Rainbow Club Cheat Sheet #1: Answering Questions

Step #1:

When looking at your feed,

The bar in the top right corner will have multiple symbols. Click the one that looks like an envelope.

Step #2:

Now that you've opened up your messages, click on the pen symbol in the bottom right corner of the question to answer it.

Step #3:

To send off your answer, you can choose to either answer privately or publicly. Anonymous questions can only be answered publicly because people without Tumblr accounts can answer questions, and wouldn't be able to see privately answered questions.

Rainbow Club Cheat Sheet #2: The Basics
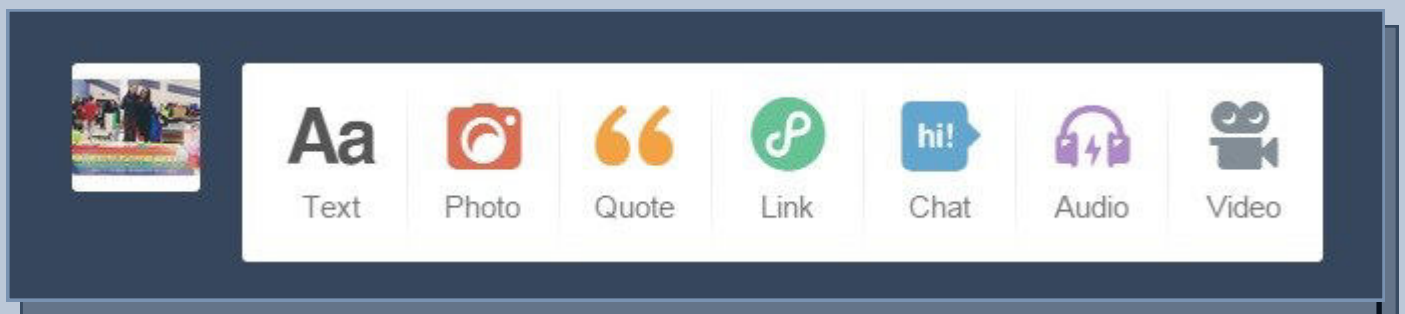
Step #1: Roblogs and Likes

When scrolling through a feed., at the bottom of all the posts,, there are two options: Reblog and Like. To reblog something, is to recycle a post and put it on the blog. When you like something, it gets saved in a likes page. Which you can access by refreshing the dashboard, clicking on the Account symbol and selecting Likes.

When looking at your own posts, there will be the reblog symbol, if you want to push up a post on the blog. Secondly, there is the edit button, here you can make changes to any tags etc.

Step #2: Creating your own post.

When you refresh the dashboard, beside the blog icon is a tool bar where you can create a multitude od original posts that will be shown on your blog and give other people a chance to reblog them for their own blogs.

Rainbow Club Cheat Sheet #2: The Basics Con'd
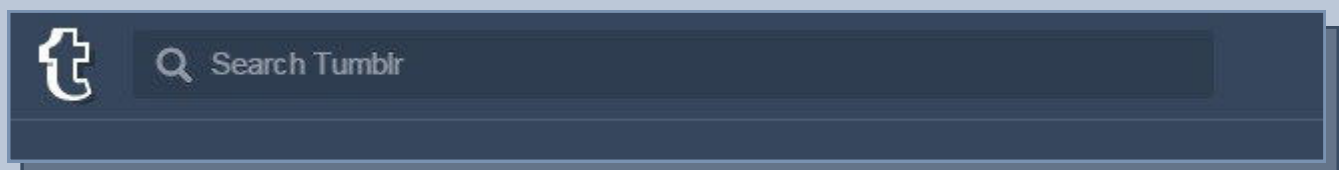
Step #3: Following Other Blogs

To increase the amount of posts in the dashboard, you can follow blogs and see what they repost and reblog whatever you see fit onto the Rainbow blog.

Step #4: Searching tags through all of Tumblr

In the search bar, you can search a particular tag and filter out all of the hits by posts type (i.e. video, text, audio).
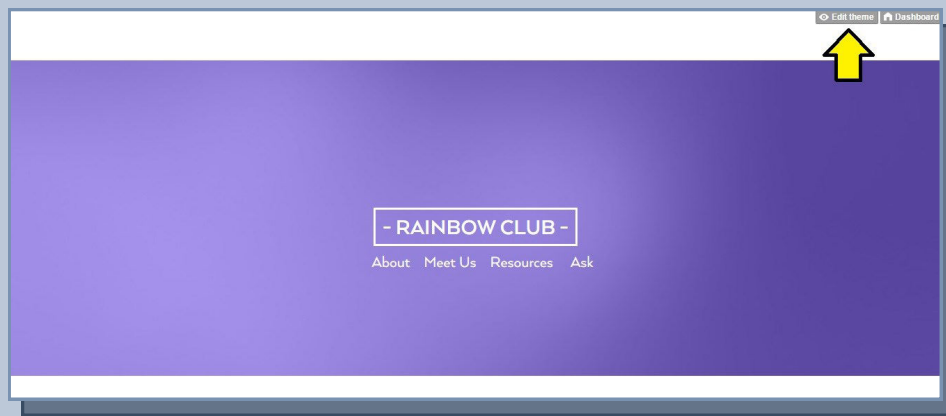
This allows you to search for specific things that might be useful to reblog for the Rainbow site.

