



# GREAT LAKES COURIER MEMBER CENTER MANUAL

The Great Lakes Courier Member Center is an online, do-it-yourself newsroom. It's where stories, photos, news releases and calendar events are submitted, edited and assembled into everything from the printed newspaper to the online experience..

This brief manual is intended to be a guide on how to use the basic features of the Member Center. We will walk you through each process of submitting a story, saving a story as a draft, attaching photos to a story, editing a saved story, creating a photo blog and submitting news releases. If, after reading through the manual, you find that you still have questions, please feel free to contact us at **(216) 712-7070** or **staff@greatlakescourier.com**

## SECTION 1: SUBMITTING A STORY

**STEP 1:** Log into your Member Center account at <http://www.greatlakescourier.com>

**STEP 2:** Click on the "Submit New Story" link in the "Writer" block on the left side of the page.

**Figure 1.1**

**STEP 3:** Type the title of your story in the "Title" field.

**Figure 1.2** (page 2)

**STEP 4:** Select the category that best fits your story from the "Select Category..." drop-down menu.

**STEP 5:** Enter a date in the "Time Sensitive Date" field, if applicable (otherwise, leave blank). Time sensitive stories are those that are no longer relevant after a certain date. An example of a time sensitive story would be one about a community event that must be printed in advance of the event to be useful.

**STEP 6:** Enter the body of your story into the "Article" text box. You can either type directly into the box, or copy/paste a pre-written story from a Word document or other text file on your computer. If you do it online **you only have 1 hour to complete story**, so save often. The icons at the top of the Article text box allow you to format the text of your story. You can call attention to certain words or phrases using the bold, italic, underline, or strike through buttons, add bulleted or numbered lists, insert or remove hyperlinks to internet sites, and apply the prepared heading formatting to section headings. The last icon in the row allows you to check your story for spelling errors.



**Figure 1.1:** Member Center Main Screen

**STEP 7:** Mark the “Attach Photos” check box, if applicable (if you don’t want to attach photos to your story, leave the box unchecked). Enter the number of photos you’d like to attach in the “Number of Photos.”

For further instruction on how to attach photos to a story, please read Section 2, “Attaching Photos to a Story.”

**STEP 8:** Mark the “Send Straight To Editors” check box if you are satisfied with your story and ready to submit it for publication. If you would like to save your story and continue working on it at another time, uncheck the box. (For information about retrieving a saved story, please read Section 3, “Editing a Saved Story.”)

**STEP 9:** Click the “Send to Editors” button to submit your story. If you have unchecked the “Send Straight to Editors” box, you can save it as a draft by clicking on “Save for later.”

**WHAT HAPPENS NEXT:** If you chose to submit your story for publication, Great Lakes Courier (GLC) editors will review your submitted story, edit grammar/spelling as needed. Stories submitted by the press deadline will be included in that version and/or posted online on the Great Lakes Courier website at <http://www.greatlakescourier.com>. If you elected to save your story as a draft, it will be stored on the website, unseen by editors, for you to return to at a later time.



**Figure 1.2:** Member Center Main Screen

## SECTION 2: ATTACHING PHOTOS TO A STORY

**STEP 1:** After typing the body of your story on the “Submit New Story” page (see Section 1: “Submitting a Story” for more information), mark the “Attach Photos” check box, located below the “Article” text box. **Figure 2:1**

**STEP 2:** Type the number of photos you would like to attach in the “Number of Photos” field.

**STEP 3:** Uncheck the “Send Straight to Editors” check box.

**STEP 4:** Click the “Add Images, then Send to Editor” button to save your story and bring up the “Add Photos” screen.

**STEP 5:** Click the “Browse” button to browse your computer for images. Select the photo you wish to attach, and click on “Open.” **Figure 2:2**

**STEP 6:** PLEASE TAKE THE TIME to add a caption to your photo, enter it in the “Caption” field.

**STEP 7:** Click the “Save Image” button to save the photo and return to your story. If you have more photos to attach, repeat Steps 5-7.

\*\*You can return to the main Story screen at any time by clicking the “Done For Now” button.

**STEP 8:** To add, delete or edit photos or captions, click the “Edit Photos” button at the bottom of the story screen.

**STEP 9:** When you are satisfied with your story and attached photos, mark the “Send straight to editors” check box and click “Send to Editors.” If you would like to save the story as a draft to work on later, uncheck the “Send Straight to Editors” box, which will give you a “Save for later” button below it, click on that.

Attach Photos:   
Number of Photos:   
Send straight to editors:   
With this box checked, your story will be sent to editors and you will not be able to edit it.  
If you uncheck the box, your story will be saved and you can make changes to it, but it will not be seen by editors until you send it to them.

