LAKEWOOD OBSERVER
MEMBER CENTER MANUAL

The Lakewood 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, saving a story as a draft, attaching photos to a story, editing a saved story, creating a photoblog and submitting news releases. If, after reading through the manual, you find that you still have questions, please feel free to contact us at (216) 712-7070 or info@lakewoodobserver.com.

SECTION 1: SUBMITTING A STORY

STEP 1: Log into your Member Center account at http://www.wbvobserver.com/members.

STEP 2: Click on the "Submit New Story" link in the "Writer" block on the left side of the page.

STEP 3: Type the title of your story in the "Title" field.

STEP 4: Select the category that best fits your story from the "Select Category..." drop-down menu.

STEP 5: 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.
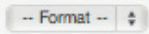
STEP 6: Enter the body of your story into the "Article" text box. You can either type directly into the box, or copy/paste a pre-written story from a Word document or other text file on your computer.

The icons at the top of the Article text box allow you to format the text of your story. You can call attention to certain words or phrases using the bold **B**, italic *I*, underline U, or strikethrough ABC buttons, add bulleted or numbered lists, insert or remove hyperlinks to internet sites, and apply the prepared heading formatting -- Format -- to section headings. The last icon in the row ABC allows you to check your story for spelling errors.
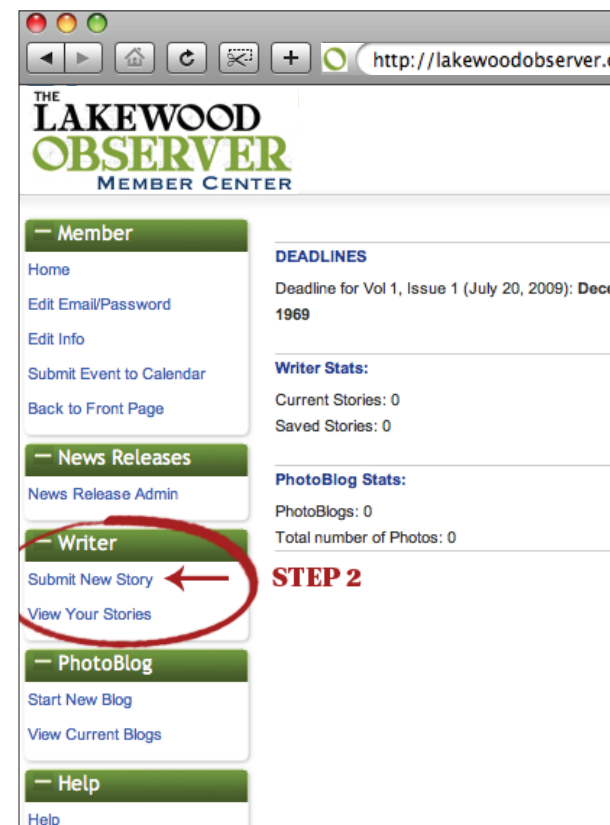

Figure 1.1: Member Center Main Screen

STEP 7: Mark the "Attach Photos" check box, if applicable (if you don't want to attach photos to your story, leave the box unchecked). Enter the number of photos you'd like to attach in the "Number of Photos" field. (For further instruction on how to attach photos to a story, please read Section 2, "Attaching Photos to a Story.")

STEP 8: 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 9: Click the "Save" button to either submit your story or save it as a draft (depending on your selection in Step 8).

WHAT HAPPENS NEXT: If you chose to submit your story for publication, Observer editors will review your submitted story, edit grammar/spelling as needed and post the story on the Observer website at http://lakewoodobserver.com
When the next edition of the newspaper is printed, stories submitted by the press deadline will be included in that version, as well.
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.

Figure 1.2: "Submit New Story" Screen

SECTION 2: ATTACHING PHOTOS TO A STORY

STEP 1: After typing the body of your story on the "Submit New Story" page (see Section 1: "Submitting a Story" for more information), 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.

Figure 2.1: Attaching Photos From "Submit New Story" Screen

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 "Save" button to save your story and bring up the "Add 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.

Figure 2.2: "Attach Photos" Screen

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

STEP 9: When you are satisfied with your story and attached photos, mark the "Send straight to editors" check box and click "Save." If you would like to save the story as a draft to work on later, *uncheck* the box before clicking the "Save" button.

SECTION 3: EDITING A SAVED STORY

STEP 1: Log into your Member Center account at http://www.wbvobserver.com/members.

STEP 2: Click on the "View Your Stories" link in the "Writer" block on the left side of the page.

STEP 3: 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.)

STEP 4: 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.")

