

The Ohio City | Tremont 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 everything from the printed newspaper to the online experience through many media sources.

This brief manual will show you how to use the basic features of the Member Center. We will walk you through the processes of submitting a story, attaching photos to a story, saving a story as a draft, editing a saved draft of a story, creating a photo blog 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 text us at 216.407.2634

SECTION 1: SUBMITTING A STORY

STEP 1: Log into your Member Center account at <http://ohiocityobserver.com>

STEP 2: Click on the “Submit New Story” link in the “Writer” block on the left side of the page. **Figure 1.1**

STEP 3: Input the title of your story in the “Title” field,

Click “Continue”



Figure 1.1: Member Center Main Screen

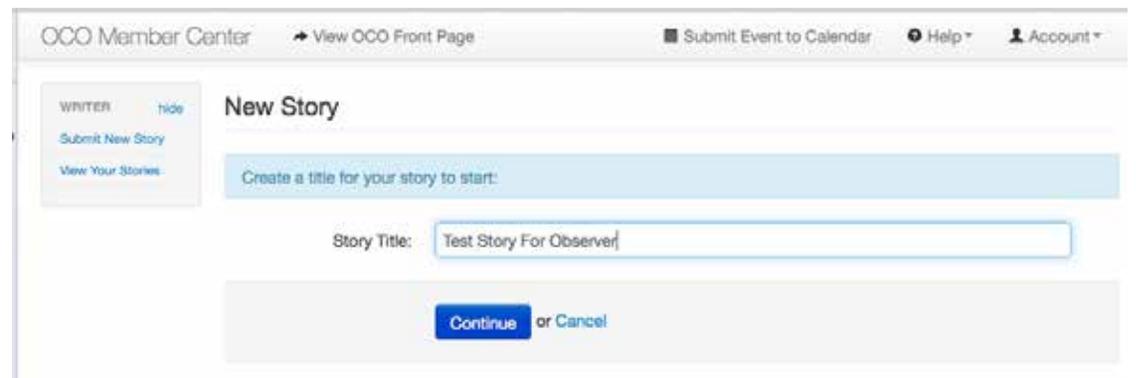


Figure 1.2: New Story - Title

STEP 4: Enter the body of your story into the “**Article**” box.

You can either input directly into the box, or copy/paste a pre-written story from a Word document or other text file on your computer. If you input directly into the box, *you only have 1 hour to complete your story before you are automatically signed out*, so **Click** on the “**Save Draft**” button often.

This will open a window called “**Your Articles: Current Draft Articles.**” You will see the title of the story you just saved at the top of the list under “**Current Draft Articles.**” To continue working on this story, **Click** the title and it will open and you can go back to work.

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, italic, underline, or strike through buttons, add bulleted or numbered lists, insert or remove hyperlinks to internet sites, and apply the prepared heading formatting to section headings. The last icon in the row allows you to check your story for spelling errors. When you are finished with your article, and have checked it over to make sure you are happy with it, and if you do not have photos, **Click “Save and Send To Editors.”**

STEP 5: If you have photos, **Click “Add Photos”** Another box will open that says “**Add Images.**” *You can bulk load images.*

STEP 6: **Click “Select Photos.”** Find and select all the photos you wish to add to the story.
Click “Open” at the bottom of the window.
If you have loaded all the photos,
Click “I am Done”

