



# MomsRising.org Blog

How-To Guide for New and Experienced Bloggers

## This guide covers the basics of contributing to the MomsRising.org Blog:

- Logging In to your blogger account
- Using the Blogger Dashboard and Admin Bar
- Creating a new Blog Post
- Editing your Blogger Profile page

### A few things to know:

- The MomsRising.org Blog is run on the Drupal content management system. All content editing (like creating a new post, editing posts, and editing your profile) can be done by users with minimal technical skills. No HTML or other coding knowledge required! If you've used WordPress, or any other online content editing software, this shouldn't seem too foreign.
- Editing a post works just like creating a new one. When you're on any post you've authored - as long as you're logged in - you'll see the "Edit" tab at the top of the post. Clicking that will take you to an edit screen that looks just like the "Creating a Blog Post" fields shown here, but with your post's content already in the relevant fields.

## Key Terms:

- Drupal = The content management system that the blog is run on. WordPress is another content management system you might be familiar with - Drupal is similar, just a bit more powerful.
- Post = a single blog post
- Profile = your Blogger profile, which lives at [MomsRising.org/blog/user/YourUsername](https://MomsRising.org/blog/user/YourUsername)
- WYSIWYG = “What You See Is What You Get” - a type of online content editor that lets non-technical folks create web content, similarly to how you would create a document in Word.
- Featured Image = the image you upload to the “featured image” field on any blog post. It shows up at the top of your post, and anywhere your post is displayed on the site, including on Topic pages, the homepage, or your Blogger Profile.
- Required Fields = any field on the Post or Profile editing screens that is marked with a red asterisk. If you do not fill in these fields you will get an error message when you try to save your content, and will be prompted to fill them in.
- Preview Screen = an intermediary step before you can publish your post, which shows you an unformatted version of your blog post. This is helpful for you to double check for errors and typos, and to make sure you’re ready to put your post up on the site.

## Blog Homepage - Log In Button

# MomsRising.org

Where moms and people who love them go to change our world

 en Español

 Join MomsRising

Email Address

[HOME](#) | [TAKE ACTION](#) | [OUR ISSUES](#) | [BLOG](#) | [KEEP INFORMED](#) | [STORE](#) | [IN THE NEWS](#) | [MEDIA](#) | [ABOUT](#)

[Donate](#)

  
Blog Topics

[CHILDCARE & EDUCATION](#) [ENVIRONMENTAL HEALTH](#)

[GUN SAFETY](#) [HEALTH CARE](#) [MOMS VOTE](#)

[OPEN FLEXIBLE WORK](#) [PAID FAMILY LEAVE](#)


[POLITICS & POLICY](#) [RADIO](#)

[SEE ALL Contributors](#)



 [RSS](#)

 [Log in](#)

The MomsRising blog community is made up of over 1,200 bloggers. We write about the issues and subjects that matter to moms and everyone who cares about them. 

We're social folk...



(come & say hello!)

## Log In Screen

Clicking the Log In button takes you to this screen, where you enter your username and password

Forgot your password? Click to the “Request New Password” tab

en Español

Join MomsRising  
Email Address

HOME | TAKE ACTION | OUR ISSUES | BLOG | KEEP INFORMED | STORE | IN THE NEWS | MEDIA | ABOUT

Donate

 Blog Topics

CHILD CARE & EDUCATION | ENVIRONMENTAL HEALTH  
GUN SAFETY | HEALTH CARE | MOMS VOTE  
OPEN FLEXIBLE WORK | PAID FAMILY LEAVE  
POLITICS & POLICY | RADIO

SEE ALL Contributors



 RSS

 Log in

Create new account | Log in | Request new password

Username \*

Your User Name Here

Enter Your MomsRising.org Blogger User Name

Password \*

Your Password Here

Enter the password that accompanies your username.

