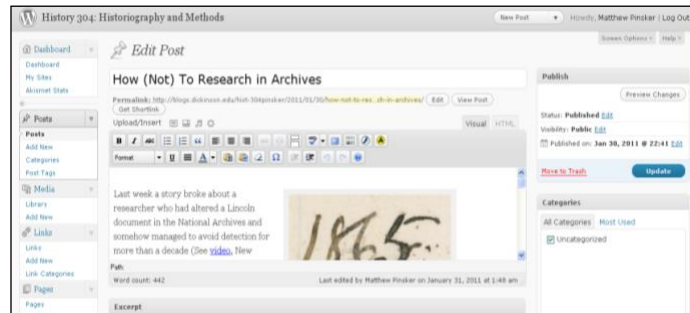


How to Post to Knowledge for Freedom

<https://housedivided.dickinson.edu/sites/2023teagle/>



INVITATION

- Accept invitation email (from Ryan Burke) and update your profile to include your full name
- Text or talk to Cooper Wingert if you are not registered by Monday evening

Writing Posts

- Always make sure to title your close reading posts with the name of the document
- 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
 - Link the image to “Media File” and consider adding a hyperlink to your credit
- Keep written text concise and well organized. Remember, you are writing for a general audience of future students like you –not just for your faculty member. AVOID FIRST-PERSON PRONOUNS AND TRY TO KEEP EVERYTHING IN THE SIMPLE PAST TENSE.
- 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 adding links to video, make sure to provide public video URLs
- **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 Pinsker will do that after review, but if you don’t want him to publicize your work then just write “NOT FOR PUBLICATION” at the top of the post.