A MassCouncil Member is a Website Contributor

Once you have an account at masscouncil.org, you have the opportunity to be a contributor to the site.

We encourage **all** members to submit blog posts, links and lesson plans, in particular. A member can create each of those right on the site only when logged in. This guide covers the basics of a blog post.

Note: The site can be explored by anyone using a web browser, but to contribute to the site, you must log in.

Right after your login, the site displays the "Member Blogs and Articles" page. This is where new member posts appear. There is also an extra black stripe at the very top which gives you options to directly contribute to the site.


Look up to the top of the window and find the link in the black stripe that says "**+ New**" and click that. A list of options will appear. For your first effort, we suggest you do a **Post**.
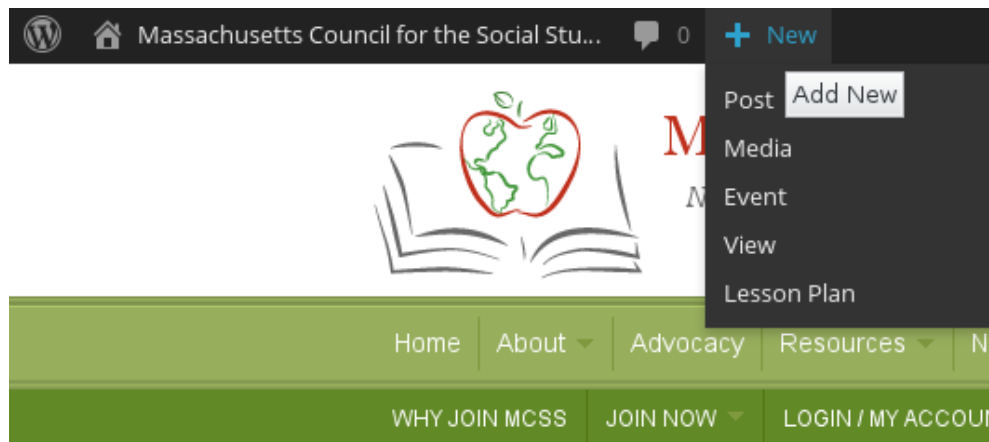

Your browser will next display a Post editing page which is illustrated on the next page of this guide.

You will probably feel right at home with the editor, no matter what word processor you use on your computer.

- Dismiss the notice of the New Media Manager (for now).
- Enter a title for your post.
- Move your cursor into the main editing area and begin typing.
- Tapping the Enter or Return key on your keyboard will start a new paragraph.
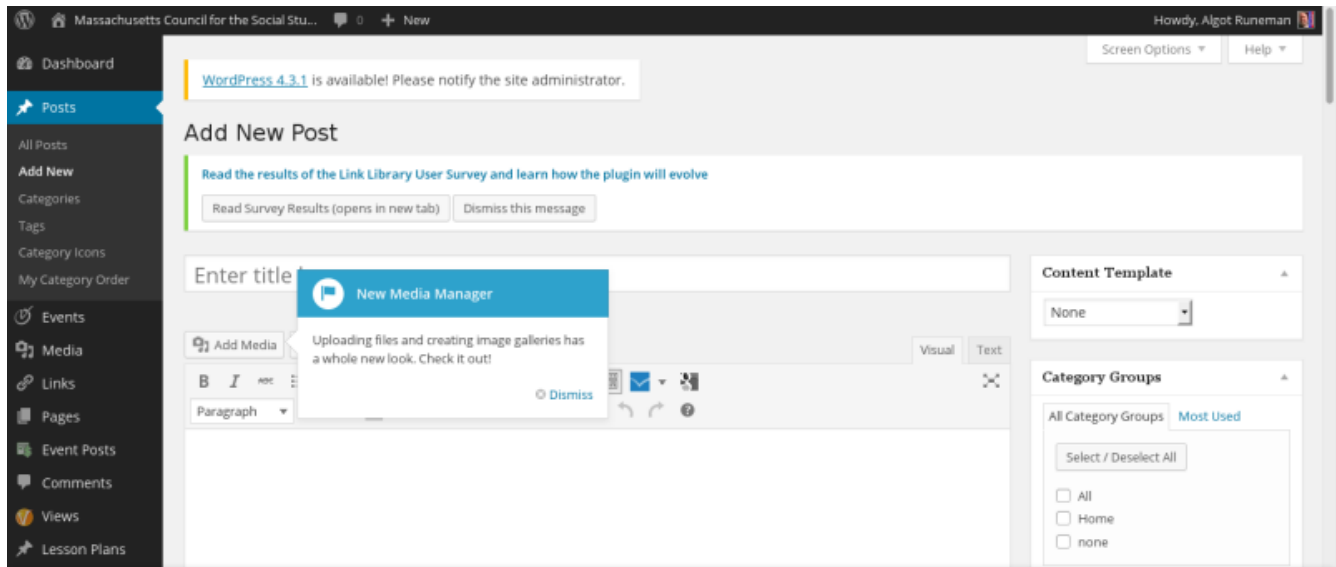
Select text elements and apply **bold,** *italic* or other text formatting as needed.
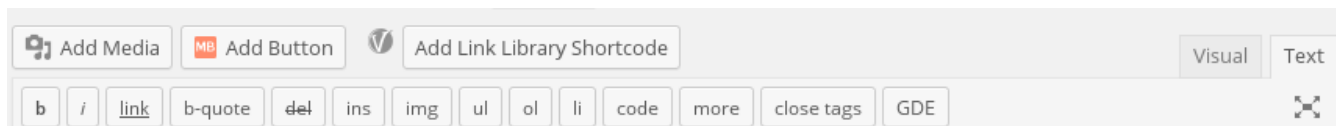
It is a bit more complicated when adding images, so we recommend you wait until you are comfortable with the basics of online editing for your first posts. Adding images is covered later in this guide.

