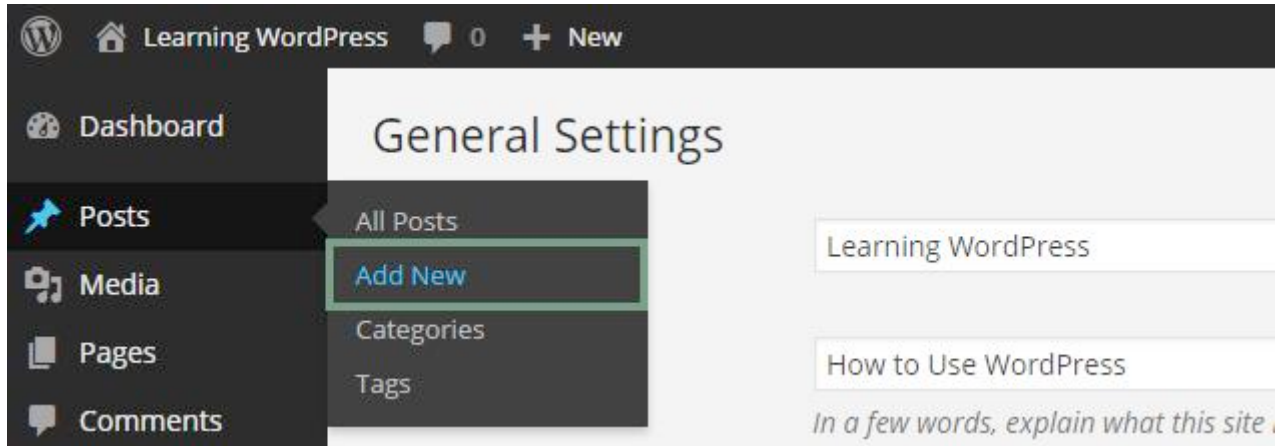


Creating a SoHPC Post

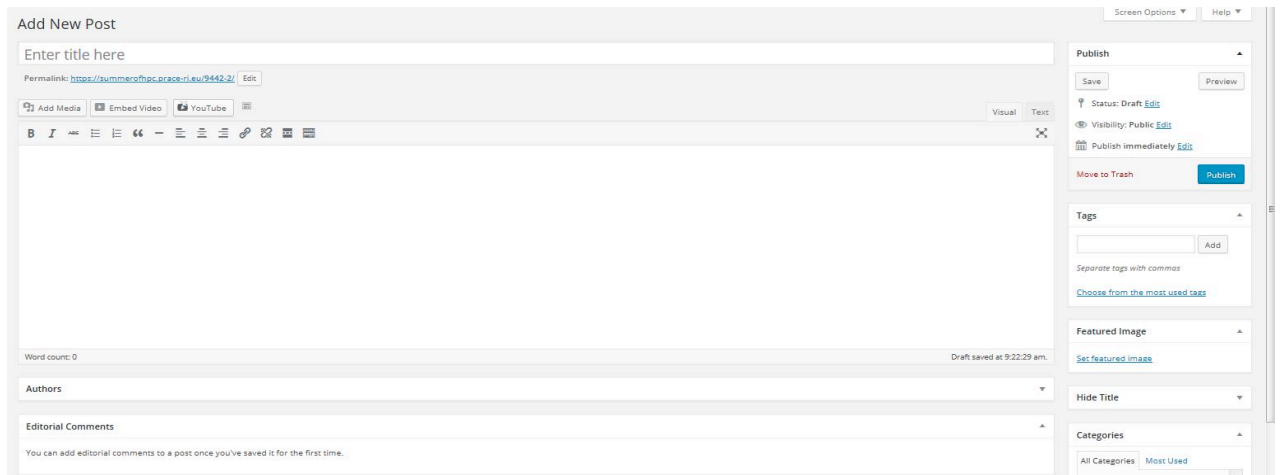
The first step is to create the new post you will be working on.

1. Creating A New Post

After logging into the admin area of WordPress, you have to create a new post.



The following screen is what will load and it is where you will do everything needed with the posts you create.