Log in

Blogger Dashboard - your homebase for creating and editing content

Home

Add content

Help

Admin Bar always appears when you are logged into your account

en Español

Join MomsRising

Email Address

Hello Liz Blogger

Log out

Link to add a new post

MomsRising.org

Where moms and people who love them go to change our world

HOME

TAKE ACTION

OUR ISSUES

BLOG

KEEP INFORMED

STORE

IN THE NEWS

MEDIA

ABOUT

Donate

Blog Topics

CHILD CARE & EDUCATION

ENVIRONMENTAL HEALTH

GUN SAFETY

HEALTH CARE

MOMS VOTE

OPEN FLEXIBLE WORK

PAID FAMILY LEAVE

POLITICS & POLICY

RADIO

SEE ALL Contributors

RSS

Log out

Current User

Your User Name

Liz Blogger

Shortcut to creating a new post

Create a New Post

Shortcut to editing your Profile Page

Edit My Profile

[Home](#) » [Add content](#)

Title <sup>W</sup>

### Secondary Author

Optional! Add a Secondary Author if this post is co-written with another MomsRising blogger. Your Author name will always appear on your posts automatically. The Secondary Author's profile picture and name will appear on the post as long as they have a MomsRising Blogger account.

**Featured Images are strongly encouraged.**

The Featured Image appears at the top of your blog post and in the preview in lists and on Topic pages and the Homepage. Dimensions should be at least 250 x 250 px.

**Upload your own image using the Select Media button**

**Use the caption field to add a credit or attribution to the photo, or to give an explanation of what it is!**

**If you only write in English, leave this as "Language Neutral." If you write in both English and Spanish, and are publishing two versions of this post in two different languages, use this drop-down to indicate whether this version is in English or Spanish.**

Language neutral 

## Date \_\_\_\_\_

04/17/2014

E.g., 04/17/2014

The date published will automatically fill in with today's date. If you want to change that date you can manually edit it here

For more on uploading images and blogging in English and Spanish, see the Appendices

#### Topics \*




















- ☐ Blog Carnivals
- ☐ childcare & early education
- ☐ environmental health
- ☐ families & the federal budget
- ☐ family economic security

**Selecting at least one Topic is required. You can select up to four.**

**Pick the topic(s) that best fit the subject of your post. Your post will appear on the Topic Page of each of the topics you select - so if you post under Environmental Health, your post will appear on [MomsRising.org/blog/topics/environmental-health](https://MomsRising.org/blog/topics/environmental-health).**

**Picking relevant topics is a great way to get your posts seen by people who are likely to be most interested in them!**

#### Body [\\*\(Edit summary\)](#)

**B** *I* U abc                 Size   

**The Body field is where the main part of your post goes. It works just like the Body field in WordPress.**

**Use the editor buttons above to format your post, and embed media. See the next page for detailed instructions on how to use the WYSIWYG (What You See Is What You Get) editor.**

#### Disable rich-text

Text format Filtered HTML ▾

[More information about text formats](#) ?

- Web page addresses and e-mail addresses turn into links automatically.
  - Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <img> <div>
- Lines and paragraphs break automatically.

Fill in a short teaser about your post by clicking the "Edit Summary" link (optional). Then type your post in the "Body" field below. If you're copying text in from another program use the "Paste From Word" button to maintain formatting!

