



## How to publish a story on YRE Hub

YRE Hub is created through WordPress – a very popular platform for bloggers around the world! The stories on YRE Hub will therefore be published as **blog posts**. Blog posts are dated, and appear in reverse chronological order. They move automatically down as new stories are published. They're browsable in the WordPress.com Reader, where prospective fans can find them under the tags you assign them.

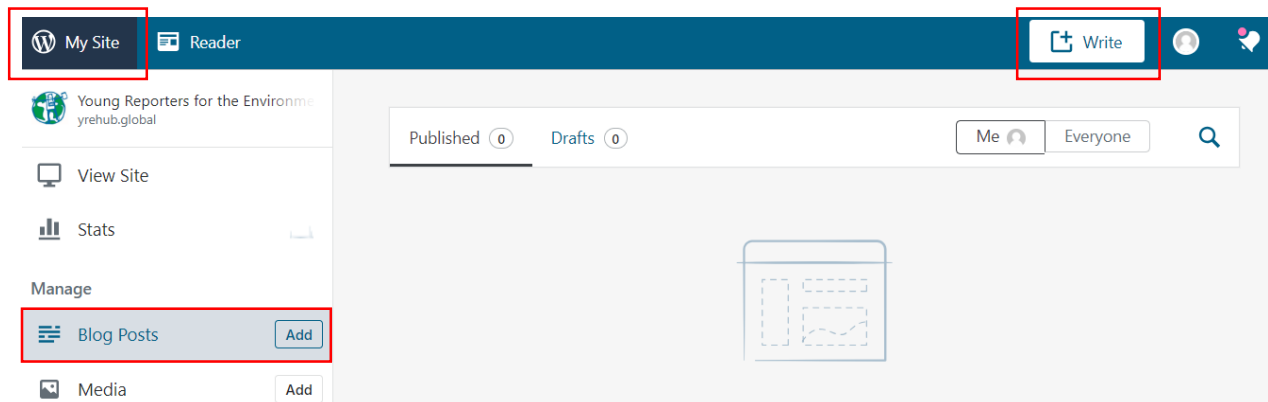
Ready to publish a story? Let's do this together!

### STEP 1: Log-in

Go to <https://wordpress.com/> and sign in using the details given by the YRE National Operator. We recommend that you use Google Chrome as your browser.

### STEP 2: Create a new story

To create a new story, go to the upper right corner of the page and click on **“Write”**.



Or click on **My Site** on the top left corner, then on **Add** next to “Blog Posts.”

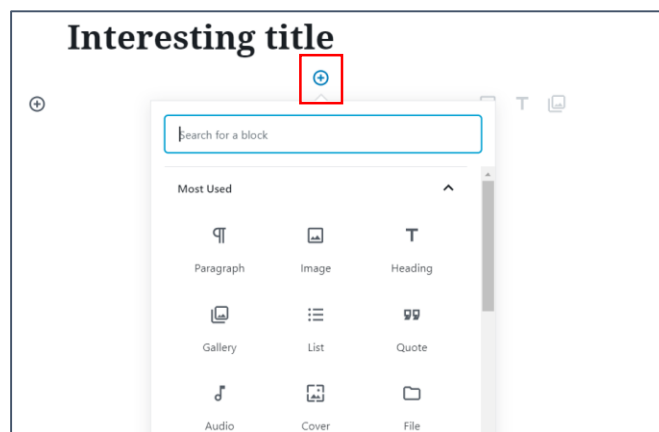
Then click the button **Add New Post**.

### STEP 3: Adding blocks

The first thing you should do is enter an **interesting title** for your post. Go for clear and intriguing – if your title doesn't make someone want to click on it, your post isn't going to get read.

Your story will consist of different **blocks**. To add a new block, click the small + icon below the title or in the top left corner. Here you can choose from a number of different blocks. The ones you are most likely to use are: **Paragraph**, **Image**, **Heading**, and **Quote**.

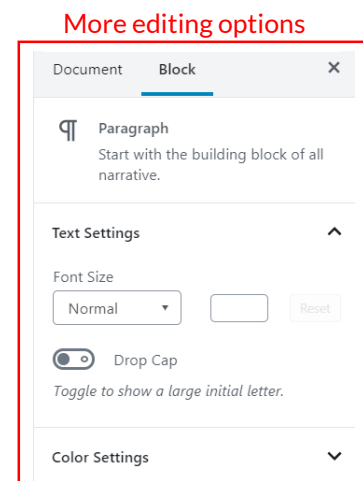
However, if you are uploading a video, you will need to find the **Video Block** and insert the URL from e.g. YouTube.