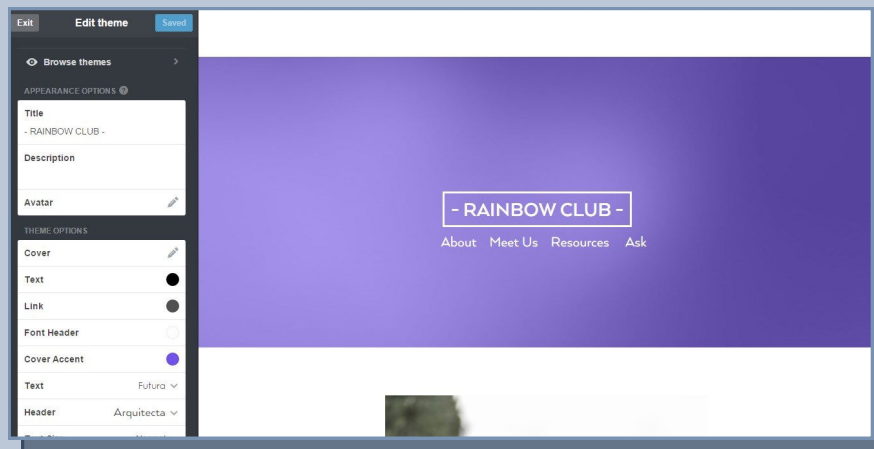# Rainbow Club Cheat Sheet #3: Editing the Resources Page

Step #1:

When your logged in, you are able to edit the blog theme. To make any changes to the website, you would need to access the home page by typing in the URL, rainbowclubatmac.tumblr.com .On the home page, in the top right corner, click Edit Theme.
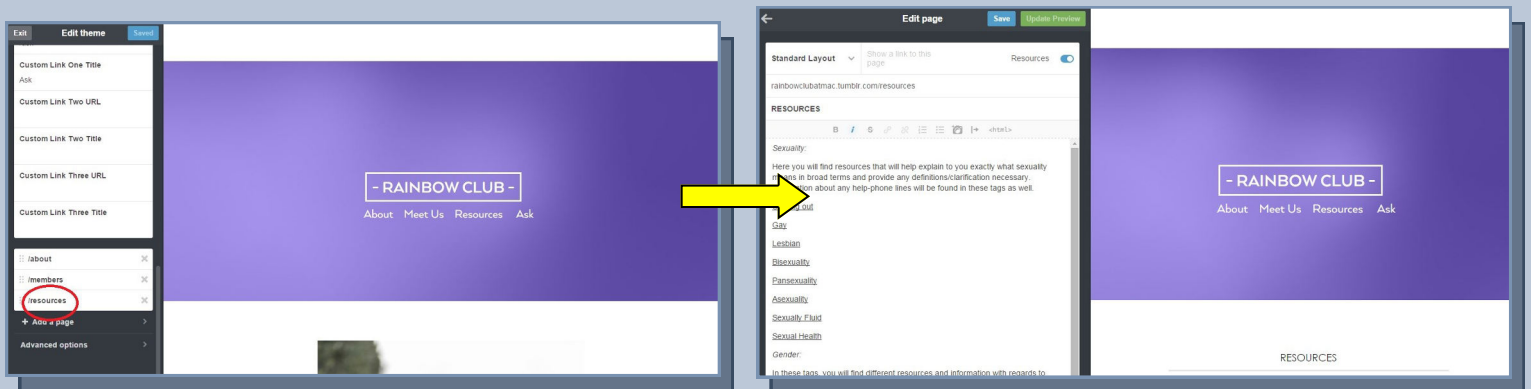

Step #2:

The Editing bar should open to the left of the screen, allowing you to be able to change the aesthetics of the site. You can click any of these sections to change header colours, font etc.