**STEP 4** Add Images, then Send to Editors

**Figure 2:1** “Attach Photos” Screen

Input image: ( left)  
Images must be RGB jpgs.  
If you want them to appear in print, then they must be high-resolution images (300 dpi recommended).  
Photo:    
This could take a while, so please be patient.  
Caption:

**STEP 5**  
**STEP 6**  
**STEP 7**

**Figure 2:2** “Attach Photos” Screen

### **SECTION 3: EDITING A SAVED STORY**

**STEP 1:** Log into your Member Center account at <http://www.greatlakescourier.com/members>.

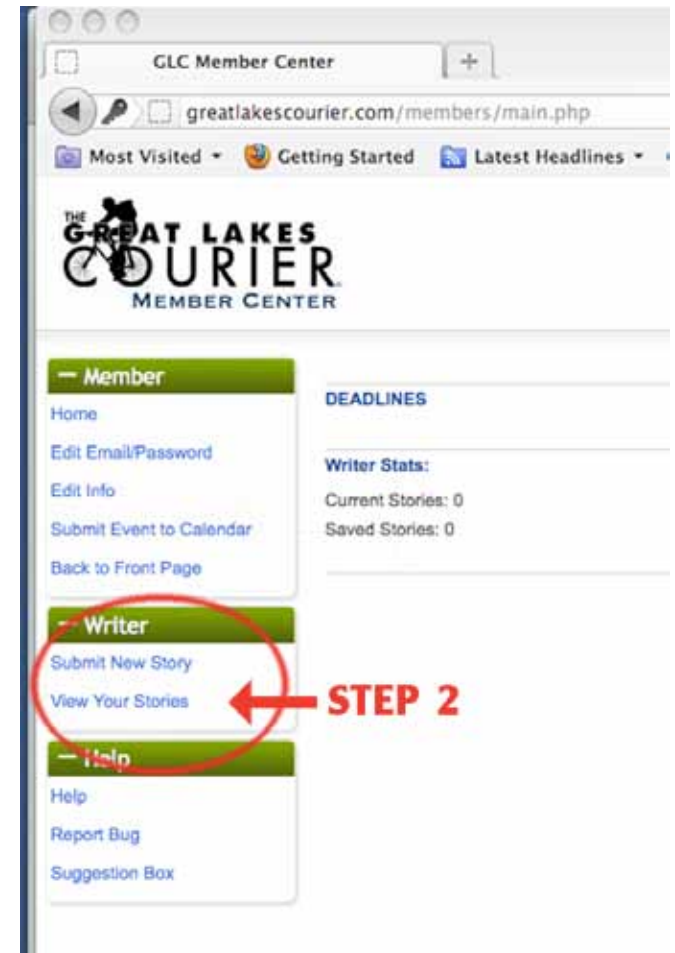
**STEP 2:** Click on the “View Your Stories” link in the “Writer” block on the left side of the page. **Figure 31**

**STEP 3:** Locate the story you would like to edit, and click on the title of the story. (To delete your story or send it to the editors without viewing it first, mark the check box next to the article title and click the appropriate button at the top of the screen.)

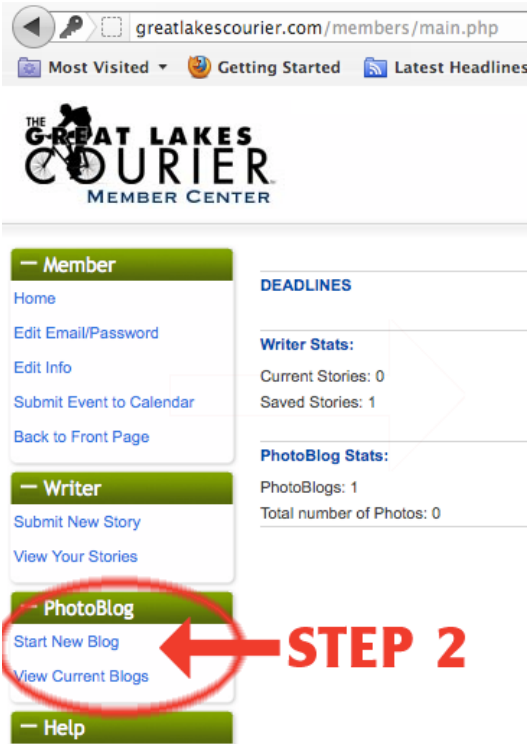
**STEP 4:** You can now edit your story and add/edit photos just like you can when you submit a new story. (For more information on how to submit a story or attach photos, see Section 1: “Submitting a New Story” or Section 2: “Attaching Photos to a Story.”)

**STEP 5:** Mark the “Send Straight To Editors” check box if you are finished with your story and ready to submit it for publication. If you would like to save your story and continue working on it at another time, uncheck the box.

**STEP 9:** Click the “Save for later” button.



**Figure 3.1:** Member Center Main Screen



**Figure 4.1:** Member Center Main Screen



**Figure 4.2:** "New PhotoBlog" Screen

## SECTION 4: CREATING A PHOTOBLOG

**STEP 1:** Log into your Member Center account at <http://greatlakescourier.com/members>.

**STEP 2:** Click on the "Start New Blog" link in the "PhotoBlog" block on the left side of the page.

**STEP 3:** Give your photoblog a title in the "PhotoBlogTitle" field. **Figure 4:2**

**STEP 4:** Enter a brief description of the photoblog in the "Description" text box.

**STEP 5:** Type the number of photos you would like to include in the "Number of Photos" field, and click the "Go" button.

