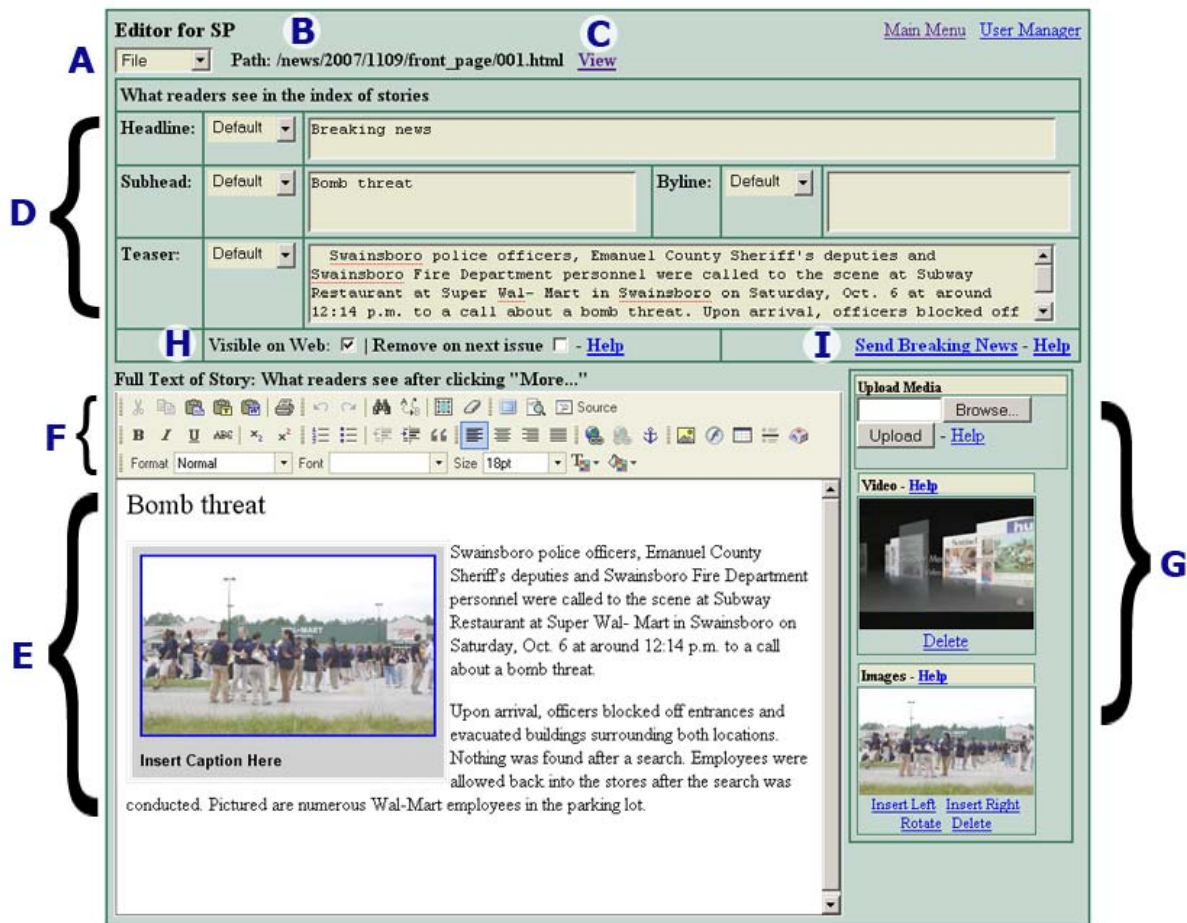


Story Studio Online HTML Editor User Guide

Quick Reference

Supported Operating Systems:	Supported Browsers:
Windows 2000/XP or higher	Firefox 1.5+, Internet Explorer 6+, Safari 3+, Netscape 9+, Opera 9.5b+
Mac OS X 10.3 or higher	Netscape 9+, Firefox 1.5+, Safari 3+
Linux	Firefox 2.0+, Netscape 9+



A File menu: Create, open, save, copy, move and delete articles, or revert to the last saved version. See page 2.