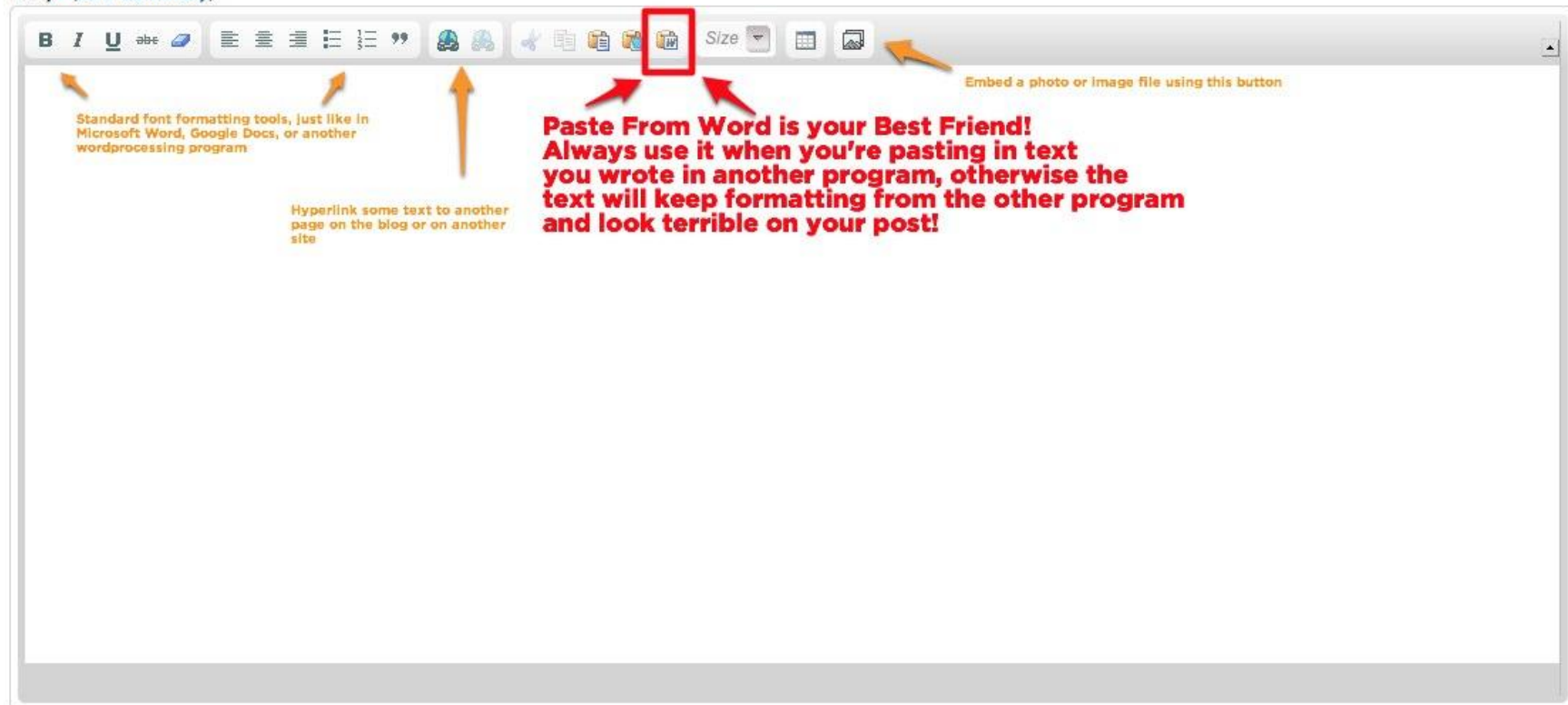
Save



**Click Save to save and publish your post! You can always go back and edit it later if you want to change something.**



## Body [\(Edit summary\)](#)



The screenshot shows the WordPress editor toolbar with several annotations. An orange arrow points to the font formatting buttons (B, I, U, abc, color) with the text: "Standard font formatting tools, just like in Microsoft Word, Google Docs, or another wordprocessing program". Another orange arrow points to the link icon with the text: "Hyperlink some text to another page on the blog or on another site". A red box highlights the "Paste From Word" button (a document icon with a red 'X'), with two red arrows pointing to it and the text: "Paste From Word is your Best Friend! Always use it when you're pasting in text you wrote in another program, otherwise the text will keep formatting from the other program and look terrible on your post!". A third orange arrow points to the image icon with the text: "Embed a photo or image file using this button".

### Disable rich-text

If you are comfortable using HTML, or want to work in a plain text editor for any reason, you can change your "text format" here. Most users find it easiest to stay in Filtered HTML, to make use of the editing buttons above.

#### Text format

Filtered HTML

[More information about text formats](#) ?

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <img> <div>
- Lines and paragraphs break automatically.

Fill in a short teaser about your post by clicking the "Edit Summary" link (optional). Then type your post in the "Body" field below. If you're copying text in from another program use the "Paste From Word" button to maintain formatting!



Paste from Word = saving you from accidentally adding unnecessary formatting to your post if you're pasting content into the editor from somewhere else

Paste

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.


Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK

Use control+V or command+V to paste your text into this area. Then click OK to add the pasted text to the Body area of your post. You can edit and format it once it's back in the WYSIWYG editor.

Cancel OK

## Your Published Post

[View](#) [Edit](#)

 Blog Post *This is a Blog Post* has been updated.


Quick Link to edit your published post

PAID SICK DAYS

# This is a Blog Post


April 9, 2014

Your Author name links to your Blogger Profile page

 BY:  
[Liz Blogger](#)

Whatever street art master cleanse tofu. Sustainable normcore letterpress pug small batch, fixie cliché hashtag artisan. iPhone trust fund 3 wolf

This is the Featured Image for the post



Get to this screen via either the “Edit My Profile” button on your Blogger Dashboard, or by clicking “Hello Your Name” in the black Admin bar at the top of every page when you are logged in.

