How to Post to History 204

http://blogs.dickinson.edu/hist-204pinsker
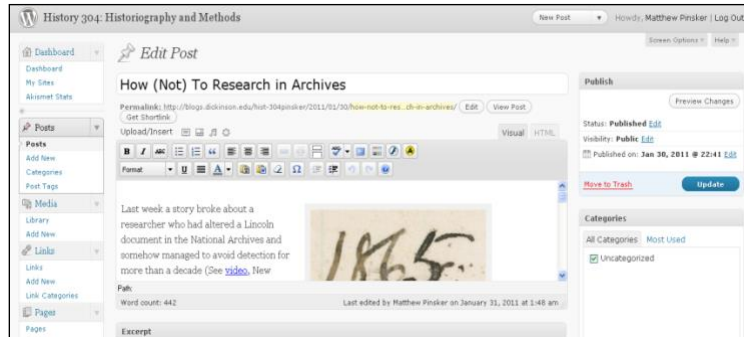

Initial Steps

- Accept course blog registration; change password if necessary; and begin
- Log in to WordPress site and use Dashboard / New Post to begin

Writing Posts

- Always make sure to lead posts with both a descriptive title and your byline
- The WYSIWYG editor at top of Edit Post dashboard includes various formatting tools
- Include 2-3 images for your posts (Use "Add Media" button on upper left corner)
    - Images should include captions (a few words of description) plus credits in parentheses (name of source); you can make the credit clickable to take reader straight to the online location
    - EX: Abraham Lincoln with son Tad, 1865 (Library of Congress)
    - Right-click images online and then save to your desktop
    - Upload images from desktop
    - You can also custom design image alignment, size, and linkable URLs
    - DON'T FORGET ALT TEXT FOR VISUALLY IMPAIRED
- Use the same "Add Media" button to upload PDF files
- Don't try to embed videos or other multi-media –just provide links
- Keep written text concise yet descriptive. Remember, you are writing for a general audience of future students
- Include hypertext links by highlighting text and using the chain button on the WYSIWYG editor
- **Plagiarism rules apply!**

Privacy Reminders

- ALWAYS SET VISIBILITY TO PRIVATE (upper right corner)
- **Don't forget to hit Update (right-side Edit Post box) occasionally to save changes as you work**
- DO NOT PUBLISH YOUR POSTS DIRECTLY TO PUBLIC. Prof. Pinsker will do that after review, but if you don't want him to publicize your work even then just write "NOT FOR PUBLICATION" at the top of post.