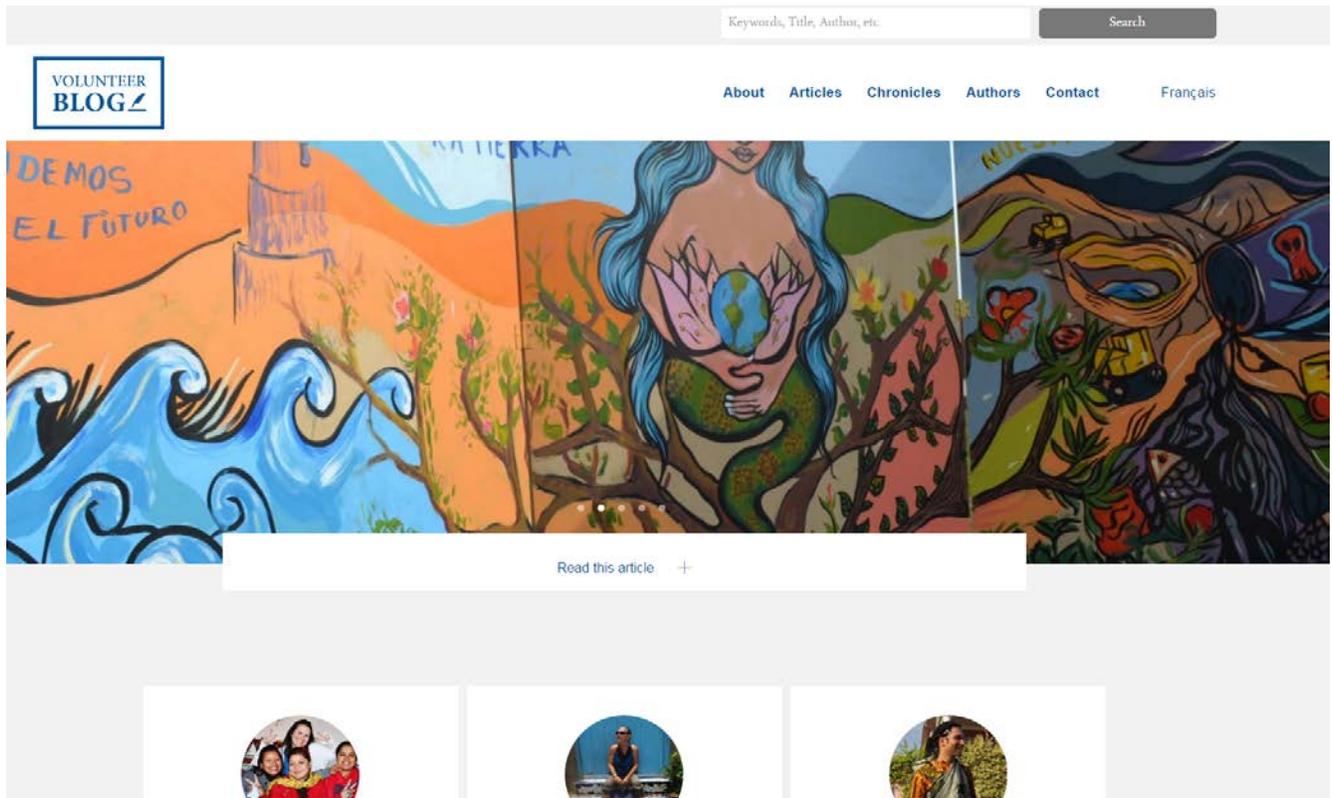


# Volunteer Blog

## A Guide for Authors



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## **1. Introduction**

The Volunteer Blog is a dynamic, interactive platform that allows you to share your experience as a volunteer with the public.

It is for volunteers who have been or are currently involved in the various projects and programs of CECI, WUSC and their partners: Uniterra, Leave for Change, Québec Without Borders (QWB), Students Without Borders (SWB), the International Seminary and all other projects.

Whether you are looking to tell a story about your experience in the field, talk about a development issue, share a film or series of photographs or become a regular contributor, the Volunteer Blog is for you!

[volunteer-blog.ca](http://volunteer-blog.ca)

## 2. Author Profile

→ To contribute to the Volunteer Blog, first you need an author profile. This profile includes:

### 2.1 Profile photo

A photo of you, ideally in the field (square, 500 x 500 pixels).

### 2.2 Introductory sentence

A short introductory sentence that is 15 – 18 words long.



Éléonore Durocher  
Bergeron

Citoyenne du monde, aimant tous les êtres humains, différences incluses; je vous présente les gens qui façonnent mon séjour au Mali.

[Voir ses articles](#) +

### 2.3 Author presentation

A longer presentation that is 75 to 125 words long, ideally including the following information: country, mandate, partner(s), program and year(s).

**ÉLÉONORE DUROCHER BERGERON**  
L'AUTRE HISTOIRE

« Les pieds finissent toujours par aller là où va le cœur ». Voilà un sage proverbe malien mis en application, alors que je foule à nouveau le sol rouge d'un continent qui m'a accueillie en 2012 et où j'ai laissé une partie de mon cœur.

