



# twin cities indymedia


[a user's guide]

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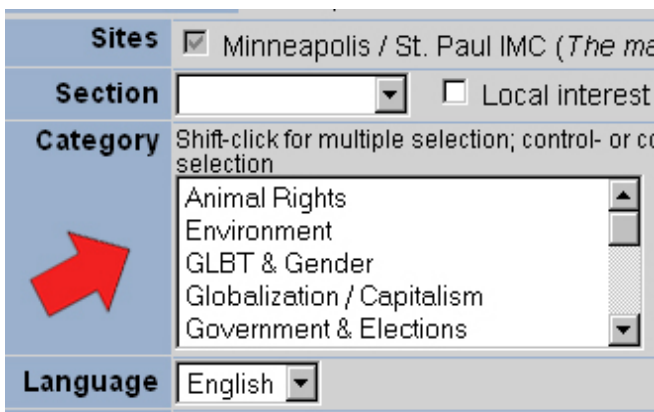
## Introduction: An Extremely Quick Guide to Posting an Article

This section will show you how to post an article on the Indymedia site. If you have little concern for adding frilly, pretty things like pictures and different formatting options, then this section is for you. It consists of 7 super easy steps. We recommend reading this section for now, just so that you can begin posting articles right away, and make your way through the rest later at your convenience.



1. From the main page ([www.twincities.indymedia.org](http://www.twincities.indymedia.org)), sign in with your username and password (if you don't have a username or would prefer to post anonymously, skip to step 2). You may do this in the second box in the left bar, labeled **login**. Click the **Create a new account** link below the username and password boxes to make a new username, if you wish to do so.

2. After you login, click the **post an article** link just beneath the page banner.



3. In the next screen, select the proper **section** and **category** for your article. This is up to your discretion; all it does is make your article more easily found when visitors are using the **search** tool, so it doesn't matter much if you spend little time choosing the

proper entries. Also, be sure to check the box next to **local interest to this site** to make the item appear in local news.

4. Enter a **title** for your article. This is what visitors to the site will see first, so make it good and relevant. Add a **summary** if you'd like. This is the text that appears below an article that has been featured, so it isn't necessary, but makes your article look good if featured. Enter the contents of your article in the **body**

The screenshot shows a form titled "Create a new account". It has four main sections:
 

- Title:** A text input field.
- Text Format:** A dropdown menu currently set to "Plain text (no HTML)".
- Summary:** A text area with a small icon of a document and arrows, indicating it's a summary.
- Body:** A larger text area with a small icon of a document and arrows. A red arrow points to this field. Below the icon, there is a message: "This article has no uploaded files" and instructions: "To insert uploaded files at relevant places in the body of your article, use the placeholder #file\_x# where 'x' is the number of the file uploaded using the fields below."

section. Format it however you'd like (i.e. take out spaces between lines, punctuate differently, etc.). The **text format** field will be explained in a later section, so leave it alone for now.

The screenshot shows a form section with the following elements:
 

- Two "Related URL" text input fields.
- License:** A section with a red arrow pointing to it. It contains:
  - A description: "An explanation of each of the license choices will click on the text or icon".
  - Three radio button options:
    - Public Domain; no rights reserved.
    - Copyright; all rights reserved by the author.
    - Creative Commons license; some rights reserved.
  - Four icons for Creative Commons licenses: BY, NC, ND, SA.
- A text input field with a red arrow pointing to it, containing the text: "You will be able to edit this article by logging in and entering your password."
- Two checkboxes:
  - Notify author when someone comments on this article.
  - Preview post before submitting (requires user account).

5. The **additional media** section will be discussed at greater length in a later section, so disregard it for now. Enter any **related URLs** into the appropriate boxes. These may be, for example, an outside website where visitors can go to find out more information about things discussed in the article.

Select a **license** type, if you want. This is fairly unimportant, so you can skip it if you don't want to mess with it or if you aren't familiar with CC and the like. Be sure to uncheck the box next to **notify author when someone...** otherwise your e-mail will get filled with notices about people commenting on your article.

6. Click the **Submit** button. A new page should come up that has your article on it as it will appear on the site. If you are satisfied with the article as it is, click the **Submit** button at the top or bottom of the page. If you'd like to go back and change things in the article, click the **Re-Edit** button.

7. Crack open a beer (or a soda, depending on your preference), sit back, and let your article be seen.