Start by adding your **first name, country, and age (optional)** under the title and making it in *italic*.

You then start adding your story – one block at a time. Remember that your first paragraph should be catchy and informative. If you want to format your text, use the toolbar options. In the **toolbar**, you will also find the icon to add **links**. Depending on the type of block you have chosen, you will also have **more editing options** on the right side.

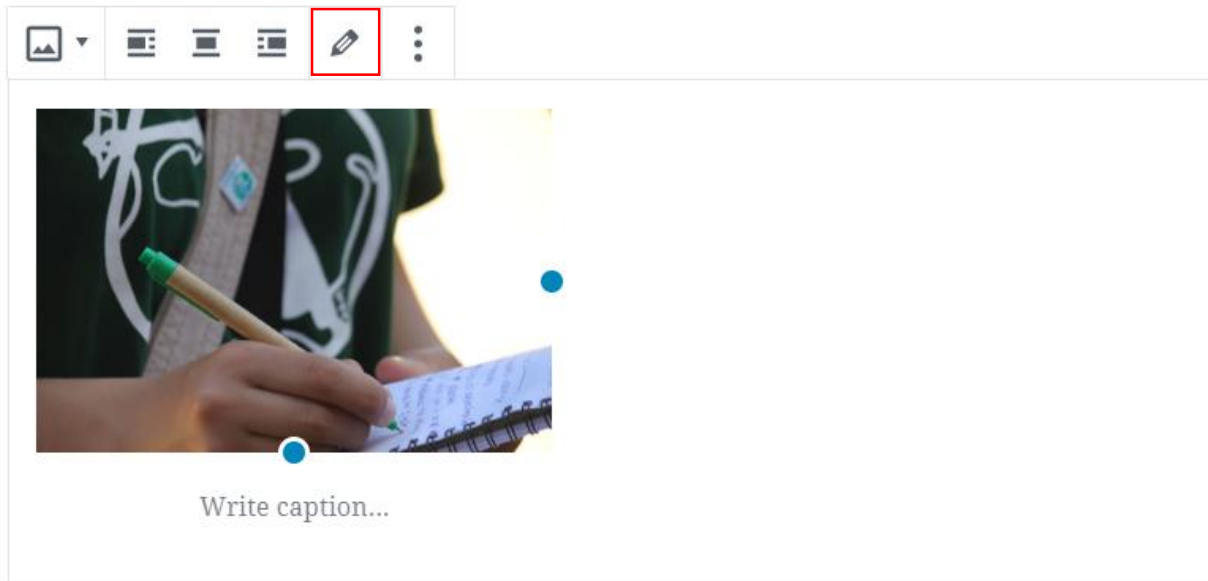
Once you have created a couple of blocks, you can move them up or down using the small arrows on the left side of the block.



## STEP 4: Adding photos

Now, let's add a photo. First choose an **Image Block**. You can then drag the image files from your desktop right into the post where they'll be automatically uploaded and inserted, or you can use the tools within the editor.

You can adjust the size of the photo by dragging the blue dots, you can add a **caption**, and you can also **edit the photo** by clicking on the **pencil icon**. To remove the image entirely, click on the three dots in the tool bar and then choose "**Remove Block**"