Ayant fait des études universitaires en relations publiques, je savais que je mettrais plus tard ces compétences au profit du développement international. J'ai actuellement cette chance alors que j'ai un mandat à titre de conseillère en communication pour le Réseau national d'appui à la promotion de l'économie sociale et solidaire du Mali (RENAPESS).

Depuis mon arrivée, je suis allée à la découverte de l'Autre, et j'ai rencontré des gens très inspirants et dévoués. Ce sont ces personnes et leur histoire que j'ai envie de partager avec vous!

Vous pouvez aussi me suivre sur Twitter (@Eleonore\_D\_B) et sur Instagram (eleonore\_db).

Retour aux auteurs ☰

## 2.4 Banner Photo

→ A banner photo is displayed above each article to illustrate the theme of the post. If a post does not have a banner photo or has too few photos, a generic image will be assigned to your post. Send 2-3 photos representing your assignment or country of assignment to use as a banner photo. Important: These photos must be horizontal and **at least 2,000 pixels wide**.



## 2.5 Username and Password

- To obtain your username and password, email the four items mentioned above (2a, 2b, 2c and 2d) to this email **uniterra@ceci.ca**
- We will create your author profile in WordPress.
- You will receive a username and password giving you administrator access to the WordPress Volunteer Blog so you can publish your posts.

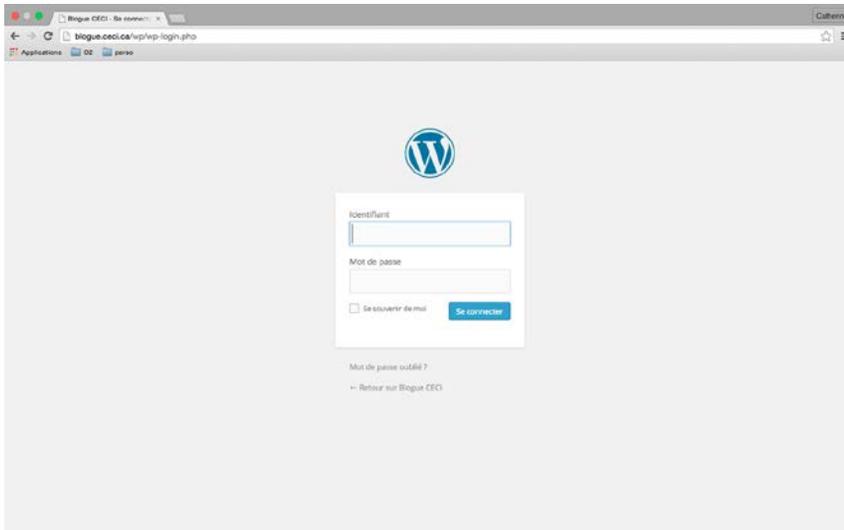
### 3. Logging On as an Author

→ Go to the following web address:

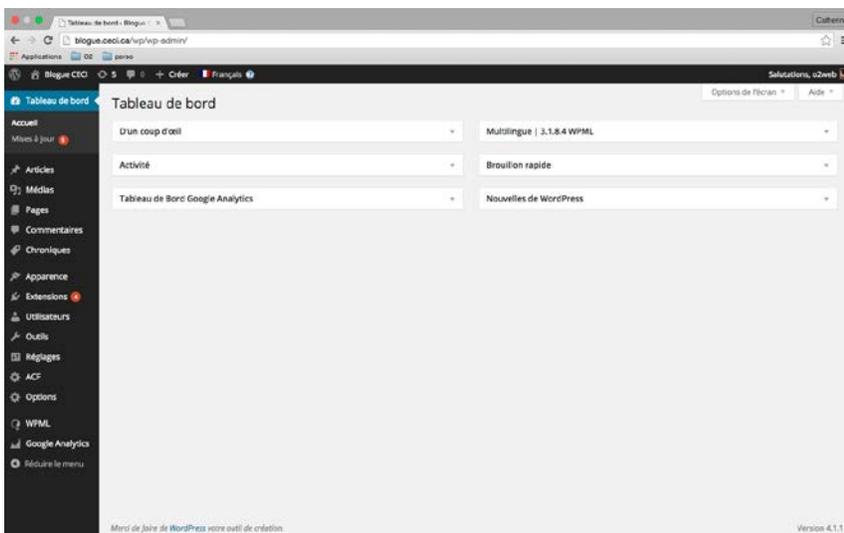
<http://volunteer-blog.ca/wp/wp-admin>

→ Enter your username (Identifiant) and password (mot de passe).

→ Click *Log In*.



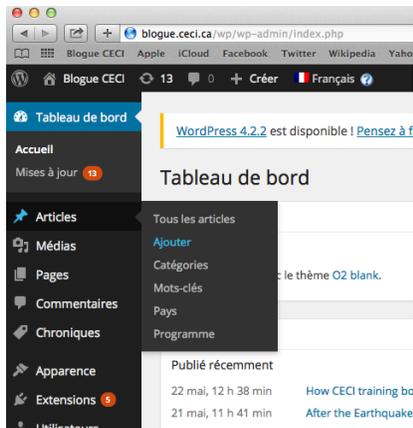
→ This will take you to the dashboard:



→ Change the language of the platform if necessary, clicking on the country banner at the top of the Dashboard

## 4. Create a Post

→ Click *Posts* → *Add New*



### 4.1 Add contents (text, pictures): *Flexible content module*

Note: We strongly recommend to using the *Flexible content module* as it has been developed for you to add easily your texts and pictures. You may meet some problems by using the options offered in the central part of the editing page (adding pics, etc.).  
So please use the *Flexible content module*!



