**DIA Website: How-to-Post Cheat Sheet – 2022**

**Note:** The DIA website is similar to NCCNews Online BUT NOT IDENTICAL! There are some key differences, so please read this and don’t assume anything.

For starters: **DIA stories should be written under ARTICLES, not Posts!**

* If off campus, connect to SURA VPN first: <https://answers.syr.edu/display/ITHELP/Remote+Access>
* Go to <http://dia-cny.syr.edu/wp-login.php>
* “Click here” where you’re asked “Do you have a netid?”
* On the left-hand side click **Articles** – Add New
* Enter headline where it says “Enter title here”
  + Headline must have a subject and a verb. No secondary head needed.
* No byline needed; included automatically by WordPress
* Choose appropriate categories from the right-hand column **Starting with “2022 Election”**
* Enter several tags from the right-hand column
* Choose your course from the right-hand column
* Set Featured Image from the right-hand column
  + Click Upload Files
  + Select file you want to upload
  + Once in Media Gallery, choose the image you want to use
  + Title: can leave blank
  + Caption: write a sentence of news to explain what’s in the photo
  + End caption with: (c) 2022 Your Name
  + Alt Text: say what’s in the photo
    - “White dog holding a red ball next to black dog with a green ball.”
  + Description: leave blank
  + Set featured image
* Excerpt: Write a paragraph of news that summarizes your story. This text will appear in the Showcase Panel at the top of the website.
* Save Draft
* Do the above steps before adding any other media or text to your story
* Preview, fix errors as needed
* When you’re ready to send to an editor, look to the Publish box on the top right. Next to Status, click Edit and select “Pending Review” from dropdown menu. Click OK and then “Save as Pending.”

**How to write a story**

* Start article in the large text box
* Dateline in bold; include location and DIA only:
  + **FULTON, N.Y. (DIA)** **–** Start article right away, no return
* Make sure at the end of broadcast pieces to sign off in a style like this: **“In [Syracuse], for Democracy in Action, I’m Sam Student.”**

**How to post audio**

* Go to SoundCloud and click on your story
* Click Edit (pencil) icon🡪
  + Basic info🡪 Privacy🡪Public
  + Permissions🡪Click all the boxes🡪Save changes
* Click Share
* At the top choose Embed
* Choose the smaller icon in the middle
* Copy the information inside the Code box (do not click WordPress code)
* Go back to your DIA story
* Scroll down to SoundCloud Pieces
* Click on Add New SoundCloud
* SoundCloud Embed Code: paste your link
* Post Title: leave as is
* How to post audio (continued)
* Audio Caption: enter a sentence of news that describes what’s in the audio story
* Audio Transcript: copy and paste your script
  + Remove Macros, such as Take PKG
  + Add in who’s talking: Reporter, Mayor Walsh, etc.
  + ANCHOR: alskdf kajf;dl ksdf
  + REPORTER: asdlfj dfjasd jsdkfj sd
  + JANE DOE: “ asdlkfj sdkfj sdj alks
* Action: Save

**How to post the primary video that will appear at the top of the story:**

* Scroll down to Article Components
* Featured Video ID: find your video on YouTube and enter the text that follows the = in the URL. For example:
  + YouTube URL: <https://www.youtube.com/watch?v=CmBD45O5IUU>
  + You only paste: CmBD45O5IUU
  + If your link shows up like this https://www.youtube.com/watch?v=ihT5ayIx8YM&feature=youtu.be
  + Paste the code between the = and & signs; you only paste: ihT5ayIx8YM
  + If your link shows up like this
  + https://youtu.be/lx2MBLhtvQk
  + Paste: lx2MBLhtvQk
* Video Caption: enter a complete sentence of news that describes what’s in the video
* Video Author: enter (c) 2022 your name
* Video Transcript: copy and paste your script
  + Remove Macros, such as Take PKG
  + Add in who’s talking: Reporter, Mayor Walsh, etc.
  + ANCHOR: alskdf kajf;dl ksdf
  + REPORTER: asdlfj dfjasd jsdkfj sd
  + JANE DOE: “asdlkfj sdkfj sdj alks…”

**How to post a photo gallery (slideshow)**

* Scroll down to Photo Gallery
* Enter Photo Gallery Title
* Click Select image
* Once in Media Library, choose the image you want to include in the slideshow
* Title: can leave blank
* Caption: Photo caption goes here. End caption with: (c) 2022 Your Name
* Alt Text: say what’s in the photo
  + “White dog holding a red ball next to black dog holding a green ball.”
* Description: leave blank
* Select
* Continue adding images one by one until slideshow is complete by clicking Add new🡪Select Image (no batch uploading)
* When finished, use crosshairs to arrange the images (drag and drop) in the order you want them to appear in the slideshow. Top photo appears first; bottom last.
* The slideshow cover photo is the first image in the slideshow. If you want to include the Featured Image photo in the slideshow, too, you have to add it here.
* \*\*Note: no need to re-size photos. WordPress does this automatically.

**How to include photos in the body of the story:**

* Scroll down to Subsection Photos
* Add New Subsection Photo
* Select image
* Once in Media Gallery, choose the image you want to include
* Title: can leave blank
* Caption: write a sentence of news to explain what’s in the photo. End caption with: (c) 2020 Your Name
* Alt Text: say what’s in the photo
  + “White dog holding a red ball next to black dog holding a green ball.”
* Description: leave blank
* Select
* Subsection Photo Caption – leave blank
* Subsection Photo Alignment – choose left or right
* Subsection Photo Paragraph Placement – choose in which paragraph you want the photo to appear (you may have to fiddle with the paragraphs numbers to get it to look right)
* Save

**How to include videos in the body of the story (this is different from Featured Video):**

Use this option for an extra interview you weren’t able to include in the main video story

* Scroll down to Subsection Videos
* Add New Subsection Video
* Post title – leave as is
* Subsection Video YouTube ID: find your video on YouTube and enter the text that follows the = in the URL. For example:
  + YouTube URL: <https://www.youtube.com/watch?v=CmBD45O5IUU>
  + You only paste: CmBD45O5IUU
  + If your link shows up like this https://www.youtube.com/watch?v=ihT5ayIx8YM&feature=youtu.be
  + Paste the code between the = and & signs; you only paste: ihT5ayIx8YM
  + If your link shows up like this
  + https://youtu.be/lx2MBLhtvQk
  + Paste: lx2MBLhtvQk
* Video Caption: enter a complete sentence of news that describes what’s in the video.
* Subsection Video Alignment – choose left or right
* Subsection Video Paragraph Placement – choose in which paragraph you want the photo to appear (you may have to fiddle with the paragraphs numbers to get it to look right)
* Scroll to the right to see Subsection Video Transcript (scroll to the right): copy and paste your script
  + Remove Macros, such as Take PKG
  + Add in who’s talking: Reporter, Mayor Walsh, etc.
  + ANCHOR: alskdf kajf;dl ksdf
  + REPORTER: asdlfj dfjasd jsdkfj sd
  + JANE DOE: “ asdlkfj sdkfj sdj alks
* Scroll to the right to see Action: Save

**How to include Tweets in website scroll:**

Tweets that include #nhdia will be included in the website scroll