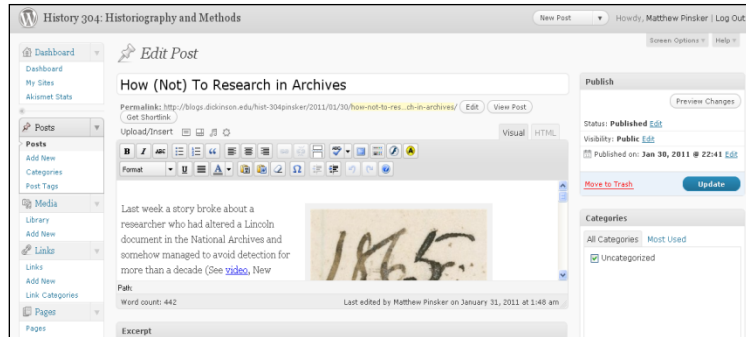# How to Post to History 211

https://blogs.dickinson.edu/hist-211constitution/

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 research journal posts with both a descriptive title (PRIMARY or SECONDARY)
- The WYSIWYG editor at top of Edit Post dashboard includes various formatting tools
- On right column CHOOSE Research Journal as your post CATEGORY
- 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- DO NOT PUBLISH DIRECTLY TO PUBLIC. Prof. Pinsker will do that after review, unless you object.