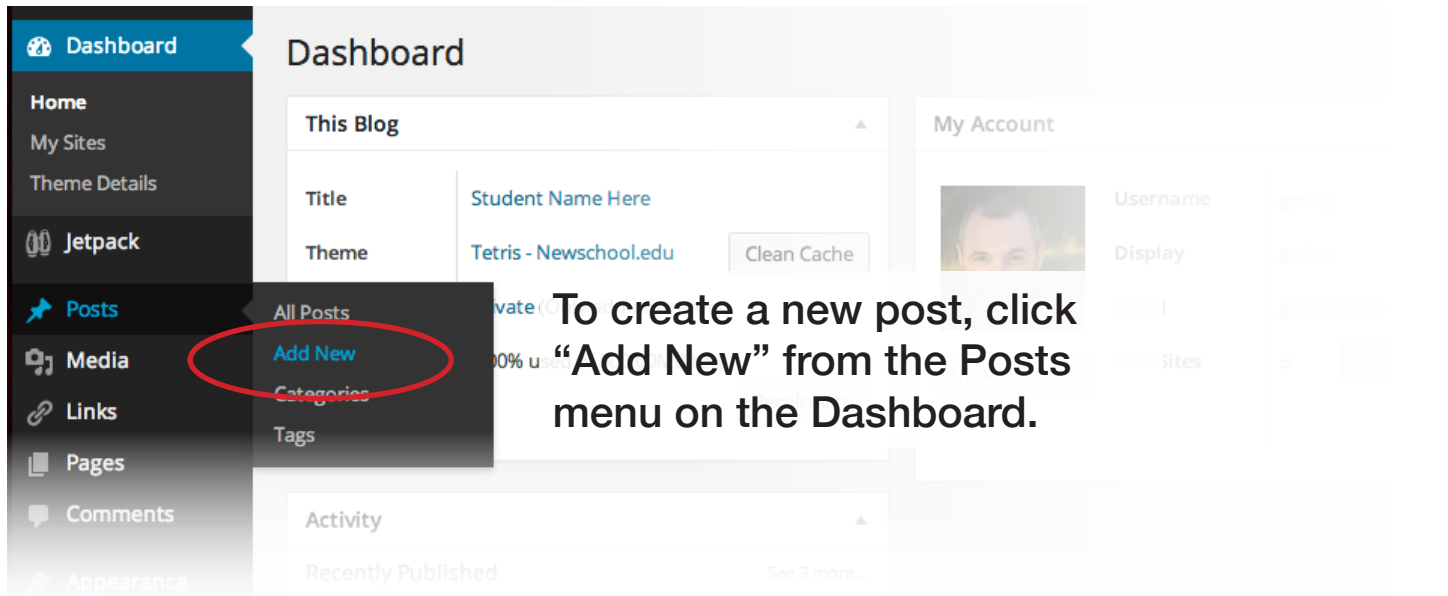


Creating A Quote Post

Are you particularly proud of one portion of your own writing? Was there a particular text that inspired you? A guest lecturer or critic that helped you push your work in a new direction? This post format is perfect to honor that soundbite, though remember to share additional information like why you're including it in your Learning Portfolio!

Step 1



The screenshot shows the WordPress dashboard. On the left is a dark sidebar menu with 'Posts' highlighted in blue. A sub-menu is open for 'Posts', and the 'Add New' option is circled in red. The main content area shows the 'Dashboard' title and several widgets, including 'This Blog' and 'My Account'. A text box is overlaid on the 'Add New' option.

To create a new post, click “Add New” from the Posts menu on the Dashboard.

Step 2



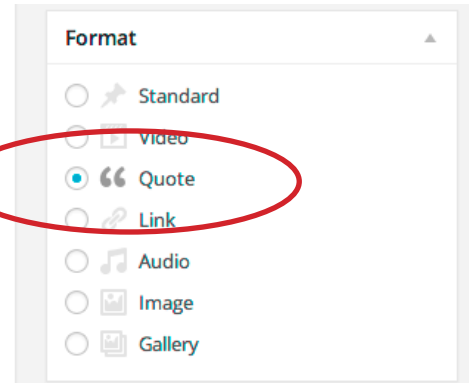
The screenshot shows the 'Add New Post' screen. The 'Posts' menu item in the sidebar is highlighted in blue. The 'Add New' option is circled in red. The main content area shows the 'Add New Post' title and a text input field with the placeholder text 'Enter title here'. A text box is overlaid on the input field. Below the input field is an 'Add Media' button and a toolbar with various icons. The main content area is empty, with a text box overlaid on it.

Place title of post in this field.

Type quote in this field.

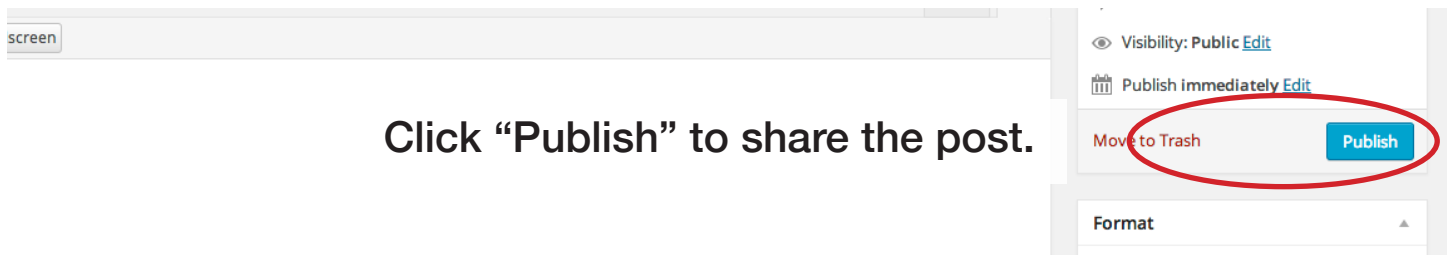
Step 3

On the right hand side under “Post Format” click the radio button for “Quote”.



Step 4

Click “Publish” to share the post.



Step 5

The “Quote Post” will only appear as an excerpt on the front page of the portfolio.

