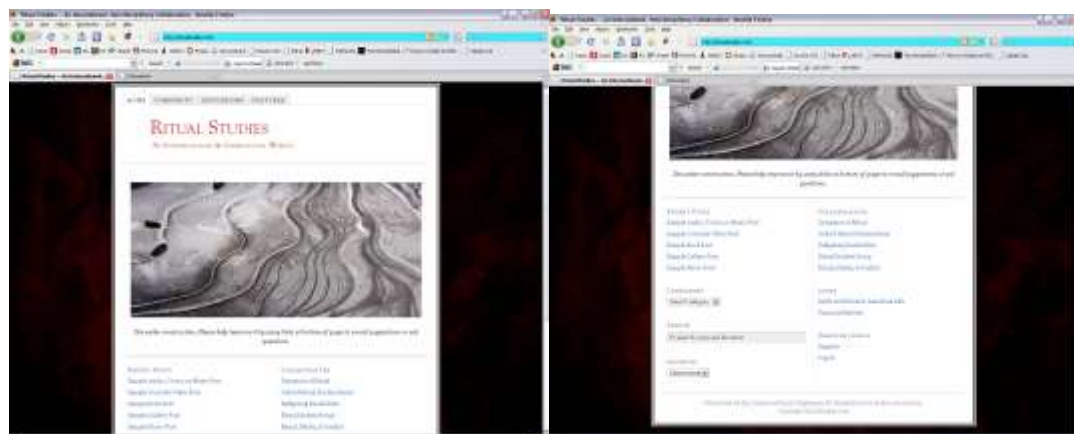


Authoring on RitualStudiesDotCom

[Ritual Studies: An Interdisciplinary and International Website](http://ritualstudies.com) is designed to facilitate interaction among students of ritual from around the world. The site's webmasters are [Ronald Grimes](#) and [Barry Stephenson](#).

Becoming a Subscriber

First register on the site as a subscriber.



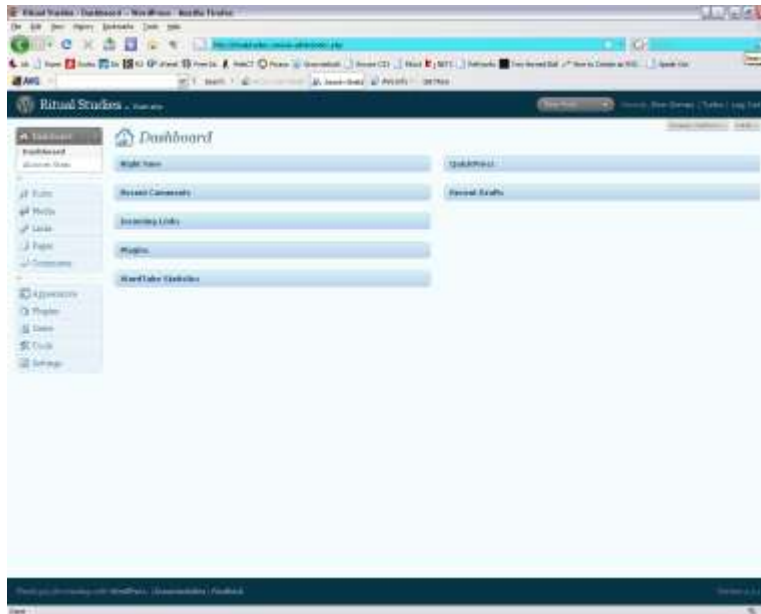
Go to <http://ritualstudies.com>. Scroll to the bottom right of the home page and register. Your password will be sent to you by e-mail. After you receive it, try it out by going back to <http://ritualstudies.com>. Click on the login button, bottom right. Enter your username and the password sent in the confirmation e-mail. (You can change your password later.) Now you are a registered subscriber and can comment on posts.

Becoming an Author

If you wish to create posts (not just comment on them), e-mail the webmaster (a link is at the bottom of the Home page as well as at the beginning of this document), asking to be made an author. Once we make the change and notify you by e-mail, you will be able to make posts to the website.