B Path: Location of current story on the website. See page 3.

C View the current article as it appears on the website. Opens a new window in your internet browser.

D Story Preview: Edit the headline, subheadline, byline and teaser text for the index of articles. See page 4.

E Full Text of Story: Edit the full text of the story. Images, captions and HTML code can be inserted. See page 5.

F Tools: Modify font size and type, paragraph formatting, or switch to HTML view with the "Source" button. Tools only apply to the Full Text of Story window. See page 5.

G Adding media: Browse and upload new images (JPG) and video clips (AVI, MOV, MPG). After uploading, insert an image into the current article by clicking its thumbnail. Uploaded videos will automatically display with the current story online. See page 6.

H Advanced controls: Enable or disable display of the story online, or set the story to be removed when the next issue is published. See page 7.

I Send Breaking News: Send a summary of the current article to your newspaper's online mailing list. See page 7.

Getting started

About the Story Studio HTML Editor:

Our HTML Editor is a web browser-based program, meaning that there is no software to download and install. Use of the program is simple and fluid. Here are some of the things you can do in the HTML Editor:

- Create and post breaking news or other stories.
- Edit a story already online.
- Add images and videos to a story.
- Add custom HTML code to a story.
- Move an existing story to a different category.
- Delete an existing story.

Accessing the HTML Editor:

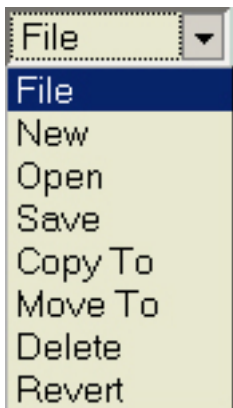
NOTE: Use of our HTML Editor requires a Publisher Login account. If you are an Our-Hometown customer, you can request your credentials by contacting ops@our-hometown.com.



Reporters, editors and publishers can edit any story they are viewing online by adding the phrase **?edit** to the end of the story's URL in your web browser's address bar, as shown above. You will be prompted to log in with your **Publisher Login** information. After a successful login the selected article will be ready to edit. Edit additional articles by opening them through the HTML Editor **File Menu** (see below).

The HTML Editor can also be accessed through the Story Studio main menu. To get there, go to [Our-Hometown.com](http://www.our-hometown.com), click "Publisher Login" in the upper right corner, and enter your login information. To open the HTML Editor, click on **Editor** under the Operations heading.

The File Menu



The file menu in the HTML Editor is similar to the file menu found in most programs but with a few helpful extras for managing stories. Articles can be moved, saved, copied and deleted in real time and all changes will be seen immediately on the website.

New: Start a new story with default parameters.

Open: Open an article for editing.

Save: Save your changes to the current article.

Copy to: Copy the current article and associated images to a new folder, or to a new file within the same folder. If you have made edits, please save before copying. Videos will not be copied.

Move to: Move the current article and associated images to a new folder, or give the article a new filename within the same folder. If you have made edits, please save before copying. Videos will not be moved.

Delete: Delete the current article and its associated images.

Revert: Restore article to its last saved version.

Paths and File structure:

An important factor to consider when using the file menu is the structure of how and where files are saved. The location of a story within your website's folders is called its **path**. The path for the current story in the HTML Editor is shown at the top of the screen.

A news story has a path like this: **Path: /news/2007/1109/front_page/001.html**

This path refers to a story on the front page of the November 9th, 2007 issue.

A classifieds story has a path like this: **Path: /Common/classifieds/001.html**

This path refers to a classified item from the most recent issue.

