

SECONDARY RESIDENCE

European cooperation project
2021 → 2024

LOGBOOK
PUBLICATION GUIDE





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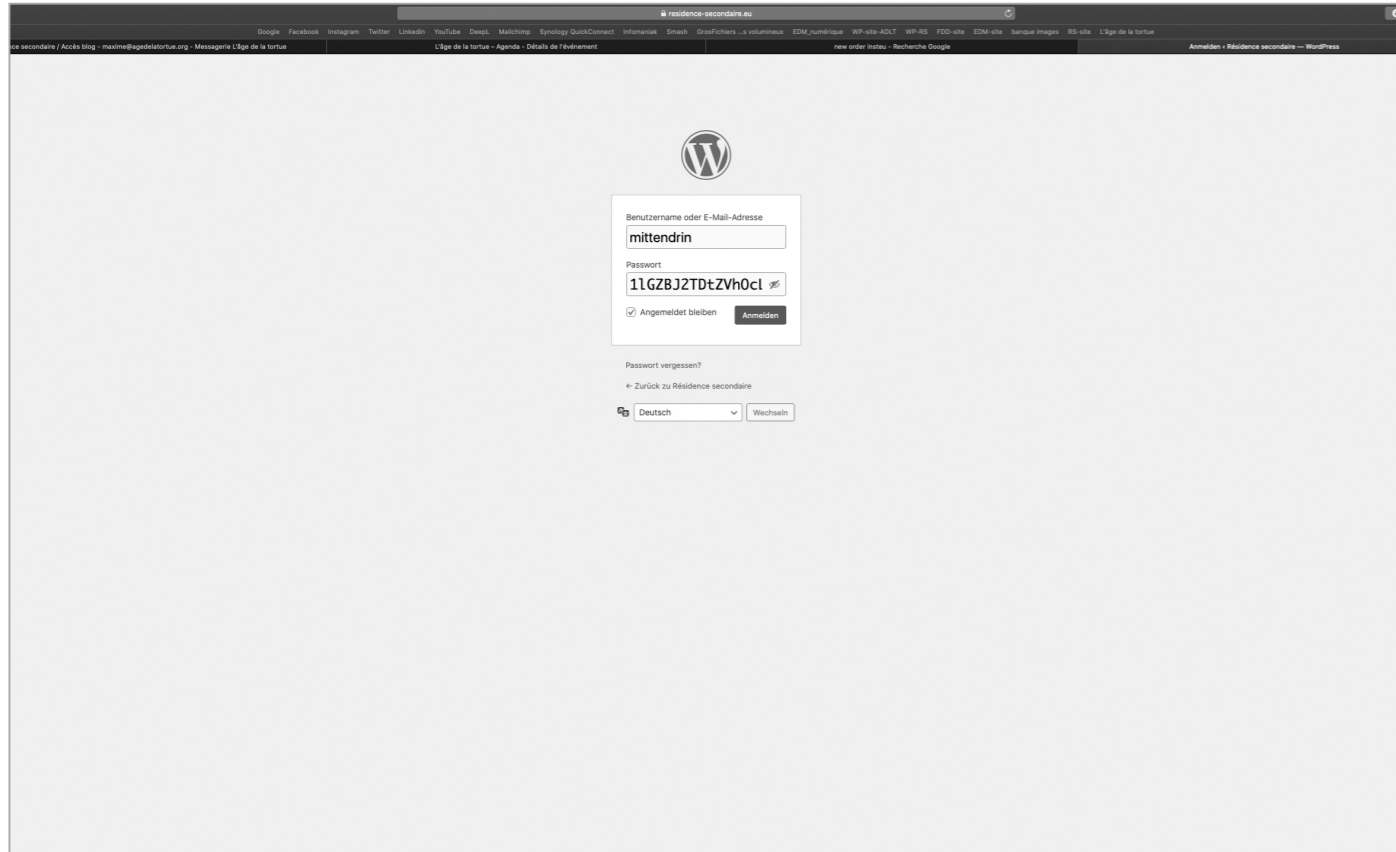
LOGBOOK PUBLICATION GUIDE

This logbook will allow you to document the creation process and to keep traces of the exchanges, encounters and paths of thought taken in this factory of the common.

