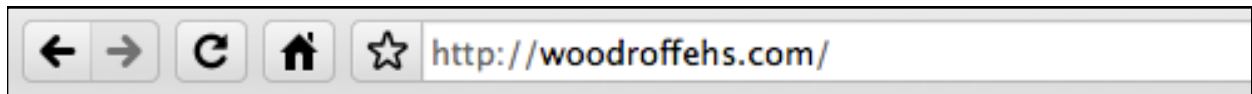


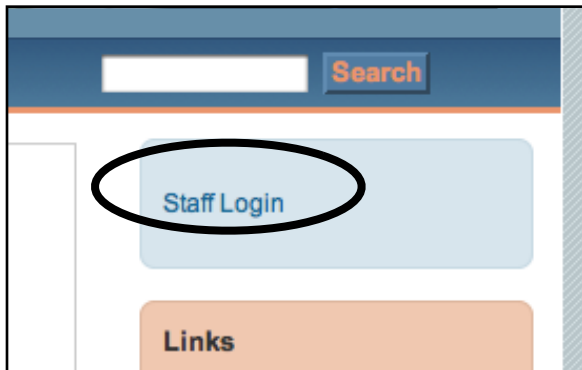
The Basics

Creating a story

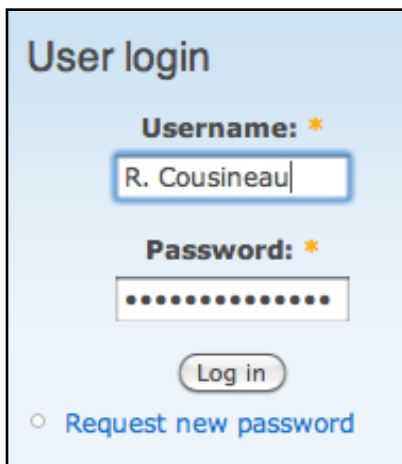
Step 1: Go to <http://woodroffehs.com> in any web browser. (Internet Explorer, Firefox, etc.)



Step 2: Click on “Staff Login” on the home page on the right to post a story.



Step 3: Log in. Your username should be in the same format as below.

A screenshot of the "User login" form. It has a light blue background. The title "User login" is at the top. Below it are two input fields: "Username: *" with the text "R. Cousineau" and "Password: *" with a masked password of 12 dots. A "Log in" button is below the password field. At the bottom, there is a link "Request new password" with a radio button icon.

Step 4: Click on the “Create a Story” link in the main page or click on “Create content” then click on “Story” from there. They both work the same way.

Step 5: Create your content.

The screenshot shows the 'Create Story' form. At the top, the title 'Band Spring Concert' is entered. Below it, a category list is shown with 'Music' selected. The main text area contains a paragraph of placeholder text and 'See you there!'. A rich text editor toolbar is visible above the text area. Three callout boxes provide instructions: one for the title, one for the category selection, and one for the text editing features.

Create a simple title for your story.

Click on a category to put your story in. If it fits into multiple categories, hold down Control then click on the items you want.

Adding content should be very similar to typical word processing programs. You can change font size, weight, style, and alignment easily. More advanced functions, like adding images, are discussed later on.

Step 6: Previewing and Saving. Scroll down to the bottom of the page and you should see “Publishing options” among a few other links and two buttons labeled “Save” and “Preview”. You should preview your story before publishing it to make sure it looks good, then save it. Once you click save, your story will be published on the website.

This screenshot shows the bottom of the form. It features two blue links: 'Authoring information' and 'Publishing options'. Below these links are two buttons: 'Save' and 'Preview'.

—▷ [Authoring information](#)

—▷ [Publishing options](#)

Advanced tutorials

Adding Images

Step 1: Create a story like you would normally.

Create Story

Title: *

Category: *

- Arts and Drama
- Athletics
- General News**
- Guidance
- Music
- School Council
- Tiger Times

From this list, select one or more sections to post your story in. Sections you don't have permission to use will not work.

[Menu settings](#)

Show summary in full view

Body:

On Friday March 28th, Woodroffe High School staff came together to promote 10 qualities of character. In an initiative spearheaded by the school's Character Committee, each staff member wore a black t-shirt with one of the ten words on the front and its definition on the back. The words include: Integrity, Fairness, Empathy, Respect, Perseverance, Cooperation, Acceptance, Responsibility, Appreciation, and Optimism.

Step 2: Open a new window or a new tab and go to an image hosting website. This tutorial is written for <http://imageshack.us/>, but any hosting site should be fine. The use of PhotoBucket, specifically, is discouraged.



Step 3: Upload an image. Make sure your image isn't bigger than 620 pixels wide.