## 4.2 Using the *Flexible content* module

→To use the *Flexible content* module, go to the *Flexible content* block, at the very bottom of the page, under *Add New Post*, *Add Media*, *Post Footer*, *Excerpt*.

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Flexible content

Blocks

Click the "Add block" button below to start creating your layout

Add block

Multilingual Content Setup

Custom taxonomies

Countries  Translate  Do nothing

Programs  Translate  Do nothing

Note: Custom taxonomies and custom fields are shared across different post types.

Apply

→Click the *Add block* button and select the type of block you wish to use. Use the + or – buttons to add or delete new blocks.

→Use the “drag and drop” function to change the order of your blocks once they have been created.

Flexible content

Blocks

Click the "Add block" button below to start creating your layout

Add block

## Available Content Types

1. **WYSIWYG:** Standard text block.
2. **SIMPLE IMAGE:** Insert an image that will keep its original format. Select this option for images less than 1,024 pixels wide.
3. **FULL IMAGE WIDTH (100%):** Insert an image that will appear full width. Select this option for images at least 1,024 pixels wide.
4. **2 IMAGES GRID:** Insert two images side by side.
5. **IMAGE / TEXT:** Insert an image on the left and text on the right.
6. **TEXT / IMAGE:** Insert text on the left and an image on the right.



## 4.3 Detailed Explanation

### 1. WYSIWYG

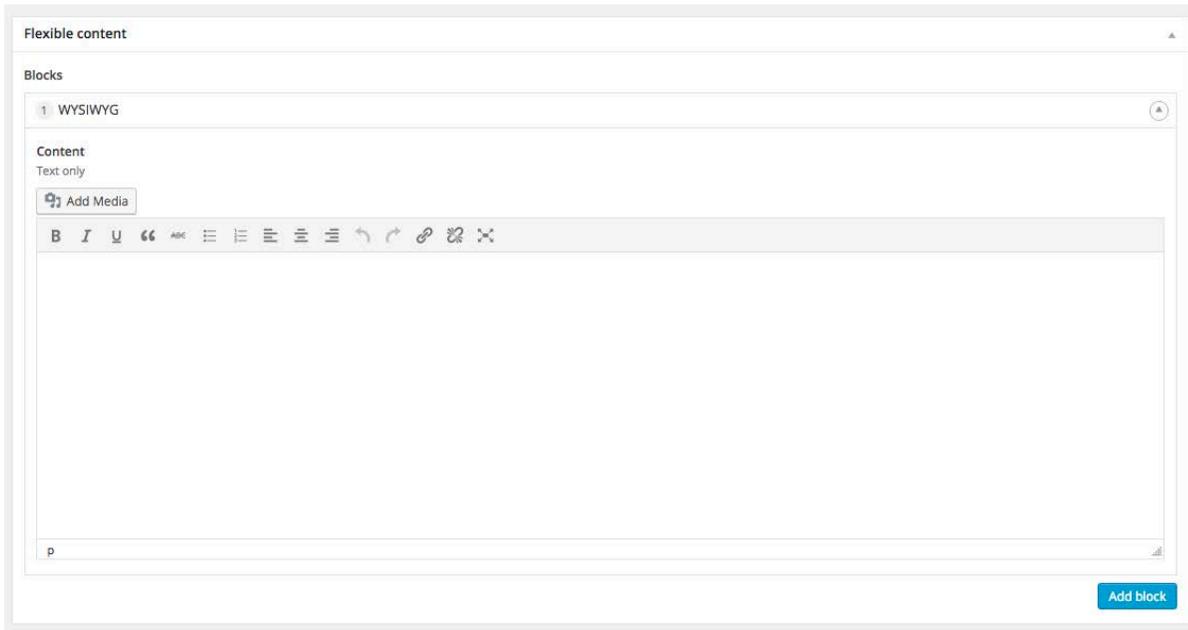
*Standard text block.*

a. Click *Add block*.

b. Select *WYSIWYG*.



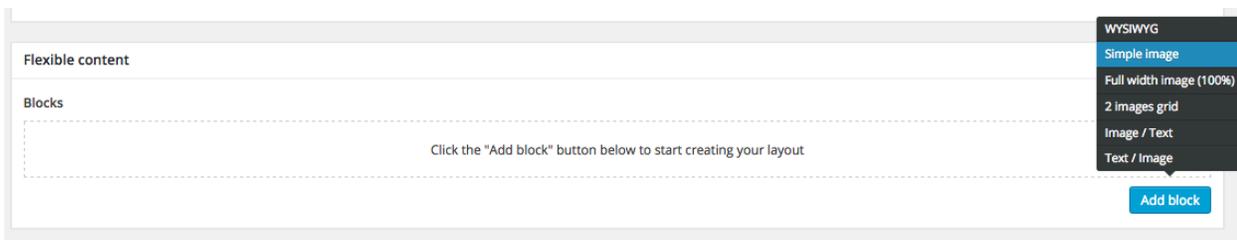
c. Insert your text in the *Content* field.



