

## **Writing with Prose.io**

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## Posting a Prose.io Response Post

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This is a description of how to create a Prose.io post.

1. Open Prose.io and select the correct folder.
2. Create a new file using the button on the right near the top of the page.
3. Use two hashtags for an h2.
4. Write your post.
  - a) You can use other html elements as well.
5. Save your file.
  - a) You can make changes later and change the file name to record what changes you have made.
6. Check Github to make sure your formatting turned out correctly.

## Buttons Within a Prose.io Folder

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A description of the different functioning buttons within a Prose.io folder and how to identify them.

### Links

Most of the words in a Prose.io folder actually link to other either inside or outside folders. For example, in the responses folder for Writ 4662W, the Writing-with-Digital-Technologies-f15 links to all our class repos. Similarly, if you are in a specific week or group folder, "Responses," also near the top, links back to the full Responses repo.

### Icons

There are several different icon buttons that you will see. The yellow envelope icon represents another folder that you can enter. The M with an arrow denotes a text post, while a pink "play" triangle symbol in front of a blue rectangle represents an image file. Lastly, the trash can icon to the right of each file means delete. By the text posts there should also be an "Edit" link; you can edit by going into the file as well.

### History

At the very right of a Prose.io page is a panel with recent updates to repos that you are a part of. They show either a green or red circle to tell whether you can access them or if they are outdated and no longer able to be opened. If the circle is green, just click on the file name and it will take you right to the file.