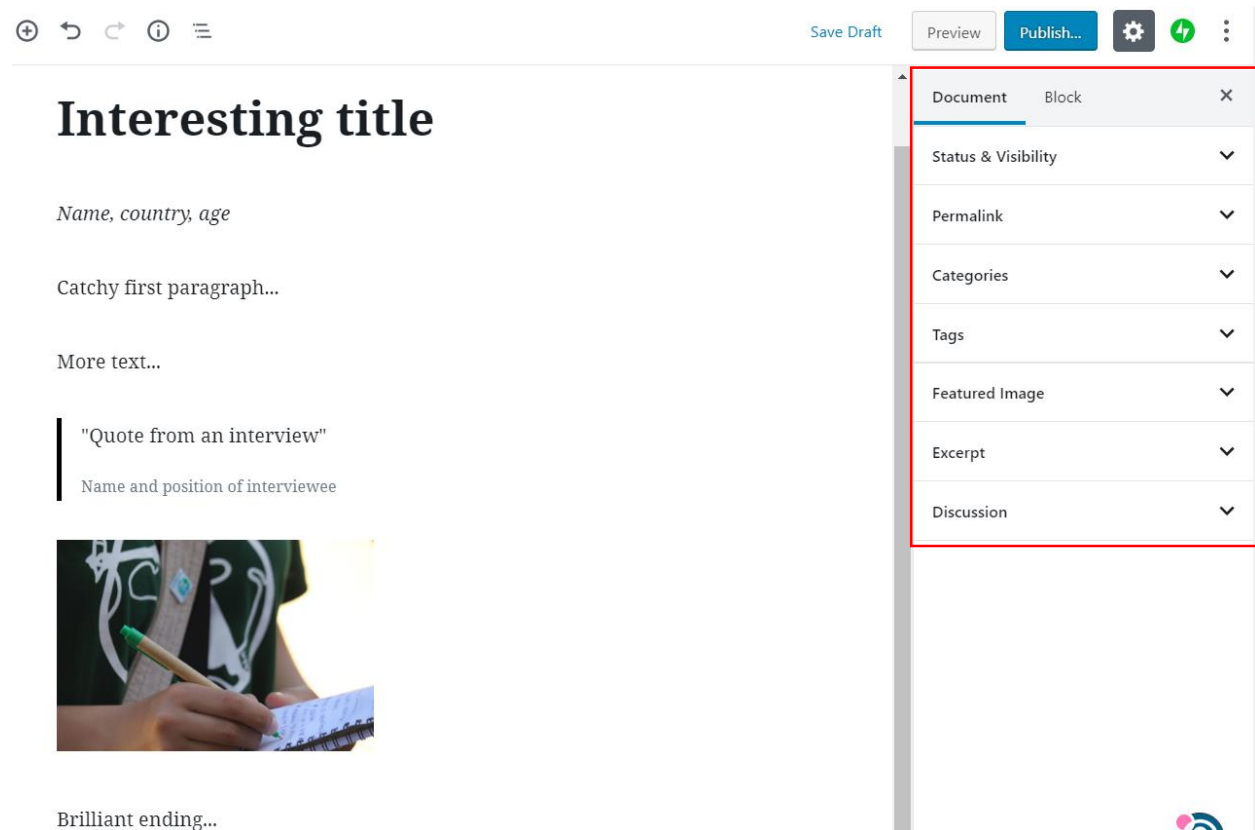


If you have several photos you want to upload, you might want to create a **Gallery Block**. By changing the number of **Columns** in the right-side panel, you are able to decide how many photos should be in each row of the Gallery Block.

## STEP 5: Choosing categories and adding tags

Once you have added your brilliant headings, paragraphs, quotes, photos and proofread everything 50 times, your story is almost ready to be published!

Before clicking Publish, you should tweak a couple of settings that are placed at the right-hand side of the screen. To review these, click “**Document**” and you will see a list of different settings, each one has a particular function. Here we will just highlight 3 of them.



The screenshot shows a content management system interface. On the left, there is a draft article with the title "Interesting title" and several paragraphs of placeholder text: "Name, country, age", "Catchy first paragraph...", "More text...", a quote "Quote from an interview" by "Name and position of interviewee", a photo of a person writing in a notebook, and "Brilliant ending...". On the right, there is a settings menu with a red border. The menu is titled "Document" and "Block" and contains the following options: "Status & Visibility", "Permalink", "Categories", "Tags", "Featured Image", "Excerpt", and "Discussion". The "Document" option is currently selected.

