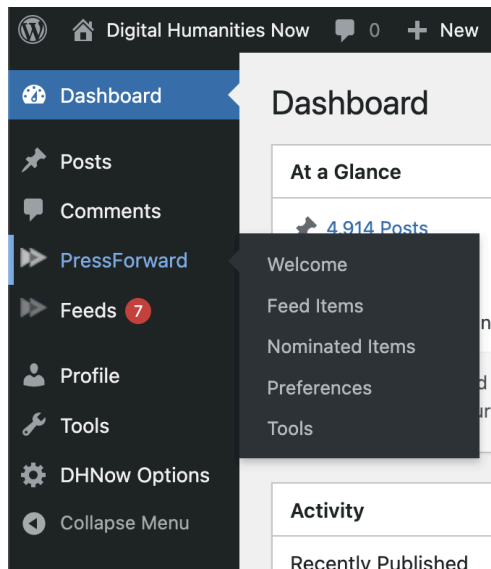


Guest Editor Documentation

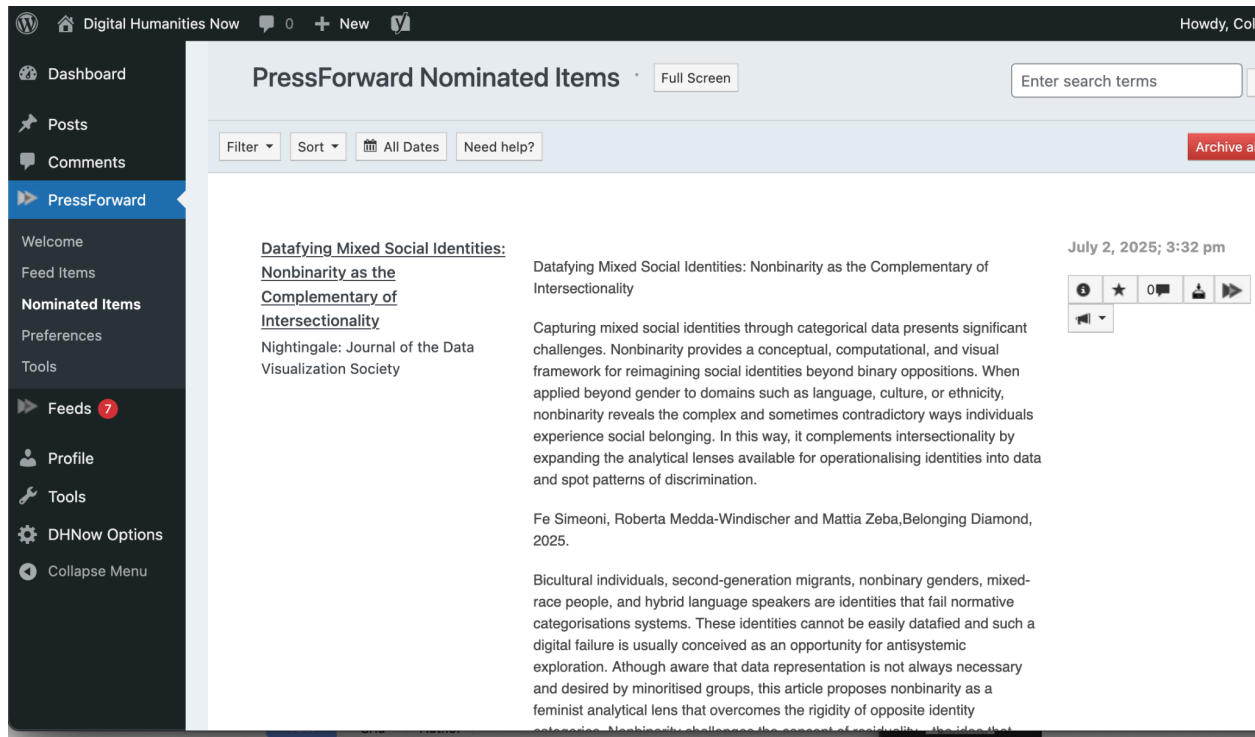
Please see [Instructions for Reviewing and Nominating Content](#) for instructions on using PressForward to select content for DHNow. These are detailed instructions that only apply to guest editors, not editors-at-large.

Accessing PressForward's Nominated Items

After reviewing and nominating content in the “Feed Items” area, you can look through all of the nominated items to help you make your selection for an Editors’ Choice post. You will find the Nominated Items page in the “PressForward” tab along the left hand side of the screen. Clicking “Nominated Items” in the menu that appears will open “Nominated Items” for you.

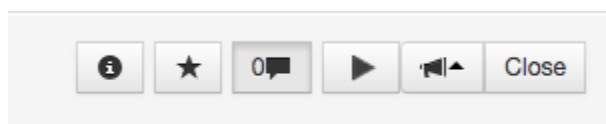


Nominated Items View:



This presents a list of feed items that have been nominated by editors-at-large, guest editors, and the DHNow Project Manager. Each item has the same bar that is in the Feed Items area.

The bar that appears with each individual post enables you to interact with each item and to select particular items for publication.

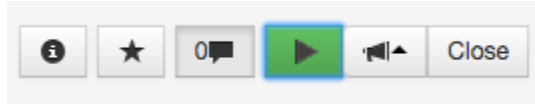


Working from left to right,

1. The “i” reveals more detailed information about the item, such as the original URL, the date published, the author, and assigned tags.
2. The star is a user-specific feature that enables you to mark particular items that you would like to return to or find interesting, but have not yet determined worthy of nomination.
3. The conversation box refers to the number of comments that have been made on the post. **Guest Editors will use the conversation box to select an Editors’ Choice post for their assigned week.**
4. Select the arrow to nominate the piece for publication in *Digital Humanities Now*.
5. Use the “amplify” button (the horn) to tweet the item.
6. Select “close” to exit the full post view.

Detailed Instructions for Guest Editors

1. Read through content in Feed Items area and nominate pieces for publication
 - a. If the arrow turns green (see below), that item has been nominated by you for publication. You can nominate content in any of the available views.



2. Review the items in 'Nominated Items' to identify posts for Editors' Choice
3. To select an item for Editors' Choice, please use the conversation box to leave a comment that says "Selected for Editors' Choice by [NAME]."
 - a. Please only select 1-2 posts as 'Editors' Choice' during your assigned week.