

CalgaryJournal.ca User Guide

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CalgaryJournal.ca/guide

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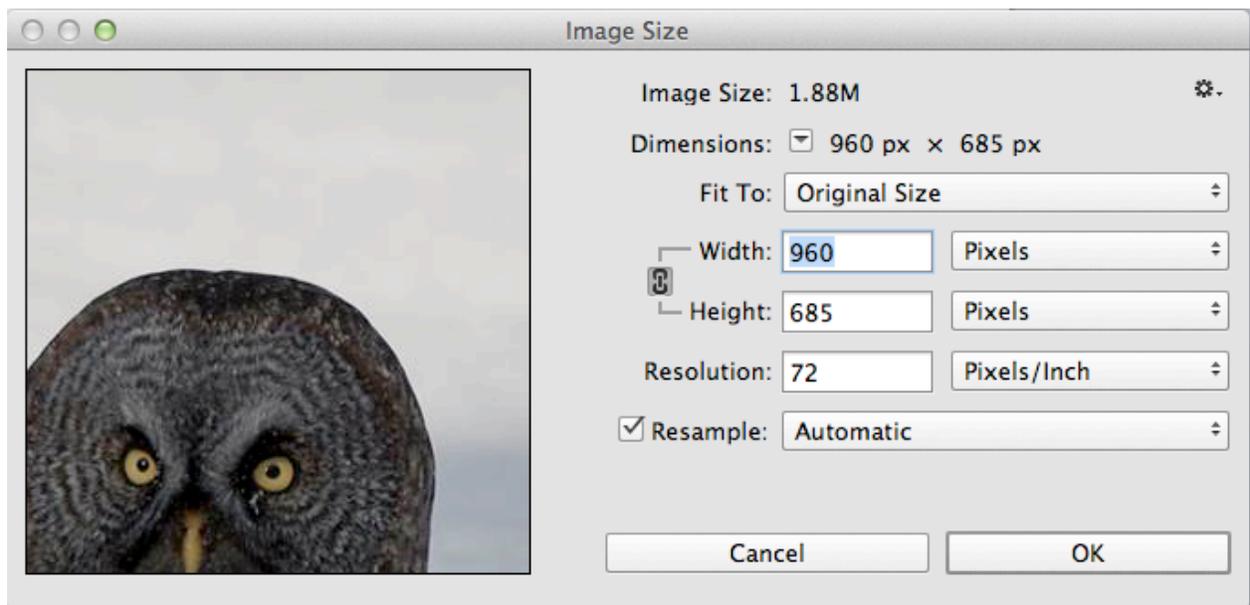
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Preparing Images for Upload (Web-ready)

All images need to be edited and saved for the web (smaller files allow quicker loading) before being uploaded. It is best to prepare all images *before* uploading.

1. Open the image in **Photoshop**.
2. Resize the image to ensure fast and efficient loading times (**Very Important**):

Body images: Under the **Image Menu**, choose **Image Size** and enter the width or height. Width should be a *maximum* of **400 px wide** for horizontal images and **400 px high** for vertical. Make sure the little chain icon on the left of Width and Height is clicked to keep the image proportional.



Thumbnail images: Thumbnail images, which appear at the top of the article, have dimensions of exactly **230 px by 170 px**. In Photoshop, select the crop tool, choose **W x H x Resolution** from the drop down menu, then enter **230 px x 170 px** in the options bar, as seen here:



Note: Ignore **Image Size**: at the top as this is what the image size would be uncompressed.

3. Save in appropriate web format (Usually JPEG)

Choose **Save for Web** under the **File Menu** and save the image in JPEG format if it is a photo (GIF if it a line drawing or cartoon). For JPEG, select **High** which will automatically change Quality to 60%. Leave everything else as the default.

Choose **Save** and save the photos in a convenient spot that is easy to find when you upload – this could be a folder on your desktop that you can delete later. Use a **descriptive name** (not the file numbers) and do not have spaces or periods (except for right before the extension eg: .jpg) within the name. Dashes and underscores are okay eg: election_results.jpg.)

