

Quick reference guide

Thank you for your interest in our International Blog and for wanting to register. This guide will simplify the process.

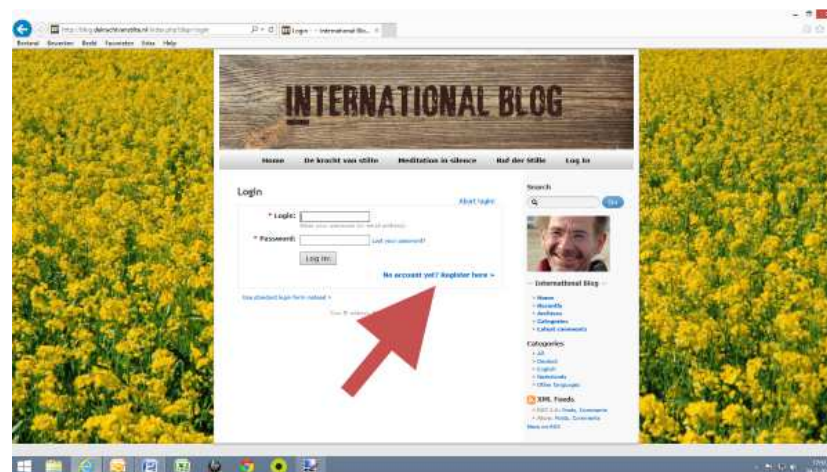
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If you still have questions after reading this reference guide, please send an e-mail to han@meditationinsilence.com.

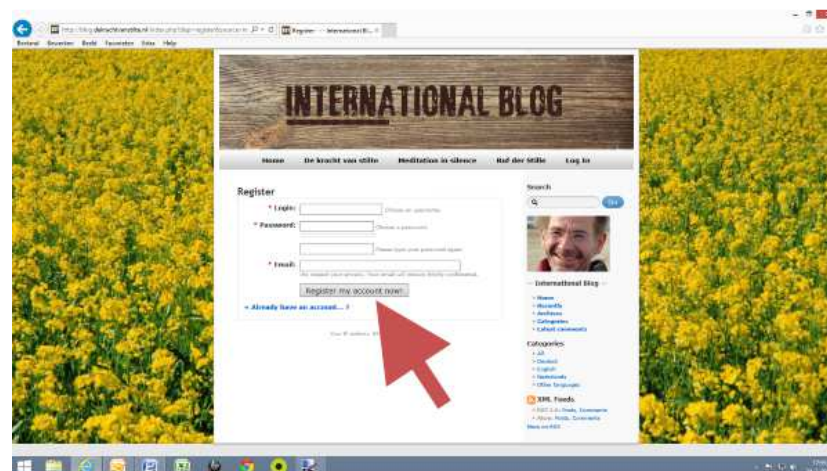
• How to set up an account and login.



You can set up an account by selecting **“Log in”** located in the menubar.



Next, click the blue line **“No account yet? Register here”**.

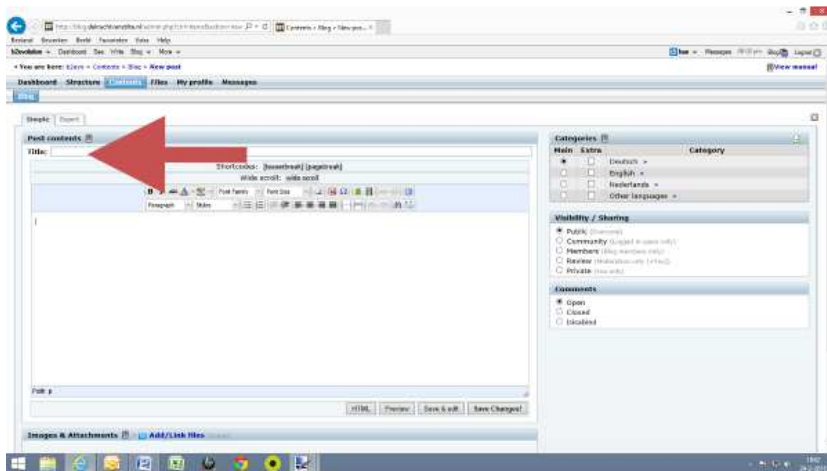


Choose a login name, choose a password and type in your e-mail address. We need that to send you an activation link. Click the button **“Register my account now”**. Only after you activate the link in your e-mailbox, you will be able to login with your personal data.