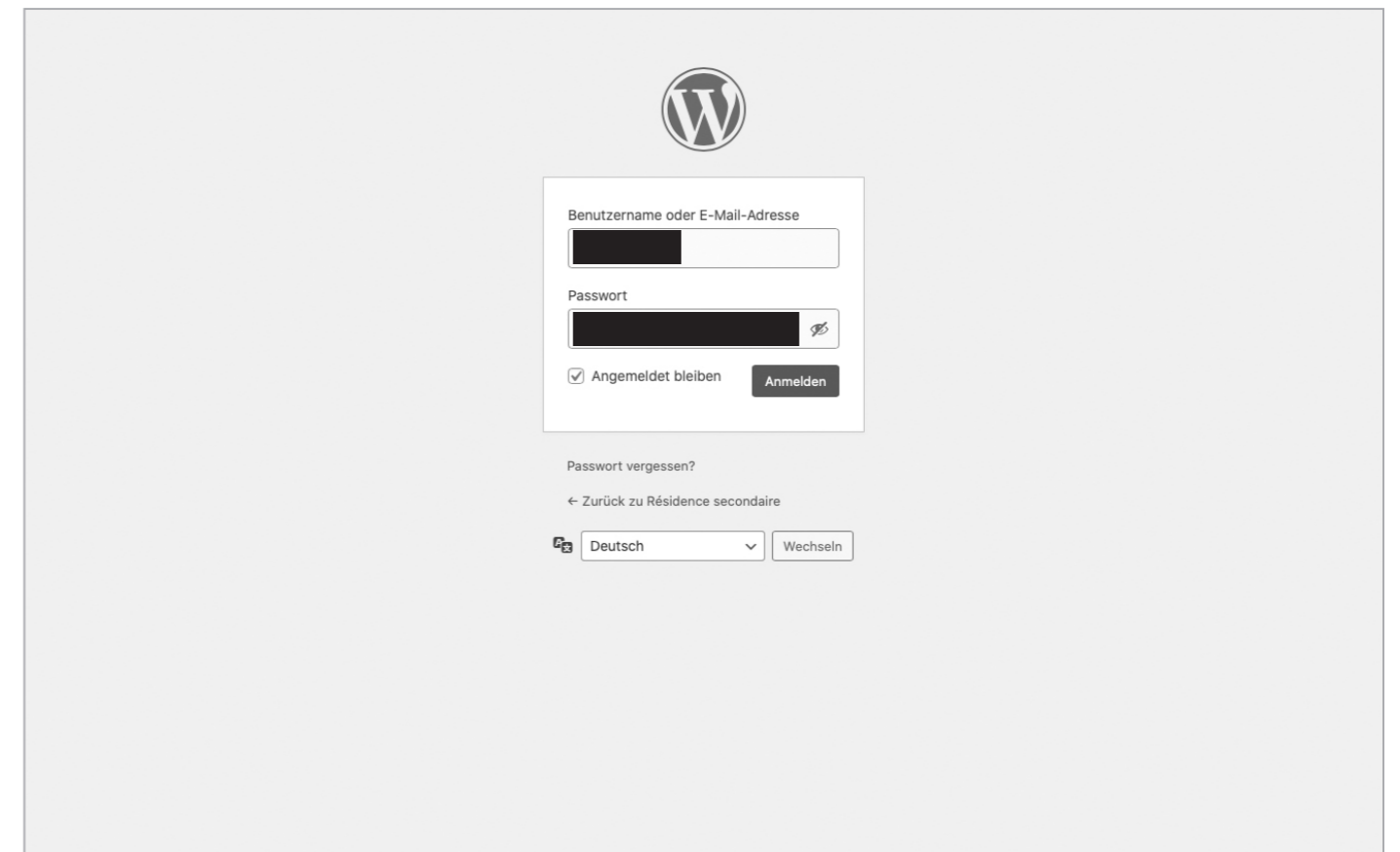
Your photographs and texts produced each day will be published on the project website in the Blog section.