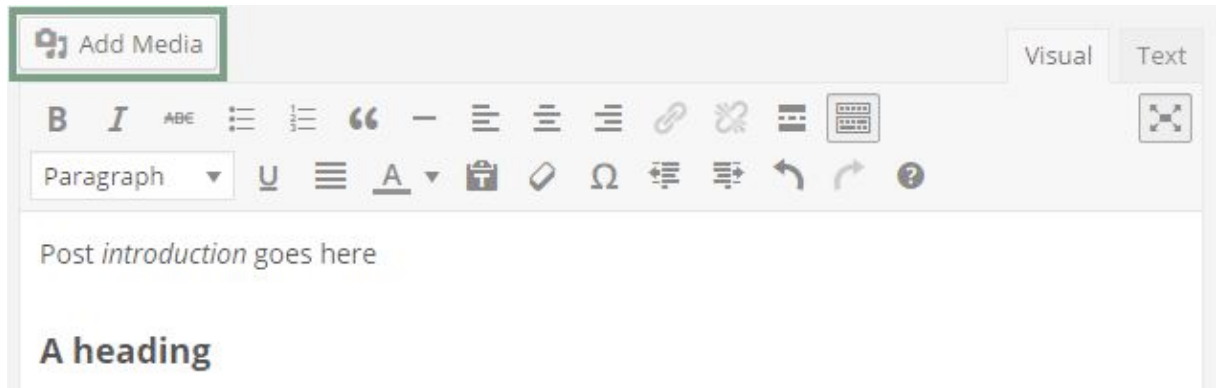


From this page, you can add a title, enter the text of your post, add media, set a featured post, add the tags for your post, and submit your post for review.

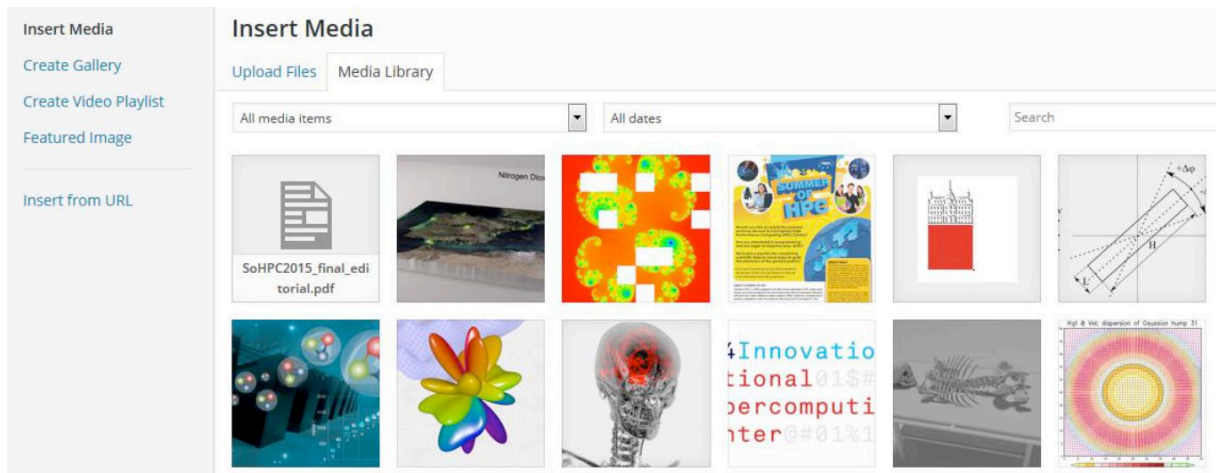
The fields you will need are the title bar, add media button, the text box, publish box, tags, and featured image. **There is no need to select a category, as the default is the correct one for SoHPC students.**

2. Adding Media

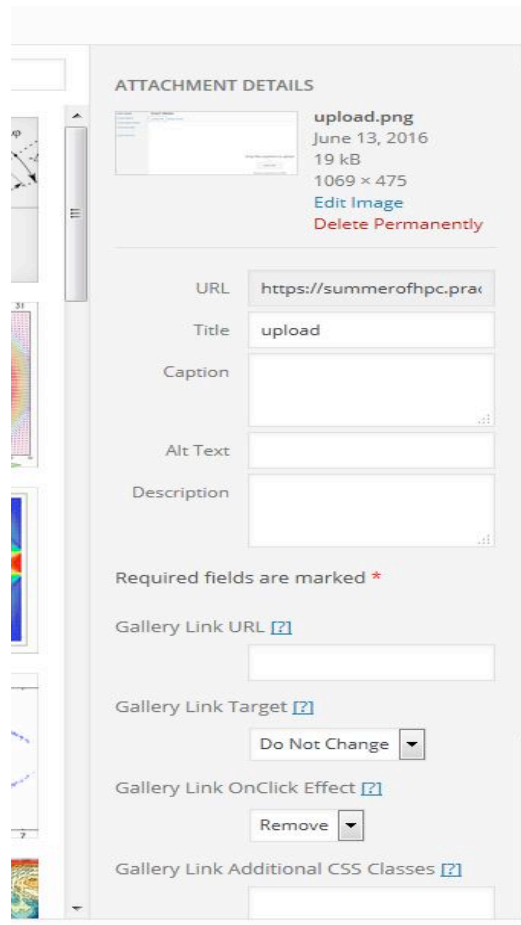
After you have entered A title and the body of your post, you should add at least 1 image to your post. This is required and your post will not be approved without it. To add media, click on the add media button, just above the text box.