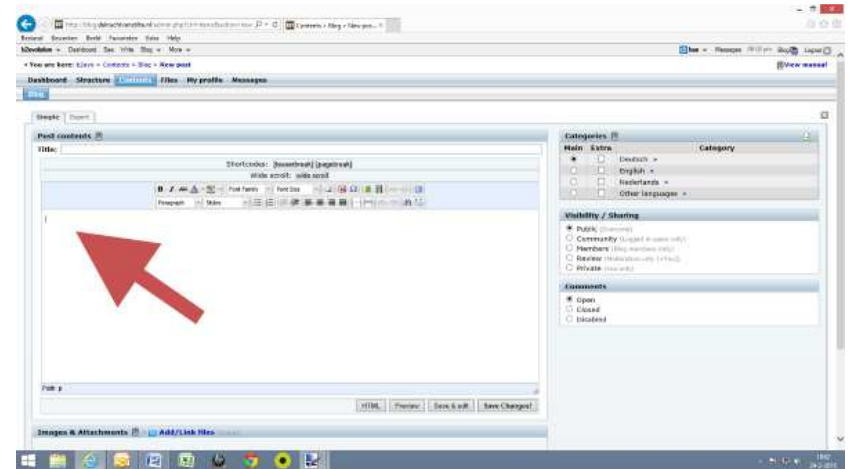
• **How to post your own article.**



In the newly opened menubar at the top left of the screen, you'll see a **"write"** button. Click this and it will give you access to the backside of our International Blog and there you can start posting immediately.



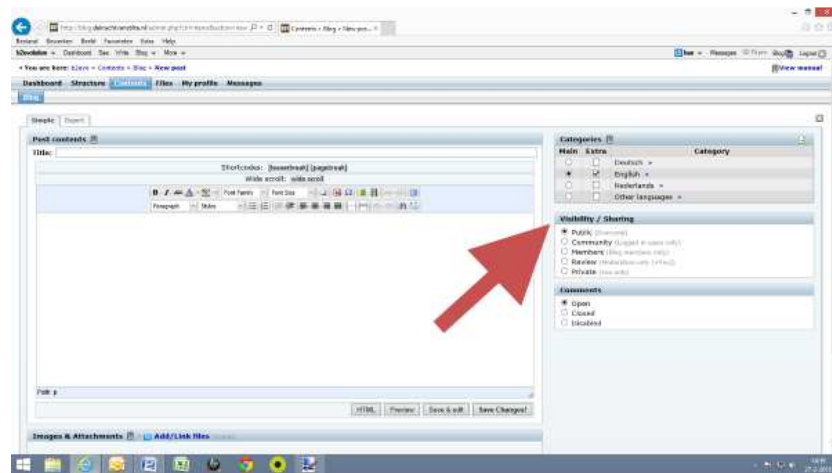
Please add a **"title"** to the article that you want to post. Without a title it won't be possible to publish anything.



At this point, you could start writing your article in the big white text field. However, it would be more effective if you first make the following decisions on the right side of the screen:



