WESTLAKE | BAY VILLAGE OBSERVER MEMBER CENTER MANUAL

The Westlake | Bay Village Observer Member Center is an online, do-it-yourself newsroom. It's where stories, photos, news releases and calendar events are submitted, edited and assembled into a printed newspaper.

This brief manual is intended to be a guide on how to use the basic features of the Member Center. We will walk you through each process of submitting a story, attaching photos to a story, saving a story as a draft, editing a saved story and creating a photoblog. If, after reading through the manual, you find that you still have questions, please feel free to contact us at (440) 409-0114 or staff@wbvobserver.com.

Good afternoon, WBV Observer Staff   logout

Member

Home

Edit Email/Password

Edit Info

Submit Event to Calendar

Back to Front Page

Ad Submissions

Submit new print ad

View past ad submissions

News Releases

News Release Admin

Writer

Submit New Story

View Your Stories

PhotoBlog

Start New Blog

View Current Blogs

Help

Help

Report Bug

Suggestion Box

DEADLINES

Deadline for Vol 2, Issue 17 (August 24, 2010): **August 20, 2010**

Writer Stats:

Current Stories: 1

Saved Stories: 0

PhotoBlog Stats:

PhotoBlogs: 5

Total number of Photos: 23

Section 1: Submitting a Story
Section 2: Attaching Photos to a Story

Section 3: Editing a Saved Story

Section 4: Creating a PhotoBlog

Member Center Main Screen

SECTION 1: SUBMITTING A STORY

GETTING THERE: Log into your Member Center account at http://www.wbvobserver.com/members. Click on the "Submit New Story" link in the "Writer" block on the left side of the page.

STEP 1: Type the title of your story in the "Title" field.

STEP 2: Select the category that best fits your story from the "Select Category..." drop-down menu.

STEP 3: Enter a date in the "Time Sensitive Date" field, if applicable (otherwise, leave blank). Time sensitive stories are those that are no longer relevant after a certain date. An example of a time sensitive story would be one about a community event that must be printed in advance of the event to be useful.

STEP 4: Enter the body of your story into the "Article" text box. You can either type directly into the box, or copy/paste a pre-written story from a Word document or other text file on your computer. (To paste from a file, click the Paste from Word   button in the formatting bar.)

The icons in the formatting bar allow you to format the text of your story. You can call attention to certain words or phrases using the bold, italic, underline, or strikethrough buttons, add bulleted or numbered lists, insert or remove hyperlinks to external websites, and apply the prepared heading formatting to section headings. The last icon in the row allows you to check your story for spelling errors.

STEP 5: Mark the "Attach Photos" check box, if applicable. For further instruction on how to attach photos to a story, jump to Section 2, "Attaching Photos to a Story."

STEP 6: Mark the "Send straight to editors" check box if you are finished with your story and ready to submit it for publication. If you would like to save your story and continue working on it at another time, *uncheck* the box. (For information about retrieving a saved story, please read Section 3, "Editing a Saved Story")

STEP 7: Click the "Send to Editors" button to either submit your story or save it as a draft (depending on your selection in Step 6).
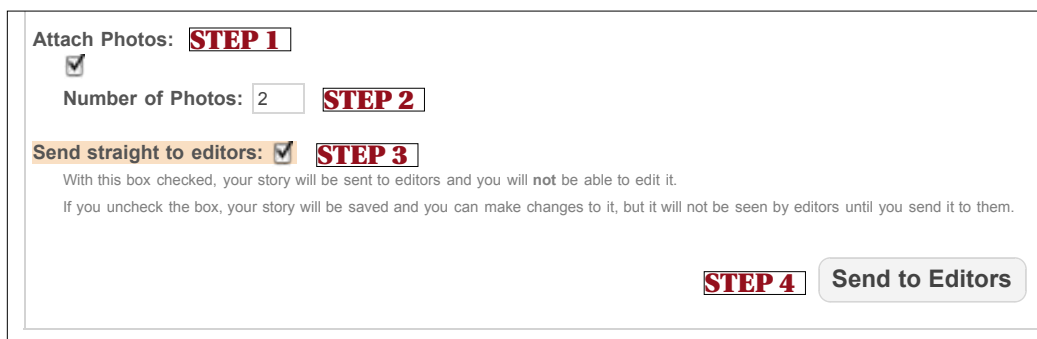
Figure 1: "Submit New Story" Screen

