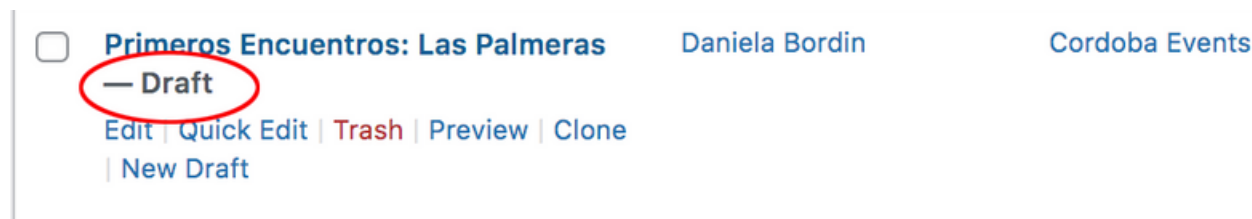
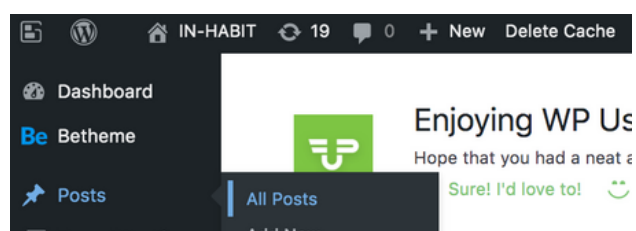


HOW TO UPLOAD POSTS ON IN-HABIT'S WEBSITE

- The back office can be accessed by logging into the Reserved Area and then clicking on the 'W' (Wordpress) that you find in the top left corner of the page.
- Credentials will be given to all the KLC when the website goes online.

The screenshot displays the IN-HABIT website interface. At the top, a dark navigation bar contains the IN-HABIT logo on the left and a menu of links: Home, About, Cities, Partners, Resources, News & Events, and Reserved Area. The 'Reserved Area' link is circled in red. Below the navigation bar is a large banner image featuring a scenic view of a town with a prominent stone tower, overlaid with the 'Lucca' logo which includes a green paw print. The main content area shows a login form with the heading 'Access to this area is reserved for project partners only.' The form includes fields for 'Username or Email' and 'Password', a 'Remember Me' checkbox, a 'Log In' button, and a 'Lost Password' link. To the right of the login form is an illustration of five diverse professionals. At the bottom, a dark WordPress admin bar is visible, showing the IN-HABIT site name, a 'Customize' button, and various status icons. A dropdown menu is open under the WordPress logo, showing links to 'About WordPress', 'WordPress.org', and 'Documentation'.

- Once in the back office, select Posts > All Posts, then hover over any existing title and select New Draft from the menu that appears under it.
- At the top of the list a duplicate will appear, labelled Draft. Click on the title or on Edit. The page that opens is already correctly set up, please do not change it.



- The first line is the title that will appear on the city page. Delete the old one and type in the new one. Repeat the same text on the line below.
- Right under the two titles, type in or copy and paste a brief description of the news/event.

Primeros Encuentros: Las Palmeras

Primeros Encuentros: Las Palmeras

En Córdoba han tenido lugar los dos primeros encuentros con los vecinos y las vecinas de Las Palmeras, con un taller sobre el co-diseño de soluciones visionarias e integradas en colaboración con un grupo de bioingenieros de Sevilla. ¡Es genial ver a todos trabajando juntos para definir la misión, la visión y los objetivos del plan de acción IN-HABIT en la ciudad!

Start writing or type / to choose a block

- From the column on the right-hand side select Post from the menu at the top, then scroll down to Categories. Click on it and wait until the list appears. Select Cordoba or Cordoba events; Nitra or Nitra events; Lucca or Lucca events; Riga or Riga events, based on the type of post (news or event). The blog post will automatically be added to the right section. Please DO NOT add new categories.
- To add a photo, scroll further down and select Featured image; click on it and then click again on Replace Image. Drag and drop the chosen image or choose it from the existing library. Click on Set featured image.

Post
Block
X

Status & visibility
^

Visibility
Public

Publish
Immediately

Post Format
Standard

☐ Stick to the top of the blog

☐ Pending review

Author
Daniela Bordin

[Copy to a new draft](#)

Move to trash

Permalink
v

Categories
^


Search Categories

☒ Cordoba Events

☐ BSC

☐ ...

