

# Using the Locus Communis blog

## Posting in the e-book of commonplace

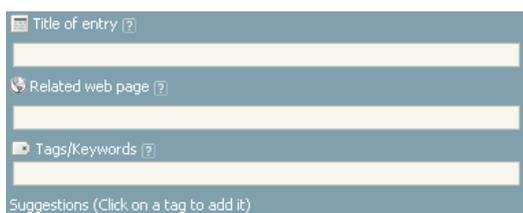
Roll your mouse over **create entry** at top of screen and select **University only entry** to go to the page where you will create your post.



1. First you need to enter an appropriate title – try to make this as useful as possible, for example, by including the title of the work to which your entry refers.

2. Next you need to **tag** your entry. Each item you post for the commonplace book will need two tags.

The first is your name. You must be sure always to use the correct format [capital letters at the beginning of words and an underscore in between your name e.g. Emma\_Bradford] to ensure that the tag will work properly and easily retrieve all your entries.

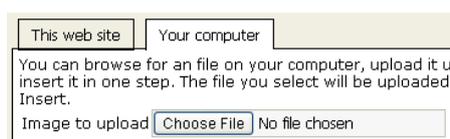


The second relates your entry to the work to which you are referring, and the seminar group you are in.

For example, in week 1 you might be covering 'The Yellow Wallpaper'. If you are in seminar group 1, you will need to tag your entry The\_Yellow\_Wallpaper1, if you are in seminar group 2 you will need to tag your entry The\_Yellow\_Wallpaper2. This will enable you to easily retrieve your group's work during your seminar.

3. Now you can enter the text of your entry. The editing box resembles a simple word document, so you can do some basic formatting if you wish. You can also add images, which may be useful to illustrate a point.

4. To add an image, click on the 'image picker' button. In the box that loads, click 'Your computer', then click 'choose file' to select your image and then click 'open'. Finally, enter an 'image description' and then press 'insert'.



Later in the term you may like to think about different formats for your weekly e-book of commonplace submission. A guide for how to insert a video will be available soon, but for now, try experimenting with inserting different kinds of media if you like.

5. Finally, click 'publish now' to make your post available.