The following box will pop up, select upload files (in the left corner) and then you can either select the file or drag and drop.

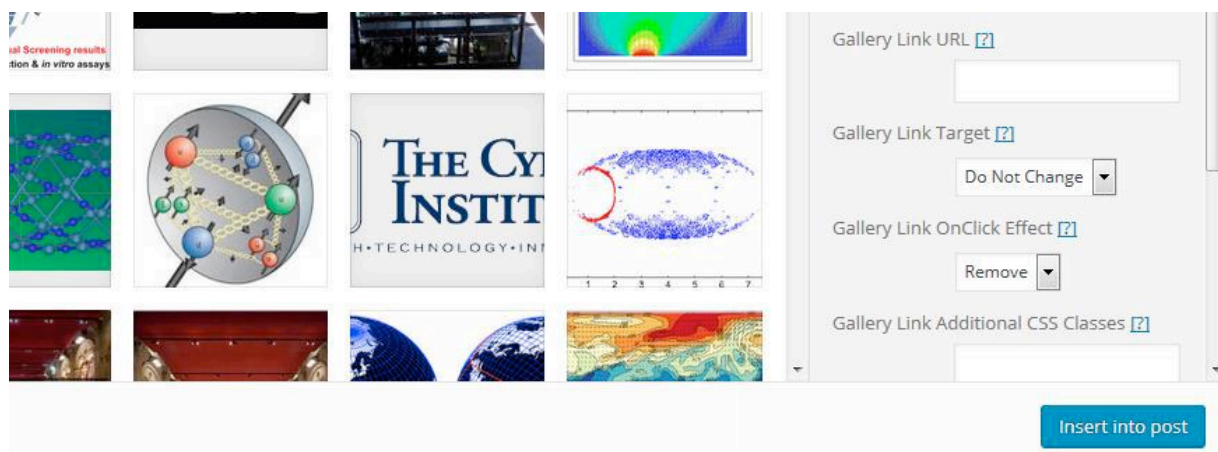


After the file loads, there will be an option on the right for adding details about your image. **Be sure to always add a title and description to all of the images you upload.**



The screenshot shows a panel titled "ATTACHMENT DETAILS" for an image named "upload.png". The image was uploaded on June 13, 2016, and is 19 kB in size with dimensions of 1069 x 475. There are links for "Edit Image" and "Delete Permanently". Below this, there are input fields for "URL" (https://summerofhpc.pra...), "Title" (upload), "Caption", "Alt Text", and "Description". A note states "Required fields are marked *". Further down, there are fields for "Gallery Link URL", "Gallery Link Target" (set to "Do Not Change"), "Gallery Link OnClick Effect" (set to "Remove"), and "Gallery Link Additional CSS Classes".

Once you have added additional details click the button in the bottom right of the box, labeled 'Insert into post'



The screenshot shows a gallery of various images, including scientific diagrams, logos, and abstract art. On the right side, there is a panel with the same "Gallery Link" settings as seen in the previous image. At the bottom right of the gallery area, there is a blue button labeled "Insert into post".

Your image will be inserted into the post and you can continue creating your post.

3. Tags

It is important to add tags to your post, this makes it easier to find related posts and optimizes your post for search engines. On the right side of the screen, you will see a Tags field.

Tags

Separate tags with commas

Choose from the most used tags

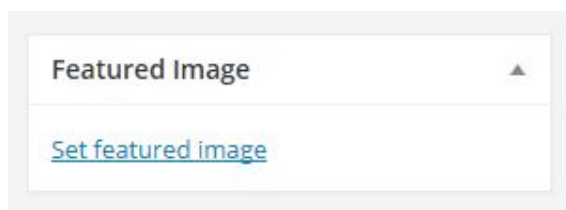
[3D](#) [2013](#) [2014](#) [2015](#)
[barcelona](#) [blog](#) [BSC](#)
[Budapest](#) [CFD](#) [CINECA](#) [Cyprus](#)
[Czech Republic](#) [denmark](#)
[Edinburgh](#) [EPCC](#) [faq](#)
[Germany](#) [HPC](#) [Hungary](#) [ICHEC](#)
[IPB](#) [Ireland](#) [IT4I](#) [IT4Innovations](#)
[Italy](#) [JSC](#) [Mechanical engineering](#) [MPI](#)
[NIIFI](#) [openmp](#) [ParaView](#)
[participants](#) [PRACE](#)
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[Serbia](#) [Slovenia](#) [SoHPC](#)
[SoHPC 2015](#) [Spain](#)
[supercomputers](#) [Turkey](#)
[UK](#) [ULFME](#) [visualization](#)