You will not be able to upload images that are **over 100KB**

Submitting Articles

Login

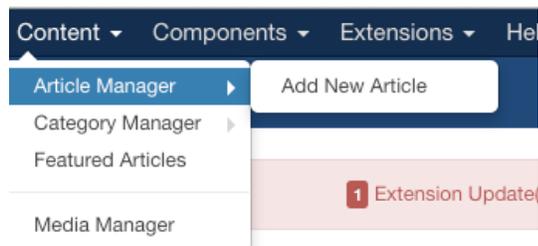
Go to www.calgaryjournal.ca/administrator and login with the following:

Your username is your cjournal.ca email address: YourfirstinitialLastname@cjournal.ca

Your password is the last 6 digits of your student ID number.

Submitting and Formatting Text

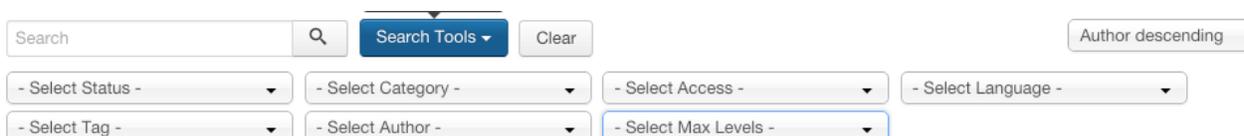
Once logged in, go to the **Content menu** at the top, then **Article Manager**, then click the green 'New' button on the top left.



If you are editing an existing story, you can sort the list of articles by the most recent first by clicking on 'date' two times:



You can also narrow down the articles by various criteria by clicking on 'Search' to reveal various options for sorting.



If you see a lock icon to the left of the title:  hover over the lock to see who last accessed the article, and if you are sure this author is no longer on the article, double click on the lock to unlock the article.

Step 1: Inserting headline and body text

Enter the headline in the **Title** field.

Copy the full text of the article from the Word Doc as plain text. To **paste as plain text**, right click and go to *'paste as plain text.'* A new window will appear – paste it into the window and click **'insert.'**

Pasting as plain text ensures the text is clean, with no extra formatting tags. Usually, the paragraph will be broken up correctly, but some fixing may be needed. Scroll through the text to make sure the paragraphs are proper.

If paragraph breaks need to be inserted, make sure to place the cursor just behind the period of the last sentence of the paragraph above, press delete or backspace to bring the sentence below to the same line, then enter or return. This will insert just one paragraph break.

If there is a deck, highlight it and choose **'Heading 3'** from the **format** dropdown menu. If there are sub-headings in the article, highlight them and choose **'Heading 4.'**

Note: Adding the byline is a separate step, described in **Step 9** below.



Step 2: Intro Text

Click on **Read More** to separate the intro text from the rest of the article – insert this after 10 to 15 lines of text (including the deck).

The Read More icon is in the top menu, fourth line, to the right of spell check:



Anything above this separation will appear as an intro on the main page, then clicking **Read More** will display the whole article.

Step 3: Inserting Links

Highlight the words you want hyperlinked (a live link to the URL), then click this icon within the tool bar:

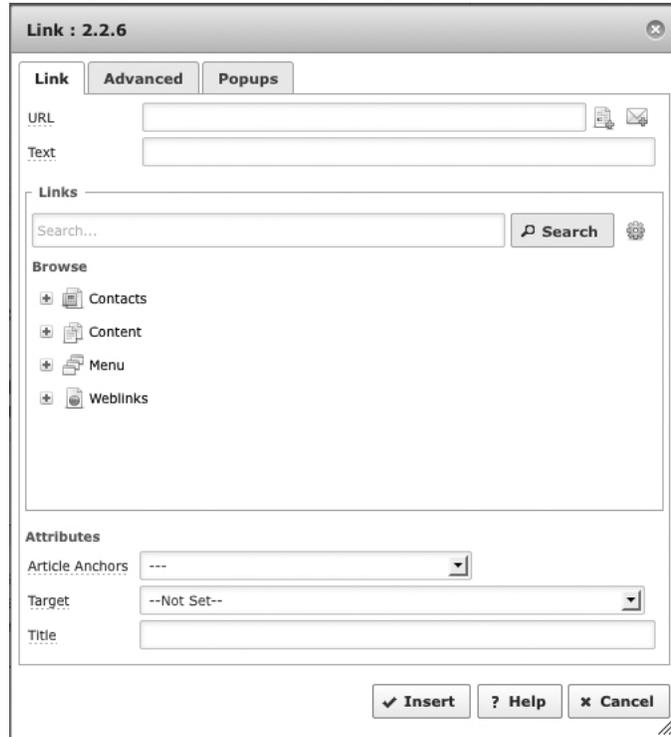


Enter the full URL, including the *'http://'* - it is best to copy and paste to avoid typos. Text will be the words you highlighted.

