

# Ulwazi Programme Contributors' Manual



**ULWAZI**

SHARING INDIGENOUS KNOWLEDGE

# Table of Contents

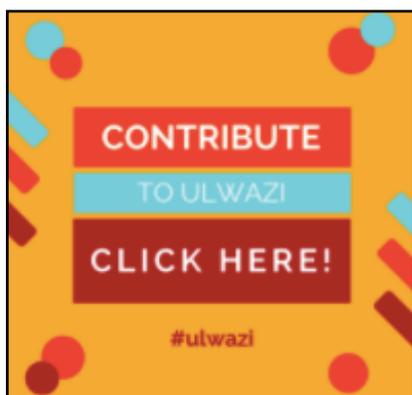
<b>Getting Started</b>	<b>2</b>
Registering an Account	2
Logging In	2
<b>Adding Content</b>	<b>3</b>
Adding a New Article	3
Adding the Text of an Article	3
Adding Media	4
<b>Submitting &amp; Editing Your Article</b>	<b>6</b>
Categories and Tags	6
Submitting Your Article	7
Editing Your Article	7

# Getting Started

Welcome to the Ulwazi Programme Guide to Wordpress! By following these simple guidelines you will be able to add articles (blog posts) to the Ulwazi Programme website in no time.

To get started you will need to register a user account or log in with your existing Facebook or Gmail accounts.

## Registering an Account



Click on the 'Contribute to Ulwazi' button or go to:

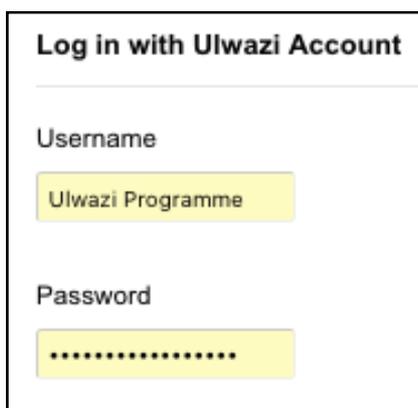
[www.ulwaziprogramme.org/contribute](http://www.ulwaziprogramme.org/contribute).

Follow the instructions to register your own account and complete the registration via email. You can also use your Gmail or Facebook accounts to log in.

## Logging In

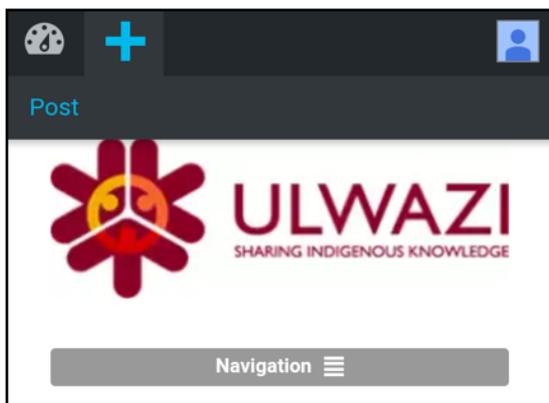


You can log in, using your existing Facebook or Gmail account, by clicking the links under 'Log in via Social Media'.



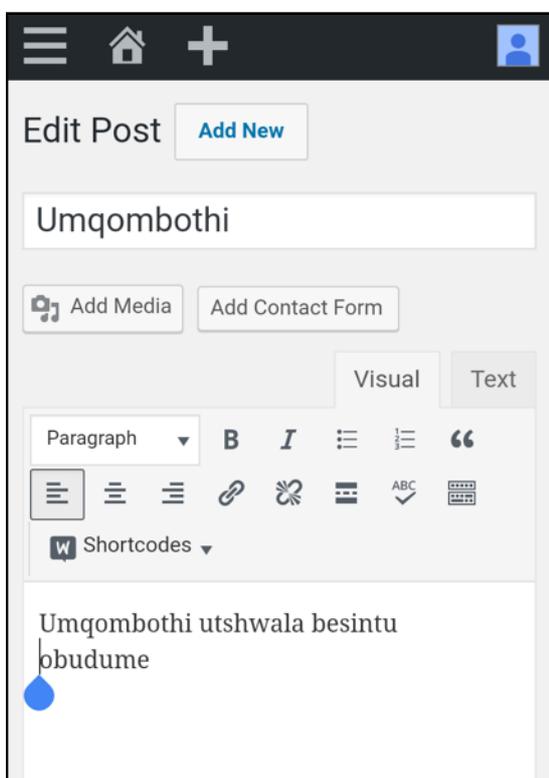
You can also log into your Ulwazi account if you have created one. Put your user name and password in the relevant boxes under 'Log in with Ulwazi Account'.

# Adding Content



## Adding a New Article

Once you have logged into your account, you will see that a black bar appears at the top of the page. Click the '+' sign and then 'Post' to add your article. You will be taken to page where you can add the text and media of your article.

