using the '+' button on the side.



Step 5. Once you are done with your entry, by clicking on Document on the side menu you will be able to select the category of your post and to add tags (these will be two, your student number and the family name of the author of your book). Here you can also add ‘featured images’, which will appear as the ‘cover’ of your post.



Step 6. Move to the top and click twice on ‘Publish’.



Step 7. The post will appear on the main page of the blog.