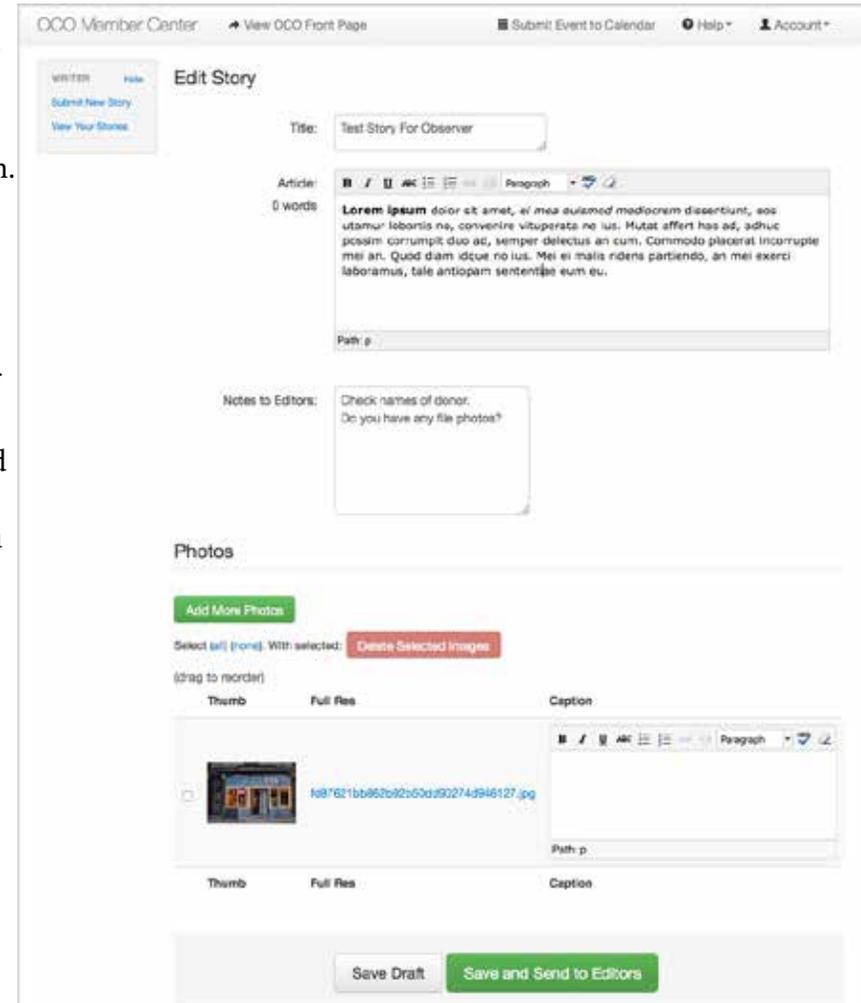
STEP 7: Input captions in “**Captions**” window, to the right of photos.

STEP 8: **Click “Save And Send Straight To Editors.”** This will open the “**Send Story to Editors**” window.

STEP 9: In the “**Story to Editors**” window, you will have one last chance to check that your story has the correct issue number, mark whether or not it’s time-sensitive and fill in or correct any information in the Author Bio Box. If you are all set...

Click “SEND TO EDITORS,” if you are sure your story is ready. If not, **Click “CANCEL”** and you will be sent to the “**Your Articles**” window, where you will see your story under “**Current Draft Articles.**” You can continue working on it whenever you want to.

When you Click Send To Editors...



... You should see something similar to this:

The “Your Articles” window opens. Below the “Current Draft Articles” is another category called “Submitted Articles.” You will see that the article you just “Sent to Editors,” is now at the top of that list.

You may **Click** on name to read it, but you will no longer be able to work on it.

WHAT HAPPENS NEXT:

Ohio City | Tremont (OHCT) editors will review your submitted story, and edit for grammar/spelling/meaning as needed. You may hear from an editor, by email or phone, if something you have written needs clarification.

Stories submitted by the press deadline will be included in the upcoming version of the paper and/or posted online on the Ohio City | Tremont website at <http://ohiocityobserver.com>.

If you elected to save your story as a draft, it will be stored on the website, unseen by editors. When you sign in choose “View Your Stories” from the Writer’s menu.

The screenshot shows the OCO Member Center interface. At the top, there are navigation links: "OCO Member Center", "View OCO Front Page", "Submit Event to Calendar", "Help", and "Account". On the left, a "WRITER" menu is visible with options: "Submit New Story" and "View Your Stories". A yellow notification banner at the top right says "Your story has been sent to the Editors!". Below this, the "Your Articles:" section is shown. Under "Current Draft Articles:", there is a "(click to edit)" link and a message: "Stories in this section can not be seen by editors". Below this, there is a "Select (all) (none). With selected: Delete" control. A table lists draft articles with columns "Title" and "Last Edited". One article is listed: "Test Story For Observer" with a "Send To Editors" button. Below this, the "Submitted Articles:" section is shown with a "(click to view)" link. A table lists submitted articles with columns "Title" and "Submitted". Three articles are listed, all with "Status: Submitted to Editors".