Rainbow Club Cheat Sheet #3: Editing the Resources Page (Continued)
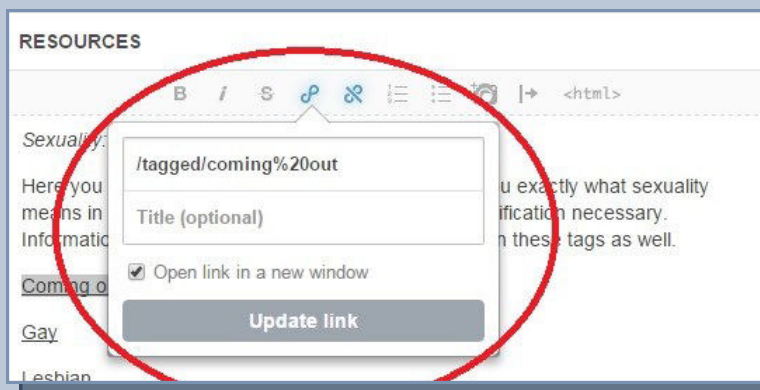
Step #3:

To access the pages, scroll down the editing bar. The most complex page is the resource page. To open up an editing window, click on the /resources bar. Makes sure to click on the bar and not the X symbol, because that deleted the page.

Step #4:

To make changes to any links or to create new ones, highlight relevant text and lick on the figure eight symbol at the top of the page.

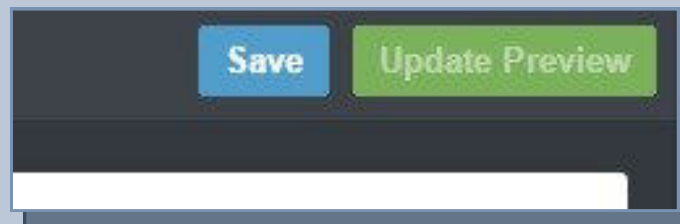To be able to separate the tags, in the link section, you must type

/tagged/insert tag here

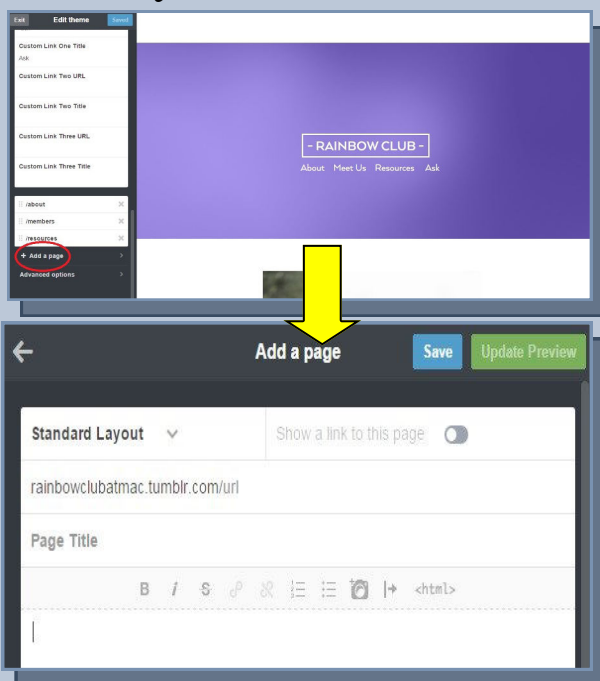Tags can be more than one word, spaces are acceptable.

Rainbow Club Cheat Sheet #4: Editing the Resources Page

(Continued)

Step #4:

Click update link. And make sure to save the changes you've made. The Save button is at the top right corner of the bar. Additionally, you can see an updated preview of the page to decide if you'd like to keep the changes you've made.

Note: All of the other Tumblr pages are accessed and edited the same way. To make a new page, return to the editing bar, scroll all the way to the bottom and click new page.
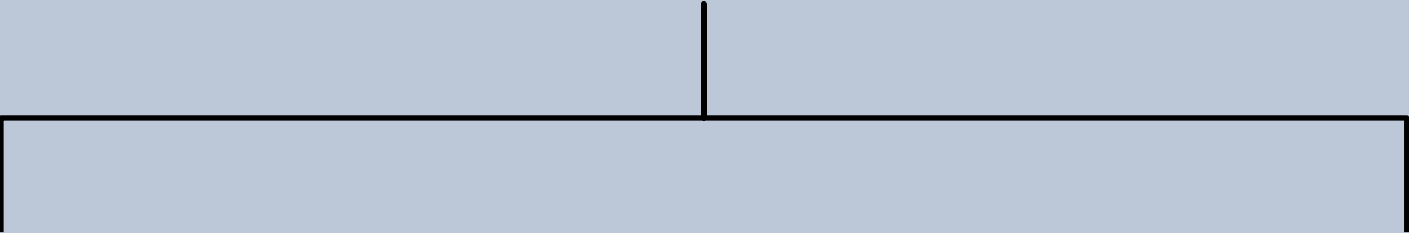
MAKING A NEW PAGE:

Create a page title, and type in the link as you want it to appear on the header alongside the other pages.

Type in any information and links you see fit and preview the page by click-ing the green preview button.

To save the page, click Save.

This concludes the Rainbow Club
Tumblr Cheat Sheet!

If you have any further questions,
email me at

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