

How to post a draft or assignment:

First, Wordpress has a Help site which can be very useful when uploading files:

<http://en.support.wordpress.com/uploading-documents/>

Second, step-by-step instructions for how to get your assignments/drafts into the blog.

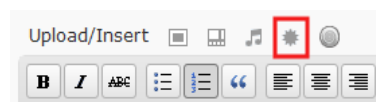
Step 1: Go to **Posts / Add New**

Step 2: You can type or copy text into the window

SAVE YOUR DRAFTS AS YOU WRITE THEM I had to recreate the last couple of numbered entries here because I tried to publish before I saved the draft and something went wrong so save your work frequently!

Step 2a: You can only upload the following file types:
.pdf .doc .docx .ppt .pptx .odt

Step 2b: Click on the **Add Media** Icon



Step 2c: Click on the **Select Files** button and choose your file

Step 2d: Give the file a unique name so that your editing team can easily find the assignment or draft.

Step 2e: Click on **File URL** and then **Insert into Post**



Step 3: Assign **Categories** – check all the categories over on the right that apply to this posting. If you don't, the only way to locate this information is from the list of pages themselves, and that gets pretty long. Note: only Pieplow can create a category.

Step 4: **Publish.**

This actually puts the post on the blog, makes it available to everyone.