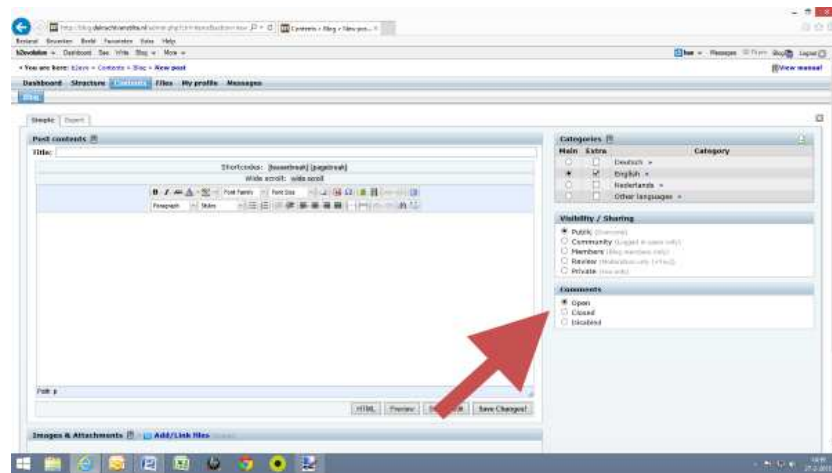
In the **"Categories"** on the right side, you can select the language in which you want to save your article. There you only have to choose a **"Main"** category. If, for example, you click the **"Main English"** box here, English will be selected as your preferred language. It would be desirable if you picked just one language to save your post.



The **“Visibility / sharing”** settings needs to remain in the default position **“Public”**. In this standard setting, everyone can read your post on our International Blog.

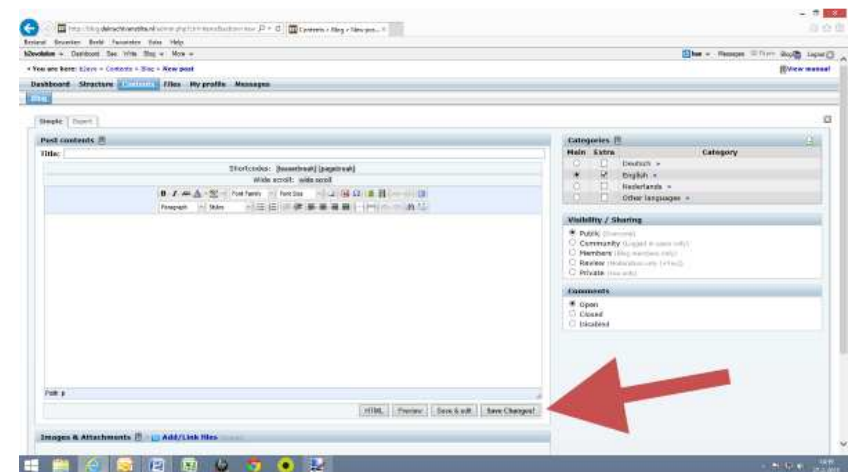


While you’re busy working on your article, you can save it anytime with the **“Save & Edit”** button. This will prevent any accidental loss off your essay. You will remain here in this field at the backside of the International Blog.