Add content

Help

Hello Liz Blogger

Log out

Home » Liz Blogger

Liz Blogger

VIEW

EDIT

Change your password by entering your current (or temporary) password here. Then Enter a new password in the fields here

Enter your current password to change the *E-mail address* or *Password*. [Request new password.](#)

liz@echoditto.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

\_\_\_\_\_

Password strength:

\_\_\_\_\_

To change the current user password, enter the new password in both fields.

Customize your personal display of dates and times on the site by choosing your correct time zone here. This information will not be displayed publically to other users.

Time zone

America/New York: Wednesday, April 9, 2014 - 12:19 -0400

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.



















### Summary (Hide summary)

The Summary is an optional field to include a short version of your bio. It may appear when your page is shared.

Leave blank to use trimmed value of full text as the summary.

#### Profile Body

The Profile Body is your place to tell your story. We recommend keeping your bio between 300 and 800 words.

**B** *I* U                  

The Profile Body WYSIWYG editor works just like the Blog Post Body editor. You can use all of the formatting buttons, but please don't embed photos or videos in your Bio.

Disable rich-text

Text format Filtered HTML

[More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
  - Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <img> <div>
- Lines and paragraphs break automatically.

#### Short Bio

Short Bio is an important field. Include a sentence or two about yourself - your job, hometown, or your personal blog or Twitter account. This will appear just below your name on your Profile page

#### Topics

- ☐ childcare & early education
- ☐ environmental health
- ☐ families & the federal budget
- ☐ family economic security
- ☐ gun safety
- ☐ healthcare
- ☐ immigration
- ☐ momsrising near you
- ☐ momsvote
- ☐ open flexible work
- ☐ paid family leave
- ☐ paid sick days
- ☐ politics & policy
- ☐ radio

Topics help MomsRising and visitors know what kinds of issues you tend to write about. For example, if you mark "gun safety" as one of your issues, we may include you in future blog carnivals or other blog events about gun safety issues.

#### LANGUAGE SETTINGS

##### Language

- ☒ English
- ☐ Spanish (Español)

This account's preferred language for site presentation.

Tell us what language you usually write in, and what language you would like the site to default to when you're logged in. If you pick Spanish the site will always show you Spanish versions of posts if they are available.

#### PICTURE

##### Upload picture

no file selected

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

Upload your profile photo here. Recommended formats are square or rectangular images with your face (or the main image you want displayed) centered and taking up most of the image.

#### Zip Code

Let us know your zip code so we can invite you to relevant blogging events related to your state or hometown. This information will not be publically displayed

#### Author Name

Your Author Name is the one that gets displayed on your Profile and on your blog posts. It should be your full name, and can include titles or other modifiers

Save

When you're done editing click "Save" to save your changes!

## Published Profile Page

View


Edit

Quick link to edit your Profile information






Liz Blogger

Liz is a blogger

Profile Picture



SHARE THIS




Liz's Bio goes here. It's very short right now.

Full Bio - Don't make yours this short!

Blog Post List

This is your personal list of posts authored by you! New posts are automatically added here as soon as you publish them.