TO PUBLISH AN ARTICLE

Go to your logbook by the wordpress access of the site → <https://residence-secondaire.eu/wp-admin/>



Username : [REDACTED]
Password : [REDACTED]



Click on *Français* to change the language of the Wordpress interface

The screenshot shows the WordPress dashboard for the website 'résidence-secondaire.eu'. The interface is in French. A language dropdown menu is open in the top right corner, showing options for English, Español, Português, and Deutsch. The 'Français' option is highlighted. The dashboard includes several widgets: 'D'un coup d'œil' (Overview) showing 16 articles and 11 pages; 'Nouvelles WPGlobus' (WPGlobus News) with three recent updates; 'Brouillon rapide' (Quick Draft) with a form for creating a new draft; and 'Évènements et nouveautés WordPress' (WordPress Events and News) with a list of recent updates and news items. The left sidebar contains navigation links for 'Tableau de bord', 'Articles', 'Évènements', 'Médias', 'Commentaires', 'Profil', 'Outils', and 'Réduire le menu'. The main content area has a dashed box with the text 'Glissez les blocs ici' (Drag blocks here).

Click on *Veranstaltungen*

The screenshot shows the WordPress dashboard for the website 'résidence-secondaire.eu'. A pink vertical line with an arrow points to the 'Veranstaltungen' (Events) menu item in the left sidebar. The dashboard includes several widgets: 'WPGlobus-Nachrichten' (WPGlobus News) with updates from October 2022; 'Schneller Entwurf' (Quick Draft) with a form for creating a new post; 'WordPress-Veranstaltungen und Neuigkeiten' (WordPress Events and News) with a search for nearby events; 'Aktivität' (Activity) showing recent posts; 'Neuigkeiten von dem Events Kalender' (News from the Events Calendar); and a 'Speichern' (Save) button. A large dashed box on the right side of the dashboard contains the text 'Boxen hierhin ziehen' (Drag boxes here), indicating a drag-and-drop area for widgets. The top navigation bar shows the site name, user profile, and language settings. The footer includes the text 'Danke für dein Vertrauen in WordPress.' and 'Version 6.1.1'.

Click on *Erstellen*

The screenshot shows the WordPress dashboard for the website 'residence-secondaire.eu'. The left sidebar contains navigation menus: 'Dashboard', 'Beiträge', 'Alle Beiträge', 'Erstellen', 'Veranstaltungen', 'Medien', 'Kommentare', 'Profil', 'Werkzeuge', and 'Menü einklappen'. The 'Erstellen' button is highlighted with a red box. A red line points from the text 'Click on Erstellen' to this button. The main content area displays a list of 17 posts under the 'Beiträge' section. The posts are sorted by date, with the most recent at the top. The table columns are: Titel, Language, Autor, Kategorien, Schlagwörter, and Datum. The posts are as follows:

Titel	Language	Autor	Kategorien	Schlagwörter	Datum
Residencia en Barcelona : día 1		Transit projectes	Blog, Espagne	—	Veröffentlicht 16.11.2022 um 14:57 Uhr
Dernière journée de résidence		maxime	Actualités, France	—	Veröffentlicht 27.10.2022 um 17:28 Uhr
Sixième journée de résidence		maxime	Actualités, France	—	Veröffentlicht 26.10.2022 um 15:28 Uhr
Résidence jour 6		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 25.10.2022 um 20:07 Uhr
Résidence jour 5		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 24.10.2022 um 20:20 Uhr
Résidence jour 4		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 23.10.2022 um 19:20 Uhr
Troisième journée de résidence		maxime	Actualités, France	—	Veröffentlicht 23.10.2022 um 11:30 Uhr
Résidence jour 3		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 22.10.2022 um 20:12 Uhr
Deuxième journée de résidence		maxime	Actualités, France	—	Veröffentlicht 22.10.2022 um 12:02 Uhr
Résidence jour 2		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 21.10.2022 um 19:07 Uhr
Top départ pour la 1ère résidence à Rennes !		maxime	Actualités, France	—	Veröffentlicht 21.10.2022 um 17:08 Uhr
Résidence jour 1		TrioRennes TrioRennes	Blog, France	—	Veröffentlicht 20.10.2022 um 19:02 Uhr
Lancement – Résidence n°1		CREA	Actualités, France	—	Veröffentlicht 16.10.2022 um 14:08 Uhr
GRUPE DE RÉFLEXION N°3		maxime	Actualités, France	—	Veröffentlicht 12.09.2022 um 15:08 Uhr
RENNES : GROUPE DE RÉFLEXION N°2		CREA	Actualités, France	—	Veröffentlicht 19.05.2022 um 16:24 Uhr
Rennes : groupe de réflexion n°1		CREA	Actualités, France	—	Veröffentlicht 18.05.2022 um 14:20 Uhr
SÉMINAIRE INTERNATIONAL DE LANCEMENT		CREA	Actualités, France	—	Veröffentlicht 11.03.2022 um 14:15 Uhr