If you click on the 'Choose from the most used tags' option, all you will need to do is click on tags related to your post and they will be added. If you do not see a tag that you would like to add, you can enter a tag into the text bar and click the 'Add' button.

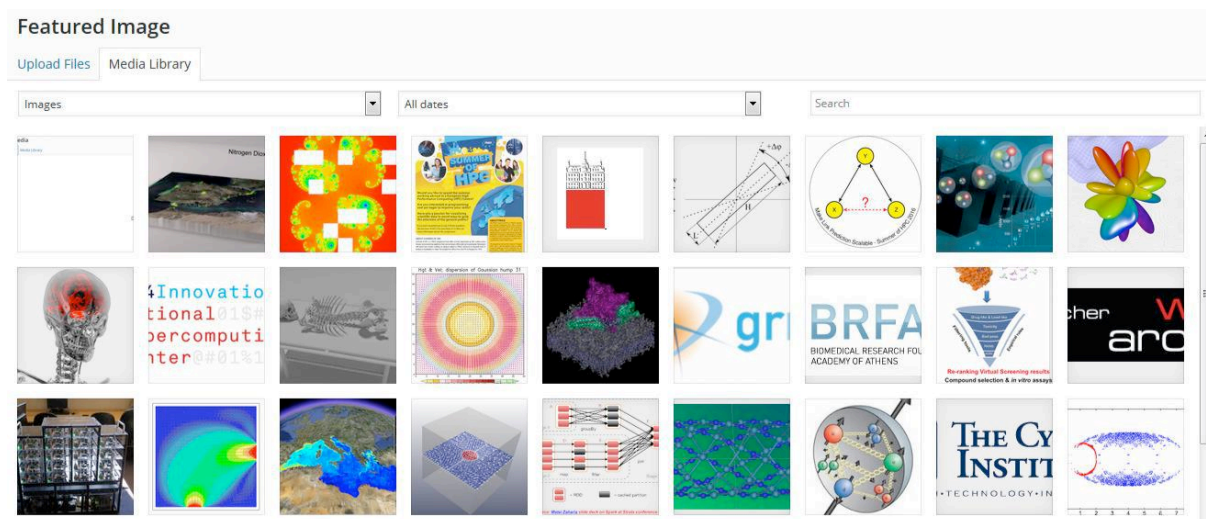
Your post should have at least 4 tags and no more than 7 for every post. The year, the country you are in (not your home country), and the computing site you are at should be 3 of those tags so you only need to add 1-4 more.

4. Setting a Featured Image

The last thing you need to do before submitting the post is adding a featured image. On the right, just below the Tags box, is a box titled 'Featured Image'.



Click 'Set featured image' and the media library will pop up.



Select or upload a file and then click the 'Insert Into Post' button in the bottom right corner. **You can use one of the pictures in your post, preferably, but each post should have unique images and a unique featured image.**

5. Content of the Post

The SoHPC program is a dedicated outreach program; accordingly your posts are a part of outreach efforts. The main focus of all your posts should be the project you are working on and your experiences at the institute you are at.

At least 90% of your content must be project related. If you would like to create a separate post that is dedicated to your experiences while staying in the country or sightseeing that can be arranged. This type of post would not count towards the 3 you are required to write during the program.

6. Submitting A Post For Review

There are a few requirements that your posts should meet before you submit them for review.

- There must be a title between 6-10 words long
- Your post must be at least 500 words in length

- **There must be at least 1 image that has a title and description in the media library**
- **Your post must have 4-7 tags, 3 of those tags must be the year, country, and institute**
- **Your post must have a featured image**
- **Your post must be at least 90% focused on your project and the program**

If your post does not meet all of these requirements, it will not be approved and you will need to edit your post until it meets these guidelines.

After your post has been submitted and reviewed, if it meets all of the requirements, it will be scheduled for publishing of the SoHPC website. The schedule is created based on how many posts you have published already and how many are already scheduled to be published.

After your post is scheduled, you will receive an editorial comment stating when your post was scheduled to be published.