Title	Last Edited
<input type="checkbox"/> Test Story For Observer	7:46 PM, 02.08.2016

Title	Submitted	Status
Test Story For Observer	7:59 PM, 02.08.2016	Submitted to Editors
Test Story For Observer	1:49 PM, 02.08.2016	Submitted to Editors
Test Story For Observer	10:08 AM, 02.08.2016	Submitted to Editors

SECTION 2: ATTACHING PHOTOS TO A STORY

STEP 1: After inputting the body of your story on the “Article” page (see Section 1: “Submitting a Story” for more information), Click the “Add Photos” button, below the “Article” text box.

Figure 2:1

The “Add Images” Screen will open. Click “Select Files” button.
Figure 2.2 “Select Files”

You will need to locate your images on your computer, select one or more, and Click “Open.”

You can add more files, simply Click “Select Files” again.

You will see your photos listed on the screen.

When you are finished, Click “I am Done,” this will take you back to the “Submit Article” screen, where you will see your photos listed at the bottom, with boxes to the left, where you can add captions.

If you are finished, Click “I am Done”

STEP 2: PLEASE TAKE THE TIME to add a caption to your photo. Enter it in the “Caption” field to the right of the photo. *Figure 2.3*

Captions allow your photos to be found by all major search engines, and Facebook. This allows you and the Observer to get your story and images in front of more eyes, helping to build and define the brand and essence of a community.

You can also rearrange the order of the photos here, by dragging them into the correct order.

STEP 3: If you are finished, Click “Save and Send to Editors” button.

The “Send to Editors” screen will open, where you can check over your article details one more time. If you are satisfied, Click “Send to Editors” at the bottom. If not, Click “Cancel” and you will be returned to the “Your Articles” window, where you can continue to work on your story and continue to add photos and captions.

Photos

None yet. [Add Photos](#)

Save Draft

Save and Send to Editors

Figure 2:1 “Add Photos” Screen

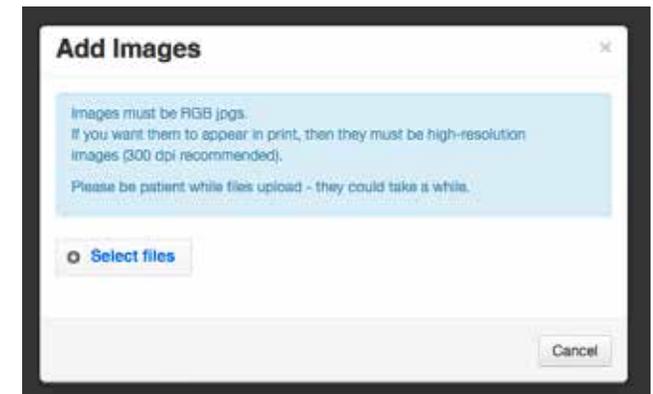


Figure 2:2 “Select files” Screen

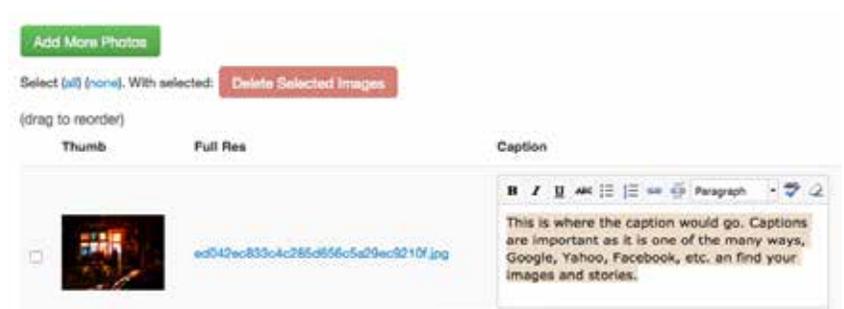


Figure 2:3 “Add Captions” Screen

SECTION 3: EDITING A SAVED STORY

STEP 1: Log into your Member Center account at <http://ohiocityobserver.com/members>.