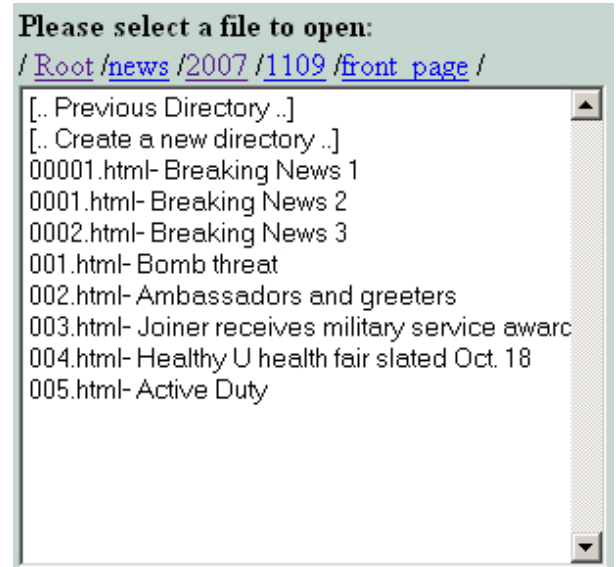
As you can see, stories can be saved under the main folders **News** or **Common**. News includes the normal stories from each of your issues, organized in subfolders by year, month and day, and news category. Common is the location for non-archived material like classifieds and legal notices. Certain items like special sections may be saved in Common as well, as they are not connected to any specific issue of your paper.

The Navigation dialog box:

When first saving a new story, or choosing the commands Open, Move To or Copy To, you will be presented with a dialog box similar to the one to the right. You can go up one folder by clicking [..Previous Directory..] or go to any higher folder by clicking the appropriate blue underlined word at the top.

You can always get back to the current issue by clicking "Root" and then [..Current Issue..]. You will then see folders for that issue's news categories.

NOTE: New news category folders can be created through this dialog by going to any dated folder (i.e. /Root/news/2007/1109/) and clicking [..Create a new directory..]. You will be prompted to name the folder and instructed to contact Our-Hometown so that we can create a corresponding button on your site.



Placement and Filenames:

The numeric filename (**123.html**) of an article determines its placement on the website page in relation to the other articles in its category. The articles are displayed with the lowest numbered article at the top. For instance, **015.html** will display above **021.html**.

If you are posting **breaking news** and want it to appear at the top of the front page, you can name it **0001.html** when you save it. This will make the story display above **001.html**. An example of order by filenames is shown above.

NOTE: You can change a story's filename (and therefore its placement within a category) with the "Move To" command.

Editing Text

Story Preview:

What readers see in the index of stories			
Headline:	Default ▾	PLCA ready to plan projects	
Subhead:	Default ▾	Association setting sights high	Byline: Default ▾
			By RICK MURRAY Staff Writer
Teaser:	Default ▾	Shem Miller has big plans for the Presidential Lakes Civic Association. It's been three months since the former Republican candidate for Pemberton Township Council was elected president of the PLCA, and in that time, he has fashioned something of a game plan.	

These fields control the **Preview Version** of your story. This is what your readers see on your website when they look at the list of stories in a particular news category. The example above will look like this on the website:

PLCA ready to plan projects

Association setting sights high

By RICK MURRAY Staff Writer

Shem Miller has big plans for the Presidential Lakes Civic Association. It's been three months since the former Republican candidate for Pemberton Township Council was elected president of the PLCA, and in that time, he has fashioned something of a game plan.