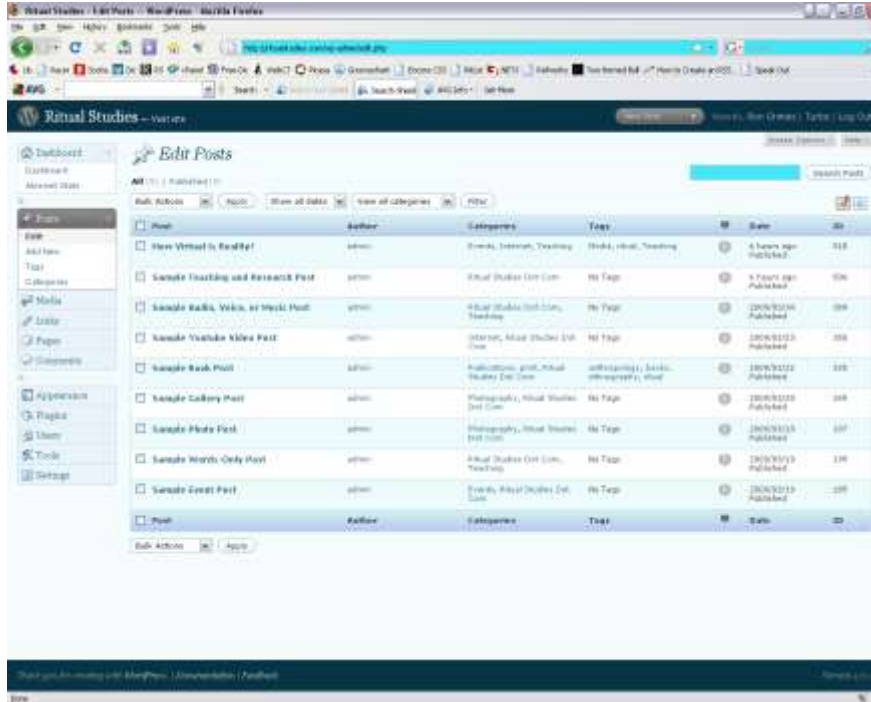
Once you log into it as an author, you arrive at the “Dashboard” of [WordPress](#). WordPress’s own instructions, which are more detailed than ours, can be found here: http://codex.wordpress.org/Writing_Posts

This is the behind-the-scenes control panel for creating and publishing posts to the main website.



Notice that at the top right of each little box on the page is a pop-down menu. Open them to see what’s there. However, if you open too many at once, you will probably get disoriented, so open and close as needed.

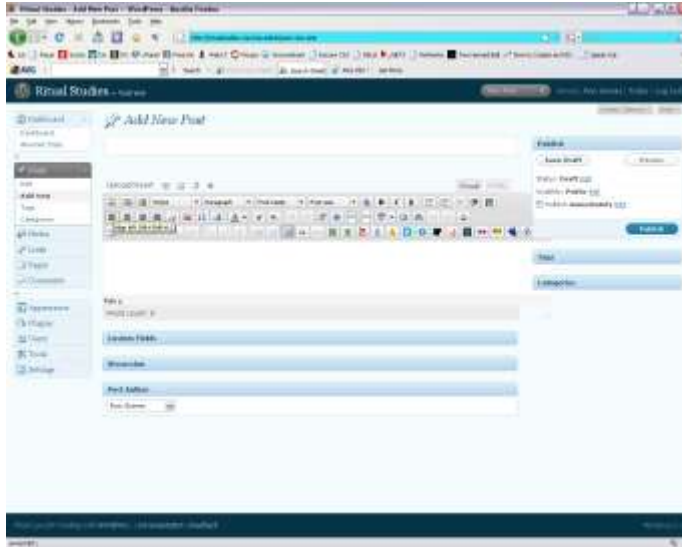
On the left, is a menu, with a category called “Post.” Open it and click “Add New.” In the top box give your post a title, and then enter your post in the box below.