WHAT HAPPENS NEXT: If you chose to submit your story for publication, Observer editors will review your submitted story and edit for content/clarity/length as needed. Stories submitted by the press deadline will appear in the following issue of the newspaper, as well as on the Observer website.

If you elected to save your story as a draft, it will be stored on the website, unseen by editors, for you to return to at a later time.

SECTION 2: ATTACHING PHOTOS TO A STORY

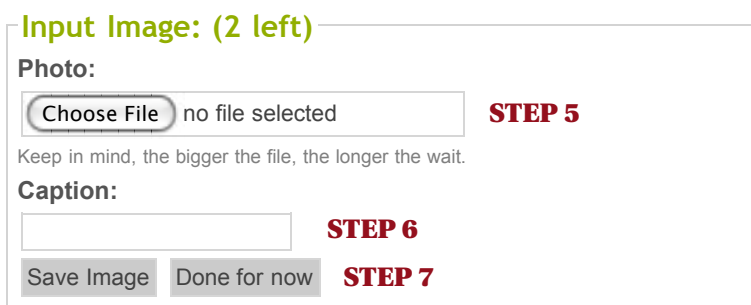*Figure 2.1: Attaching Photos from "Submit New Story" Screen*

GETTING THERE: Enter your Title, Category, and Article content in the appropriate boxes on the Submit New Story screen (see Section 1: "Submitting a Story" for more information). Scroll down to the bottom of the page.

STEP 1: Mark the "Attach Photos" check box, located below the "Article" text box.

STEP 2: Type the number of photos you would like to attach in the "Number of Photos" field.

STEP 3: *Uncheck* the "Send straight to editors" check box if you would like to save your story as a draft after attaching photos. If you are ready to submit your story after attaching photos, you may leave this box checked (you will have one last chance to review your story after attaching photos, but will not be able to save it as a draft.)

STEP 4: Click the "Send To Editors" button to bring up the "Add Photos" screen.

Figure 2.2: "Attach Photos" Screen

STEP 5: Click the "Choose File" button to browse your computer for images. Select the photo you wish to attach, and press the "Choose" button.

STEP 6: If you would like to add a caption to your photo, enter it in the "Caption" field.

STEP 7: Click the "Save Image" button to save the photo and return to your story. If you have more photos to attach, repeat Steps 5-7.

**You can return to the main Story screen at any time by clicking the "Done For Now" button.

STEP 8: When you are satisfied with your story and attached photos, mark the "Send straight to editors" check box and click "Send to Editors." If you would like to save the story as a draft to work on later, *uncheck* the box before clicking the "Send to Editors" button.

EDITING PHOTOS AND CAPTIONS: To add, delete or edit photos or captions, click the "Edit Photos" button at the bottom of the story screen.

SECTION 3: EDITING A SAVED STORY

 GETTING THERE: Log into your Member Center account at http://www.wbvobserver. com/members. Click on the "View Your Stories" link in the "Writer" block on the left side of the page.

STEP 1: Locate the story you would like to edit, and click on the title of the story. (To delete your story or send it to the editors without viewing it first, mark the check box next to the article title and click the appropriate button at the top of the screen.)
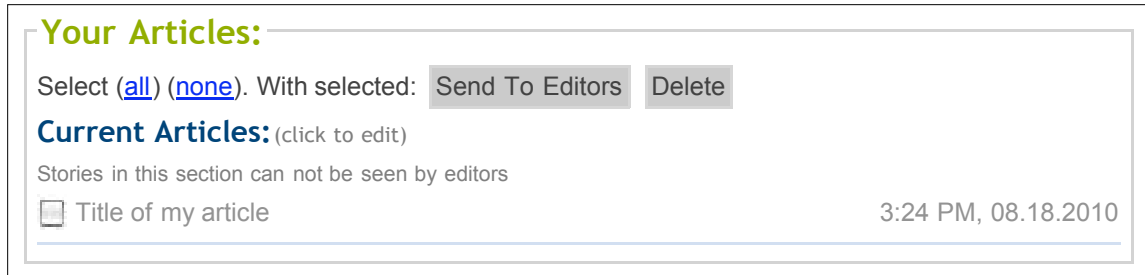