STEP 5: 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.
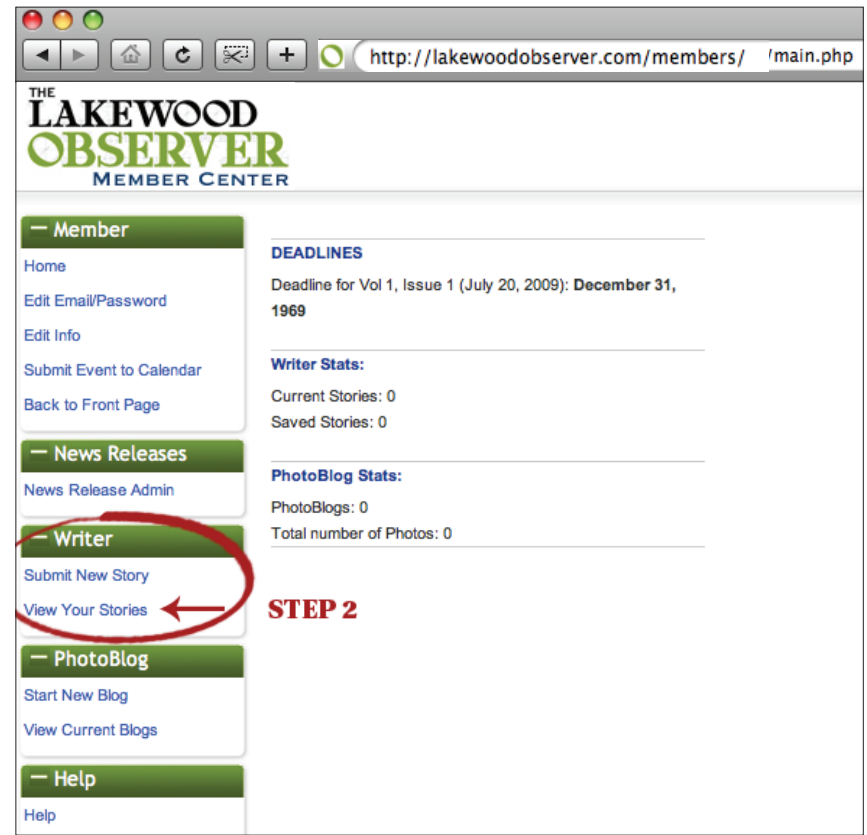
STEP 9: Click the "Save" button.

Figure 3.1: Member Center Main Screen

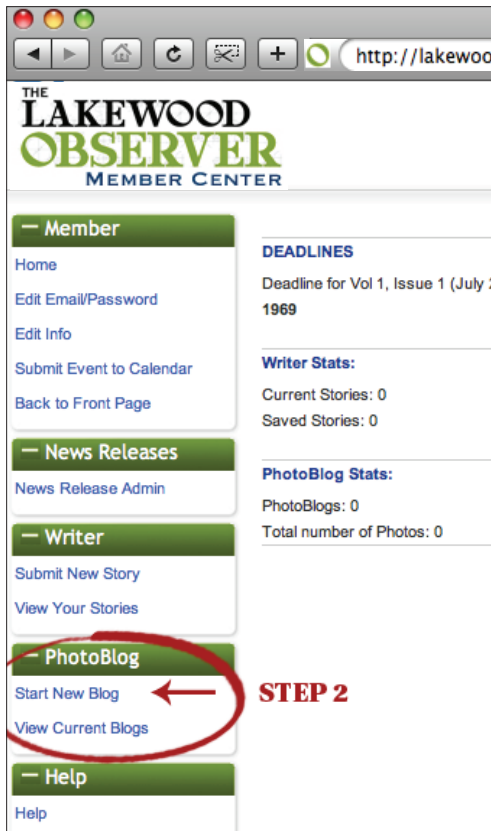Figure 3.2: "View Your Stories" Screen

SECTION 4: CREATING A PHOTOBLOG

Figure 4.1: Member Center Main Screen

Figure 4.2: "New PhotoBlog" Screen

STEP 1: Log into your Member Center account at http://lakewoodobserver.com/members.

STEP 2: Click on the "Start New Blog" link in the "PhotoBlog" block on the left side of the page.

STEP 3: Give your photoblog a title in the "PhotoBlog Title" field.

STEP 4: Enter a brief description of the photoblog in the "Description" text box.

STEP 5: Type the number of photos you would like to include in the "Number of Photos" field, and click the "Go" button.

STEP 6: Click the "Choose File" button to browse your computer for images. Select the photo you wish to attach, and press the "Choose" button.

STEP 7: If you would like to add a caption to your photo, enter it in the "Caption" field.

STEP 8: Click the "Save Image" button to save the photo and return to the main PhotoBlog screen. Repeat Steps 6-8 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 9: Once you have uploaded all of your photos, you can add or delete photos and edit photo captions from the main Photoblog screen.