Between the title and the content box is a toolbar. It looks like this, and it facilitates basic text editing:



To the right of the tool bar are two tabs. “Visual” shows you what will be seen. “HTML” shows you the coded version.




The easiest way is to write your post in MS Word and then cut and paste it. However, do not cut and paste directly into the postbox. If you do, you will create a mess. Instead, click the “Paste from Word” icon on the toolbar (it has a capital W in the center of it) , then paste (control-v) into that box. Doing so creates the necessary html codes for web viewing.

You can add images or audio to your post. The buttons along the bottom of the toolbar are for embedding video files hosted on popular sites such as YouTube. You can embed such files in your post by clicking the icon that refers to the host site. A window will pop up and you can then paste the URL of the video into your post, thus embedding it. Obviously, before you go to all this trouble, you should have the URL either by writing it down or having copied it into your buffer.

You can also create an image gallery for your post, using the “Gallery” tab, located at the bottom left of the Dashboard. Suppose, for example, you’ve returned from fieldwork at Lourdes and want to write a post that includes a series of images from your fieldwork. Click “add new gallery” and follow the instructions. To keep things organized we recommend titling the gallery with your last, then first names followed by a descriptive title, for example: Doe Jane, Lourdes Pilgrimage, March 2008. There are limits to file size, so compress images to a size suitable for display on the web. Most photo and image editing programs include a “save for the web” feature. To insert the gallery in your post, click the “Add NextGen Gallery” button on the toolbar and then select the appropriate gallery. Finally, click the blue “update post” button to save and update the post. You can also use the NextGen gallery to

upload single images and insert these into the post. You can also organize galleries into albums, in order to present multiple sets of images on a post or page. If you have trouble, click [NextGen Gallery help](#).

If you would like to upload your own video files, it works best if they are in Adobe Flash format, thus ending with “.flv” The site’s file size is limited to 16MB, so if you have a larger Flash file, you’ll need to break it into parts. To upload it to the site, use the “Wordtube” plug-in. Click the “Wordtube” subcategory in the “Media” pane (below the “Posts” pane). Click “Insert new video file.” Then, go back to your post and click the “add Flash video file” button, , then select the file from the list.

You are almost ready to publish, but before you do, add tags to assist the site’s search engine; use as many tags (key words or phrases) you wish; separate them with commas. Also select at least one category from the “category” box. If you do not, your post will land in “various.”

Open the “publish” box. Click “preview” to see what your post will look like. If you don’t like it, edit it further. When done, click “publish,” and now your post is out there for the world to see. If you want to post without inviting discussion, open “screen options,” top right, and uncheck the “discussion” box before you publish. You can see the whole thing as it appears to visitors by clicking “visit site” in the upper left of your screen.

If you upload a file using Wordtube and are asked for its URL, its path looks like this:<http://ritualstudies.com/wp-content/uploads/2009/03/filename.jpg>

If you upload one into media library, it appears this way: filename.mp3. However, its full location is <http://wwwritualstudies/com/wp-content/uploads/> then the folder date (for example, 2009/03), then the file name, then the extension.

A page or post looks like this: <http://ritualstudies.com/?p=197>

If you let your cursor pause over a photo, you will see the URL of that image.

In the left column click “profile” if you wish to flesh out or change your profile, including, perhaps, the safe but complex computer-generated password that you were sent.

If you would like a photo of yourself to accompany your posts, go to this web site and get a “Gravatar:” <http://en.gravatar.com/>. Before you sign up, have on your computer a close-up photo of yourself that you can upload. Alternatively, you can use any graphic images other than a self-photo. Our Webmaster Gravatar looks like this:



If these instructions are unclear or erroneous, please e-mail questions or suggestions to us: [Ronald Grimes](#) or [Barry Stephenson](#). If you can see an obvious way to make instructions clearer, copy and edit the confusing portion. Then, send it to us as a Word document. That way, we can just cut and paste your re-wording.

Again, WordPress’ own instructions, which are more detailed than ours, can be found here: http://codex.wordpress.org/Writing_Posts