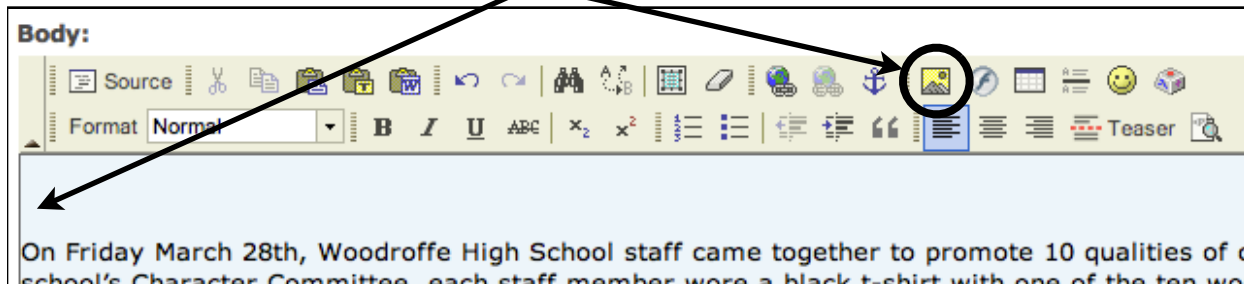
Click this button when you're done choosing images.

Click this button and find the picture(s) that you want to use in the story.

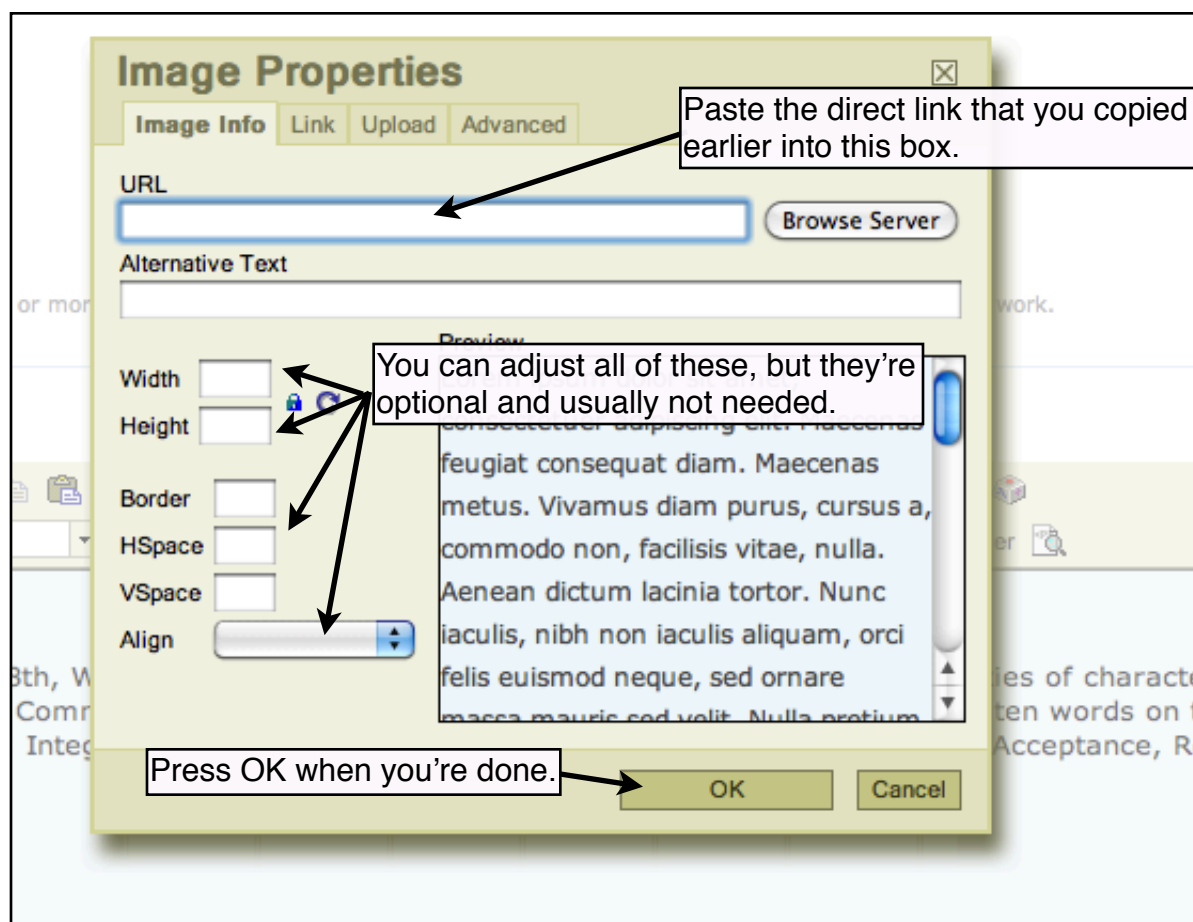
Step 4: Copy the link to image. Copy the "Direct Link" **NOT** the "Link".

The key here is to make sure that you're linking to an image rather than a page.

Step 5: Go back to your story and place your cursor where you want your image to be. Then, click the image button.



Step 6: A window will appear that looks like this.



Step 7: Continue working on your story like you would normally.

TIP: If your image didn't appear in the editor after you clicked OK, press "Preview" at the bottom of the page and it will appear.