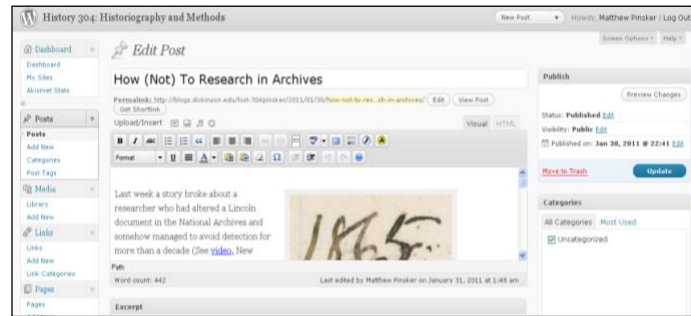# How to Post to Historical Methods
http://blogs.dickinson.edu/hist-204pinsker

TEST POST
- By CLASS TIME ON THURSDAY, MARCH 9, create a test post at the course site
- Your test post should include the name of your tentative biographical subject (in the title block), a brief one or two sentences describing your subject (copied & pasted from the biographical subjects list) with an image (including caption and credit) on the right side of your paragraph; REMEMBER TO SET YOUR POST AS PRIVATE

Writing Posts
- Always make sure to lead posts with both a descriptive title and your byline
- PLEASE include images for your posts (Use "Add Media" button on upper left corner)
    - Images should always have captions (brief descriptive text) and credits (the original source of image in parentheses) EXAMPLE = Abraham Lincoln (Library of Congress)
    - Right-click images online and then save to your desktop
    - Upload images from desktop
    - You can also custom design image alignment and size
- Use the same "Add Media" button to upload PDF files
- Keep written text concise yet descriptive. Remember, you are writing for an audience of future history students. YOU MAY USE FIRST-PERSON PRONOUNS FOR RESEARCH JOURNAL POSTS. THEY ARE PERSONAL NARRATIVES.
- Include hypertext links by highlighting text and using the chain button on the WYSIWYG editor
- Working offline is possible and doing so in MS Word with footnotes will automatically translate once cut-and-pasted into Wordpress as clickable footnotes in brackets
- Bracketed footnotes do not have to be clickable, but they should be numbered consecutively and no number should be repeated. Use Chicago-style rules for formatting.
- Remember that bibliography listings MUST FOLLOW BIBLIOGRAPHY, NOT FOOTNOTE FORMAT
- When embedding **video**, Google maps or other multi-media tools, copy "embed codes" and then paste them into your post BUT ONLY IN THE TEXT (NOT VISUAL) TAB
- **Plagiarism rules apply!**

Technical Reminders
- Work in only in PRIVATE setting (upper right-hand corner)
- **Don't forget to hit Update (right-side Edit Post box) occasionally to save changes as you work**
- Never set visibility to PUBLIC. Prof. Pinsker will do that after review, but if you don't want him to publicize your work then just write "NOT FOR PUBLICATION" at the top of the post.