STEP 2: Click “View Your Stories” link in the “Writer” block on the left side of the page. *Figure 3.1*

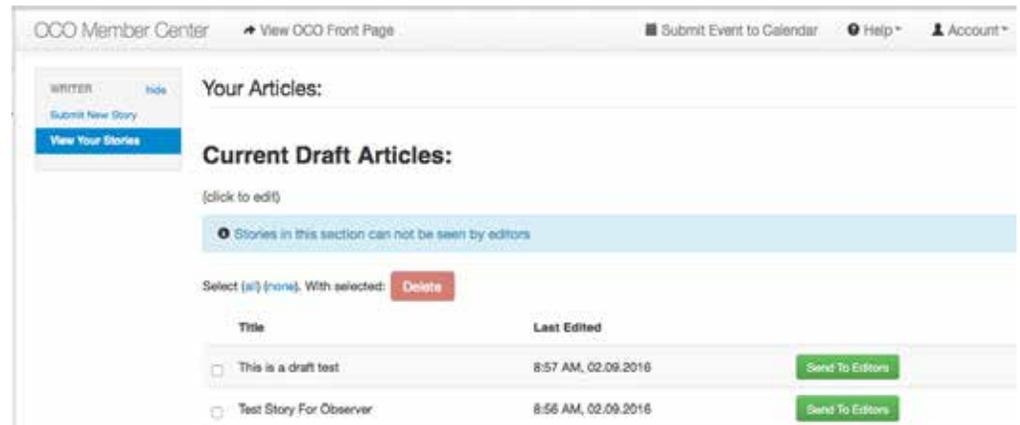
STEP 3: Locate the story you would like to edit, and **Click title** of the saved story. (To delete your story or send it to the editors without viewing it first, mark the check box next to the article title and click the appropriate button at the top of the screen.)

The “Send to Editors” window will open, where you can check over details one more time, and if you are satisfied, **Click “Send to Editors”** at bottom of the page.

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 check box and **Click “Send to Editors”** button if you are finished with your story and ready to submit it for publication. The “Send to Editors” window will open, where you can check over details one more time, and if you are satisfied, **Click “Send to Editors”** at bottom of the page.

If you would like to save your story and continue working on it at another time, uncheck the box. Your story will be saved for you on the “My Articles” page, under “Current Stories.”



SECTION 4: CREATING A PHOTOBLOG

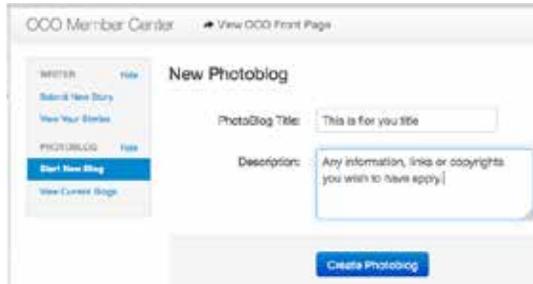


Figure 4.1: “Start New Photoblog” Screen

STEP 1: Log into your Member Center account at <http://ohiocityobserver.com/members>.

STEP 2: Click “Start New Blog” link in the “PhotoBlog” menu on the left side of the page.

STEP 3: Give your photoblog a title in the “Photo Blog Title” field. *Figure 4:1*

STEP 4: Enter a brief description of the photoblog in the “Description” box.

STEP 5: Click “Browse” button to browse your computer for images. Select the photo you wish to attach, and Click “Open” button.

STEP 6: You can add photos or Click “I am Done” button.

STEP 7: You can now add captions to your photos. Captions are important as they are the only way search engines such as Google can find your images.

You can also rearrange the photos by dragging them into the correct order.

STEP 9: Click “Save Captions.”

STEP 10: If you are happy with the photoblog, go to the top of the window and Click Green “Activate” button. *Figure 4:3*

You can always return to your photoblogs to add images, update or correct captions, and edit images.

WHAT HAPPENS NEXT: Once you’ve activated your photoblog, it will appear on the OHCTO website at <http://ohiocityobserver.com/photoblogs>

After it has been activated, you may edit, de-activate or delete your photoblog by Clicking on the “View Current Blogs” link on the main screen of the Member Center.

