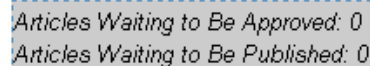


## Correspondent Training Guide

### How to Create an Article

#### Central Services Main Menu

Select **Correspondent** from the list of options on the left-hand side. The Correspondent Menu will be in the center of the screen.



Articles Waiting to Be Approved: 0  
Articles Waiting to Be Published: 0

**Messages:** Above the Correspondent Menu, messages alert you if you have **Articles Waiting for Approval** or **Approved Articles Waiting for Publication**.

#### Correspondent Menu




**View Pending Articles:** This allows you to view articles not yet published. You can edit these articles at any time before your Editor approves them. Once an Editor approves your article, it will no longer appear in this list unless the publish date is in the future.


From the **View Pending Articles** you may edit the article, edit images, view the article, or delete the article.

**Change Editor:** There are three different editors you may use to edit your article content.

**Note:** If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for both the **Java Editor** and **JavaScript Editor**. These training guides explain each of the options on each of the toolbars.

-  **Java Editor** (Ephox EditLive!):
  - With EditLive, you must have Java installed on your computer


**Note:** You will need to keep up to date with the latest release of Java. You may need to talk with your tech department to update your java if you do not have administrator rights to your computer.

-  **JavaScript Editor** (tinyMCE)
  - The JavaScript editor does not require Java to be installed on your computer

**Note:** You will not need to keep up to date with the latest release of Java or talk with tech department to update your java if you do not have administrator rights to your computer.

Because you do not need to have Java install you can also use this option for editing with mobile devices.

**Note:** If Java or JavaScript mode is on, you will see an advanced tool bar options.

-  **HTML Editor**
  - Use this option if you prefer to edit the HTML directly instead of using the other editors

The system defaults to **Java Mode**. You can create article content by changing to html mode but it is not necessary.

# Creating an Article in Central Services

To create an article, select **Create Article**.



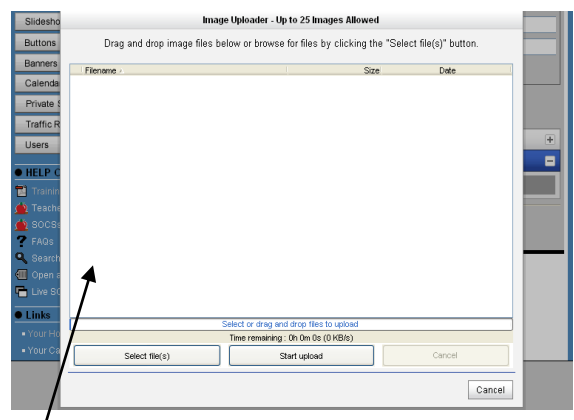
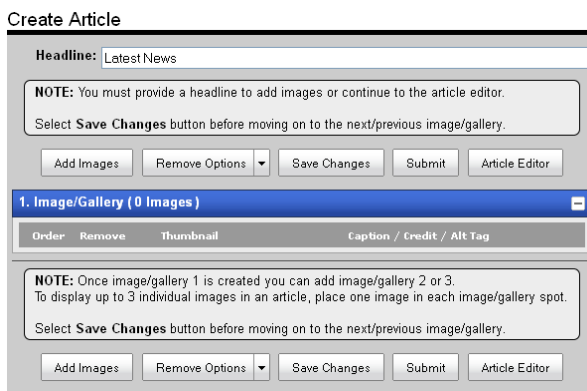
There are two steps to create an article: The first step is image uploading, and the second step is creating your article.

## Adding Images or Galleries

Within each article, you can upload one to three single images or one to three galleries which can contain up to 25 images in a JPEG, PNG or GIF format. An image gallery is a series of images that, when selected, will display as an automatic slide show. These images can include a caption, a credit and an alt tag (or alternate text so the visually impaired can understand an image using special browser technology).

