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
- **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.
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. 

(Here's a link to the login button, circled in orange.)
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.

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

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

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.

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

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

- 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.
Your Published Post

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 cliche hashtag artisan. iPhone trust fund 3 wolf
Editing your Blogger Profile Information

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.

Current password
Enter your current password to change the E-mail address or Password. Request new password.

E-mail address *
liz_hoehstetter@gmail.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
Password strength:

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

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

Time zone
America/New York: Wednesday, April 9, 2014 - 12:18 - 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.
Profile Body

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

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.

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 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**

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 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!
Liz is a blogger

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

Blog Post List

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
Now the image has been added.

Click Submit to complete the process.

Back on your post editing screen.....

Here's the thumbnail of the image you just added.

Add an optional caption to the image to give attribution to the photographer, or to explain what the image is about.

Featured Image Caption
This is the caption for the photo above.
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”
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!) When you're done, click Submit again to add your image to your post.

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

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>TITLE</th>
<th>STATUS</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (source)</td>
<td>This is a Blog Post</td>
<td>Published</td>
<td>edit</td>
</tr>
<tr>
<td>Spanish</td>
<td>n/a</td>
<td>Not translated</td>
<td>add translation</td>
</tr>
</tbody>
</table>

Click here to add the Spanish version
4. Write your Translated 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...

**Language has been pre-selected to Spanish**

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!

Translations of *Esta es una Entrada de Blog*

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

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<td>Esta es una Entrada de Blog</td>
<td>Published</td>
<td>edit</td>
</tr>
</tbody>
</table>

**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.