① Write your title
for example : *Residence Graz : day 1*

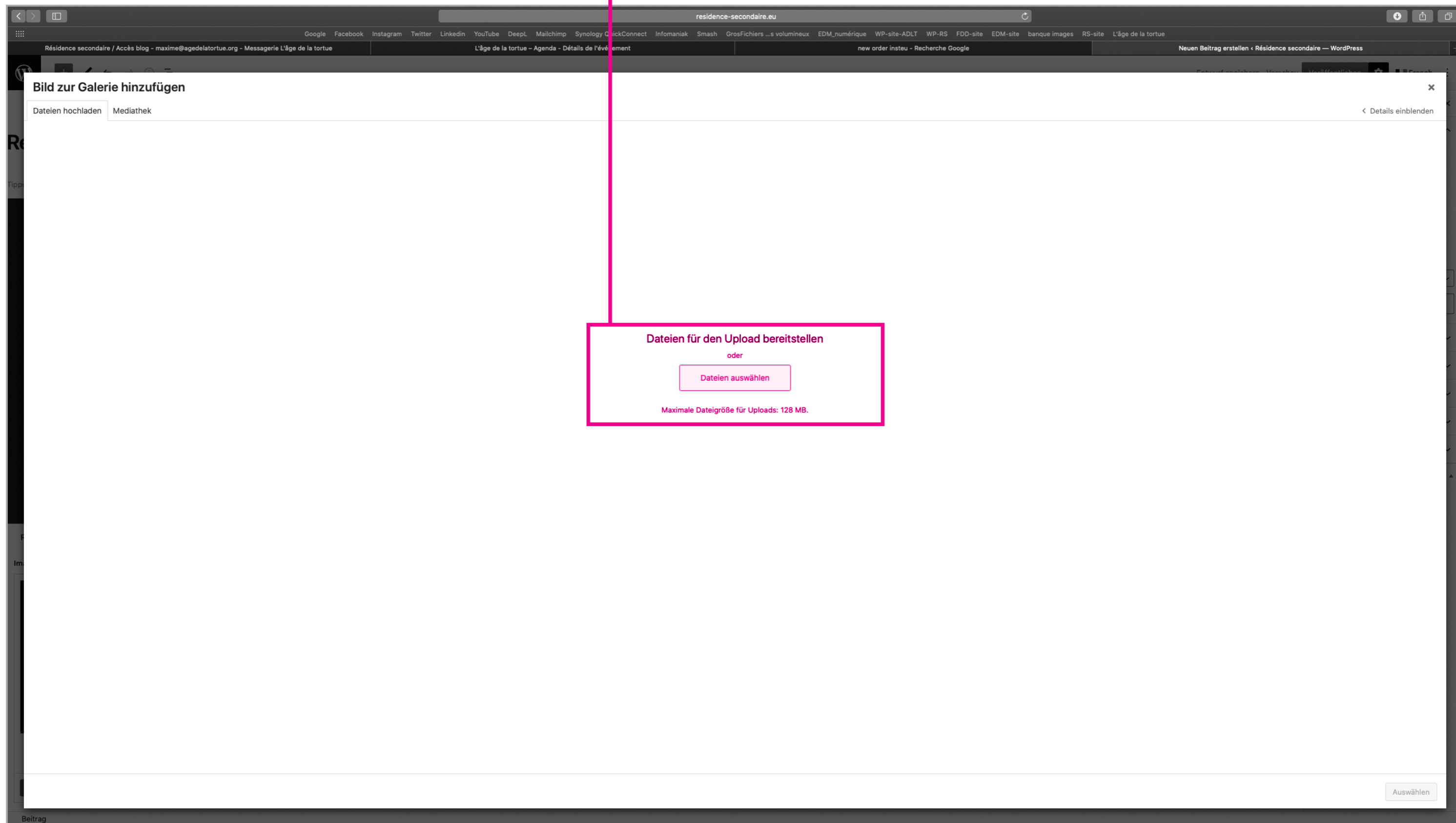
② Write your text

③ Click on *Zur Galerie hinzufügen* to import a photo that illustrates your day in residence.

Criteria to respect for the image import :
→ One photo/day obligatory (no more and no less)
→ Format : landscape

The screenshot shows the WordPress admin interface for the website 'résidence-secondaire.eu'. The page title is 'Neuen Beitrag erstellen - Résidence secondaire - WordPress'. The main content area is a dark grey block with the title 'Résidence Graz : day 1' and a tip 'Tippe /, um einen Block auszuwählen'. The right sidebar shows the 'Veröffentlichen' section with 'Sofort' selected and 'Standard' as the post format. The bottom left of the main content area has a button 'Zur Galerie hinzufügen' and a dropdown menu 'Massenverarbeitung'.

Click on *Datei auswählen* or drag and drop your files



The screenshot shows the WordPress media library interface for adding an image to a gallery. The main area displays a search bar with the text 'dein' and a search button. Below the search bar, there is a list of media items. One item, 'dein Foto', is selected and shown in a preview. The right sidebar contains metadata for 'dein_Foto.jpg', including the date '16 novembre 2022', size '212 Ko', and dimensions '1500 auf 1500 Pixel'. Below the metadata, there are fields for 'Alternativtext', 'Titel', 'Beschriftung', and 'Beschreibung'. At the bottom right, there is a pink box highlighting the 'Auswählen' button.



Warning : if you do not respect the above criteria, you may not be able to import your image.

If you have problems importing your image, please email it to maxime@agedelatortue.org

Once the photo has been imported, click on *Auswählen*

- ① Click on *Catégories* then check *Blog* and *Autriche* ② Click on *Featured Image* then on *Define Featured Image*