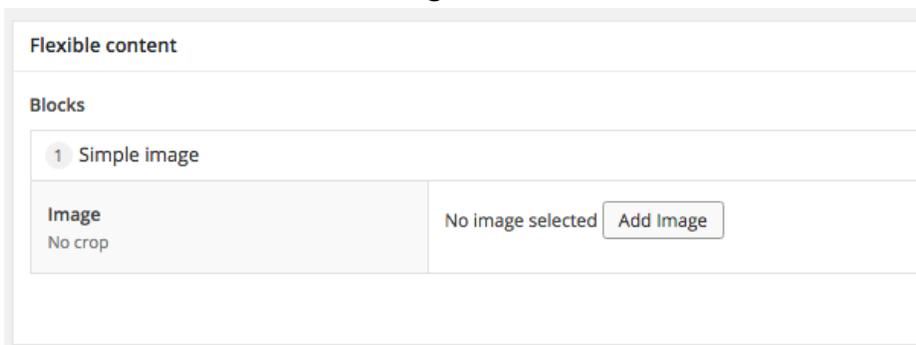
## 2. SIMPLE IMAGE

*Insert an image that will keep its original format. Select this option for images at least 1,024 pixels wide.*

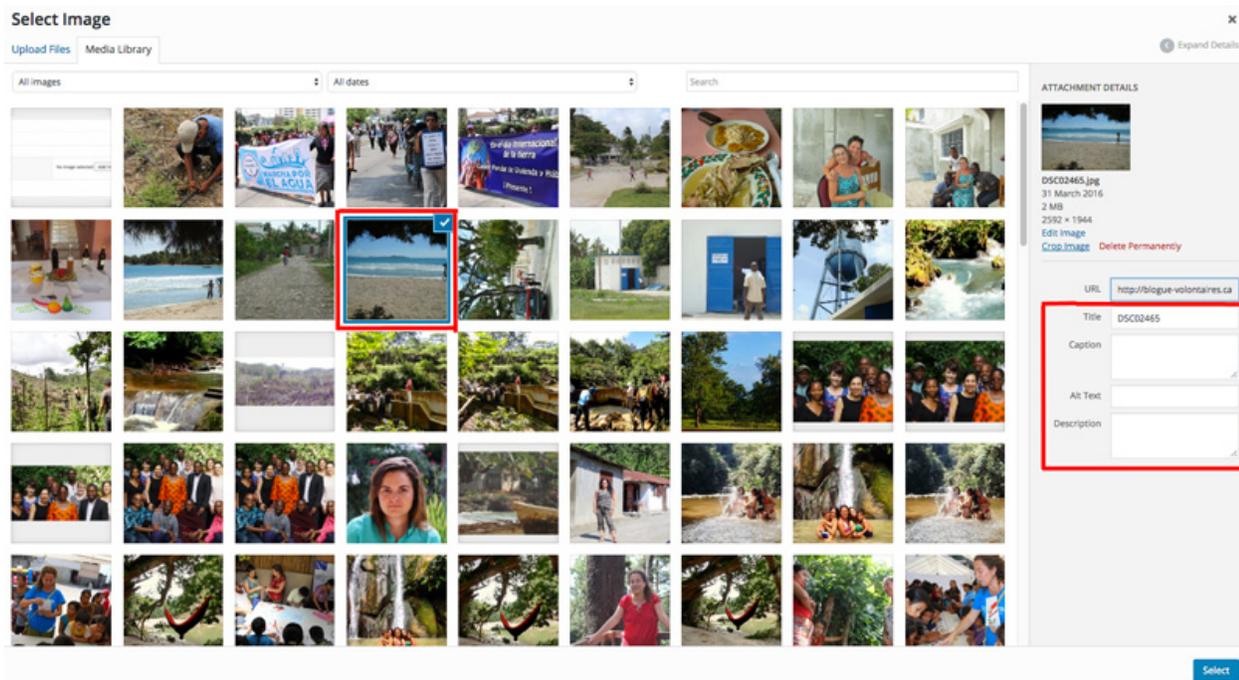
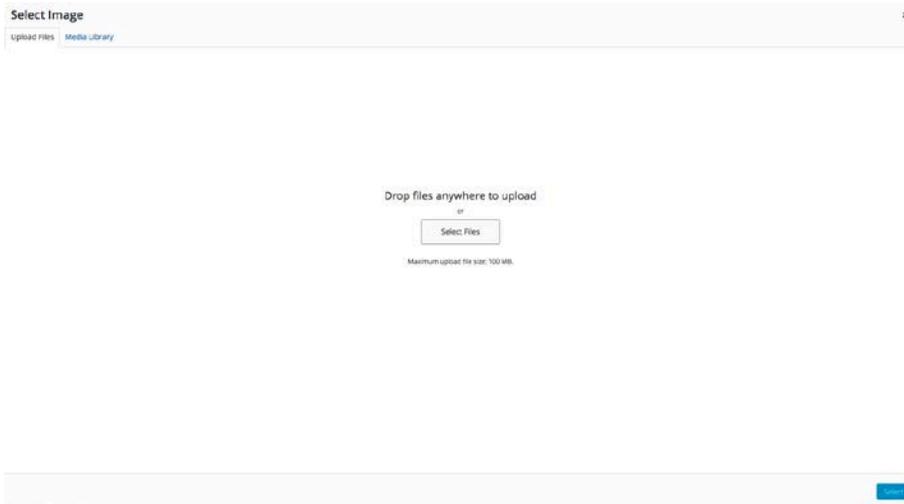
- a. Click *Add block*.
- b. Select *Simple image*.



c. Click *Add Image*.



d. Select an image (through Upload Files) or upload the image from your hard drive (through Media Library). See image below.



e. Follow these steps:

- i. Enter a caption for your image. Think about search engines!
- ii. If needed, enter a legend that will appear under your image in the article.