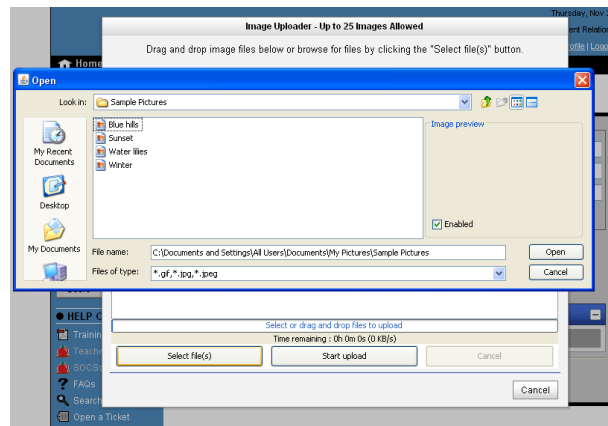
SOCS will automatically resize the images to 800 x 600 pixels and create thumbnails. The reader can select the thumbnail to view the full-sized image.

1. Add a headline to activate the **Add Images** and **Article Editor** options.

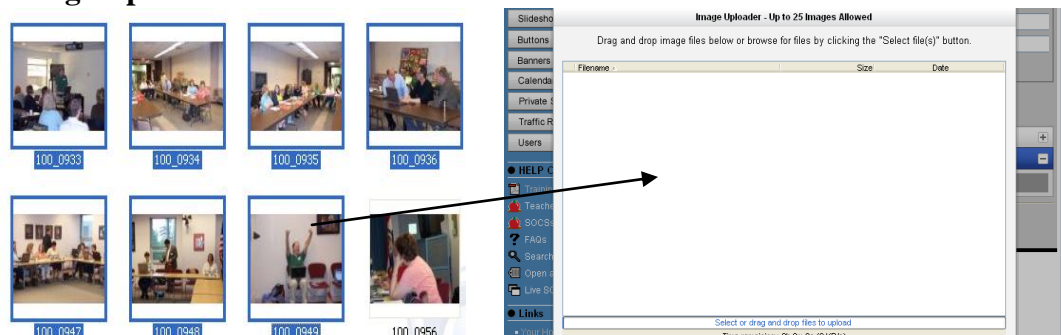


2. Select **Add Images** ----- the **Image Upload** applet will load.

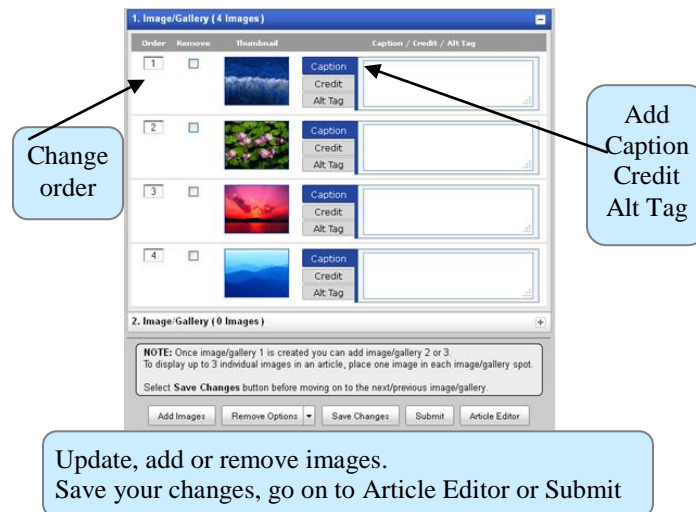
- Choose **Select file(s)** to locate your image (.jpg, .png or .gif).
  - Select the image file you want to add. You can **Ctrl/Click** to choose multiple images. Select **Open** to add the files to the **Image Uploader** screen.



- To **drag and drop images**, open your image file in another window and select your files (**Ctrl/Click** to choose multiple images). Drag the image files into the **Image Uploader** screen.