Under *Attributes*, choose *Open in New Window* from the *Target Menu*, leave the rest 'as is' and click *Insert*.

For internal articles within the Calgary Journal website, you can also search or navigate to the content under 'browse.'

Note: There is no need to *Open in New Window* if you are linking to an internal article, this is just for external links.



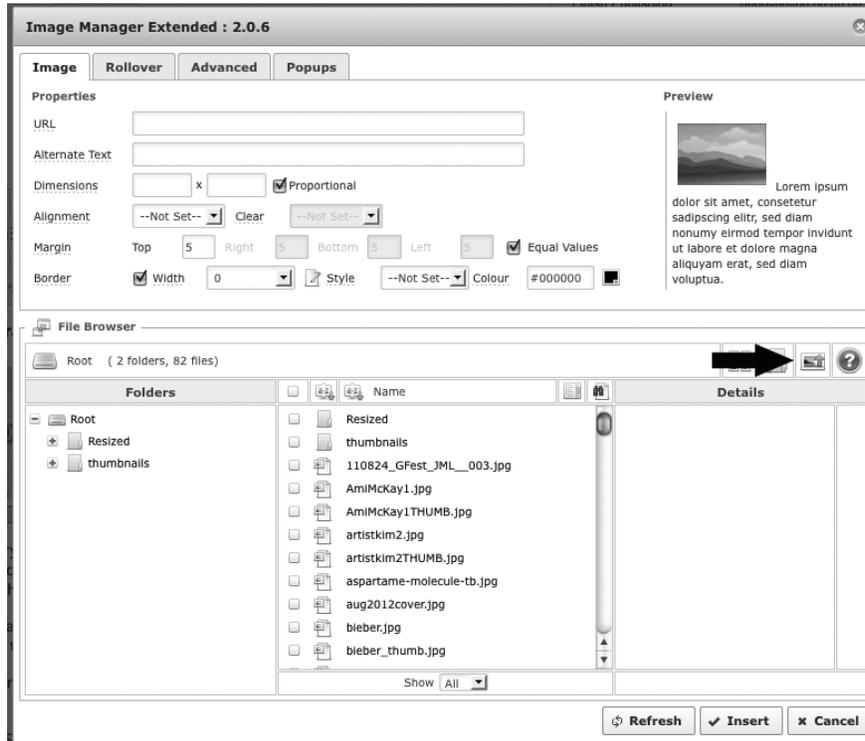
Step 4: Inserting body images and cutline

All articles need at least one body image, but there may be more.

Click on the *Insert/Edit Image icon* within the toolbar.



Then click the “upload” icon, above and to the right of the ‘*details*’ panel.



A new window will appear:



Click **Browse**, navigate to the web-ready image, highlight it, click **Open**, then click **Upload**. The box will close and the image will appear within the list to the left of the **Details** panel, in bold - click on it and it will refresh itself and a URL will appear in **Properties** above:

Image	Rollover	Advanced	Popups
Properties			Preview
URL	<input type="text" value="Images/july2012/AmiMcKay1.jpg"/>		
Alternate Text	<input type="text" value="Ami Mckay"/>		
Dimensions	<input type="text" value="277"/> x <input type="text" value="400"/>	<input checked="" type="checkbox"/> Proportional	
Alignment	<input type="text" value="Right"/> <input type="button" value="Clear"/> <input type="text" value="--Not Set--"/>		
Margin	Top <input type="text" value="5"/> Right <input type="text" value="5"/> Bottom <input type="text" value="5"/> Left <input type="text" value="5"/>	<input checked="" type="checkbox"/> Equal Values	
Border	<input checked="" type="checkbox"/> Width <input type="text" value="0"/>	<input type="button" value="Style"/> <input type="text" value="--Not Set--"/>	Colour <input type="text" value="#000000"/> <input type="button" value="Color Picker"/>
			Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. 

Set the following Properties:

URL: No need to enter anything here – the URL should have appeared when you clicked on the image name by the **Details** panel. If not, click it again.

Alternative text: Insert a very short description of the image. For example, 'giraffe'. You do not need to enter the full outline description here - this text will show up for people with visual impairments who use screen readers.