PAID SICK DAYS

This is a Blog Post

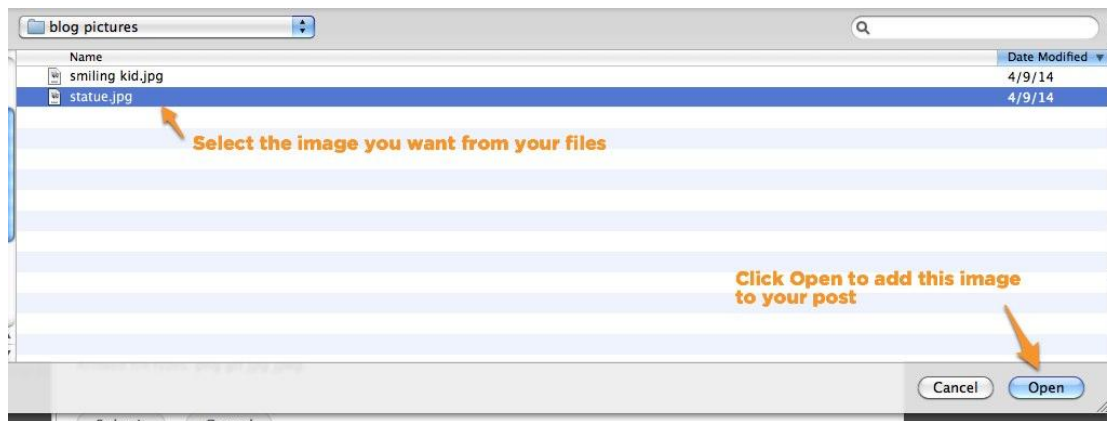
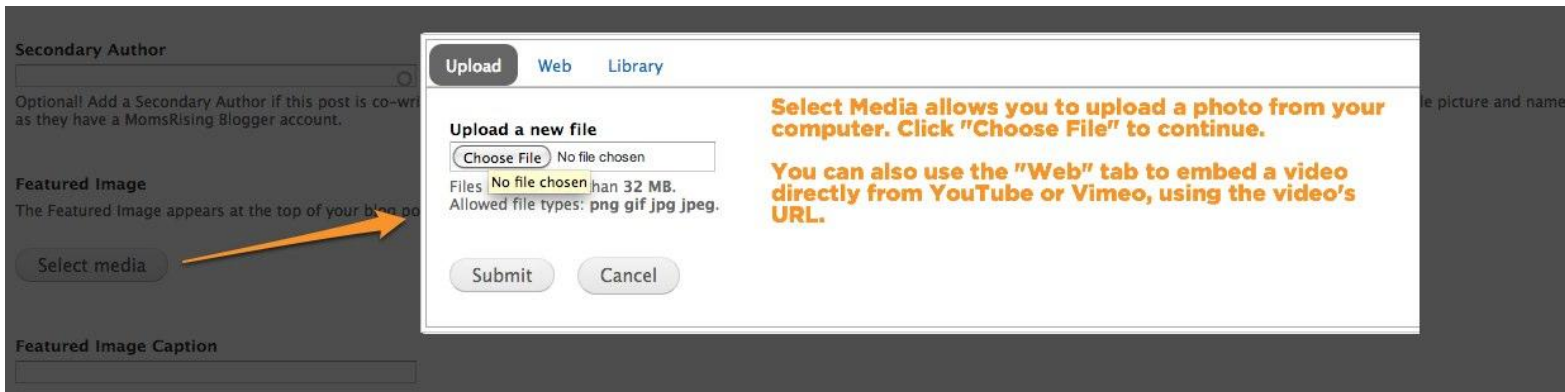
April 9, 2014

Vinyl sustainable mustache XOXO. Bushwick lo-fi pug Neutra pour-over, Vice church-key tote bag DIY Odd Future direct trade yr. Flexitarian stumptown four loko keffiyeh, kitsch gluten-free twee. Williamsburg Tumblr seitan vinyl, Echo Park viral Shoreditch flexitarian Odd Future pop-up scenester 3 wolf moon hoodie.

