General Guidelines for setting up your PREMIUM project Tumblr Page

1. **Create an account** on Tumblr. Navigate to the [Tumblr website](https://www.tumblr.com/), and if you don't have an account already, click on the Register button. If you do have an account already, please enter your email and password to log in. We are writing these guidelines for the new users.
	1. If you need to register as a new user. You are asked to fill in your email address, choose a pass-word (preferable one your entire team can easily remember) and a username (also, preferable one your entire team agrees on). After that, you are required to fill in your age and agree to the terms and conditions. Finally, you are requested to confirm you are not a robot. You will now receive an email with a confirmation link.
2. You might also be requested to provide Tumblr with your interests. Based on these interests, Tumblr will fill your dashboard with blogs/pages that correspond with your interests. You can always change or do this later.

**Congratulations, you are now ready to personalize your own blog:** Click on your blog name. On the left side of the page, you find your blog title. It probably still is Untitled, but you can name it whatever you like. You can start multiple blogs/pages with one account, but for PREMIUM we only request that you deliver one blog/page.

1. **Go to your personal page**In order to start with building your page and choosing which layout you will be using when setting up your posts, you have to go back to your personal page in order to start with editing your theme and building your page set up (if you choose to work with pages).
2. **Start personalizing:** Once you clicked on your blog, you may click the **edit theme** button in the Theme section. This will let you pick from a variety of pre-set themes (which you can then personalize further), or create your own. This is also the point, where you fill in your page name, a short description and choose pictures for your background and avatar.
3. **Open up Pages**.
Optional: Near the bottom, you will see the Pages section. Click to expand it—it will show you an additional item, "+ Add a page."
4. **Choose your layout**.
Optional: A new window will appear that will let you set up your new page. At the very top is the layout for your new page. You have three basic choices: Standard Layout, Custom Layout, and Redirect.
	1. Standard Layout will create a page with the same layout as your current Tumblr theme. This is the easiest to work with, and will generally look the best.
	2. Custom Layout will let you create a custom page on your Tumblr, but without your Tumblr theme, so you have to input all the HTML yourself. You can generally copy and paste HTML from a full-featured HTML editor like Dreamworks.
5. **Choose the URL and other info for your page.**
Optional: Each layout type will have slightly different input fields.
	1. Page URL (all layouts). The page URL will be tagged at the end of your standard URL, and is the address that people will have to type into the address bar to access your page. Do not use spaces when creating this URL.
	2. Page Title. (Standard layout only). This title will appear at the top of the window. The current page title in the setup window is Add page. To set a page title when creating a Custom Page, use the HTML tag "<title>" or use your HTML editor's Title function. The redirect layout does not need a page title.
6. The **elements** that you can add to your posts are:
	1. Photo’s
	2. Video’s
	3. Text
	4. Quotes
	5. Links
	6. Chat functions

If you want to adjust the regular theme, you can also copy html code from: zen-themes.com.
With these codes you are able to fully change the layout of the theme that is provided by Tumblr at the start.

1. **Tumblr Posts**
If your profile remains open to everyone, there is a possibility that people will like or comment on your posts. Next to that, it could also be possible that people will start following you and they will receive updates if you added new elements to your page.
2. If there are parts of Tumblr that are not clear to you, we advise you to check the **frequently asked questions** page of Tumblr (<https://www.tumblr.com/help>). It is also very useful to google your questions, because there is a lot of information that you can find about building a fantastic Tumblr page.