

CHECKLIST FOR POSTING ON FHNTODAY.COM

Before your web story, GIF, soundslide, photo gallery, or video can be published to fhntoday.com, you must complete the following items.

1. INSERT CONTENT

Directions for logging on to fhntoday.com/wp-admin and posting a story are on fhntoday.com/resources

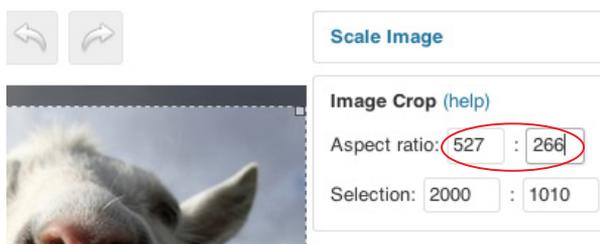
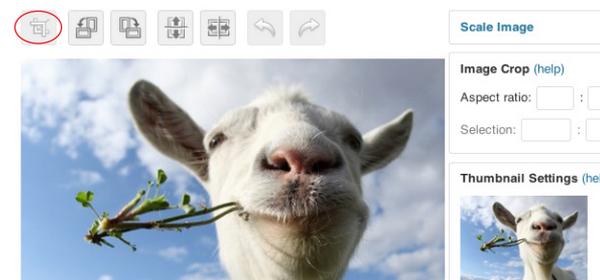
2. INSERT PICTURE WITH CAPTION

Directions are on fhntoday.com/resources
The first sentence of the caption should be in present tense, describing what is going on in the picture. The second sentence can give additional information in past tense. Photo credits are in parentheses, all lowercase, all italics. Below are some examples of correct photo credits:

(photo by cameron mccarty)
(submitted photo)
(submitted photo)

3. SET FEATURED IMAGE

Directions for this are on fhntoday.com/resources
Featured image size is 527 x 266. Make sure you crop the photo either in Photoshop or on Wordpress. Below is the way to crop a photo on Wordpress after you have uploaded a featured image.



4. CATEGORIZE

If any of the category boxes apply to your story or multimedia piece, check them.

*For example, if you wrote a news story, you would check the following boxes: Stories, News
Uncheck "Uncategorized."*

5. TAG

You must tag the story or multimedia piece as "featured" or it will not show up in the rotator on fhntoday.com. Tag the story with your name, names in the story, and searchable subjects in the story or multimedia piece. Tag the categories you checked in the boxes above.

6. WRITE HEADLINE

Web headlines are straight-forward and matter-of-fact with searchable words.
All headlines are in down style, which means that the first letter of the headline and proper nouns are capitalized, but no other letters are capitalized.

*Example of news headline: Prom tickets go on sale
Example of opinions headline: We should take notice of the sheep in Paris*

It gives an opinion in the headline, as well as the subject, "sheep."

Example of features headline: Festival of the Little Hills hits Main Street this weekend

*Example of sports headline: Boys Varsity Volleyball wins Districts
"Boys" is capitalized because it's the first word of the sentence. "Varsity," "Volleyball," and "Districts" are capitalized because of AP style.*

7. CHANGE POST STATUS TO PENDING REVIEW

If you don't change the status to "Pending Review," the person who approves stories will not know there is a story they need to publish. This is the most important step.