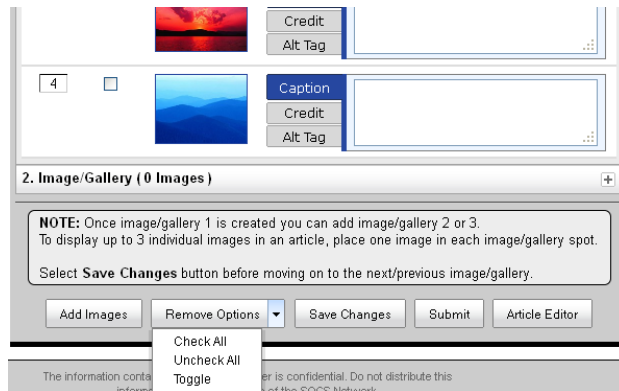


- Select **Start Upload** to upload images. At this point you can:

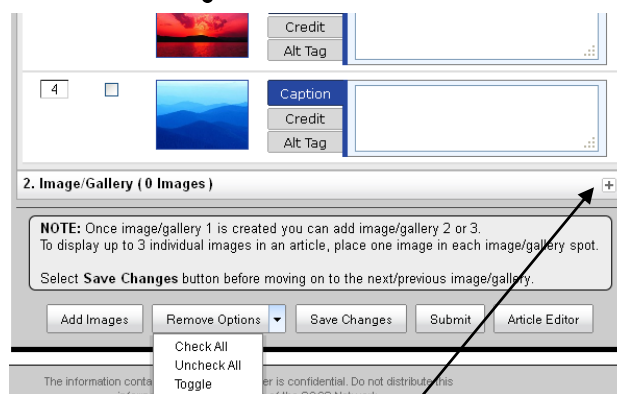


**Note:** There are two ways you can change the order of your images. You may use your mouse to drag and drop the images to their new location or use numbering.

5. Select **Save Changes** to apply changes. You can make further edits if necessary and **Save Changes** again.
6. **Remove Option** aids in editing your Gallery.
  - To activate the **Remove Options** button, select the drop-down arrow on the **Remove Options** button.
    - i. To remove all pictures, select **Check All**, the **Remove Options** button will change to say **Check All**.
    - ii. Once the button states **Check All**, select the button to mark each of the images.
    - iii. Select **Update List** to remove all images.
    - iv. If you do not want to remove all images, select **Uncheck All**, the button will change to **Uncheck All**.
    - v. Select **Uncheck All** to uncheck all images.
    - vi. The toggle option lets you toggle back and forth between images checked to be removed and unchecked images.



- Check the images you want to remove, select **Toggle** and Gallery #1 is finished.




### Adding Additional Images or Galleries

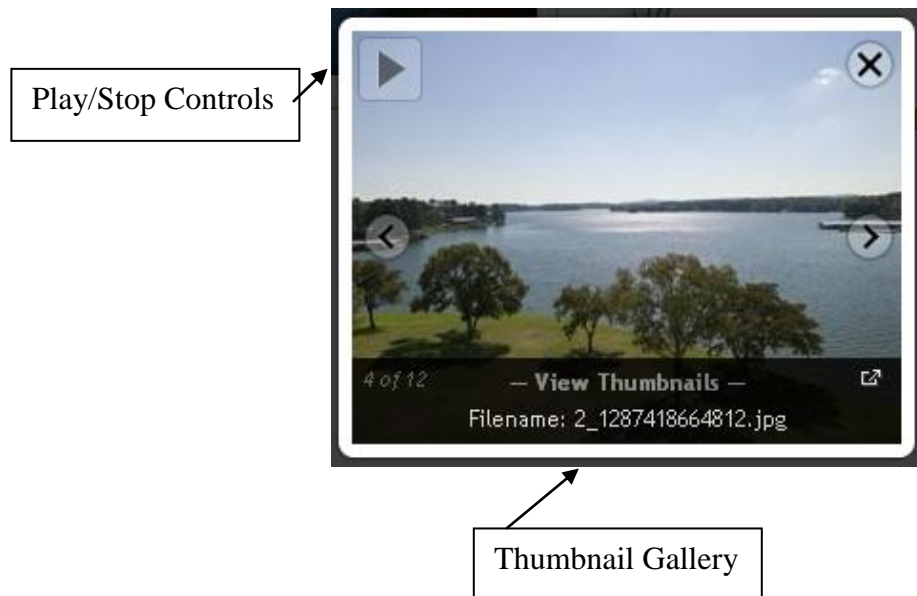
- To add an image or gallery #2 and #3, select the + sign on the Image Gallery line and complete the steps used for Gallery #1.