There are several publishing options available to you which are found in a widget labeled "Publish" at the right of the editing area.
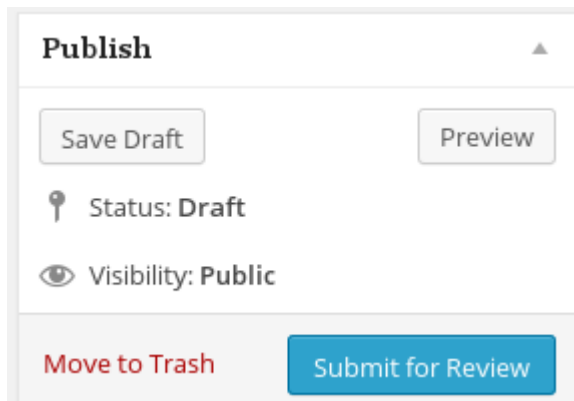
- If you want to stop part way through writing, click the "Save Draft" button so you can return in another session to continue writing/editing.
- If you want to preview your post as it will be formatted by the site's Wordpress software, try that. A separate browser window (tab) will open to show how your page will look.
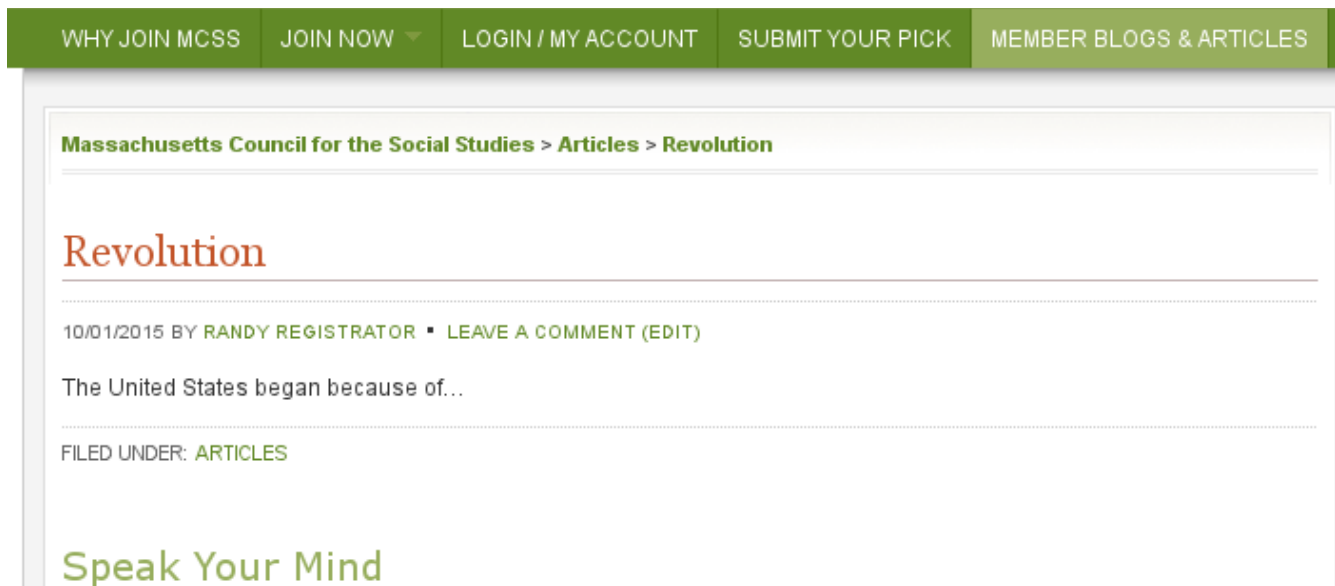
Note that other people will have the option to make comments (Speak Your Mind) in response to your post. You do not need to deal with that now.
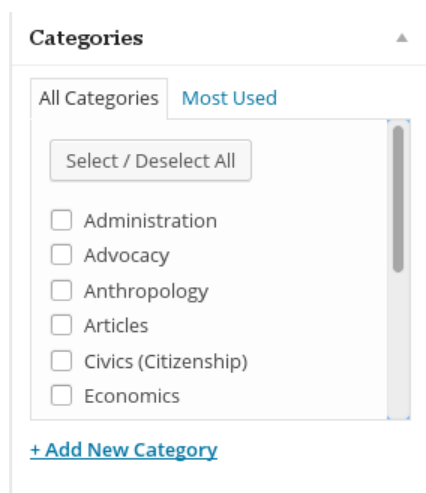
If you were only practicing or need to make a completely fresh start, just click the option to "Move to Trash". Start over or come back later and start again.