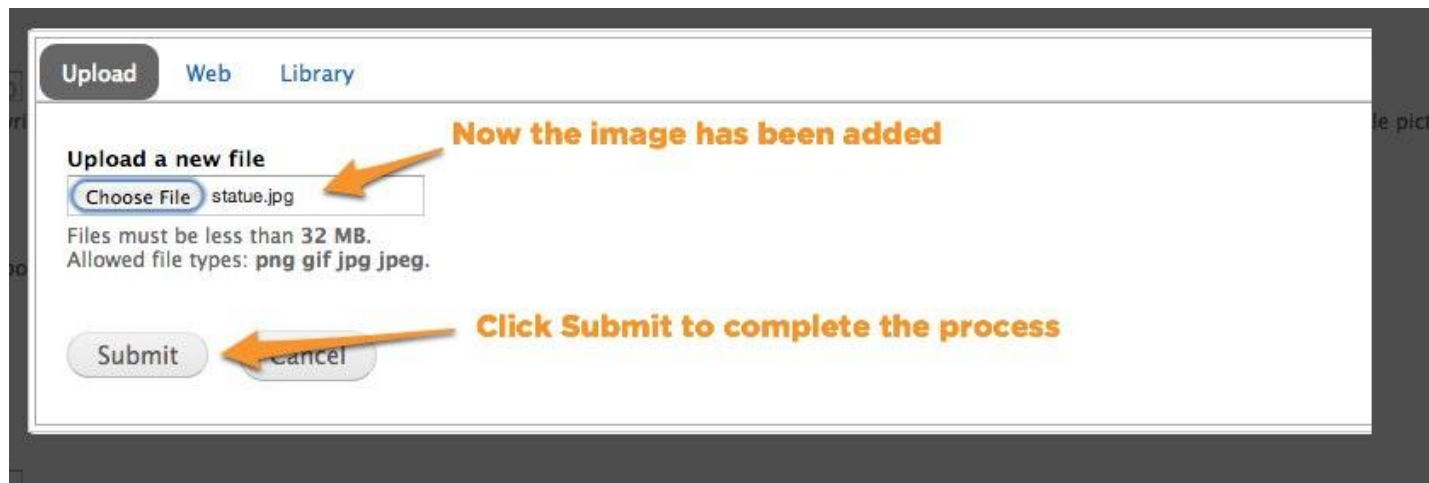
## Appendix 1: Uploading images and captions

Adding images or videos to your post is easy. The steps below explain how to add a Featured Image to your post (which we strongly recommend!), and embedding images in the body of your post.

### 1. Featured Images







Back on your post editing screen.....

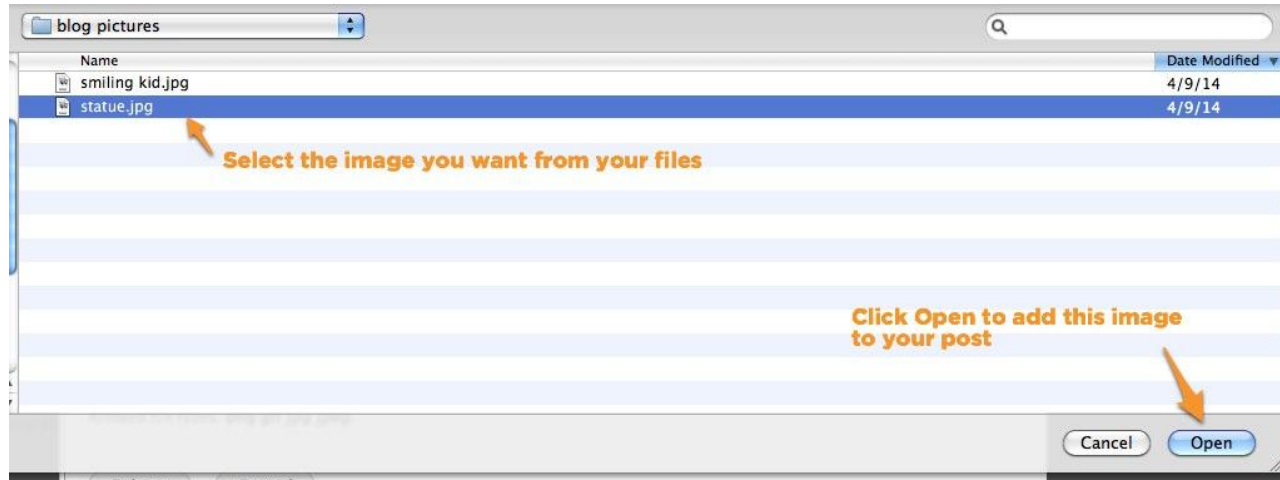


## 2. Embedded Images

Start embedding an image by clicking the “media” button at the top of your WYSIWYG editor. That opens the same “Select Media” window you used to add your Featured Image.



Repeat the steps you did for the Featured Image, of selecting a file and hitting “Submit”



## Embedding *statue.jpg*



statue.jpg

### OPTIONS

Current format is Large

### Description

statue.jpg

Alternate text a user will see if the image is not available

### Caption

This is the caption for the photo that I'm embedding in my post

Caption for the image.

After you click "Submit" you'll have the chance to add a caption to your embedded image on this screen

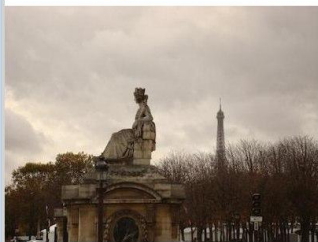
Add your caption here (optional, but please give credit to photographers if you're using a photo you did not personally take!)

