

Uploading a Podcast (digital MP3 or M4a recording)

1. Login using your WordPress account (<http://wp.stockton.edu/>)
2. Enter the administrative area of our “Perspectives on Women” blog (<http://wp.stockton.edu/perspectivesonwomen/wp-admin>)
 - If you cannot access the administrative area, contact Dr. J
 - If you did not set up your WordPress account, go to the WordPress site (<http://wp.stockton.edu/>) and follow the directions for creating a login account (you must use your Stockton email). Next, contact Dr. J with your account information so she can add you as an editor to our class site.
3. From the Dashboard select “Pages” (“Pages” is located along the left side of your screen)
4. Find the Page you wish to upload your file to (either “Fall XX Feminisms Podcast Project” or “Fall XX NJ Women’s Voices”): **MAKE SURE YOU SELECT THE CORRECT SEMESTER!**
5. Select “Edit” and the page will open for you to edit.
6. Click on the musical note icon () to add audio. This icon is located near the top middle of your screen, next to “Upload/Insert”. A separate box will open after you click on the icon.
7. Click the “Select File” button and browse to find the mp4a or mp3 file that you have created (this file will need to be on your computer or on a device connected to your computer). Select the file.
8. Give the file a Title (and description, if you wish) Use one of the following formats for your Title:
 - Person’s First and Last Name interviewed by Your Name: for example, Jane Doe interviewed by Kristin Jacobson
 - Person’s First Name interviewed by Your Name: for example, Jane interviewed by Kristin Jacobson
9. Copy the “Link URL” address.
10. Close the small window.
11. Select “Add Media File” (located below the text box in the lower middle of your screen)
12. Paste the URL into the first box labeled “Location”
13. Add your title, following the instructions above (Person’s First and Last Name interviewed by Your Name or Person’s First Name interviewed by Your Name)

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14. Save the page by clicking the “Update” (in the “Publish” box located in the upper right corner of your screen)
15. View the page and check your file to make sure your file uploaded and works properly.

To upload a PDF File (for the NJ Women’s Voices Project, if you created a typed transcript of your interview instead of an audio file):

1. Follow steps 1-4 above
2. Place the cursor in the text box where you want your file to appear:
 - a. be sure to scroll down so your cursor is placed at the end of any text;
 - b. put a hard return between your file and any other files/text in the text box.
3. Select the icon (last in the list) for “Add Media”. (located above the text box, next to the words Upload/Insert)
4. Select the “Select File” button and browse to find the PDF file that you have created (this file will need to be on your computer or on a device connected to your computer). Select the file.
5. Give the file a Title (and description, if you wish) Use one of the following formats for your Title:
 - a. Person’s First and Last Name interviewed by Your Name: for example, Jane Doe interviewed by Kristin Jacobson
 - b. Person’s First Name interviewed by Your Name: for example, Jane interviewed by Kristin Jacobson
6. Click “Insert into Post”
7. Save the page by clicking the “Update” (in the “Publish” box located in the upper right corner of your screen)
8. View the page and check your file to make sure your file uploaded and works properly.