A VERY SHORT GUIDE TO
ONLINE PUBLISHING

The Channels
SANTA BARBARA CITY COLLEGE
ACCOUNT SETUP
You must have a unique account for The Channels Online in order to publish current content to the web site. Have the Online Editor set up and account for you. Make sure to use an e-mail address and password that you will remember.

LOGIN
Navigate to http://www.thechannelsonline.com/admin/ and login with your new account information.

CURRENT EDITION
You need to be in the current edition to add content to the new edition. Click on the [switch] button to find a list of editions that are available, then click on this week’s publication date.

Make sure the “Working Issue” is the current publication, if not click on the “[switch]” button.
SETTING UP A NEW EDITION (IF NEEDED)

If the current week’s issue does not exist you need to set one up.

1) Click on the “Issue Tools” tab, then on “New Issue.”
2) Add the new edition date. The system will give you a calendar drop down that you can select from, or you can just enter in the date in the MM/DD/YY format. Then click the “Create Issue” button.

3) The next screen will give you a section list. Make sure that all of the sections are checked and click on the “Create Issue” button.
ADDING CONTENT

1) Click on the “Content” tab, then on the “Add Article” button.

2) SECTION & AUTHOR

   a) Make sure that the issue date is correct. If not, change the date with the “Issue” pull-down box.
   b) Select the section the story is in with the “Section” pull-down box.
   c) Select a priority number. This is used to add an order of appearance to the sections list of stories. Make sure to have the top story as “1” second story as “2” and so forth.
   d) Select the author from the “Author (Staff)” pull-down list. If the author is not in the current list, you can write in a name in the “Author (Other)” field.
3) PROPERTIES

Make sure to select certain properties to ensure the story is on the front page.

a) If the story is the lead of the section click the “Lead Story” box.

b) For all other stories, click the “Featured Story” box.

c) Leave everything else the same.

3) ROLLING STORY

All content needs to be assigned an online life, how long the story is posted on the front page.

1) Click on the “Rolling” check-box.

2) Enter the date of publication in the “Start date” field using the MM/DD/YY format.

3) Enter the day the story should expire on the front page in the “End Date” Field
4) CONTENT

a) Copy and paste the final edited story from either InDesign or Word into the “Body Text” field.
b) Click on the “run all” button.
c) Write a web head and subhead.

4.1) ADDING A LINK

To add a link into the body of the text, add the following text around the word that you want to be the link:

```html
<A HREF="URL">TEXT</A>
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This is the web site that you want the user to go to when they click. You must include the “http://”.

This is the text that will become the underlined link in the body of the text.
5) MEDIA
If you are asked to attach media to the story, you will use the media box. Ask Zach to walk you through this, as this is normally not something a writer is required to do.

6) CONTENT ACTIONS
If you would like to see a preview of the story, click on the “Preview” button. If not, click the “Post” button to add the story to the current working edition.

Things to be discussed:

1) Web Heads
2) Durations of Stories
3) Links
4) Other media (Audio, Video, Soundslides, PDF documents, Google Maps)