The screenshot shows the WordPress post editor interface for a post titled "Residence Graz : day 1". The main content area is a large dark grey rectangle with the text "Tippe /, um einen Block auszuwählen". On the right side, the "Beitrag" (Post) sidebar is visible, containing various settings. Two red circles with numbers 1 and 2 are used as annotations. Circle 1 highlights the "Catégories" (Categories) section, where the "Blog" and "Autriche" (Austria) checkboxes are checked. Circle 2 highlights the "Beitragsbild" (Featured Image) section, where the "Beitragsbild festlegen" (Set featured image) button is highlighted. Below the main content area, there is a section for "Images actualité" (Featured Images) with a placeholder image labeled "dein Foto" and a "Zur Galerie hinzufügen" (Add to gallery) button. At the bottom right, there is a "Massenverarbeitung" (Bulk processing) dropdown menu.

The screenshot shows the WordPress media library interface for a post titled 'Beitragsbild'. At the top, there are navigation tabs for 'Dateien hochladen' and 'Mediathek'. Below these are filters for 'Medien filtern' with dropdowns for 'Bilder' and 'Alle Daten'. A search bar on the right contains the text 'dein'. The main area displays a single media element, a placeholder for a photo labeled 'dein Foto'. The right sidebar shows 'ANHANG-DETAILS' for the selected image, including its filename 'dein_Foto.jpg', date '16 novembre 2022', size '212 Ko', and dimensions '1500 auf 1500 Pixel'. Below this are fields for 'Alternativtext', 'Titel' (filled with 'dein_Foto'), 'Beschriftung', and 'Beschreibung'. A 'Datei-URL' field shows 'http://residence-second' with a 'URL in Zwischenablage kopieren' button. A note states 'Les champs obligatoires sont indiqués avec *'. At the bottom right, a pink box highlights the 'Beitragsbild festlegen' button, which is used to assign the selected image to the post.

