POSTING TUTORIAL:

Log into your account at the top right, or create a new account if you haven’t done this already. Once you log in, you’ll see a menu appear at the top that includes "Contribute Content" < click this and then the drop down "Share A Story":

Then, just follow the prompts to fill in your story...
- "Headline" goes at the top
- "Summary" will be 1-2 short sentences that tease your story on the front page
- "Describe your idea" is where you’ll paste your story
To embed photos within the body (and please don't just copy directly from your Google/Word doc cause it doesn't truly upload them), put the cursor where you want the image and click the "image" button in the toolbar - second from the right:

Then, follow the upload prompts: "browse server" - locate the image on your hard drive:

Upload -- in menu bar, hit "browse," find your photo, then hit "upload" button and double-click image at that pop into the bottom of the window to insert:
Set the width to about 650px wide and click the button next to "captioned image" and hit "OK".
Then, add in your main image, under "media" (make sure you choose the "image" option for a single image vs. "gallery" for multiple images):
Lastly - choose a category (or 2 or 3 - shift-click), add some tags (keywords - they will pre-populate, so start typing and choose words that are already in there), check the box next to "submission guidelines" etc., and save as "draft" (if you need more editing) or "needs review" if you're all done:
Questions? Let me know!

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