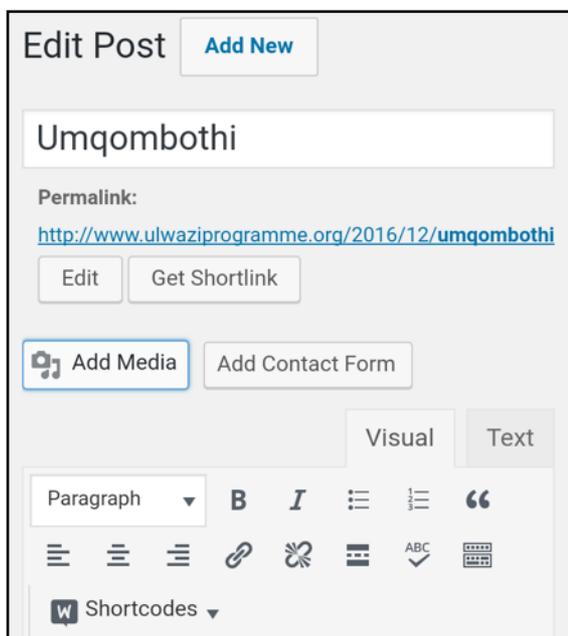


## Adding the Text of an Article

In the first text box, type the title of your post. In the example, the title is 'Umqombothi'.

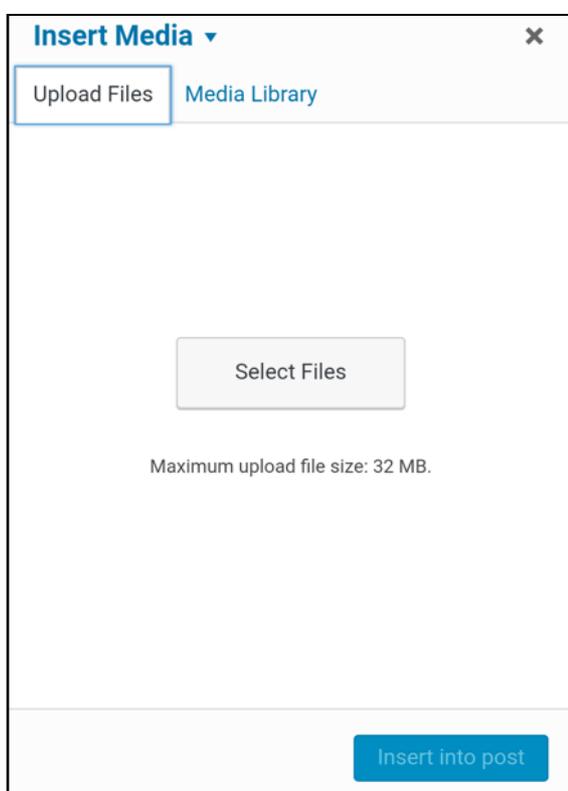
In the second and larger text box, type in the text of your article. In the example, the text is 'Umqombothi utshwala besintu obudume'.

This is just the beginning of the text. You can write as much or as little as you would like.



### Adding Media

You may want to add images or audio to illustrate your article. To do this, click the 'Add Media' button below the title.



### Uploading Files

Click the 'Upload Files' button and then the 'Select Files' button. You will then be able to choose the image or audio file from your phone, computer or tablet.

**Insert Media** ✕

[Upload Files](#) [Media Library](#)

All media ▼ A







**ATTACHMENT DETAILS**



**20161206\_163122-1.jpg**  
7th December 2016  
48 KB  
640 × 640  
[Edit Image](#)  
[Delete Permanently](#)

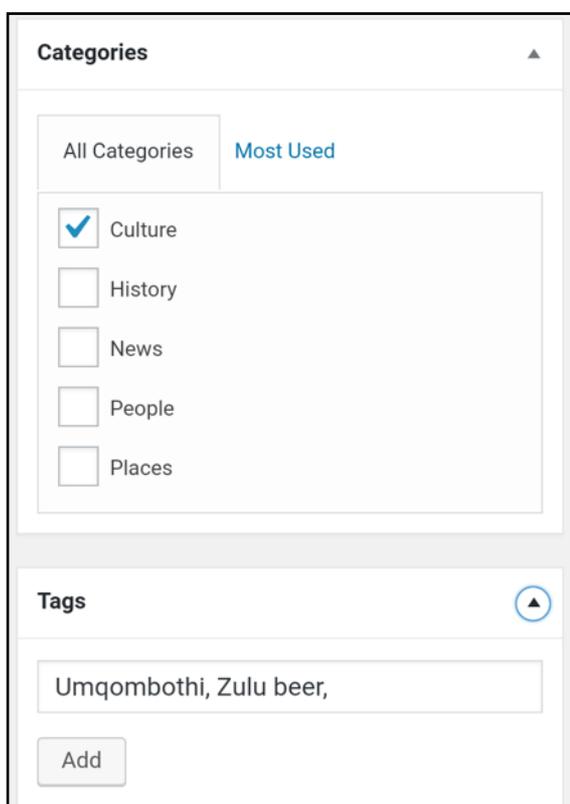
URL

**1 selected**  
[Clear](#) [Insert into post](#)

### *Insert Files into Articles*

Once your media file (image or audio) has been uploaded it will appear in the Media Library. Click the 'Insert into post' button and the image will be inserted into your article.