- iii. Enter an alternative text for your image that will appear if there is a problem with your image on the website.
- iv. Click *Select*.

**ATTACHMENT DETAILS**

Capture-AddImage\_Eng.png  
3 May 2016  
17 kB  
606 × 229  
[Edit Image](#)  
[Crop Image](#) [Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

### 3. FULL IMAGE WIDTH (100%)

*Insert an image that will appear full width. Select this option for images at least 1,024 pixels wide.*

- a. Click *Add block*.
- b. Select *Full width image (100%)*.

Flexible content

Blocks

Click the "Add block" button below to start creating your layout

WYSIWYG  
Simple image  
**Full width image (100%)**  
2 images grid  
Image / Text  
Text / Image

Add block

c. Click *Add Image*.

Flexible content

Blocks

1 Full width image (100%)

<b>Image</b> Image width must be equal or greater than 1024px	No image selected <input type="button" value="Add Image"/>
--	--

d. Select an image (or upload one from your hard drive) and follow these steps:

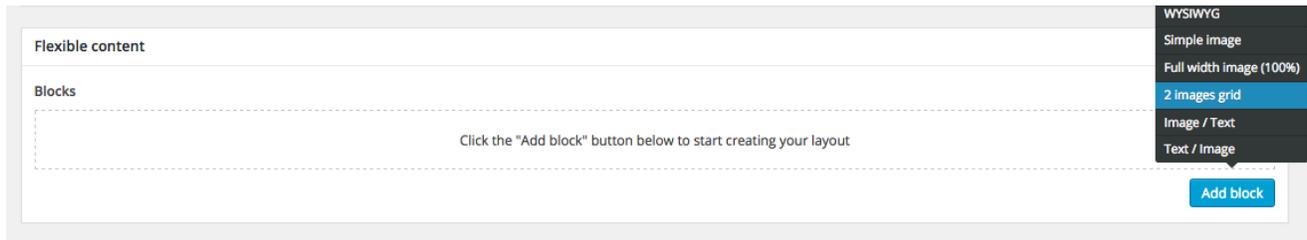
- i. Make sure your image is at least 1,024 pixels wide. If it is not, use the *Simple image* block.
- ii. Enter a caption for your image. Think about search engines!
- iii. If needed, enter a legend that will appear under your image.
- iv. Enter an alternative text for your image that will appear if there is a problem with your image on the website.
- v. Click *Select*.

The screenshot shows the 'Select Image' interface. On the left, there is a grid of images. One image, showing a beach scene, is highlighted with a red box and a blue checkmark. On the right, the 'ATTACHMENT DETAILS' panel is visible. It shows the image thumbnail, filename 'DSC02465.jpg', date '31 March 2016', and dimensions '2592 x 1344'. Below this, there are fields for 'URL' (http://blogue-volontaires.ca), 'Title' (DSC02465), 'Caption', 'Alt Text', and 'Description'. A red box highlights the 'Caption', 'Alt Text', and 'Description' fields. At the bottom right, there is a 'Select' button.

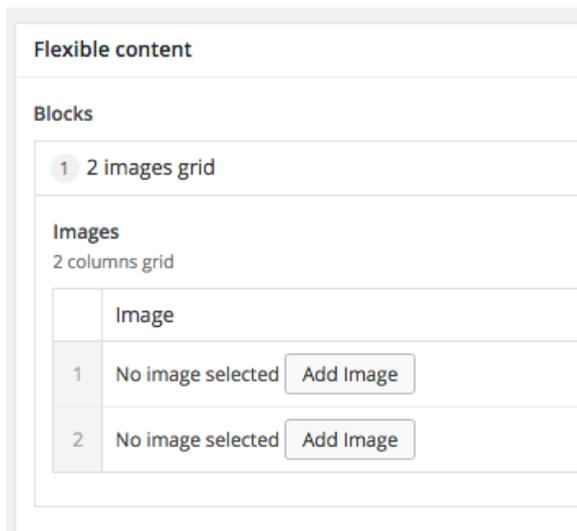
#### 4. 2 IMAGES GRID

*Insert two images side by side.*

- a. Click *Add block*.
- b. Select *2 images grid*.



- c. Click *Add Image*.

