

## How to publish blog posts and how to keep them private

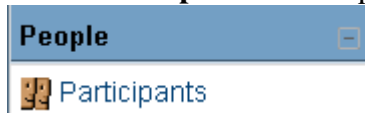
When you add a new entry to your blog, the default setting is “private draft.”

To change this setting when you write a new post, look below the main text box for a menu item “Publish to ..” and make sure this says “anyone on this site” rather than “yourself (draft)”.

You can also click “edit” on blog posts you’ve already written and check the settings on those.

### Step-by-Step:

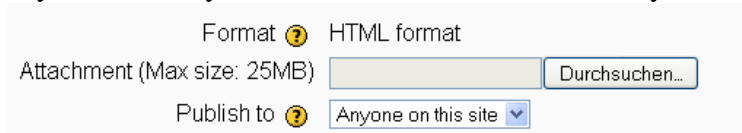
Go to **Participants** in the upper left corner.



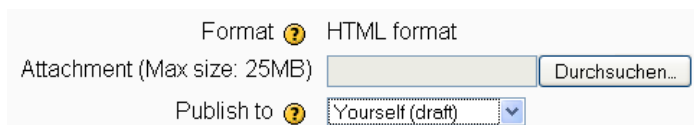
In the participants list, click on your name.  
Open the “Blog” tab.



If you’d like anyone on this site to be able to read your blog, choose “anyone on this site.”

A screenshot of a form section. It includes a "Format" dropdown set to "HTML format", an "Attachment (Max size: 25MB)" field with a "Durchsuchen..." button, and a "Publish to" dropdown menu. The "Publish to" menu is open, showing "Anyone on this site" as the selected option.

If, however, you’d prefer to keep it private, choose “Yourself (draft).”

A screenshot of a form section, similar to the previous one. The "Publish to" dropdown menu is open, showing "Yourself (draft)" as the selected option.

Don’t forget to click on “Save changes” at the very bottom of the page.