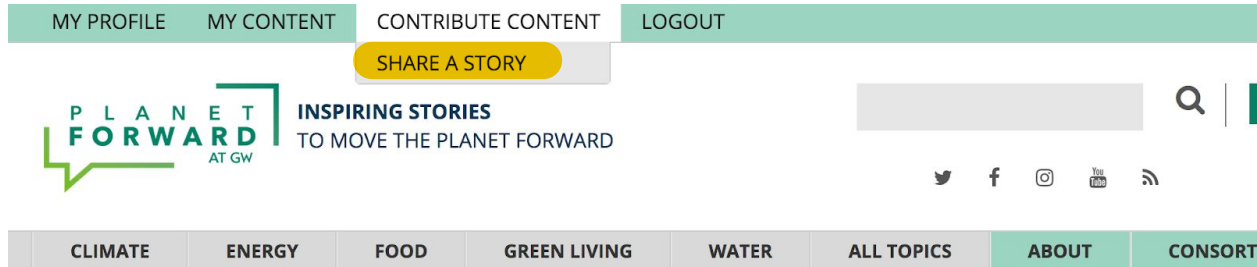


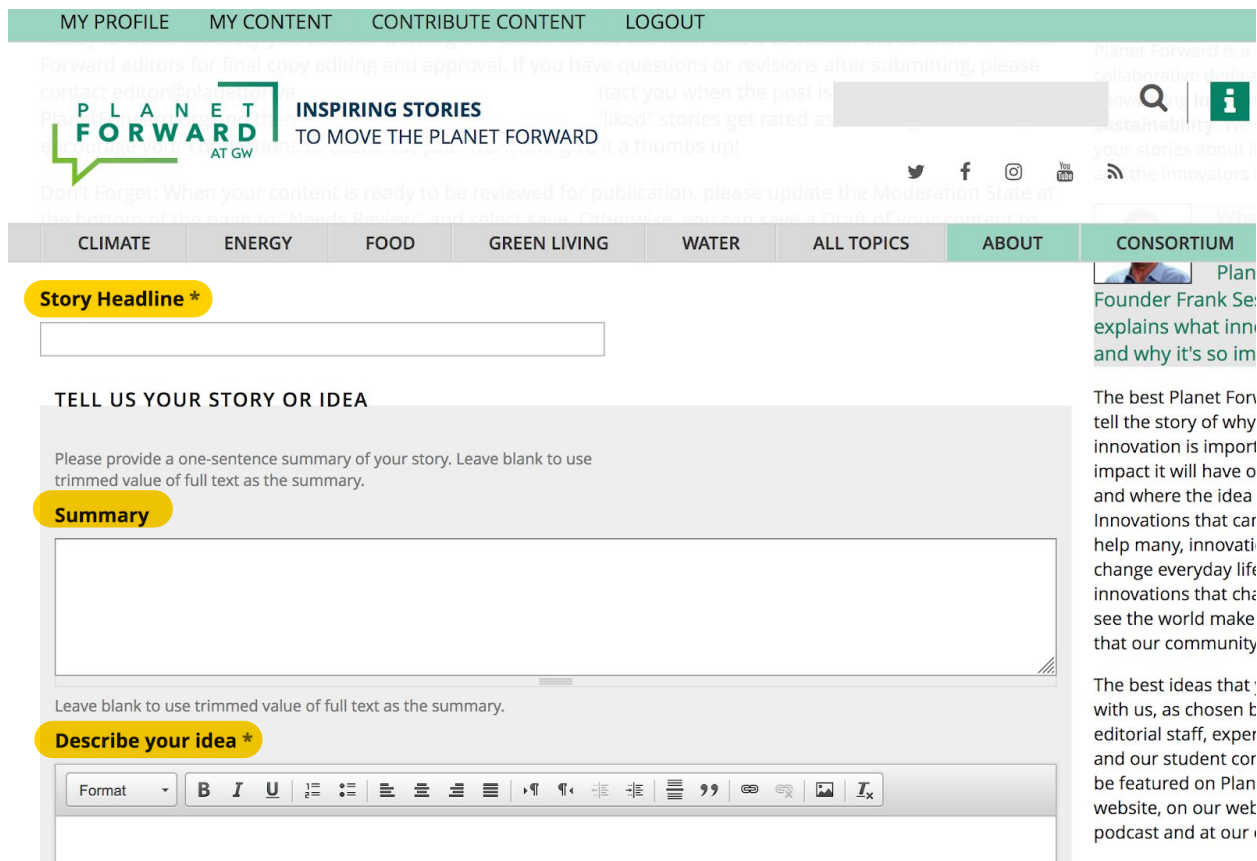
POSTING TUTORIAL:

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":

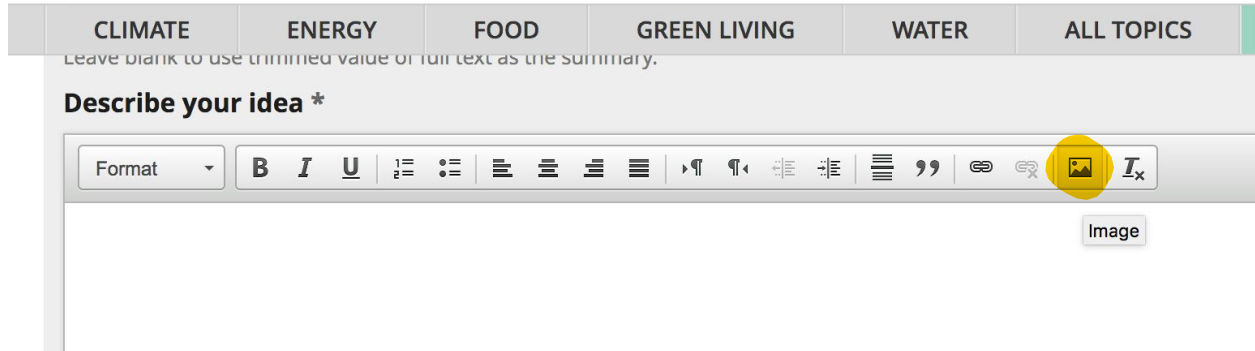


Then, just follow the prompts to fill in your story...

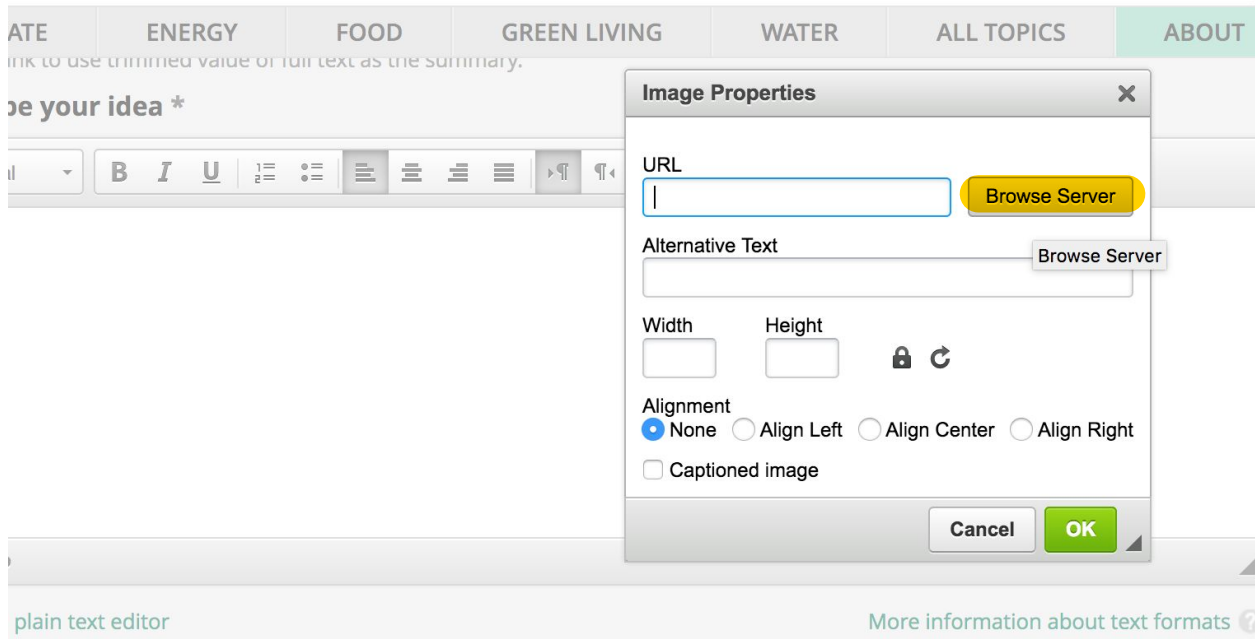
- "Headline" goes at the top
- "Summary" will be 1-2 short sentences that tease your story on the front page
- "Describe your idea" is where you'll paste your story




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:

→  <https://www.planetforward.org/imce?app=ckeditor|sendt>


 Upload  Thumbnails  Resize  Insert file

File ✕

 No file selected.