You must be approved by the Administration to start a photo blog. This can be done when you sign up, or simply submit a story with the subject, “I want a photoblog” and “Send to Editors.” It will be set up within 24 hours.



Figure 4.2: “Add Captions” Screen

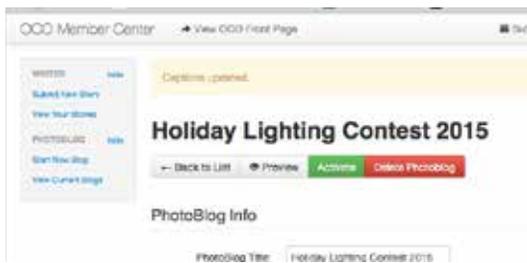


Figure 4.3: Green “Activate” Screen

SECTION 5: SUBMITTING A NEWS RELEASE

(News Release access is by pre-approved permission only.)

Please ask for this in writing by emailing: editor@ohiocityobserver.com.)

News Releases will go directly onto the OHCT Observer Front page.

SECTION 6: SUBMITTING A CALENDAR EVENT

Go to the front page <http://ohiocityobserver.com>. In the right column you will see our calendar, at the bottom is a “Submit New Event” button. Click it. Submitted Calendar Events will be posted upon approval of Administrators.

Figure 6:1

Fill out the information. DO NOT USE ALL CAPS! Figure 6:2

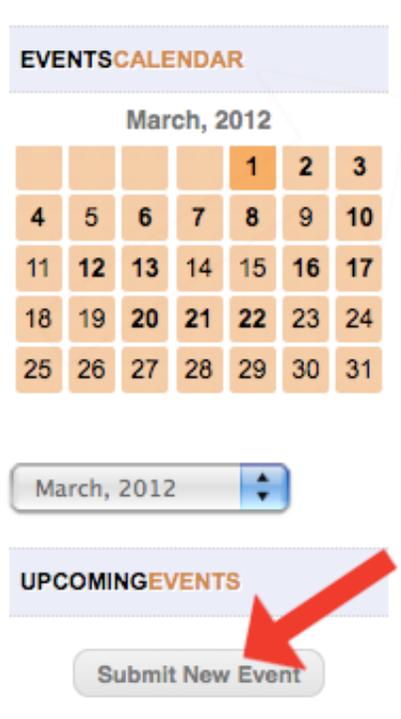


Figure 6.1:
Front page

Submit New Event

Date:

March 1 2012

Start Time:

PM : :

End Time:(Leave blank if there is no end time)

PM : :

Event Title:

Description:

Location:

Link for more information:

http://

Your email address:

Send Event

Figure 6.2: Enter page

SECTION 7: SUBMITTING A CLASSIFIED AD

Go to the front page <http://ohiocityobserver.com>, in the left column you will see and Click “Free Classifieds” button.

At the top of the page Click “Submit New Classified Ad” link.

Figure 7:1

SECTION 8: SUBMITTING A LINK

Go to the front page <http://ohiocityobserver.com>, in the left column Click “Links” button,.

At the top of that page Click “Submit New Link” button.

Fill out the information. DO NOT USE ALL CAPS! *Figure 8:1*

Submitted Links will be posted upon approval of Administrators.

Submit Your Link:

Link name:

Link url:

Description:

Save

Figure 8.1: Links Enter page

Free Classified Ads

[Submit New Free Classified Ad](#)

View Classified Ads:

Category: Go

Help Wanted

Call Center Agents Start now! Outbound call center near Westgate. 25-34 hrs/week. Health benefits offered. Req HS diploma. Send resume to info@callcenterrecruiting.com	Cleveland Clinic Research Study We are looking for healthy volunteers, 65 yrs and older, right handed for mental training study. Further information at 116.440.0770 or research@ohio.clinic.com
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Figure 7.1:

Classified page 1

Submit New Classified Ad

The Ad:

Title:

Category:

Description: (limit 150 characters)
You have 150 characters left

You ad will run for 1 month.

Your Info

note - This info is for our purposes, and will not be published with your ad. Please include any contact information you want in the ad above, for people to get in touch with you regarding your ad.

Your Name:

Your Email Address:

Phone Number:

Address:

City:

State:

Zip:

Finish:

Submit

Figure 7.2: Enter page