

## Article Manager: School Columns FAQ

*In order to submit your article, you must have a contract with our NIE department.*

*If you have yet to do this, please contact Karen Phillips at [kphillips@yumasun.com](mailto:kphillips@yumasun.com) or [schoolcolumns@yumasun.com](mailto:schoolcolumns@yumasun.com) or by phone at (928) 539-6806.*

Advisors- ***Please check your student's work prior to submitting it to The Sun.***

Congratulations on your assignment as school reporter(s) for The Sun!

You have been given the opportunity to tell the community about the “who,” “what,” “when,” “where,” and “why” of your school happenings and classmates.

### **We want to know about:**

- What happened last week and what’s coming in the week(s) ahead?

### **Tell us about:**

- The students.
- The teachers.
- The clubs.
- And the teams.

### **We don't want:**

- Your friend's birthday party.
- Gossip.
- Any rumors or false information.

### **Using Article Manager:**

I. Login using your school's account. If no one can remember the username or password, call or email Karen Phillips. She will verify who you are and give you the missing information.

### **II. Terms to remember:**

The following terms are listed in order of appearance and use.

**a. Create Article:** This is for creating a new article. The “Create New” button does the same thing.

**b. Date/Time:** When and at what time you would want the article published on the site.

**c. Title:** Name of the article.

**d. Categories:** When you are creating a new article, it's important to include the category. For this section you will choose “School Columns” from the drop-down menu.

**e. Status:** When creating a status for your article, choose “Pending.” “Pending” means that your article is set for review & approval. For School Columns, Karen Phillips will review and approve of the submitted material.

**f. Author:** One who wrote the article.

**g. Auto Format (preferred):** Auto selected. When you choose to copy & paste the document into the Content field, the original format will not change. If it were not checked, you would have to format the article yourself using HTML. Auto Format does it for you.

**h. Summary:** First few lines of content go here. This is what others see before reading the actual article.

**i. Content:** Actual article content.

**j. Upload Images:** Lets you upload pictures.

**k. Placeholder:** When you want to include an image in the article, a Placeholder will be created for the image. Copy this code. Pasting it into the Content field will cause that image to be displayed on the article page when published.

**l. Manage Images:** Lets you change the name of the photo or the option of deletion.

**m. Preview Without Publishing:** This feature lets you preview what your article will look like if it were published. Please be sure to use this feature whenever you change/edit your article.

**n. Article Editor:** This is used for editing existing articles. Clicking “modify” will enable you to make any changes.

### III. Submitting an article:

1. After logging in to Article Manager, click “New Article.” The first thing you want to do is give your article a Title and Author.
2. Now go to the Category box and select “School Columns.”
3. Referring to your article, you should choose the first few lines of content. This goes into the Summary field. As you have noticed, Auto Format is checked, do not uncheck this box. This is a huge time saver for you, and saves your original format as well.
4. Insert all of the content from your original into the Content field.
5. Remember to set the Date/Time of the article. This sets the article’s publication time and date for the site.
6. You have the option of inserting an image with your article. Go to the bottom of the page and click “Upload Images” to begin. Choose a photo that is related to the article’s content. You can give your photo a name by choosing “Manage Images.”
7. Under Placeholder, there is a code for inserting your image into the Content field of the article. Choose where you would like to have this image viewed.
8. Always review your work before submitting it. By choosing “Preview Without Publishing” you will be able to see what your article will look like after its published.

Always make sure to **double-check your work** and **always save your progress**. Please be sure to check for grammar and spelling errors before submitting. If you have any questions, please call or email Karen Phillips at [kphillips@yumasun.com](mailto:kphillips@yumasun.com) or 928-539-6806.