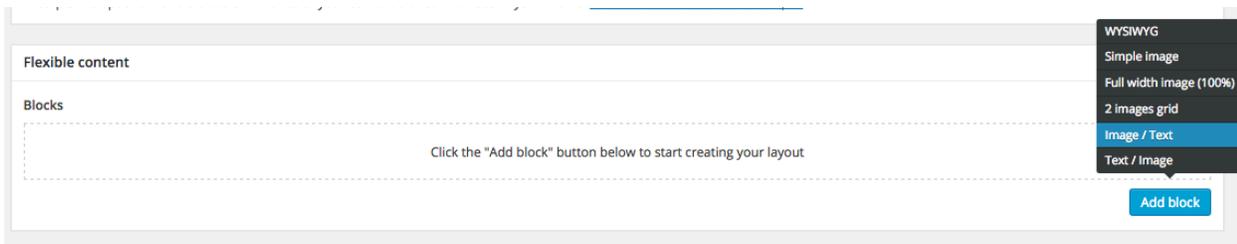


- d. Select an image (or upload one from your hard drive) and follow these steps:
  - i. Enter a caption for your image. Think about search engines!
  - ii. If needed, enter a legend that will appear under your image in the article.
  - iii. Enter an alternative text for your image that will appear if there is a problem with your image on the website.
  - iv. Click *Select*.

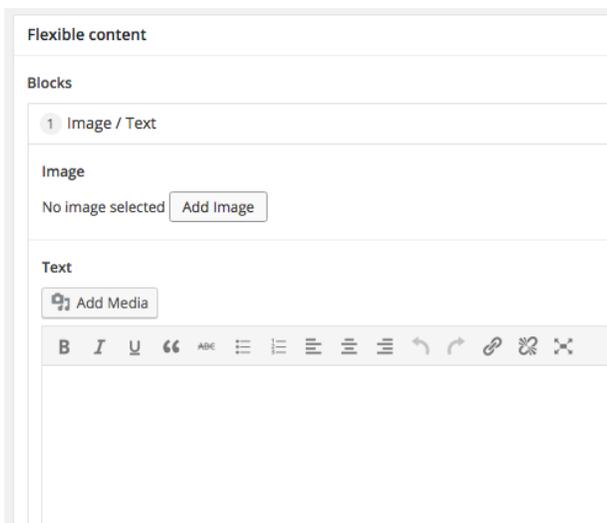
## 5. IMAGE / TEXT

*Insert an image on the left and text on the right.*

- a. Click *Add block*.
- b. Select *Image / Text*.



- c. Click *Add Image*.

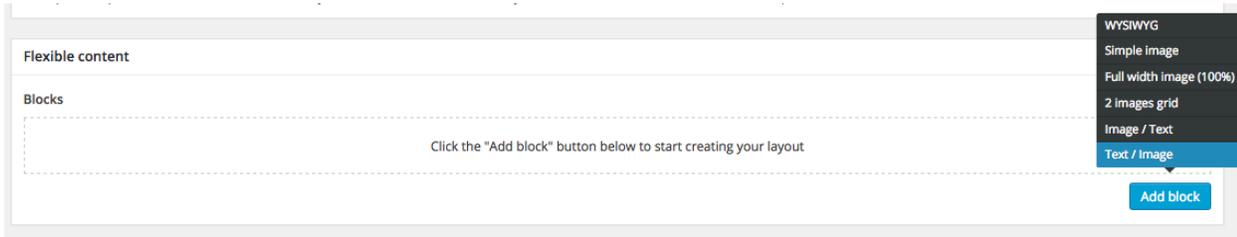


- d. Select an image (or upload one from your hard drive) and follow these steps:
  - i. Enter a caption for your image. Think about search engines!
  - ii. If needed, enter a legend that will appear under your image in the article.
  - iii. Enter an alternative text for your image that will appear if there is a problem with your image on the website.
  - iv. Click *Select*.
- e. Insert your text in the *Content* field.