# Submitting & Editing Your Article



The screenshot shows a web interface for submitting an article. It is divided into two main sections: 'Categories' and 'Tags'.  
The 'Categories' section has two tabs: 'All Categories' and 'Most Used'. Under 'Most Used', there is a list of categories with checkboxes: 'Culture' (checked), 'History', 'News', 'People', and 'Places'.  
The 'Tags' section has a text input field containing 'Umqombothi, Zulu beer,' and an 'Add' button below it.

## Categories and Tags

You are almost ready to publish your article. Before you do this it is necessary to add Categories and Tags.

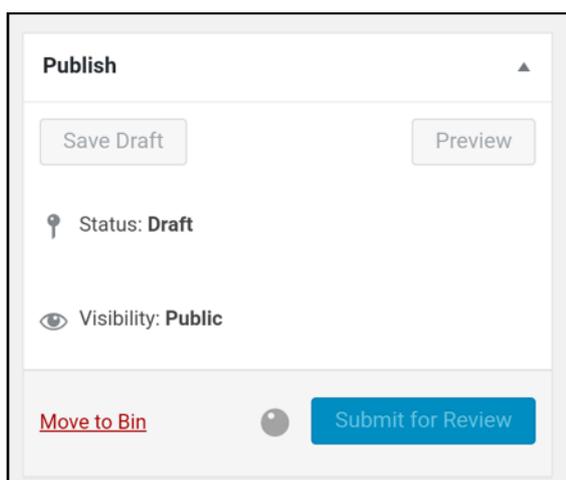
### *Categories*

Choose from one of the available categories. Tick the box of the most relevant Category. In this example, we have chosen 'Culture' as the category because umqombothi is traditional beer.

### *Tags*

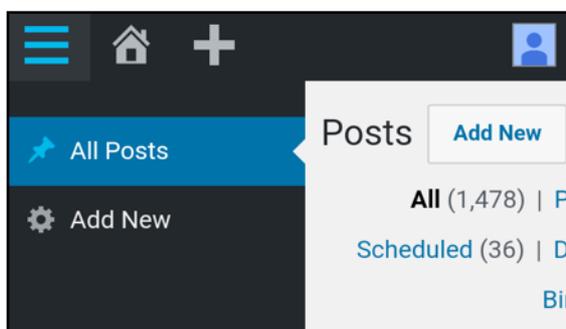
Tags allow you to describe the contents of your article as you see fit. In the tag box, write the Tags you want to include for the blog post. Click the 'Add' button after each Tag. In this example, we have chosen 'Umqombothi' and 'Zulu beer' as the Tags.

Once you have categorised and tagged your article, you are ready to submit it.



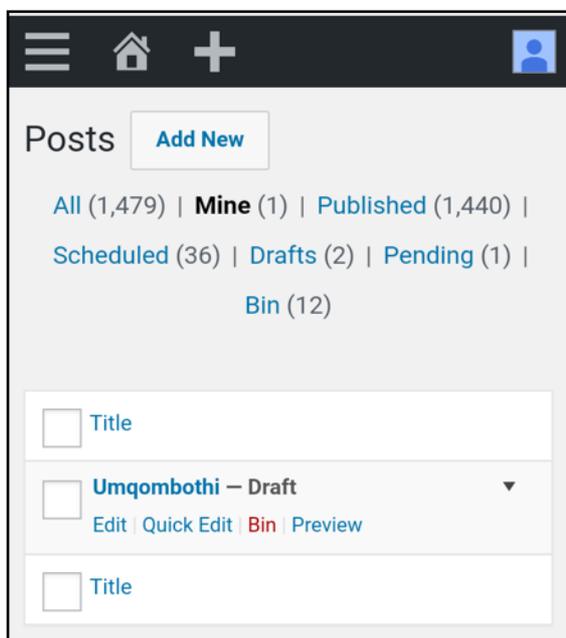
### Submitting Your Article

When your article is ready to be submitted, click the 'Submit for Review' button. It will be reviewed by the Ulwazi Programme and published on the website if it is relevant to the eThekweni Municipality and the aims of the project.



### Editing Your Article

If you want to keep editing or adding to your article before you submit it for review, click on the three lines in the menu on the top left-hand side, and then click 'All Posts'.



You will then see your articles under the 'Mine' menu item. Click the 'Edit button' to make further changes to your article. Once you have made the changes, don't forget to click the 'Submit for Review' button.

You are welcome to include your name and a link to your website or social media profiles.

Congratulations! You are now an Ulwazi Programme Contributor!