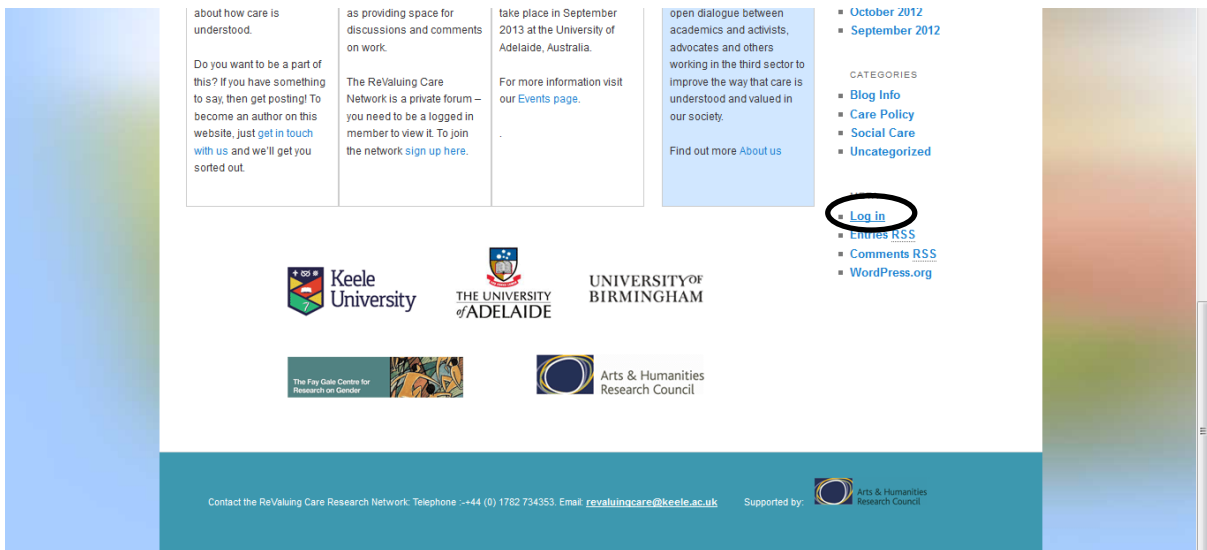# How to Create a Blog Post on the ReValuing Care Website

A very simple guide, by Rosie Harding

1. Use your favourite web browser to navigate to [www.revaluingcare.net](www.revaluingcare.net), and click "Log In" from the menu on the right hand side of the home page
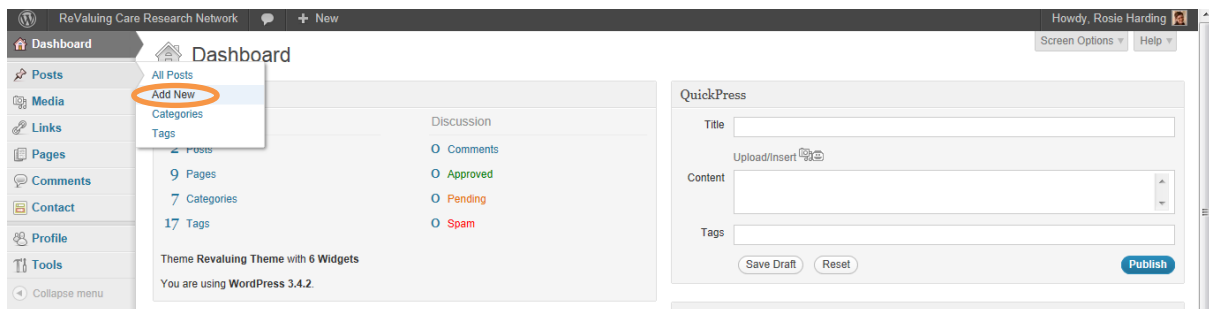