Submit

Cancel

When you're done, click Submit again to add your image to your post

Body (Edit summary)



Don't worry if the caption doesn't show up in the WYSIWYG editor after you add your photo  
It will show up on the published post!

body p

Disable rich-text

## Appendix 2: Publishing a post in English and Spanish

The blog allows you to publish the same post in both English and Spanish, and link the two versions so that people can see the version in their preferred language. Cool, right?

There are a few steps to go through to connect translated posts, but once you get the hang of it it's pretty simple.

### 1. Mark your original post as English or Spanish.

#### Featured image

The Featured Image appears at the top of your blog post and in the preview in lists and on Topic pages and the Homepage. Dimensions should be at least 250 x 250 px.



Select media

Remove media

#### DATE PUBLISHED

##### Date

04/09/2014

E.g., 04/09/2014

#### Language

Language neutral

Use this drop-down menu to pick the language of the post you're currently editing

#### Topics \*

☐ childcare & early education

☐ environmental health

☐ families & the federal budget

☐ family economic security

☐ gun safety

☐ healthcare

#### DATE PUBLISHED

Date

04/09/2014

E.g., 04/09/2014

#### Language

☒ Language neutral

☐ English

☐ Spanish

#### Topics \*

☐ childcare & early education

In this case I'll pick "English" because this is the english version of my post

Don't forget to Save and Publish! Then go to your published post and find the Translate tab.

View

Edit

Translate

Translate Tab allows you to link this English post to its Spanish version

This flag tells you your post has been marked as English and is ready for linking to a Spanish version



English

PAID SICK DAYS

# This is a Blog Post



## 2. Add a Translation

[Home](#) » [This is a Blog Post](#)

### Translations of *This is a Blog Post*

[VIEW](#)[EDIT](#)[TRANSLATE](#)

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [enabled languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

LANGUAGE	TITLE	STATUS	OPERATIONS
English (source)	<a href="#">This is a Blog Post</a>	Published	<a href="#">edit</a>
Spanish	n/a	Not translated	<a href="#">add translation</a>



Click here to add the Spanish version

## 4. Write your Translated post

[Home](#) » [Add content](#)

### Create Blog Post

Clicking "Add a Translation" takes you to an edit screen that looks just like the edit screen for the English version of your post, with one key change...

Title \*

This is a Blog Post

Secondary Author

Optional! Add a Secondary Author if this post is co-written with another MomsRising blogger. Your Author name will always appear on your posts automatically. The Secondary Author's profile picture and name will appear on the post as long as they have a MomsRising Blogger account.

Featured Image

The Featured Image appears at the top of your blog post and in the preview in lists and on Topic pages and the Homepage. Dimensions should be at least 250 x 250 px.



statue.jpg

Select media

Remove media

Language

Spanish

The Language has been pre-selected to Spanish

DATE PUBLISHED

Date

04/09/2014

E.g., 04/09/2014

Change all the necessary fields to make the Spanish version of your post. This will include the Title, Body, and Summary (optional). Don't change the Topics, since you'll want both versions to show up under the appropriate Topics!

## 5. Save and Publish the Translation, then double check!

[Home](#) » [Esta es una Entrada de Blog](#)

Translations of *Esta es una Entrada de Blog*

**After Saving and Publishing your translation, head back to the "Translate" tab from either version**

[VIEW](#)

[EDIT](#)

[TRANSLATE](#)

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [enabled languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.


LANGUAGE	TITLE	STATUS	OPERATIONS
English (source)	<a href="#">This is a Blog Post</a>	Published	<a href="#">edit</a>
Spanish	<a href="#">Esta es una Entrada de Blog</a>	Published	<a href="#">edit</a>

**Ta Da! Linked translations**





Now that you have edited your Profile, and published two Blog Posts, go back to your Dashboard to see the changes

Current User





Liz Blogger

 Create a New Post

 Edit My Profile

Blog Posts

TITLE	DATE	PUBLISHED?	EDIT
Esta es una Entrada de Blog	April 9, 2014	 Yes	<div>Edit Post</div>
This is a Blog Post	April 9, 2014	 Yes	<div>Edit Post</div>