

# 10 Steps to posting an Encourage America Story



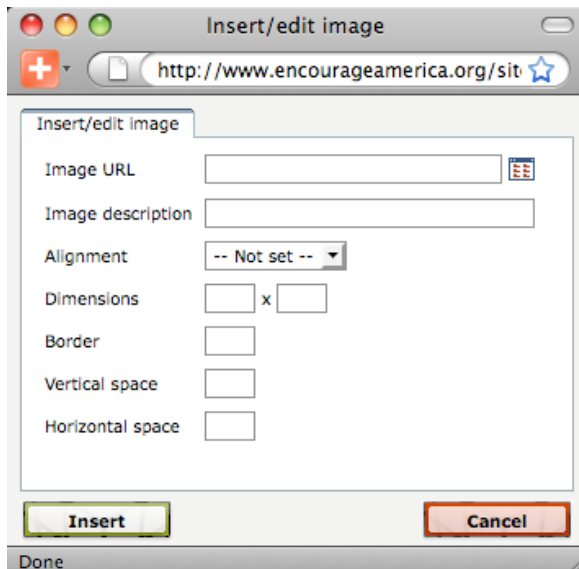
1. Log in to [www.encourageamerica.org](http://www.encourageamerica.org).
2. Click on “Post Positive News” tab on the top left side of the page.
3. Insert the headline for your story in the “Title” box.
4. Type your story in the box.

Note: you can include web addresses and email addresses that will activate automatically in the story.

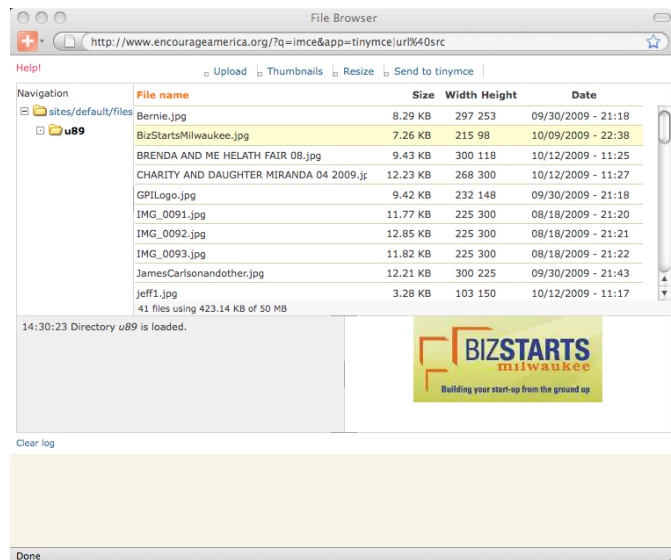
5. Inserting pictures.
  - a. Place your cursor where you would like the image to appear in the story.
  - b. Click on the green icon



- c. Click on the small icon to the right of the image url box.

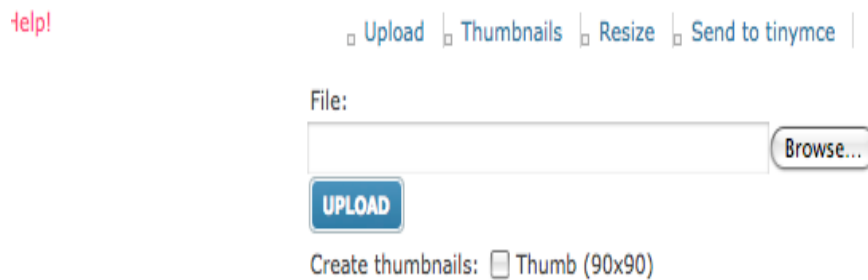


- d. You will see a list of file names. This is where the pictures that have been uploaded are stored.
  - i. Using an image that has already been uploaded: If you want to use an existing image, select the file name and click on the actual image in the bottom right part of the screen and then the “insert” button to upload it into your story.



ii. Uploading a new image:

1. Click the upload button on the top of the File Browser screen. This will allow you browse your computer for the image you want to insert.
2. Select the image you want from your files, click “Open” and then click the blue “upload” box in the file browser.



3. Once the file is uploaded, it will appear in the file name list. Select the image and then click on the image in the bottom right corner of the dialog box to select the actual image. Click the “insert” button.
6. Type in the county and state (i.e. Dane WI) in the “County” box.
7. Type in the name of the organization related to the story.
8. “News”: be sure the “Submitted for Review” button is selected.
9. If you wish to schedule the publication of the story, insert a date and time in the “publish on” box. If you wish to unpublish a story on a specific date, insert a date and time in the “unpublish on” box.
10. Review your story to double-check your spelling, punctuation and grammar. Once you are satisfied, click the “Save” button. This will submit the story for review and approval by a member of the Encourage America team. Once it is approved, it will be published on the site.