**Getting started**

**Logging in:** [**http://migrationpartnership.org.uk/sansfrontier**](http://migrationpartnership.org.uk/sansfrontier) **-**

**Please bookmark this URL** in your browser

**Please also reset your password to something secure, asap.** A secure password is usually three words long with a mixture of upper and lower case letters, number and symbol – Eg BorisPaints100Buses!

**You will be reviewing Posts (3rd option down on left hand side)**

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**Your role is to check that all the elements are in place**

1. **a good title,**
2. **coherent body text,**
3. **attachments or embedded documents**
4. **the post is properly categorised**
5. **You’ve previewed the post to see what it looks like**
6. **A good title**

Make sure that anyone skimming the weekly digest can understand what the article is about

* *Sometimes this means rewriting the title.*
* *It’s usually helpful to put the date of an event into the title – including the year (eg 2023)*
* *With jobs we follow the following formula: Name of job, hours a week, pay pro rata, location organisation*
1. **Coherent body text**
* **Editing:** It’s fine to edit things if crucial info is missing, or it doesn’t make sense.
* **Events:** If it’s an event people will need to know what, when, and where it is happening. Sometimes this missing info can be embedded in an attachment
* **No Links** - If there are no links, are there any you could find easily? eg if a film is being advertised, is the trailer on youtube?
* **Un-formatting text:** If you are copying info from another place (eg a document or an email) please remove the formatting - you can do this by pasting the original text into something like Notepad (Windows) or TextEdit (Mac) - before pasting the unformatted text into the Blog post
* **Formatting text** **–** generally we DON’T DO ALL CAPITALSor things in different fonts/ sizes. The default is 12 point for Paragraph/body text.
* **Links** – Please check these to make sure they are working. If they don’t work, remove them (and maybe email the organiser?)
1. **Attachments or embedded documents**
* **Check to see if there are attachments or links in the custom fields section**, and think about embedding these



* **To embed a word document or PDF**
	+ Find and copy the URL of the attachment
	+ Place the cursor in the body text, where you wish to embed the attachment
	+ Press the Add Document Button
	+ Select Add from URL
	+ Paste the URL into the box
	+ Press the blue Add Url Button
	+ Select Google Docs viewer NOT Microsoft
	+ Press the blue insert button
1. **Categorizing posts**

This makes posts easier to search/find.

Please make sure all posts are categorised before posting, using the categories on the bottom right hand side



1. **Previewing the post**

**To preview the post, press the button on the top right hand side.**

**This will allow you to check/amend for any formatting errors**



**Posting the post**

Once you have checked everything above you are ready to post.

To make your edits go “live” press update or post at the top right hand side of the screen.

**Editing Pages**

* Pages are static content that does not change very much.
* Links to Pages are in the the menu bar at the top of the page.
* Editing pages is just like editing posts