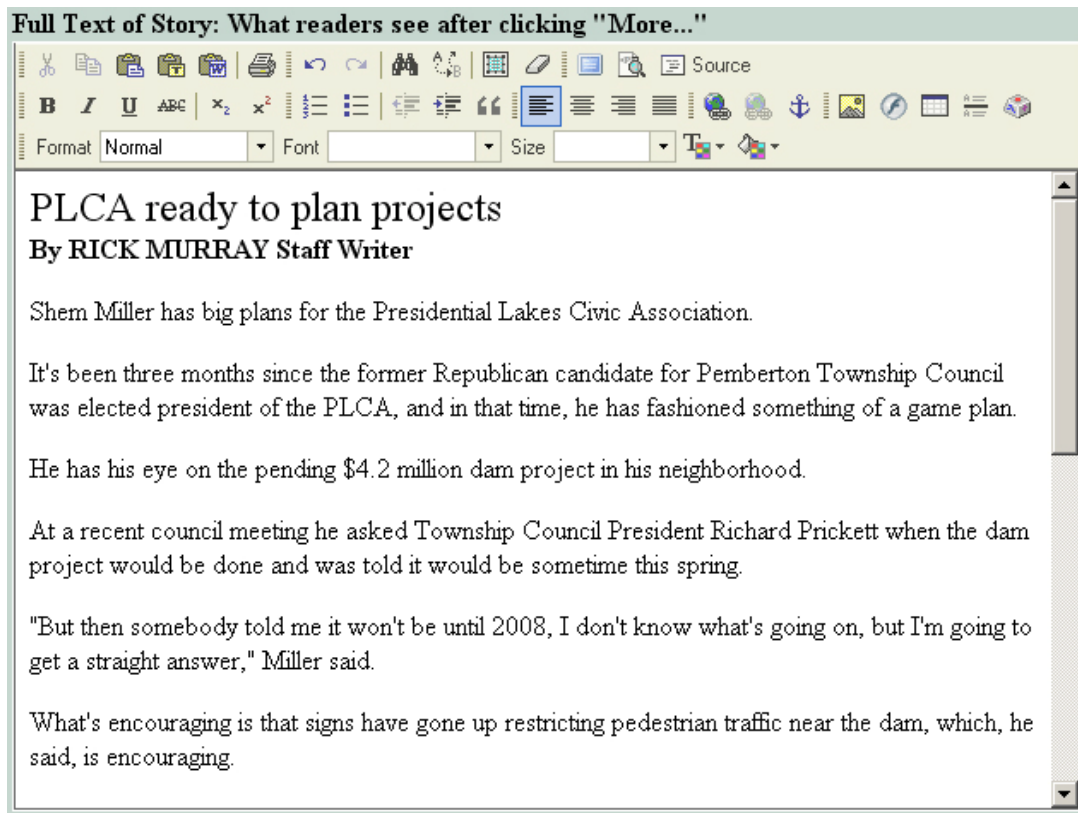
[More ...](#)

The font size of each item can be changed by using the dropdown menu next to its text field, but by default the text will appear as in the above example.

NOTE: The headline, subheadline and byline should also be entered in the full text of the story. If they are in the Story Preview, they will NOT automatically appear in the full text.

Full Text of Story:

The current article appears in the white box labeled “Full Text of Story” as it will on the website when readers view the entire article. A wide range of tools for formatting the article are available at the top of the window, and are described below.



When you enter new text, the font will be set to Times New Roman by default. Our recommended font sizes are **18pt** font for the headline, **13.5pt** for the subheadline, **12pt with bolded text** for the byline, and **12pt non-bolded text** for the body of the story.

NOTE: The headline, subheadline and byline in the Full Text of Story window are not connected to the Story Preview section, so if you make an edit here, it will not affect the Story Preview. It is not necessary for the corresponding items to be identical; however if a change needs to be made (i.e. correcting a typo in the headline), remember to make your edit in both places.

Toolbar:

	Cut, Copy, Paste, Paste without formatting, Print		Numbered List, Bulleted List, Decrease/Increase Indent, Blockquotes
	Undo, Redo, Find, Replace, Select All, Remove Formatting		Text justification controls (Left, Center, Right, Block)
	Switch to Fullscreen mode, Show Paragraph blocks, Edit HTML Source		Insert Link, Remove Link, Text Anchor
	Bold, Italics, Underline, Strikethrough, Subscript, Superscript		Edit Image, Insert/Edit Flash, Insert/Edit Table, Insert Horizontal Line, Insert Special Character
	Format Normal, Font, Size, Color	Change Formatting, Font, Font Size, and Color	

Media: Images and Video

Uploading media:

If you are trying to add an image or video to a **new story**, you will first need to save the story.