Dimensions: Leave as is - the image should have already been re-sized in **Photoshop** to ensure the best quality.

Alignment: Choose **Right** if you want the image to float to the right side of the main text; choose **Left** for the left side.

Clear: Leave as is.

Margin: Leave as is – default 5px margin is set.

Border: Leave as is – default is no border

Once you have set the image properties, click **Insert** (bottom right) and the image should appear within the text.

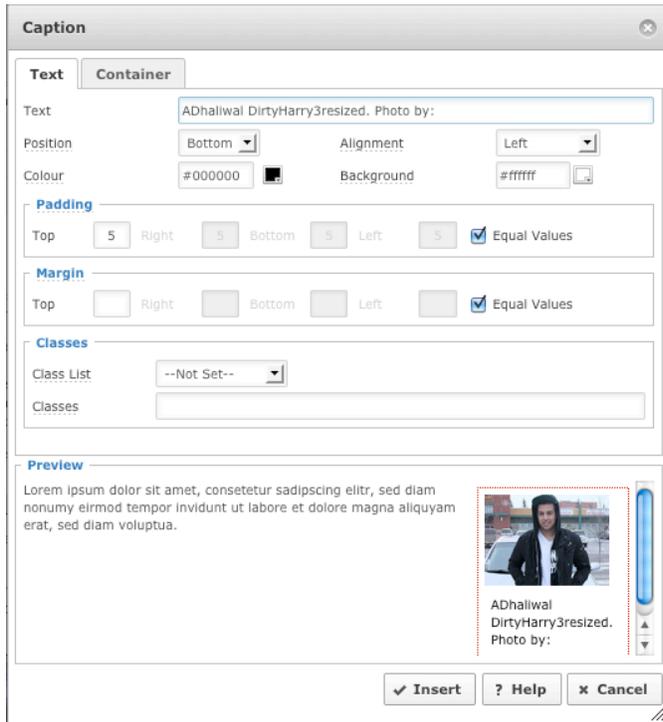
To edit the image, click on it, then click on the **Insert/Edit Image** icon again – this will allow you to change the properties if you need to. (EG. you may decide to align to the right instead of the left.)

Add a cutline

Highlight (click on) the image and click on the **Add/Edit Caption** icon (to the right of Add/Edit Image).



The following window will appear:



Copy and paste the cutline and photo credit into the 'Text' field, leave all the rest as is and then click 'Insert.'

The image, cutline and credit should all appear within a red box.

Cutline Format: **Bold** the cutline; *Italicize* the photo credit



Step 5: Add the thumbnail

All stories must have a thumbnail image within the intro text for each article:

Grow Calgary aims to provide food bank with local, fresh produce

Published on Thursday, 05 September 2013 15:07 Written by Karry Taylor

Urban-farming, Calgary Style



Through the efforts of volunteers, a previously vacant transportation and utility corridor along the Trans-Canada Highway has been transformed into Calgary first — and Canada's largest — urban farm.

Urban agriculture attempts to integrate the growing of food and the raising of animals into the economic and ecological systems of cities.

For years Paul Hughes, a food security and urban agriculture advocate, had sought a location to create an urban farm to provide the Calgary Food Bank with fresh fruit and vegetables.

[Read More...](#)

The thumbnail image should be placed below the deck. **Create a space for the thumbnail** by putting cursor at the end of the deck and pressing return (enter). Insert the image as described for the body images above. Align it to the left by clicking on the image, then choose **'floatleft'** from the *Styles* dropdown menu.

If the thumbnail is a smaller version or portion of one of the body images that are already in the article, there is no need to provide a photo credit. If the thumbnail does not appear within the body of the article, place a photo credit at the bottom of the article (more info below in 'Final Steps.')

Step 6: Creating a pull quote (optional)

Choose the text/quote you want to have as a pull quote and **copy** it to where you want it to appear in the article as a new paragraph. Highlight the text, go to the **'styles'** drop down menu and chose **pullquote_right** or **pullquote_left**. This will create a box that floats to the right or left of the rest of the body, in italics in a light grey box .

Include attribution, first and last name in front of a dash. The style will automatically be italicized, as seen below

On Wednesday, June 24. Schuurman played a set for Calgarian fans, at the **Commonwealth Bar and Stage**. During the highly anticipated **Sled Island Music Festival**, which ran from June 24-28.