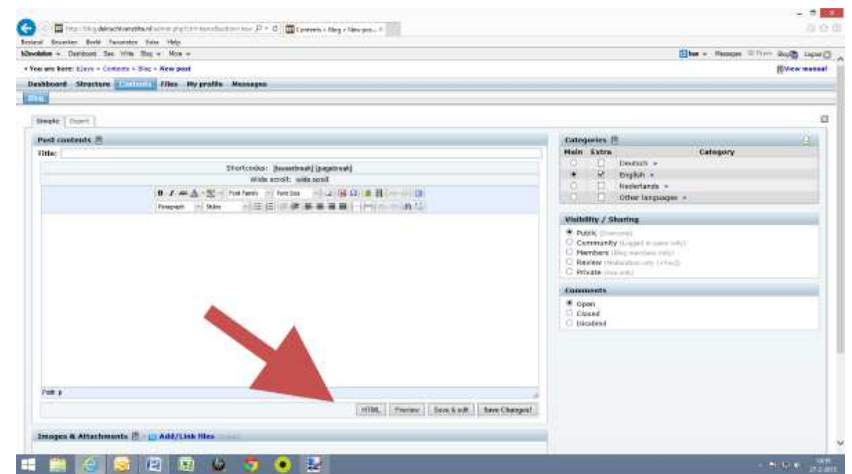
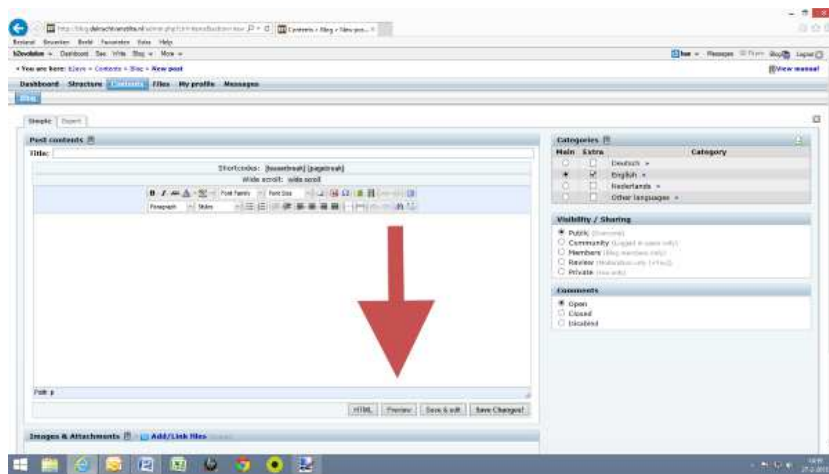
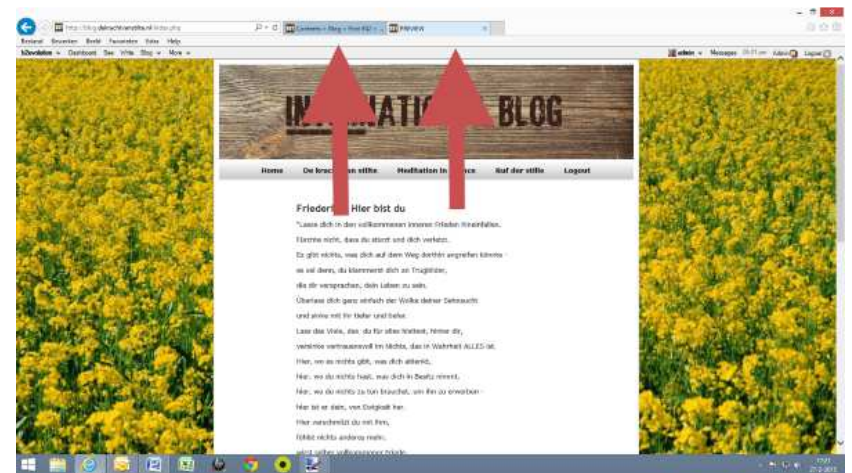
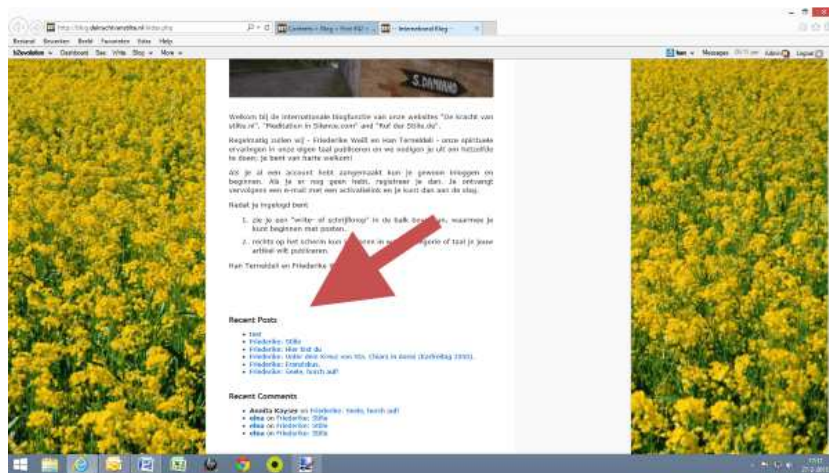


The **“Comments”** setting should be left in the default position **“Open”**. This way, other people can respond to your post while they are logged in. If you would select **“Closed”** here, others will no longer be able to respond to your post (but previous reactions to your article remain visible). If you would select **“Disabled”** people would not be able to respond at all.