Submitting your Post

Once you have completed your post, you should click the "Submit for Review" button. A person who has been assigned as a site editor will review your post and may contact you for clarification, but will usually approve a post quickly and make it publicly visible on the site.
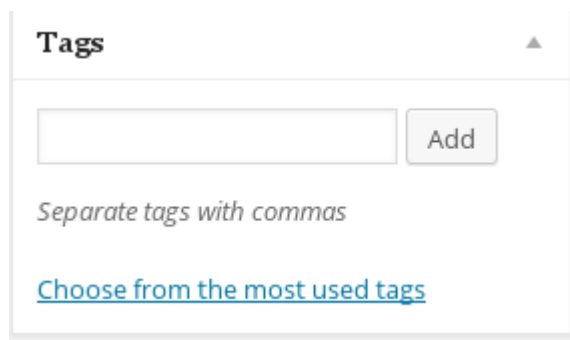
Going Further

You can indicate what groups of readers you want to target by choosing from several categories such as Administration, History, Sociology, etc. An editor may also add categories if you have not.

You may also wish to add specific **Tags** to your post. The tags will be used by search engines like Google or Yahoo and help people find your post on the MassCouncil site. Just type key words or phrases into the space and click the Add button. You may enter several tags at once with commas between them.

Sharing your work

You might want to use social media to spread the word of your post. Each post has a "permalink" which is the web address which links directly to your post.

If a person comes to the site by the front page, they can use the built-in search tool to find your work, entering your display name or perhaps the post's title.

You can copy the permalink from the screen before you submit or see and copy it later from the location address of your browser when you visit your post on the site. You can paste the link in tweets or on your Facebook account or share in email. You decide. You can revisit your posts and engage with

others who comment. The exchange might be very interesting and will help the MassCouncil site to attract others. Your work matters. Express yourself.