2. You will be taken to the WordPress Login Page. Use your ReValuing Care username and password to log in. Your username will usually be in the format Firstname_Lastname. You can reset your password if you have forgotten it.
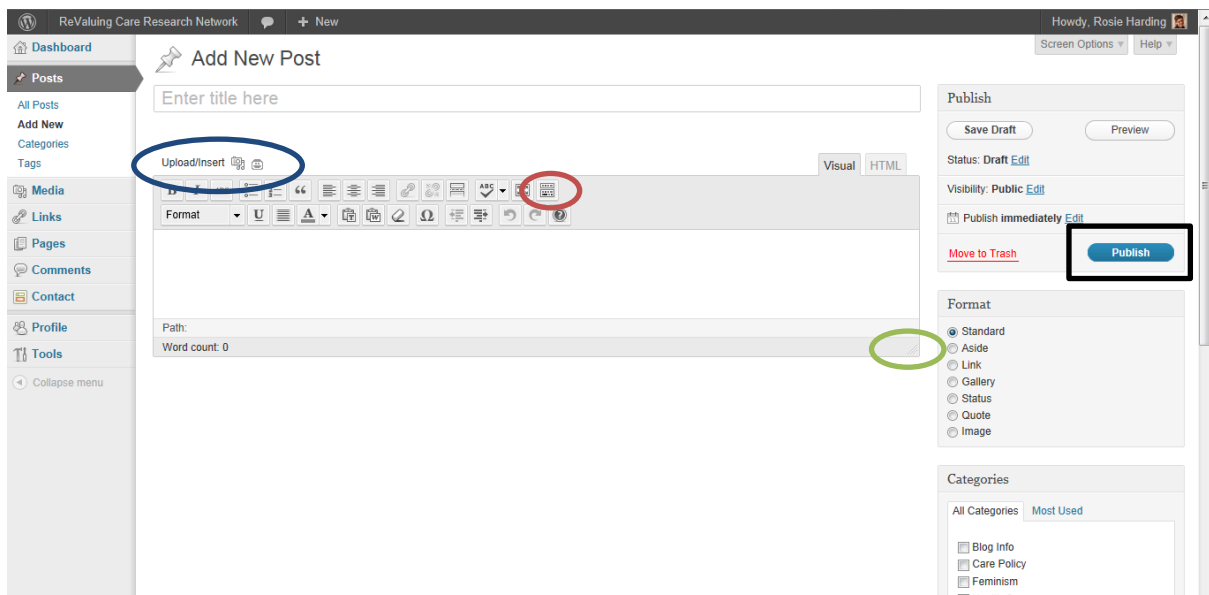


3. Once logged in, you will be returned to the homepage, but this time with a black line at the top:

4. Hover over the words "ReValuing Care Research Network" on the black line and select "Dashboard" from the menu that pops up (as in the image above). You'll then see a page that looks a bit like this (you might not have quite so many options in the menu):



5. Hover over "Posts" and select "Add New" (highlighted by orange circle above) this will take you to a page like this:



6. Type the title of your post where it says "Enter title here"
7. Type your post in the main box below. A few tips on this aspect:
   a. If you have already written your post in a word processing programme, it is usually sensible to copy and paste it to a plain text editor (like notepad on a windows pc) before pasting it into the box. This is because Word (especially) adds in lots of extra html code that will break the formatting styles embedded in the site.
   b. You can add a picture to your post using the Upload/insert buttons (blue circle). Doing so is intuitive
   c. If you can't see all of the buttons on the toolbar, click on the button on the right hand side of the top row (red circle)
   d. If you want to see more of the box, click and drag the triangle on the bottom right of the box (green circle)
   e. If you want to mess with your html code, rather than looking at the display view, use the "html" tab.

      f.     You can save drafts and preview posts using the buttons at the top of the "publish" box on the right hand side of the page

8. Once you have completed your post, please select a category from the list, and then add any "tags" that you think would be relevant. Tags could relate the topic, content, theoretical perspective you're drawing on, themes in an event you're posting about. No limit to what you can put here.

9. Once you're happy with your post, click the "publish" button (black box on image on previous page)

10. You are done. It really is that easy! From the post itself, you will be able to share it using your favourite social networking site.