

# WORDPRESS REPORTERS

The goal of this website is to become a central source for public information and a hub for resources and education in order to promote conservative values. We will gather news from around the state and nation to report back to our local community in a way that is useful and informative. All reporting will uphold the highest standards of integrity and character. Therefore, we must be on alert and diligent to report only **verified information**, and be careful to not infringe on the copyright protection of others. **Limit direct quotes to approx. 75 words and always link back to original source.**

## Method of Reporting

- **Locate Article** – We need you to seek out useful information to deliver to the people
- **Cite Sources** – All reports should include a link if applicable
- **Hyperlink** – If your article cites several sources, include links for all.
- **Images** – Images illustrates your article. People love visuals!!! If you have trouble entering the image, leave a note for the editor to “ADD IMAGE HERE” and we’ll add the illustration for you before publishing.

## Login

You will enter the site dashboard by clicking “Login/Admin” on the home page. Once you are on the dashboard, click POST / ADD NEW

### COLOR OF TEXT CORRESPONDS TO ILLUSTRATION

#### Step 1

##### Title Post

The very first blank box is where you type the Title of your post. Check spelling.

#### Step 2

##### Add Content

Make sure the “Visual” tab is clicked located above the content box.

There is also an icon that opens all the word processing tools so make sure this is checked.

- Use the **spell check icon** to check your spelling.
- Use the **chain link icon** to add a hyperlink. Broken link removes the hyperlink.
- Type your article inside the content area and you will add images later.
- You can adjust coloring, style, fonts, etc just as you would in any word document

#### Step 3

##### Add Image

We have a vast database of images, and you can also upload your own images.

To insert an image into your article:

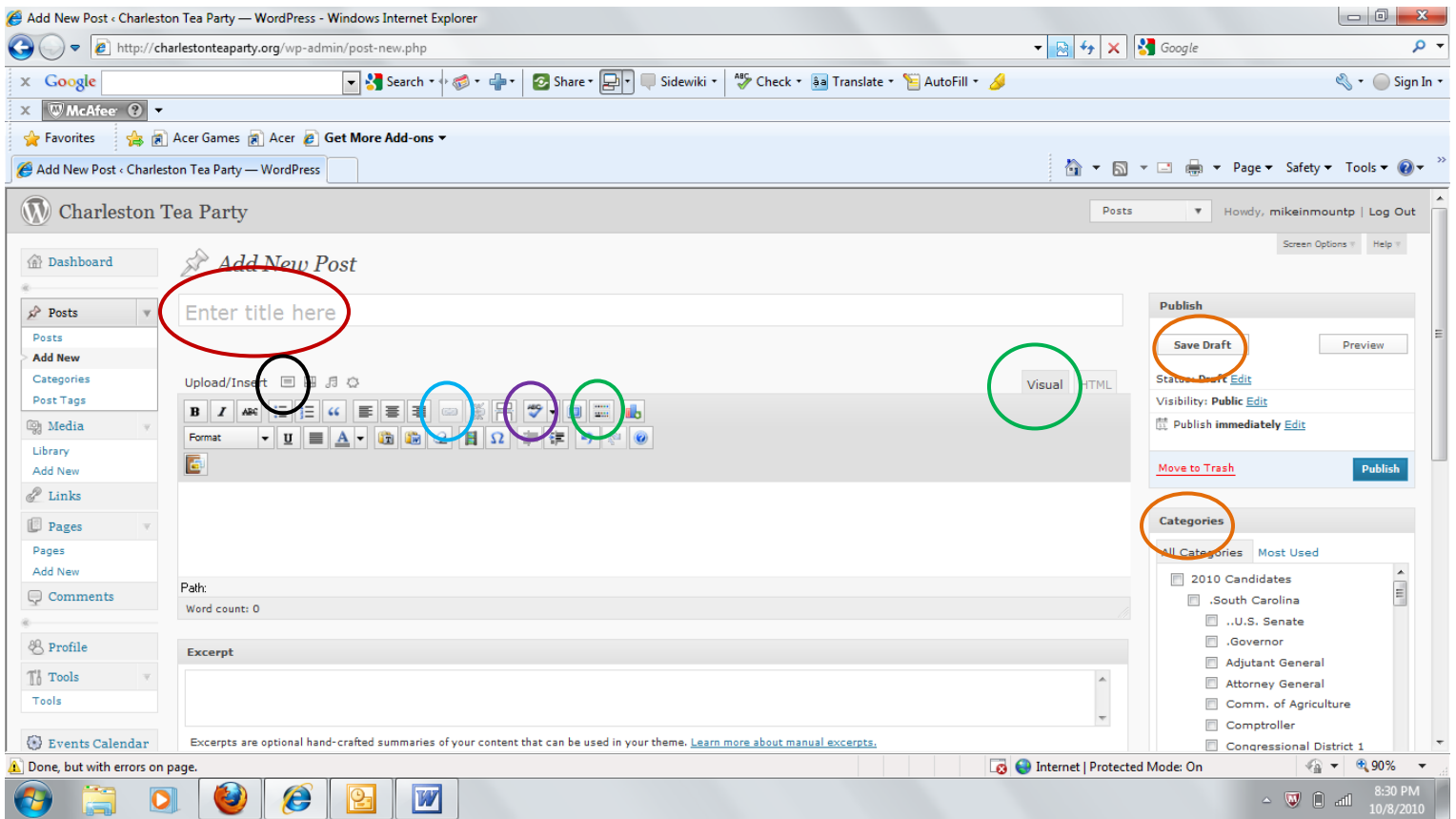
- Place the cursor where you want the image to appear.
- Click the **“image icon”** to open up the source capture options.
- Click the source tab/text where the image is located.
  - If the image is in your computer, click BROWSE and locate on your computer.
  - If it is in Media Library simply do a word search and open the one you like.
  - If you have the URL choose “From URL” and enter the address.
  - Choose Alignment (Left, Center, Right)
  - Choose Size (150 or 300 ONLY)
  - Click INSERT INTO POST!!!

#### Step 4

##### Choose Category

Check relevant category(s) - and then click **“Save Draft”**

- Editor will choose correct category before publishing, so don’t fret ;-)



**Optional**

**Enter tags**

Hit the “add” button to activate the tag box, enter 2 or more tag words that will be used for searching for your article. These are key words search engines use to find your post. Keep them very specific to your article. Separate each tag word with a comma and then click **ADD**.

**Post Author**

Make sure your name is highlighted in the author field. This usually happens automatically but it is good to check it. The site will send you automatic notifications when someone comments on your article so you will have a chance to respond accordingly. You will get better over time so keep at it and remember the weapons of warfare in this particular battle is **INFORMATION & EDUCATION. PS – All this becomes EASY after you do it a few times.**