Images

Adding images to a post can make it more inviting. Be thoughtful about it though. Images must come from sources you have the right to use. If the image belongs to someone else, and is under full copyright restriction, you may not use it on the MassCouncil site. However, if you find an image that has been shared using a liberal license such as the Creative Commons Attribution licence, you are allowed to use that image as long as you provide attribution. Attribution MUST include the original creator's name. It is also proper to provide a link back to the creative source so that others who wish to access the image have the original source, not just your legal copy.
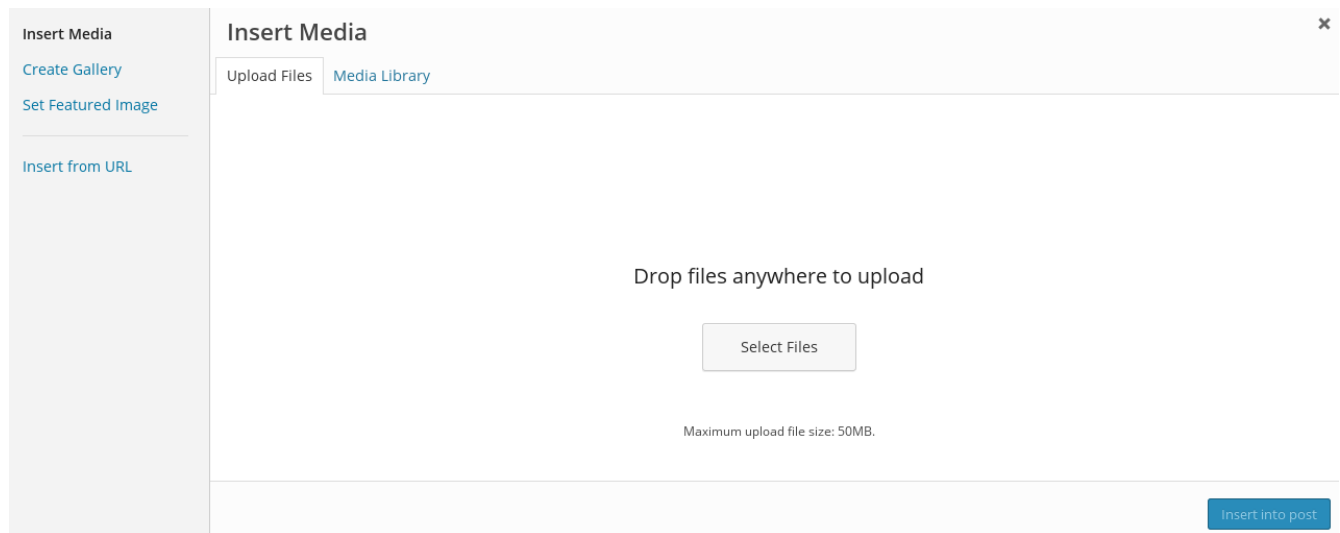
You can add images from their URL, the web address of the original. Please link to images which are appropriately sized to fit the blog page where you insert them. If you link to a full original image taken by a modern digital camera or cellphone, it will be too big to fit. Find smaller versions. The Flickr site, for example has the ability to give you links at many different sizes (resolutions). Flickr also has an advanced search which makes it easy to find images that use the sharing-friendly Creative Commons licenses.

If your images are your own, they can be uploaded from your computer with the Media Management tool. Remember to adjust the image to a fitting size (600 pixels wide is safe).

Drop files anywhere to upload

Select Files

Maximum upload file size: 50MB.

If your browser window does not take up the whole screen, you can browse the files on your computer in another window and drag the image file over into the browser window. But if you work with a full screen browser as many people do, you can click the "Select Files" button and move around your computer's file system to locate the image you want to use. Once again, take time BEFOREHAND to make the image a good size before you upload to the post with the "Insert into Post" button. Most computers have some sort of image tool which will let you crop for best effect and resize to appropriate dimensions for use in your post. (a 600 or smaller pixel width is recommended)

Uploaded images remain on the MassCouncil server and can be reused by you (or others), so please plan to use images you intend to be available under the terms of the Creative Commons Attribution license. If you do not wish to allow others to use the image, put your images on a file service like Flickr and link to them from there for your posts on the MassCouncil site. Flickr images remain under your control because when you post there, you determine what rights others have, including no rights at all except to look at your work.

If you have questions, please ask for help. Use the email address techsupport@masscouncil.org

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http://www.masscouncil.org/wp-content/uploads/contributor-guide.pdf