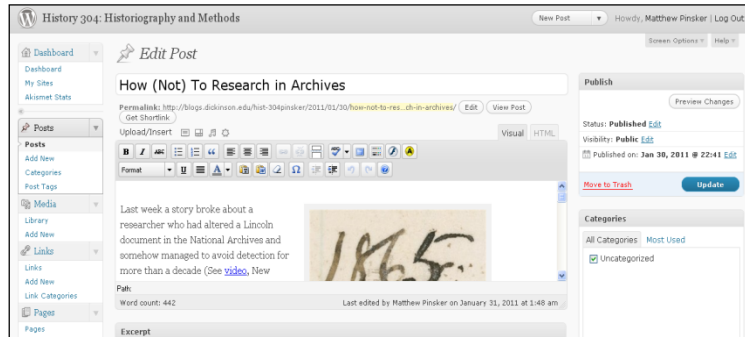


How to Post to History 311 American Slavery

<http://blogs.dickinson.edu/hist-311pinsker>



Initial Steps

- Accept course blog registration; change password if necessary; update profile name 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
- Make sure to include images for your posts (Use “Add Media” button on upper left corner)
 - Images should be in public domain and have credits (“Courtesy of”) and where necessary, captions (descriptive text)
 - To upload images, 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
- Use the same “Add Media” button to upload PDF files
- Include hypertext links in post by highlighting text and using the chain button on the WYSIWYG editor
- To embed a map or video, you must use TEXT (not Visual) tab and must copy & paste an embed code
- Copying and pasting from a Word document will allow you to have clickable footnotes (using brackets)
- Keep written text concise yet descriptive. Remember, you are writing for a general audience
- **Plagiarism rules apply!**

Privacy Reminders

- The easiest process is just to work in Private –only you and Prof. Pinsker will be able to see your posts
- However, you can work in DRAFT to avoid having Prof. Pinsker look at your work but then remember to SET VISIBILITY TO PRIVATE once you are ready to submit or share.
- **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- DO NOT PUBLISH YOUR POSTS DIRECTLY TO PUBLIC.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 Pinsker will do that after review, but if you don’t want him to publicize your work even then just write “NOT FOR PUBLICATION” at the top of post.