STEP 10: To see what your photoblog will look like on the Observer website, click the "Preview" button at the top of the screen.
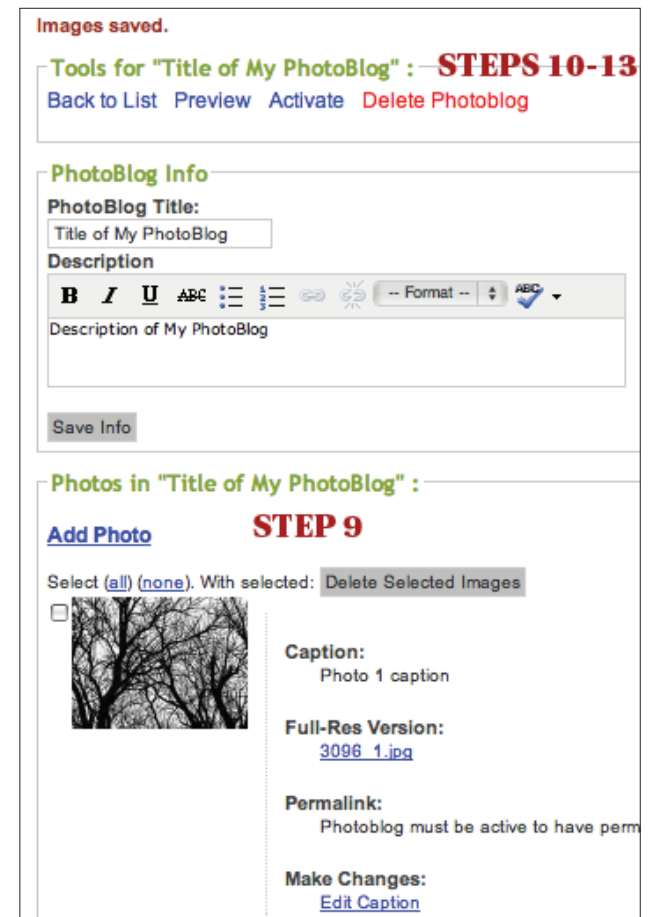

Figure 4.3: "Attach Photos" Screen

Figure 4.4: PhotoBlog Main Screen

STEP 11: If you are unsatisfied with your blog, you can delete it clicking the "Delete Photoblog" link.

STEP 12: 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 13: To publish your photoblog on the Observer website, click the "Activate" link at the top of the main Photoblog screen.

WHAT HAPPENS NEXT: Once you've activated your photoblog, it will appear on the Observer website at http://lakewoodobserver.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.

SECTION 5: SUBMITTING A NEWS RELEASE (News Release access is by permission only)

Figure 5.1: Member Center Main Screen

STEP 1: Log into your Member Center account at http://lakewoodobserver.com/members.

STEP 2: Click on the "News Release Admin" link in the "News Releases" block on the left side of the page.

STEP 3: Click on the "Insert New Release" button.

STEP 4: Select the date of the news release from the drop down menu.

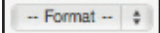STEP 5: Enter the title of the news release in the "Title" text box.

STEP 6: Enter the body of the news release into the "Text" text box. You can either type directly into the box, or copy/paste a pre-written news release from a Word document or other text file on your computer.

The icons at the top of the Text box allow you to format the text of your release. You can call attention to certain words or phrases using the bold $\boxed{B}$, italic $\boxed{I}$, underline $\boxed{U}$, or strikethrough $\boxed{ABC}$ buttons, add bulleted $\boxed{:=}$ or numbered $\boxed{:=}$ lists, insert $\boxed{\infty}$ or remove $\boxed{}$ hyperlinks to internet sites, and apply the prepared heading formatting $\boxed{-- Format --}$ to section headings. The last icon in the row $\boxed{ABC}$ allows you to check your news release for spelling errors.
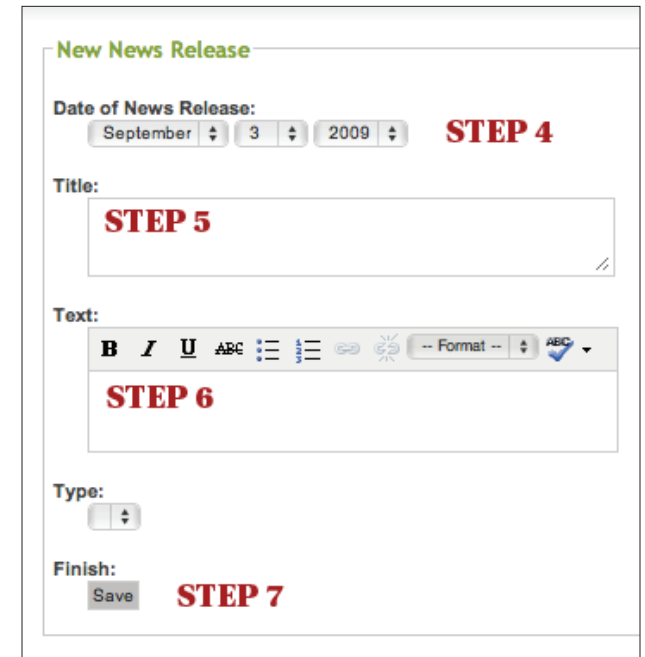

Figure 5.3: "New News Release" Screen

STEP 7: When you have finished typing and formatting your news release, click the "Save" button. (Ignore the "Type" drop-down menu.)

*NOTE: You cannot save a news release as a draft, so make sure you review all of the information contained in the release before clicking "Save."

WHAT HAPPENS NEXT: As soon as you click "Save," your news release will appear in the Latest News Releases section of the Observer homepage at http://lakewoodobserver.com. When the next edition of the newspaper is printed, news releases submitted by the press deadline will be included there, as well.

Figure 5.2: "News Release Admin" Screen