An image or video from your local machine can be selected by clicking the “Browse...” button in the Upload Media window (seen at right). We currently support **JPG** format for images, and **MOV**, **AVI**, and **MPG** formats for video.

Once you have located the file that you would like to upload, click the “Upload” button. After a moment, the image or video will appear in the list of media.

Videos:

Once a video’s thumbnail appears in the list of media, there is no need to insert the video into the Full Text of the Story. The video will automatically display at the top of the full story on your website.

To delete a video, click the Delete button below its thumbnail.

Images:

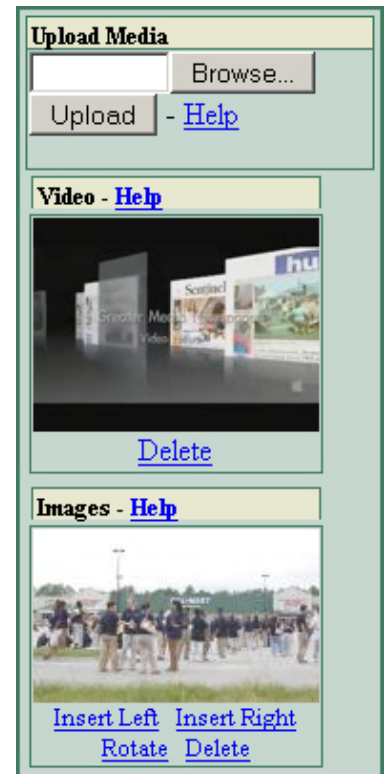
Images, on the other hand, must be placed into the Full Text of the Story to appear online. First, click inside the Full Text to position your cursor where you want the image to appear. Then, click on an image’s thumbnail to insert it. By default the image will be left-aligned, but you also can click “Insert Left” or “Insert Right” to specify your desired alignment. A placeholder caption (“Insert Caption Here”) is automatically created below the image and should be replaced or deleted.

NOTE: The first image uploaded will be displayed next to the Story Preview in the index of articles. If you add additional images and then delete the first one, NO image will appear in the Preview.

To rotate an image, click the “Rotate” button beneath its thumbnail. Each click will rotate the image 90 degrees clockwise. The change will not be apparent until the page is refreshed. Be sure to rotate images before inserting them, as the inserted image may become stretched or squashed if it is rotated after the fact.

To delete an image:

1. Right-click on the table around the image in the Full Text of Story window. Choose “Delete Table” from the menu that appears.
2. Click the “Delete” button beneath the image’s thumbnail.



Advanced controls:

Visible on Web: | Remove on next issue - [Help](#)

[Send Breaking News](#) - [Help](#)

Visible to Web:

Check this box to toggle whether or not the current article is displayed on the website. Default: checked.

Remove on next issue:

Check this box to have the currently selected story removed from the website when the next edition of your paper is posted online by Our-Hometown. This is useful if you are posting a Breaking News story but also plan to have the story appear in the next issue. If this is checked, the Breaking News version will disappear exactly when the normal version of the story becomes available.

Send Breaking News:

Use this button to send an email notification of the currently selected story to your newspaper's online mailing list. This is useful when posting Breaking News or other announcements separate from your normal publication. The story must be saved before this is used.

NOTE: Send Breaking News is only available for stories in your archived issues. If a story is located in the /COMMON/ folder, this feature cannot be used.

Additionally, your paper must already be using our Email Newsletter system, which is a free feature included with our service. Also, a short configuration change by an Our-Hometown representative is needed before you can send out your first Breaking News announcement. Contact us at the address below to enable this feature on your site.

Questions? Contact us at (315) 294-6932 or ops@our-hometown.com