After the setting are selected, you are ready to post your article.



If you use the **“Save Changes”** button, your article will be saved, and also this field will be closed. You will return to the frontside of the blog, where you can find your article under the **“Recent Posts”**.



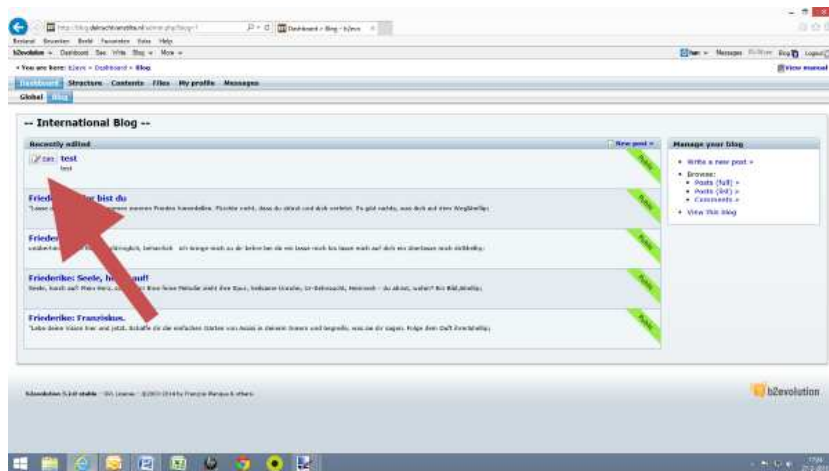
When using the **“Preview”** button, a new screen opens up, next to the one you’re using right now. This will allow you to switch between the frontside and the backside of our blog. You can see how your article will appear to everyone on the frontside of our blog, while you are still busy working on it. That might be helpful.

The **“HTML”** button needs to stay in the default position.

- **How to make changes to an article.**



If you want to make changes to an article that you've already published, you can go to the "Dashboard" in the menu bar in the top left of your screen. Of course you'll have to be logged in.

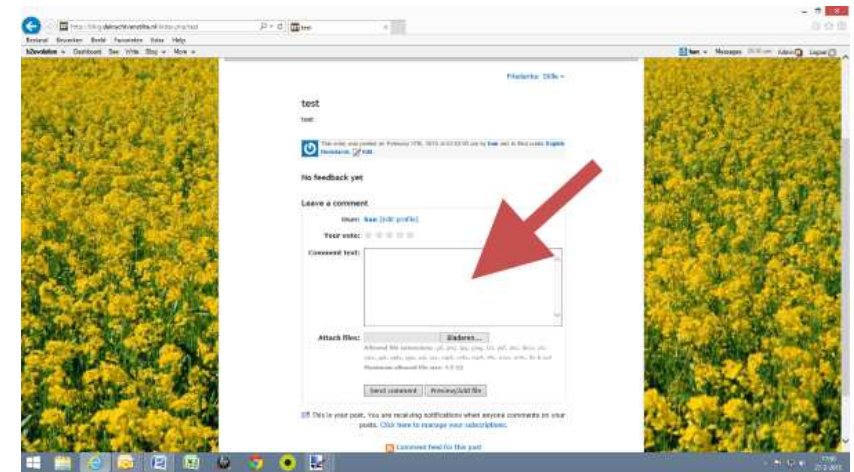


Click the "Edit" button, this will open up the text field box again and you will be able to revise your post.

- **How to remove an article completely.**

If you would you like to have a post removed completely, please send an e-mail to han@meditationinsilence.com. Only Han Terneldele (the moderator) can delete it for you.

- **How to respond to an article and how to add images.**



While you're logged in, you can not only read all the articles posted by your fellow bloggers, but you can also post a response in the textfield at the bottom and/or upload an image from your computer.

- **How to change your profile and your password.**



At the top right of the menu bar, you can look at your profile and update it. The ***“Change Password”*** button will allow you to change your password.

- **How to log out.**



When you are you finished and want to log out, you can do so by clicking the ***“Log Out”*** button in either menubar.