Multiple bands were formed, members came and went, the garage venue would change from time to time, however Schuurman says that being the drummer worked to his advantage – he gradually taught himself every instrument he has ever played.

Sled Island participants got a chance to experience the melodic concoction of **Psychic Pollution**. Through ambient instrumentals and deep yet provocative beats, the venue as Schuurman puts it was, "good vibes."

"Friends would leave all their equipment at my house, guitars, bass, keyboards, all that kind of stuff,"
- Jzero Schuurman says.

Step 7: Inserting a Side Bar or Table (optional)



A side bar is a table with one column and one row. Click on the Table Icon in the top menu:

Enter the following properties then click 'insert':

Tables : 2.2.6

General Advanced

General properties

Cols: 1 Rows: 1

Cellpadding: 5 Cellspacing: 5

Alignment: Left Border: 0

Width: 50% Height:

Class: -- Not set --

Table caption:

✓ Insert × Cancel

Cols: 1, Rows: 1, Cellpadding 5, Cellspacing: 5, Alignment: Left or right, Width: 50%. Leave the rest as is.

Paste the side bar text into the table. Be sure to Paste as Plain text.

Add a background and border by placing the cursor in the table, right click and go scroll to **'Cell' > 'Table Cell Properties.'** Click on the **Advanced** tab and enter the following properties then click **'update'**:



Border color: #000000 (black), **Background color:** #cccccc (grey)

Step 8: Related Articles

The option to choose some related articles is found to the right of the body field. You can add 3 to 5 related articles by searching for a keyword and choosing the article

Example of related Articles for a story about a DJ:

Related Articles

- Are you a pro DJ? [-]
- DJ admired for 'high energy stage presence' [-]
- Calgary musician Johnny Summers obsessed with motorsport racing [-]

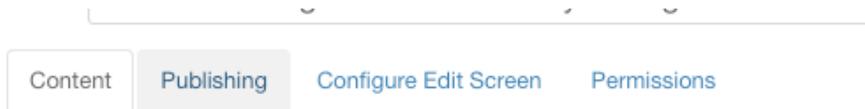
The related articles will appear within the body of the article automatically.

Step 9: Status, Category & Byline

By default, the Status, found on the right under 'Related Articles' will be 'Published.' This can be changed to 'Unpublished' for articles that are not ready to appear on the live site yet.

Choose the appropriate Category from the category drop down and leave the rest 'as is'.

To enter the byline, click on the 'Publishing' Tab at the top:



Enter the reporters name in Created by Alias.

Created By 

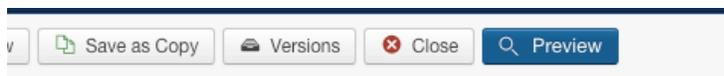
Created by Alias

Note: the style will automatically be capitalized on the live version

Changing 'Featured' to yes will make the article appear on the Frontpage, but this decision should be determined as a group. Leave it as no at this point.

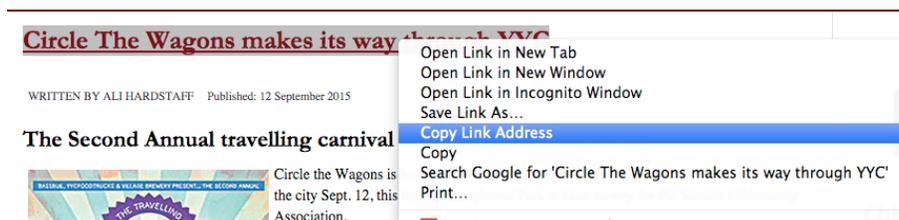
Step 10: Preview and Linking Thumbnail

- Click the blue preview button at the top, in the middle:



- A new window will open with a preview of what the article will look like live. Make a note of any issues that need fixing (spacing, alignment, etc).

- Hover over the title, right click and go to 'Copy Link Address' then close the preview window



- Click on the thumbnail, then click on the chain icon and paste the URL

Step 11: Final Steps

1. Scroll through and read the article, check for spacing issues, alignment of pictures, and typos.
NOTE: If you need to Copy/Cut/Paste, please use the keyboard short cuts:

command + c = copy
command + x = cut
command + v = paste

Sometimes you will need to look at the HTML code to fix formatting issues. Click this icon:



See HTML Fixes tips sheet here: www.calgaryjournal.ca/pdf/html.pdf

2. **Extras at the end of the article:** Insert the author's cjournal email at the bottom of the article, non-italicized, and information/email of the editors, italicized, as seen here:

klmartin@cjjournal.ca

The editor responsible for this article is (editor's name) and can be contacted at (editor's email)

3. **Add Icons** to indicate if there is video, audio, photo gallery or a question.