**STEP 6:** Click the "Browse" button to browse your computer for images. Select the photo you wish to attach, and click the "Open" button. **Figure 4:3**

**STEP 7:** If you would like to add a caption to your photo, enter it in the "Caption" field.

**STEP 8:** Click the "Save Image" button to save the photo and return to the main PhotoBlog screen. Repeat Steps 6-8 until you have uploaded all of your photos. *You can return to the main PhotoBlog screen at any time by click the "Done For Now" button.*

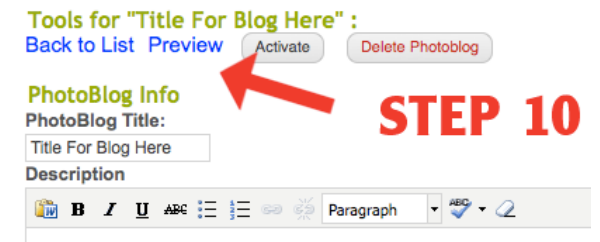
**STEP 9:** Once you have uploaded all of your photos, you can add or delete photos and edit photo captions from the main Photoblog screen.

**STEP 10:** To see what your photoblog will look like on the GLC website, click the "Preview" button at the top of the screen. **Figure 4:4**

**You can always return to your photoblogs to add images, update or correct captions, and edit images.**



**Figure 4.3:** "Attach Photos" Screen



**Figure 4.4:** PhotoBlog Main Screen

**STEP 11:** If you are unhappy with individual photos in your blog, you can delete them by clicking on "Delete Selected Images." **Figure 4:5**

**STEP 12:** To save your photoblog as a draft and return to it later, click the "Save Info" button and then the "Back to List" link. To delete entire photoblog, click on the "Delete Photoblog" button. **Figure 4:6**

**STEP 13:** To publish your photoblog on the GLC website, click the "Activate" link at the top of the main Photoblog screen.

**WHAT HAPPENS NEXT:** Once you've activated your photoblog, it will appear on the GLC website at <http://greatlakesobserver.com/photoblogs>

After it has been activated, you may edit, deactivate or delete your photoblog by clicking on the "View Current Blogs" link on the main screen of the Member Center.



**Figure 4:5** PhotoBlog Main Screen



**Figure 4:6** PhotoBlog Main Screen

## SECTION 5: SUBMITTING A NEWS RELEASE

(News Release access is by pre-approved permission only.

Please ask for this in writing by emailing, editor@greatlakescourier.com.)

News Releases will go directly onto the GLC Front page.

## SECTION 6: SUBMITTING A CALENDAR EVENT

Go to the front page <http://greatlakescourier.com>, in the right column you will see our calendar, and at the bottom is a "Submit New Event" button click it. Submitted Calendar Events will be posted upon approval of Administrators.

### Figure 6:1

Fill out the information. DO NOT USE ALL CAPS! **Figure 6:2**



**Figure 6.1:**

Front page

## Submit New Event

Date:

March 1 2012

Start Time:

PM :

End Time:(Leave blank if there is no end time)

PM :

Event Title:

Description:

Location:

Link for more information:

http://

Your email address:

Send Event

**Figure 6.2:** Enter page

## SECTION 7: SUBMITTING A CLASSIFIED AD

Go to the front page <http://greatlakescourier.com>, in the left column you will see a "Free Classifieds" Button, click on it.

At the top of the page you will see a "Submit New Classified Ad" link click on that. **Figure 7:1**

## SECTION 8: SUBMITTING A LINK

Go to the front page <http://greatlakescourier.com>, in the left column you will see a "Links" Button, click on it.

At the top of that page you will see a "Submit New Link" button, click on it,

Fill out the information. DO NOT USE ALL CAPS! **Figure 8:1**  
Submitted Links will be posted upon approval of Administrators.

### Submit Your Link:

Link name:

Link url:

Description:

Save

**Figure 8.1:** Links Enter page

### Free Classified Ads

[Submit New Free Classified Ad](#)

View Classified Ads:

Category:  Go

### Help Wanted

<b>Cell Center Agents</b> Start your Outbound call center near Westgate, 20-34 hrs/week. Health benefits offered. Req. HS diploma. Send resume to: <a href="mailto:cellcenter@medtronic.com">cellcenter@medtronic.com</a>	<b>Cleveland Clinic Research Study</b> We are looking for healthy volunteers, 18 yrs and older, right handed for mental training study. Further information at: <a href="http://119.225.0776.ccr.med.clevelandclinic.com">119.225.0776.ccr.med.clevelandclinic.com</a>
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**Figure 7.1:**  
Classified page 1

### Submit New Classified Ad

#### The Ad:

Title:

Category:

Description: (limit 150 characters)

You have 150 characters left

You ad will run for 1 month.

#### Your Info

note - This info is for our purposes, and will not be published with your ad. Please include any contact information you want in the ad above, for people to get in touch with you regarding your ad.

Your Name:

Your Email Address:

Phone Number:

Address:

City:

State:

Zip:

#### Finish:

Submit

**Figure 7.2:** Enter page