

WordPress – Post by email instructions

faq.gersteinlab.org

BCC all replies (questions + answers) regarding lab resources to keka082bepu@post.wordpress.com and to faqtraffic@gersteinlab.org.

1. Specify the Category

Include shortcodes to specify the FAQ's category and tag.

We will redefine all possible categories so that they will be available for use, a

We want to keep it relatively simple and not have too many categories.

[category *pseudogenes, annot*]

2. Specify a Tags

Add your initials as a tag for future reference. [tags *gz*]

3. Create an informative subject

If necessary, edit the email subject. The subject of the email will become the title of the post. If you cannot edit the email subject, add a shortcode into the email body: [title *my post title*]

- The shortcodes (category / tags) can be included anywhere in the body of your email and must be in lowercase. There should be no spaces between the left square bracket and the shortcode content.
For example: [category *pseudogenes, annot*], [tags *gz*]

4. Extra Editing

Assuming your email contains a question and your answer, make sure to remove all ">" symbols and "forwarded message" details. WordPress will remove any text below this symbol.

5. Post Structure

Remove all redundant writing and create a simple structure:

Email subject: *informative title here*

[category *pseudogenes*]

[tags *gz*]

Q:

Question goes here

A:

Your answer here

6. Attachments

You can keep attachments (if they exist); they will be displayed with the post.