For video, audio, photo gallery, highlight the deck, go to the styles menu and choose the appropriate style: ***h3.videoicon; h3.audioicon; h3.pictureicon***. eg:

Calgary could benefit from a similar event

Important Note: make sure the deck is a Heading 3 or this will not work.

For a question at the bottom of article, go to the styles menu and choose: ***question***. eg:

What do you think?

4. **Photo Credits:** Ensure the photo credit for all photos appears beside the bolded cutline in italics, as described on pg. 9. Thumbnail images need to be credited ***if they are not taken by the same photographer*** as the images within the body of the article. This credit can be added to the bottom of the article – non-italicized - after the editor information (described above in #2). EG:

Thumbnail courtesy of (Photographer's name).

Images used from creative commons libraries need to have the photographer's name linked to their body of work, and the Creative Commons information linked to the specific license. EG:

Photo courtesy of www.bluewaikiki.com/Flickr, [Creative Commons Licensed](#)

5. You can do a **spell check** by clicking on the following icon:



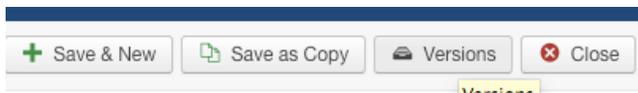
Errors will appear with red, wavy underline (like in MS Word.)

6. Click the Preview button again to ensure the article still looks good with these final additions.

7. Then, click **Save & Close** at the top. View the 'live' article to ensure it looks good.

Important notes

- The 'undo' function - **command + z or go to the browser menu edit > undo** – can be very useful. If this does not work the first time, make sure you click within the body of the article and try it again.
- Ten versions of previous iterations of the article will be tracked. To go to a former version, click the version button at the top, put a check by the version you want to restore, and select 'restore.'



Section Editor Duties

Front Page Articles

There should be four articles feature on the front page. To feature an article, click on the star to the left of the title. Featured articles will have a yellow star. Click on Featured Articles on the left to show just the featured articles.

Creating Duplicates of an Article (saving the article in another Category)

There will often be the need to have a same article in more than one Category. To create a duplicate, click into the story you want duplicated and at the top click on 'Save as Copy' button. This will add (2) to the end of the headline - **delete this**. Then choose the new category from the drop down menu and click 'Save and Close'. Then check to make sure the new article is published.

Creating features for Individual Sections

Each section will have three articles featured/highlighted at the top. The section editor for the section is responsible for choosing the featured items for each issue.

1. Choose and record the Articles ID's for the three articles you want to highlight. Navigate to the article on the live site and write down the number that follows the section in the URL. For example, in this URL the Article ID is **962**:
http://calgaryjournal.ca/index.php/news/962-nobody-will-listen-says-members-of-mental-health-group
2. Go to **Extensions > Module Manager**, then enter your section by 'filter' to find the 'feature stories' module. EG: for News, the module is called 'Feature News Stories'
3. Click on the module, scroll down and click on the yellow arrow beside Source Setting, ensure 'Source From' is set to Joomla Article IDs, and enter the three IDs you chose separated by commas, as seen on the right.

The screenshot shows the 'SOURCE SETTING' configuration for a Joomla! module. The 'Source From' dropdown is set to 'Joomla Article IDs'. The 'Joomla Article IDs' text input field contains the values '1630, 1637, 1555'. The 'Number of Articles' is set to '3'. The 'Limit for each' toggle is turned off (NO). The 'Filter By author' dropdown is set to 'Anyone'. The 'Featured Articles' dropdown is set to 'Show'. The 'Articles Sorted By' dropdown is set to 'Hits - Asc'. The 'Run content plugin' toggle is turned off (NO). Below the settings, the text 'IMAGES AND LINKS' is partially visible.

Embedding a Photo Gallery into an article

Once a gallery has been created, it will appear in the 'The Lens' section on the main menu, but it can also be embedded directly into an associated article. In order to complete this step, make sure the visual editors have first created the gallery.