Figure 3.1: "View Your Stories" Screen

STEP 2: You can now edit your story and add/edit photos just like you can when you submit a new story. (For more information on how to submit a story or attach photos, see Section 1: "Submitting a New Story" or Section 2: "Attaching Photos to a Story.")
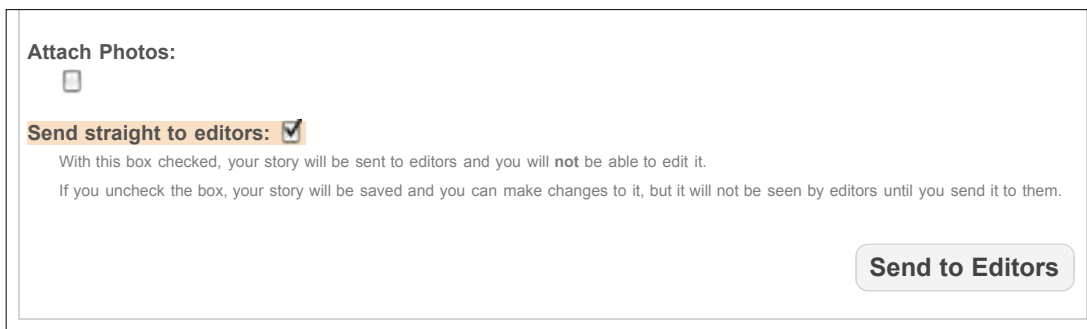

Figure 3.2: Submitting a saved story from "Submit New Story" Screen

STEP 3: Mark the "Send straight to editors" check box if you are finished with your story and ready to submit it for publication. Click the "Send to Editors" button.

SECTION 4: CREATING A PHOTOBLOG

GETTING THERE: Log into your Member Center account at http://www.wbvobserver.com/members. Click on the "Start New Blog" link in the "PhotoBlog" block on the left side of the page.

STEP 1: Give your photoblog a title in the "PhotoBlog Title" field.

STEP 2: Enter a brief description of the photoblog in the "Description" text box.

STEP 3: Type the number of photos you would like to include in the "Number of Photos" field, and click the "Go" button.

Figure 4.1: "New PhotoBlog" Screen

Figure 4.2: "Attach Photos" Screen

STEP 4: Click the "Choose File" button to browse your computer for images. Select the photo you wish to attach, and press the "Choose" button.

STEP 5: If you would like to add a caption to your photo, enter it in the "Caption" field.

STEP 6: Click the "Save Image" button to save the photo and return to the main PhotoBlog screen. Repeat Steps 4-6 until you have uploaded all of your photos.

**You can return to the main PhotoBlog screen at any time by click the "Done For Now" button.

STEP 7: Once you have uploaded all of your photos, you can see what your photoblog will look like on the Observer website by clicking the "Preview" button at the top of the screen.

STEP 8: To save your photoblog as a draft and return to it later, click the "Save Info" button and then the "Back to List" link.

STEP 9: To publish your photoblog on the Observer website, click the "Activate" link at the top of the main Photoblog screen.

STEP 10: If you are unsatisfied with your blog, you can delete it clicking the "Delete Photoblog" link.

WHAT HAPPENS NEXT: Once you've activated your PhotoBlog, it will appear on the Observer website at http://wbvobserver.com/photoblogs. After it has been activated, you may edit, deactivate or delete your PhotoBlog by clicking on the "View Current Blogs" link on the main screen of the Member Center.