Featured image
^



Replace Image

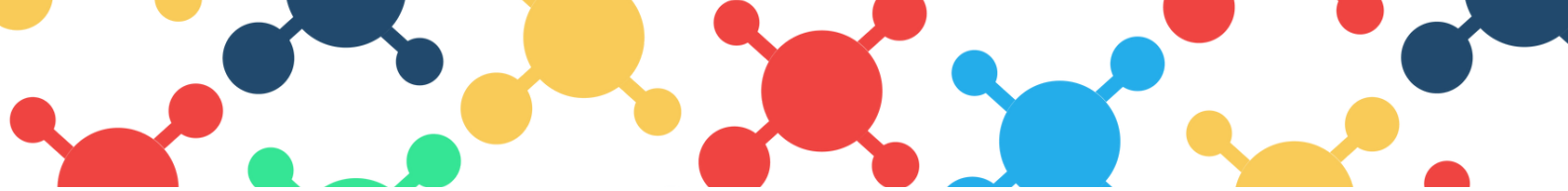
[Remove featured image](#)

Featured image


Upload files
Media Library

Drop files to upload
or
Select Files

Maximum upload file size: 512 MB.



- When the post is ready, click on Publish in the top right corner.
- Please always double-check that the post has been correctly added to the page before logging off.
- Whenever you make changes to the post, always remember to click on Update in the top right corner, so that the changes will be saved.

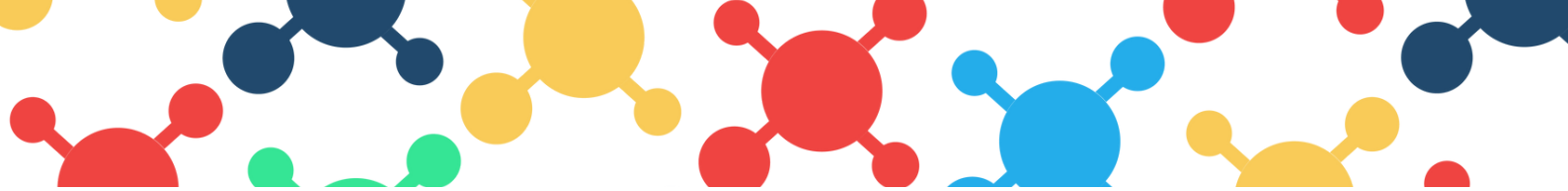
[Save draft](#) [Preview](#) [Publish](#) 

	Post	Block
	<input type="checkbox"/> Events	
	<input type="checkbox"/> KQ	
	<input type="checkbox"/>	

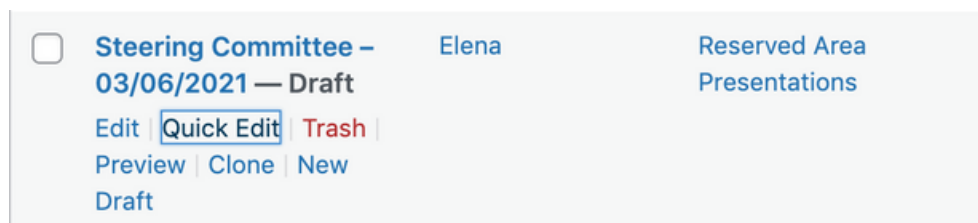
[Switch to draft](#) [Preview](#) [Update](#)

	Post	Block
	 Paragraph	

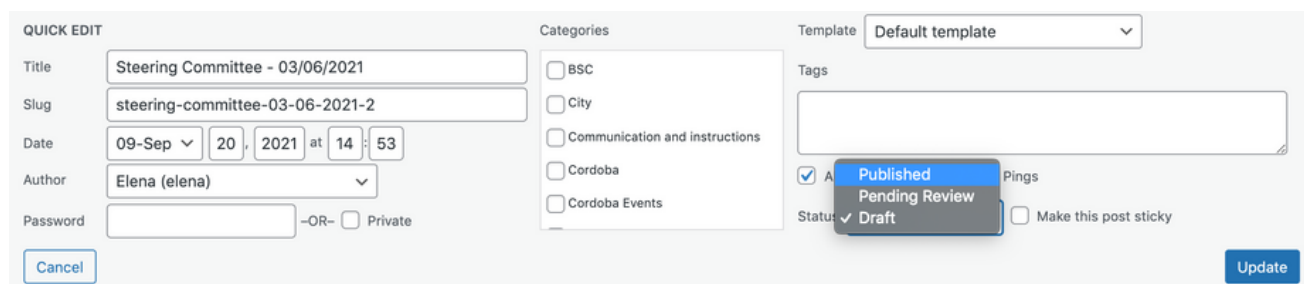




Please note: sometimes when you publish a post Wordpress fails to change its status and you will still see it labelled as a draft in the post list.



When that happens simply click on Quick Edit and change its status to Published, then click on Update to confirm.



For any doubts, you can write to us at inhabitweb@bookonatree.com