Place the gallery at the bottom of the article, just above the email address of the author. Place the cursor here then click on the Gallery icon (below the body of the article on the left):



Leave Type as *Single Gallery Images*, choose the gallery you want to appear from the Category Drop-down menu, Change the profile to *The Lens – Insert Content*, then click Save and Close.

Type

Category *

- 85
- The Lens
- Photo Gallery: Calgary's ring road controversy
- More than a rally
- Sunalta LRT is quiet on Friday morning rush hour
- April Fools Day parade spreads comic cheer through downtown core
- Eternal Images
- Lego enthusiasts unite to build large-scale Calgary mosaic
- Inside the Calgary Zoo Easter Eggstravaganza
- Calgary communities embrace Easter

Search Child Categories

Add Links To Images

Profile

Tags

Image Limit

Save & Close | Cancel

A snippet of code such as: `{igallery id=91|cid=165|pid=4|type=category|children=0|addlinks=0|tags=|limit=0}` will appear in the back end, but the gallery should show up in this spot when the article is live. Double check to ensure it works on the live view.

Creating a poll

Editors can create simple polls on various topics and display them in the sidebar for specific sections, on all sections, or on the front page.

Detailed instructions are here:

<http://www.calgaryjournal.ca/guide/polls.pdf>

Linking an image to a PDF

You may sometimes have an info-graphic that will not be readable as an image. In this case you can create a screen capture of a portion of the PDF, insert it as an image, and link the image to the PDF.

Go to Media Manager, scroll down to the bottom and browse to the PDF then click 'upload'. Make a note of the exact file name – you will need this to link the image after.

Take a screen shot of a portion of the PDF and in Photoshop, resize it to be no bigger than 300 px wide. In the article, upload the image, float to the left or right, highlight it and link it to the PDF. This URL will be ***images/nameoffile.pdf***. EG. ***images/SuperBowl.pdf***.

Add a caption to the image to describe the Info-graphic. EG ***Super Bowl Predictions*** – link this to the PDF as well to make it more obvious to the reader that there is more information.



Lastly, there is the mysterious naming of Jerome Boger as the game's head referee. Last week, the New York Times published an article that raised questions over whether Boger was the most qualified official to do the job.

Time will tell if the NFL's new secret and controversial rating system for choosing the referees will play a role in the outcome, or whether the players will decide the game's outcome.

Reviewing and approving comments

When a comment is posted, an email will go to your editor and chef and Kerri. The editor and chef will forward to the section editor to approve and respond to if necessary. To approve, login to the backend administrator panel, click on **Components**, then **RS Comments**. Click on 'comments' to see a list of comments, and click under publish to publish.

Web Style Guide

Headline: Will appear in red at the top – make sure to follow CP Style: First word in caps, the rest in lowercase unless it is a proper name/title.

Deck: Heading 3

Subheads: Heading 4

Body text: Be sure to 'paste as plain text' and separate paragraphs – no other formatting is required.

Created by Alias: This will appear as 'written by' at the top of the article:

Written by **KRISTINE SARETSKY**

Readmore: Content before read more should include: Short Deck (10 to 15 words or two lines), thumbnail image and first paragraph or sentences (10 to 15 lines including deck).

Thumbnails: Every story that is uploaded needs a thumbnail. If you do not have a thumbnail, think about 'art' as thumbnail. If you have no thumbnail at all, talk to your photo editor. Thumbnails images that do not appear in the body of the article in a larger format may need to have a short cutline/photo credit applied.

Cutlines: Cutline **bold**, credit *italics*.

Photo credit styles:

Photos taken by Calgary Journal reporters should read: Photo by Jonathon Choe

Photos taken by non Calgary Journal reporters should read: Photo courtesy of Sandra Smithson

Photo illustrations should reference original works: Illustration by Jonathon Choe; Source material courtesy of Sandra Smithson

If you copy and paste the credit and it is in caps, instead of re-typing, highlight it and choose '**lowercase**' from the styles menu.

CJ Emails: After every story, place the reporter's cjjournal email at the bottom. Tell your reporters to check their emails in case they get feedback.

Dates: When making reference to dates, avoid using days of the week. Opt for specific dates or take out the reference to the date all together.

Other Guides

[Visual Editors User Guide](#)

[HTML User Guide](#)

[Audio/Video User Guide](#)

[CJournal Email Guide](#)

[Editor Group Emails](#)