

Writing an SLA story for broadcasting

- Start by going to the SLA website at <https://slarmidale.org/>
- Select **Log in** at the very bottom of any page in the website just before the copyright statement
- Enter your **username** and secure **password**
- Select **Posts** in left side menu. Latest posts appear listed in reverse chronological order. Hover over **titles of posts** and the **edit** option appears for that post for making changes.
- To make a new story select **Add New**
- Type or paste in a catchy informative title where it says **Enter title here** (not too long and use #tags if you like)
- Type or paste the story in the large text area, with **Visual** tab top-right selected
 - The only styling for the story is to structure the content like newspaper stories. Avoid ad-hoc styling like text colour, text alignment, using All Caps and any type of layout. If you do want these things — make a poster and add it as an image
 - To structure your story use **bold**, **italics**, **unordered list**, **ordered list**, **quote** and **link/unlink** styles
 - When linking, select relevant text (don't use words **here** or **link** as hyperlinks because of its poor accessibility)
 - It is important to have at least one image per story. To add an image select **Add Media**, then **Drag-and-drop** an image onto the library or **select one** from the library
 - If you want the image to be big select Alignment **Centre** and choose the size that the first number (width) is closest to **500 pixels** usually **Large**. If there is no option that is close to **500** or the image can be smaller — Then select Alignment **Right** and select a size less than **250 pixels** (width) usually **Medium**. Select **Link To** — **None** unless the image is a poster or document that viewers will want to see full size, then select **Media File**
 - Select **Insert into post**
- If the story has an event date/time, scroll down to **Event Editor**
 - Select **+**, then select **ellipsis** below **Start**
 - The date/time picker appears with **Today** selected. Select date choosing a date or arrows before and after **Today** to select next/previous month or year. Then select the date in that month. Select and hold the 24 hour time and drag left or right to decrease/increase. Do the same for minutes.
 - If you want to put in an **End** time — select **ellipsis** below **End** and select the end time
 - Select **+** to add other event date/times
- Once finished click on **Save Draft** from the **Publish** right-side block
 - Select **Preview** — your post will open up in a new **tab**
 - Check post for content and style errors. Close **tab** — If there are errors, fix them
- In the **Categories** right-side block. **SLAM** should be ticked automatically and select other categories your post belongs to so it appears on those pages too.
- Lastly — check the **Feature Image** right-side block that the story has a thumbnail image. This is the image that will appear in the newsletter, facebook and twitter posts.
- Finally select **Publish** at the bottom of the **Publish** right-side block, and select **Preview** to see your beautiful story.

Any **words in bold** are menu or button names as they appear on-screen.