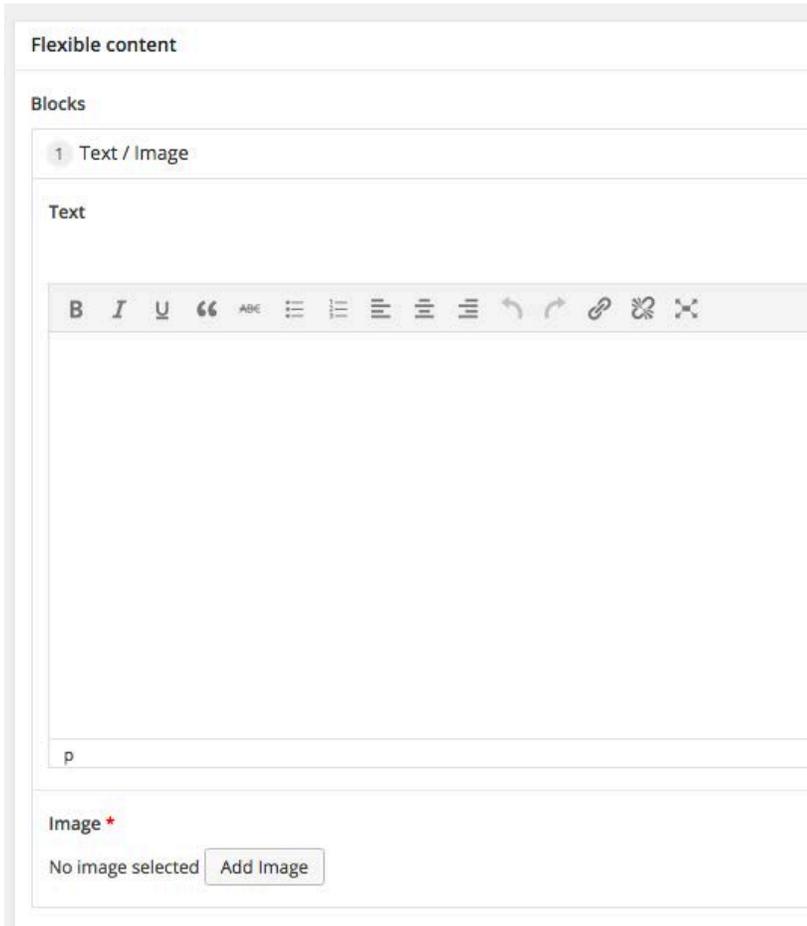
## 6. TEXT / IMAGE

*Insert text on the left and an image on the right.*

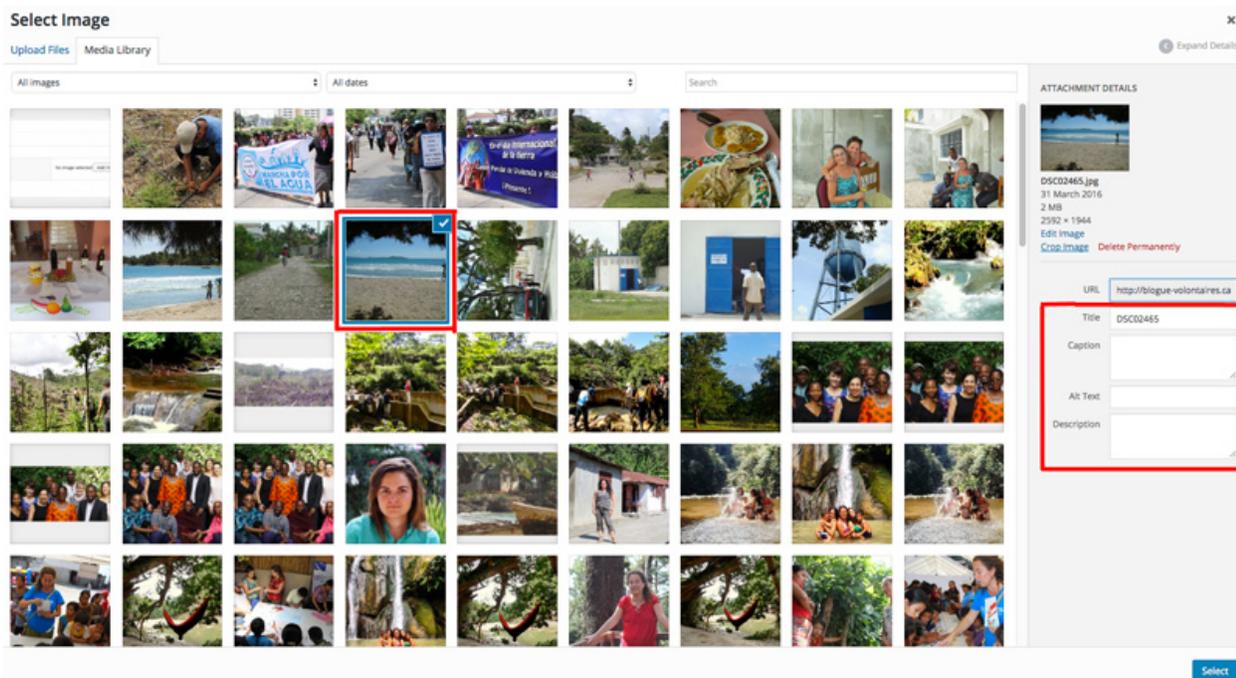
- a. Click *Add block*.
- b. Select *Text / Image*.



- c. Click *Add Image*.



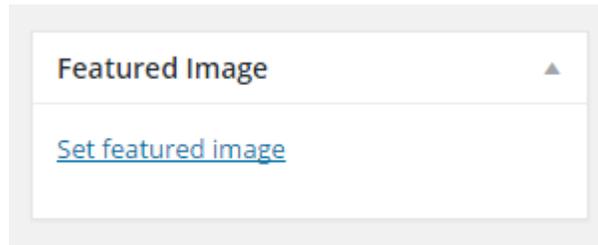
- d. Select an image (or upload one from your hard drive) and follow these steps:
- Enter a caption for your image. Think about search engines!
  - If needed, enter a legend that will appear under your image in the article.
  - Enter an alternative text for your image that will appear if there is a problem with your image on the website.
  - Click *Select*.



- e. Insert your text in the *Content* field.

