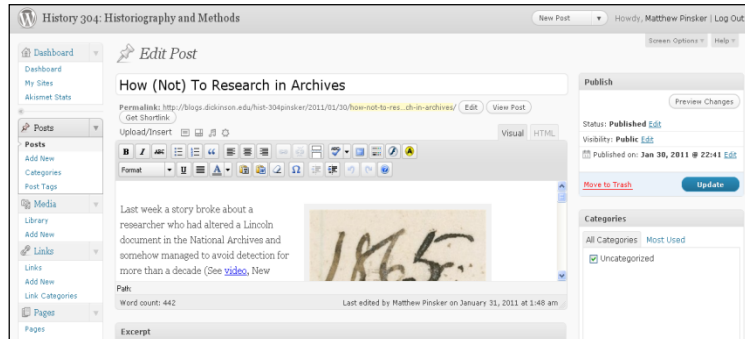


# How to Post to US History Since 1877

<http://blogs.dickinson.edu/hist-118pinsker>



## Initial Steps

- Accept course blog registration; change password if necessary;
- Update your profile to include your full name
- 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
- Feel free to include images for your posts (Use “Add Media” button on upper left corner)
  - Images should be in public domain or posted with permission (use “Courtesy of” caption)
  - 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 a general audience
- 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.
- 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 Pinsker will do that after review, but if you don't want him to publicize your work then just write “NOT FOR PUBLICATION” at the top of the post.