- If you are not adding another Gallery, select the **Article Editor** option to complete the article.
- You can edit the Galleries by searching for the article and selecting the **Edit Images** option just as you do for single images.

7. Select **Article Editor** to add the content for your article.

### How will the Gallery appear in the article?

- The Gallery symbol  will appear in the corner of the image to indicate there is a Gallery, not a single image.
- The Gallery will auto start. The Gallery will stop at the last image.
- Select **View Thumbnails**.
- Pictures can be copied from the Thumbnail Gallery.



## Article Editor

This page allows you to create an article in Article Editor or to paste information from a word processor.

**Headline:** The headline will carry over from the previous screen.

**Tagline:** The tagline is optional. Anything typed in this field will appear in italics just under the headline as a sub-heading.

**Byline:** The byline is also optional. For your convenience, your name is already filled in by default. You can change this or delete it.

## Article Body

Underneath the byline is the body of your article.

If you are unfamiliar with advanced tool bar options such as book marks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for both the **Java Editor** and **JavaScript Editor**. These training guides explain each of the options on each of the toolbars.

### Important Notes:

**Time Out:** The session time-out is set to 60 minutes. While actively typing your article, the session time-out will stay at 60 minutes. Once typing stops for an extended length of time (up to 45 seconds), the session time-out clock will begin to count down. At this time, you may select the **Renew Session** button to reset the time-out clock to 60 minutes. When the session time-out reaches 5 minutes, the bar will turn red and pulse. The clock will continue to count down and pulse at 1 minute intervals. When the clock reaches 0 the session will expire and any un-submitted content will be lost.

**Pop-ups:** Make sure pop-ups are enabled/allowed. Check your internet browser including additional toolbars from search engines like Google or Yahoo toolbars. This will allow you to preview your article in a pop-up screen.

### Placing Image 2 and Image 3

To place the second and third images or galleries, place your cursor where you want each one to appear. To lock the image in place, select **IMG2** and **IMG3** in the right-hand corner of your tool bar.

**Note:** SOCS will automatically place your first image or gallery at the beginning of the article. You must complete this step or the images will not appear.

## Advanced Options

**Related Sites:** This area allows you to add related site links that will appear near the bottom of your article. These are optional. (Be sure to include the full syntax – [http://www.sitename.extension] for the url)

**Note:** The reader will see a message stating that external pages are not endorsed by your website, and the link will open in a new browser window.

**Notes to Editor:** This area allows you to leave notes to your editor relaying information about the article

**Submit to editor:** You must select an Editor who will approve your article.

## Submit Article

The **Submit Article** button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work.** You must submit your article each time you make a change.

## Preview Article

The **Preview Article** button allows you to see how your article will appear when it is live on the site.

**Note:** This is a pop-up window. If pop-ups are blocked, the preview will not appear. Do not turn off the pop-up blocker at this point or you may lose your article. Instead, submit/save your article and then go to your Internet browser and turn off the pop-up blocker. Go to **View Pending Articles** and open the article to continue.

After previewing, close the Preview window and make necessary corrections.

- Always preview your article and correct any problems before submitting it.
- The preview includes a spell checker, which highlights possible spelling errors in yellow.
- You can test your hyperlinks in preview to ensure they work.

## Delete Article

The **Delete Article** button will completely remove your article from the SOCS system. Any article that is deleted cannot be retrieved.

## Email Notification

Your editor will receive an email notification when you submit an article. The email will contain notes you entered into **Notes to the editor**.

An article titled "Create Article" has been submitted by correspondent SOCS Support.  
(socssupport@fes.org)

Notes to the editor

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Please approve this article right away.  
Thanks!