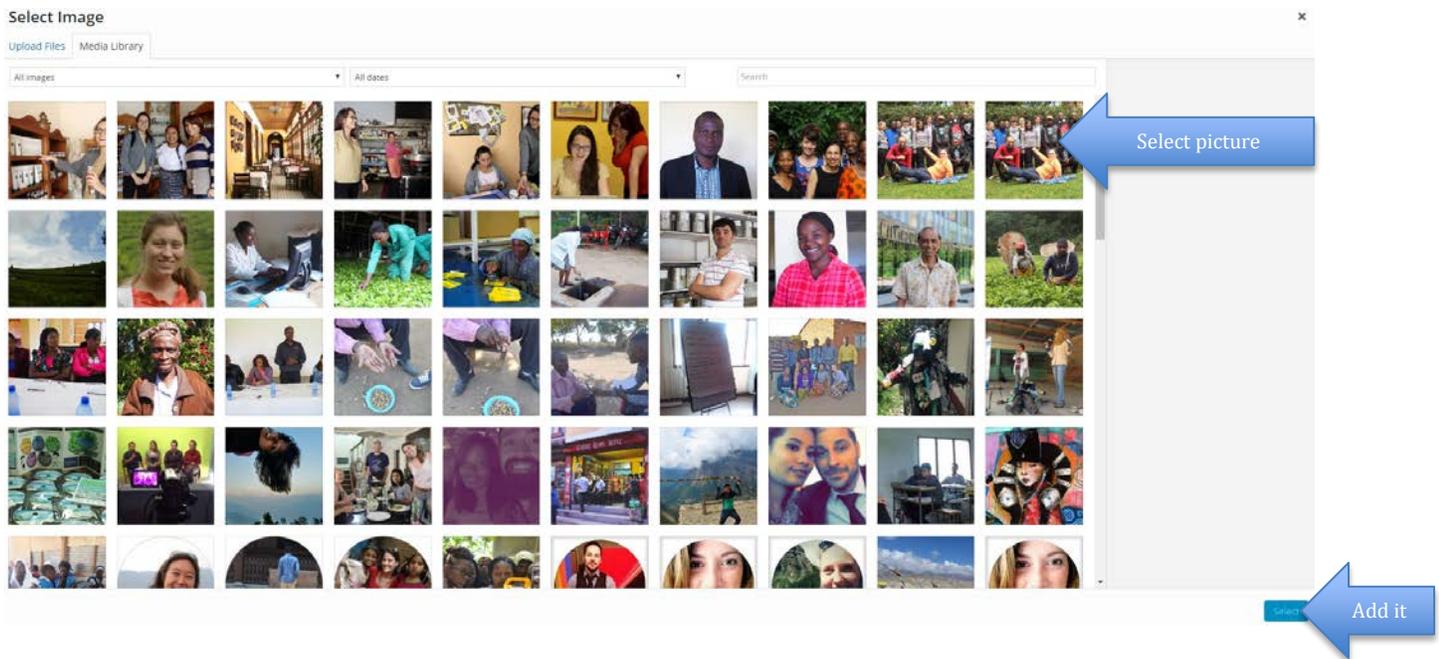
#### 4.4 Insert a featured image (2,000 pixels)

→ Click *Set Featured Image* in the bottom right-hand corner of the screen.



→ Select your photo under the *Media Library* tab.

→ Click *Select*.



→ Click *Crop Image*.

rch

ATTACHMENT DETAILS

Banner-Naomi-2000-px-try-2-150x150.jpg  
 12 July 2016  
 12 kB  
 150 × 150  
[Edit Image](#)  
[Crop Image](#)

URL

Title

Caption

Alt Text

Description

→ Reposition the frame and click *Crop!*

→ Repeat cropping for each of the 7 tabs (Facebook thumbnail) You must click *Crop!* for each tab.

→ Click X to return to your post.

Manual Image Crop

Choisissez une taille : **Thumbnail** Home\_slide Author\_profile Post\_grid Related\_post Chronique\_header Facebook

Dimension originales : 1800 x 1063 px  
 Dimensions cibles : 1340px x 500px (Recadrage non proportionnel)

Nouvelle image : Image précédente :

[Recadrer !](#)

Qualité JPEG : 80 (très haute qualité)

[Supprimer l'image à la Une](#)  
[Recadrer l'image à la Une](#)

## 4.5 Categories, duplicates and publication

- Select the category, country and program associated with the post in the section to the right of the screen. List any credits or other mentions in the field below.
- Click *Save Draft*.
- Select the *Duplicate* box to make your post available in two languages.
- Click *Preview* to see your product
- Click *Publish* when your content has been finalized and revised and you think it is ready to be made public.

The image shows a screenshot of the WordPress post editor sidebar. Several blue arrows point to specific buttons and sections:

- A blue arrow labeled "Duplicate" points to the "Duplicate" checkbox in the "Media attachments" section.
- A blue arrow labeled "Save Draft" points to the "Save Draft" button in the "Publish" section.
- A blue arrow labeled "View Post" points to the "Preview" button in the "Publish" section.
- A blue arrow labeled "Publish" points to the "Publish" button in the "Publish" section.
- A blue arrow labeled "Categories" points to the "Categories" section.

The sidebar content includes:

- Language** section: "Language of this post" (English), "This is a translation of" (--None--).
- Media attachments** section: "Duplicate uploaded media to translations" (checked), "Duplicate featured image to translations" (checked).
- Publish** section: "Save Draft", "Preview", "Status: Draft", "Visibility: Public", "Publish immediately".
- Categories** section: "All Categories", "Most Used", and a list of categories with checkboxes: Economic Development, Education, Food Security, Gender Equality, Governance, Health.