Create thumbnails

Thumb (90x90)

 Upload

File name↓
IMG_1581.JPG
IMG_8966.JPG
James_Forrestal_Build
Screen Shot 2016-12-
UnderdogPhotography

5 files using 1009.26 KB c


Upload Thumbnails Resize Insert file

File

Browse... No file selected.

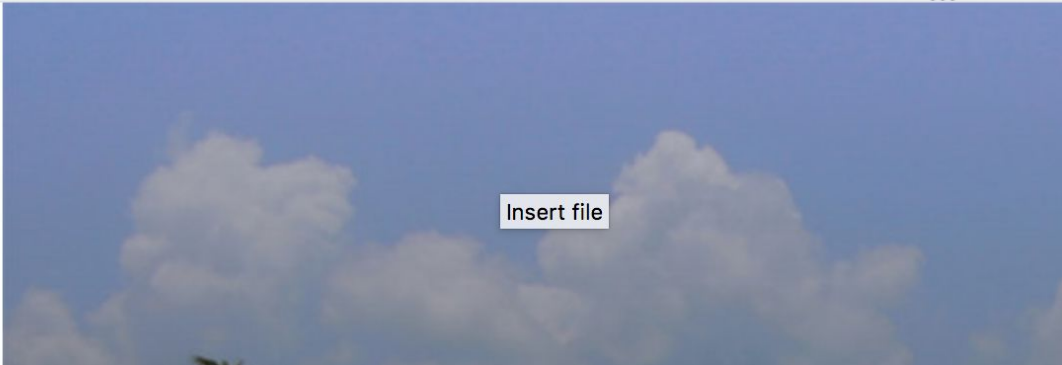
Create thumbnails

Thumb (90x90)

 Upload

File name↓
Belize_program.jpg
IMG_1581.JPG
IMG_8966.JPG
James_Forrestal_Building_-_Washington_DC.jpg
Screen Shot 2016-12-01 at 3.29.11 PM.png
UnderdogPhotography_DOUGdog.jpg
Belize_program_0.jpg

7 files using 1.32 MB of unlimited quota



Set the width to about 650px wide and click the button next to "captioned image" and hit "OK":

ENERGY FOOD GREEN LIVING WATER ALL TOPICS ABOUT

se trimmed value of full text as the summary.

ur idea *

B I U [List Icons] [Align Icons] [Undo] [Redo]

Image Properties [X]

URL
/sites/default/files/u31388/Belize_ [Browse Server]

Alternative Text
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Alignment
 None Align Left Align Center Align Right

Captioned image

[Cancel] [OK]

text editor [More information about text formats ?](#)

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Leave blank to use trimmed value of full text as the summary.

Describe your idea *

Format [B I U] [List Icons] [Align Icons] [Undo] [Redo] [Quote] [Link] [Image] [Link]



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Instruct](#)

Then, add in your main image, under "media" (make sure you choose the "image" option for a single image vs. "gallery" for multiple images):



INSPIRING STORIES
TO MOVE THE PLANET FORWARD

CLIMATE

ENERGY

FOOD

GREEN LIVING

WATER

ALL TOPICS

[Switch to plain text editor](#)

[More information](#)

MEDIA

Add media to give your story depth. You should choose to upload an image, gallery, video, OR audio. ONLY ONE WILL DISPLAY.

IMAGE

[Browse...](#)

No file selected.

[Upload](#)



No file selected.

GALLERY

Add images to the gallery to display a rotating image show. Your images should be at least 780 x 440 pixels. but no larger than 1560 x 880 pixels.

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:

Categories *

Business & Economics
Climate
-Adaptation
-Climate Change

What topics does your idea fall under?

Tags

Add comma separated tags to associate your idea with different keyword-topics.

Yes, I understand and accept the Submission Guidelines and the Terms and Conditions. *

Do you understand and accept the [Submission Guidelines](#) and the [Terms and Conditions](#)?

Moderation state

Draft (Current) 

Save

Preview

Questions? Let me know!

Kim

kim@planetforward.org