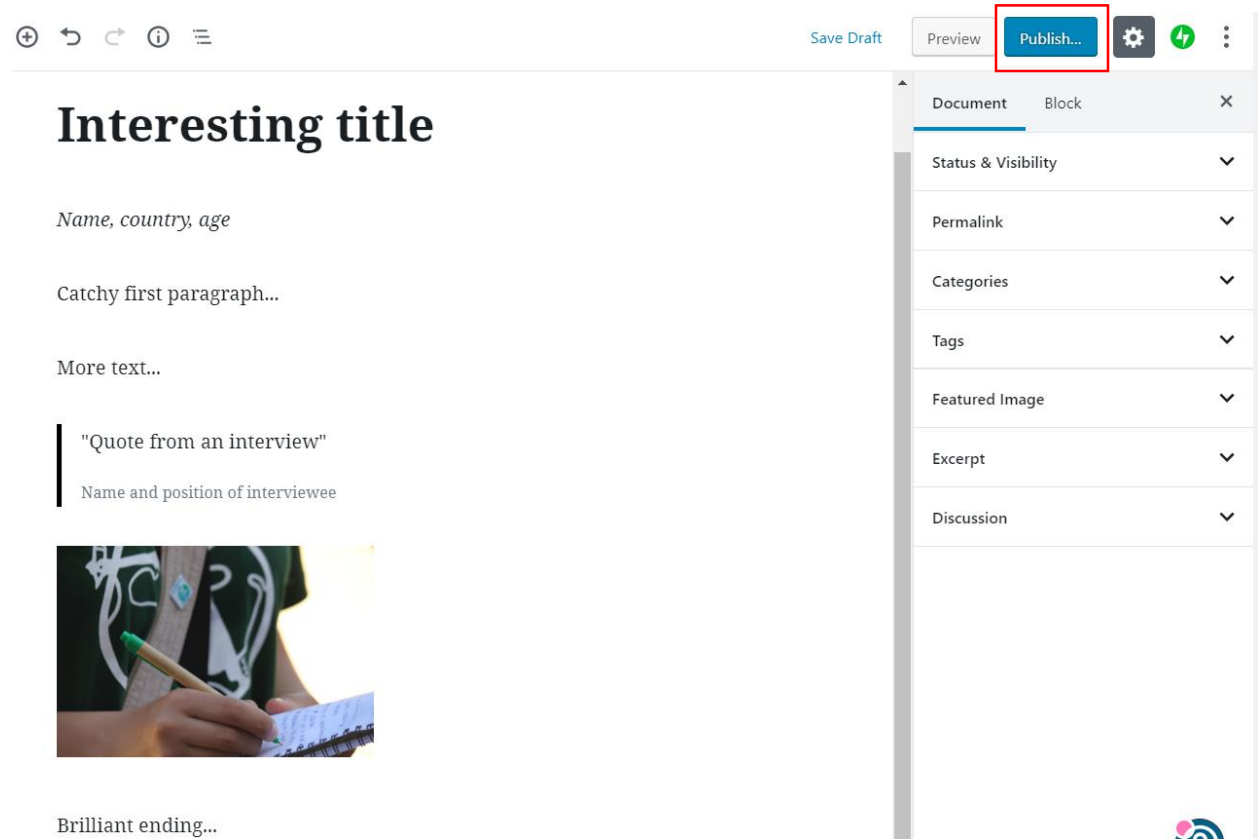
**1) Status & Visibility:** You can **schedule** your story, or publish it right away. The next two links show the visibility of the post – or what visitors will be able to see your post. By clicking the **Publish** button your story will go live.

**2) Categories:** In this box, you should choose the **media type** that fits your story (Article, Photo Story or Video). You may also choose to tick the “YRE - my experience” box if this is a **personal story** about you as a Young Reporter for the Environment.

**3) Tags** are important for readers to be able to search and find your story. We recommend that you as a minimum tag **YRE**, your **country**, the **overall topic(s) of your story**, and the **SDGs** that can be linked to your story.

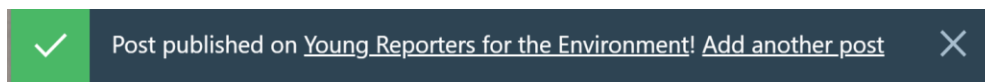
## STEP 6: Publishing

When you're ready to share your story with the world, click **Publish** at the top of the page.



The screenshot shows a content management system interface. At the top, there is a toolbar with icons for undo, redo, and other actions, along with buttons for "Save Draft", "Preview", and "Publish...". The "Publish..." button is highlighted with a red box. Below the toolbar, the main content area displays a draft post with the following text: "Interesting title", "Name, country, age", "Catchy first paragraph...", "More text...", a quote block with the text "Quote from an interview" and "Name and position of interviewee", an image of a person writing in a notebook, and "Brilliant ending...". To the right of the main content area is a sidebar with a "Document" tab and a "Block" tab. The sidebar contains several settings sections: "Status & Visibility", "Permalink", "Categories", "Tags", "Featured Image", "Excerpt", and "Discussion".

You'll see a notice that your post has been published and a link to the live post:



**Congrats! You are now published on YRE Hub.**