Then select the photo you have just imported.
Click on *Beitragsbild festlegen*

Finally, click on *Veröffentlichen*

The screenshot shows the WordPress editor interface for a post titled "Residence Graz : day 1". The main content area is mostly greyed out, with a tip: "Tippe /, um einen Block auszuwählen". The right sidebar is active, showing the "Publish" button highlighted in pink. Below it, the "Zusammenfassung" (Summary) section shows "Sichtbarkeit" (Visibility) set to "Öffentlich" (Public) and "Veröffentlichen" (Publish) set to "Sofort" (Now). The "URL" is "residence-secontaire.eu/?p=943". There is an "Ausstehende Überprüfung" (Pending Review) checkbox. Below that, the "BEITRAGSFORMAT" (Post Format) is set to "Standard". There is a button "In den Papierkorb verschieben" (Move to Trash). The "Catégories" (Categories) section shows "RECHERCHER DES CATÉGORIES" (Search Categories) and a list of categories: "Blog" (checked), "Autriche" (checked), "Belgique", "Espagne", "France", and "Portugal". The "Étiquettes" (Tags) section is empty. The "Beitragsbild" (Featured Image) section shows a placeholder "dein Foto" (your photo) with buttons "Bild ersetzen" (Replace image) and "Beitragsbild entfernen" (Remove featured image). The "Textauszug" (Text Excerpt) and "Diskussion" (Discussion) sections are also visible.

To edit or delete the post, click on the Wordpress logo in the top left corner.

The screenshot shows the WordPress editor interface for a post titled "Residence Graz : day 1". The interface is in German. A red box highlights the top left corner, specifically the WordPress logo and the "Beiträge ansehen" button. The main content area is dark grey. The right sidebar contains various settings for the post, including visibility, publication date, categories, and tags. The bottom left shows a gallery section with a placeholder image labeled "dein Foto".

Beiträge ansehen

Residence Graz : day 1

Tippe /, um einen Block auszuwählen

Entwurf speichern Vorschau Veröffentlichen **French**

Beitrag Block

Zusammenfassung

Sichtbarkeit Öffentlich

Veröffentlichen Sofort

URL residence-secondaire.eu/?p=943

Ausstehende Überprüfung

BEITRAGSFORMAT

Standard

In den Papierkorb verschieben

Catégories

RECHERCHER DES CATÉGORIES

Blog

Autriche

Belgique

Espagne

France

Portugal

Étiquettes

Beitragsbild

dein Foto

Bild ersetzen

Beitragsbild entfernen

Textauszug

Diskussion

Zur Galerie hinzufügen

Massenverarbeitung

Beitrag

Then click on *Bearbeiten* to modify.
Or on *Papierkorb* to delete the article.

The screenshot displays the WordPress dashboard for the website 'residence-secondaire.eu'. The left sidebar contains navigation links: Dashboard, Beiträge, Alle Beiträge, Veranstaltungen, Medien, Kommentare, Profil, Werkzeuge, and Menü einklappen. The main content area is titled 'Beiträge' and shows a list of posts. The post 'Residence Graz : da 1 — Entwurf' is highlighted in pink, and its 'Bearbeiten' button is also highlighted in pink. The dashboard footer includes the text 'Danke für dein Vertrauen in WordPress.' and 'Version 6.1.1'.

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L'ÂGE DE LA TORTUE (FRANCE)

→ contact@agedelatortue.org

→ +33 (0)9 50 18 51 65

Paloma Fernández Sobrino

Art direction

→ paloma@agedelatortue.org

Maxime Ly

*(replacing Sophie Archereau until
the end of April 2023)*

Administrative direction

→ maxime.ly@agedelatortue.org

→ +33 (0)6 61 75 76 03

Sophie Archereau

Administrative direction

→ sophie@agedelatortue.org

→ +33 (0)6 61 75 76 03

Maxime Allain

Communication and graphic design

→ maxime@agedelatortue.org

Yann Le Nabasque

Cultural action and mediation

→ yann@agedelatortue.org