

Ottawasun.com Basic Functions Guide

WHAT: This guide is designed to help editors use basic functions of the Ottawasun.com Content Management module, which is called DONUT.

The intent is that all news editors will be able to post breaking news stories when regular online editors (Don or Dave) are not available.

Editors can also remove, update/amend, or copy a story from one section to another (i.e. place a breaking news story on the OttawaSun.com homepage).

Also included is a guide for the Poll tool. Senior News Rim editors are trained in this function.

We have created bookmarks with the required URLs on your web browsers. You'll get an individual sign-in and password once your training is complete.

HOW-TO LIST:

ADD OR CHANGE A STORY:

Ottawasun.com uses a system called DONUT to manage all content; stories, photos, graphics, video etc.

URL: <http://XXX.XXXXXXXXXX.com>

Generic login and password: XXXXXXXXXX

- Click the link to OTTSUN. This brings you to the Ottawasun.com HOMEPAGE list of stories. Click on the "Pick a Section Under Ottsun" box at top right. This will bring you to the sections menu.
- Scroll down the lefthand menu to find the section into which you will add the story and click on it (i.e. News, Sports, Showbiz, etc.).
- This opens the story menu for that section, i.e. News. At top left is a box that says "Add story." Click on this to open a blank template with lots of options (see diagram attached).
- Paste your story into the "Content" section; remove the byline, accreditation, etc. If the story is edited, copy your lead and place it into the "Lead on Homepage" section just above. If not, edit it first, then paste the lead into "Lead on Hompage."
- Return to the top of the template. Under "Section" choose the subsection, such as Ottawa and Region, or National, in the News section.
 - Leave the "Live" box alone unless you do not want the story to go online right away. In that case, select "Wait."
 - Skip down to "Source" and use the dropdown menu to select "Sun" or "CP" or whatever is appropriate.
 - Skip down again and under Urgency select "3."
 - Days to Expire: Set it to 10 days.

- Write main headline in the HEADLINE box and a subhead if desired in SUB-HEADLINE.
- Skip down to BYLINE and write it like this “NELLY ELAYOUBI, Ottawa Sun”. “By” is automatically programmed in the template.
- Skip down now to KEYWORDS. This is an optional step, but it creates the little taglines that ID stories as: breakingnews, developingstory, newsupdate, webextra. The implications of each tag are obvious, so use your best judgment on which is most appropriate. Type the chosen word exactly as it appears here, no caps, no spaces, no punctuation. Leave it blank otherwise.
- Leave other boxes blank or as they are unless you want the story to go live at a future time and/or date. In that case, fill in “Publication Date” following EXACTLY the format in the box. “DD/MM/YY 00/00/00”
- Now return to CONTENT. The template requires simple HTML coding. Use <p> prior to the first paragraph and </p><p> prior to every new paragraph. Remove other coding that might already be on stories such as those from CP. Add one final </p><p> at the bottom of the story.
- Ignore both the Generic and Photo boxes which appear below the CONTENT area.
- You can click “PREVIEW” right beside the word “CONTENT” to see if you’ve done everything right. Then click “SAVE AND CLOSE”, which is located between the headlines, to make your story go live.
- The window will close and automatically return you to the Story Directory, where you will be able to see the story, your headline, and the DONUT ID # assigned to it. Check the story online to ensure all is well. If it’s not, go back into the Story Directory, click on the item and make the necessary changes.

MOVING STORIES WITHIN DONUT:

- Once you have created a story, you might want to move it into a more or less prominent spot within directories. Understand first that all stories appear in their subsection, such as News/OttawaandRegion, as well as the main News homepage.
- The first thing to note is that in the column labelled “Top” a story with an “X” will always be the main item. To get another story up top, you must first click the “X” so it becomes an “O”.
- Use the “Order Stories” button (in the upper right) to open up a menu of headlines. The stories can be moved by a drag and drop method. If you only want to make a story the lead in a section, drag it to the #1 spot. Then click the “Reorder Stories” button. If you want to reorder several stories, drag and drop one at a time, then click “Reorder Stories.”

- To place a story from a section to the Ottawasun.com homepage, you use the little blue “COPY” button which is beside the headline in the story directory. Clicking “COPY” opens up a window with three options.
- Click FINKLE, which creates another link to the same story. In the dropdown menu, you click OTTSUN. Then click the little “COPY STORY” button and you will return to the section story menu. Your story should have a little note on it now that says “Finkled to.....”
- Now under “Current Section” click on “/OTTSUN/” to take you to the homepage directory and ensure the story you just Finkled is there. Reorder the stories if desired. Make sure you go onto the website to ensure the link works as this is our “front page” and it gets big hits.
 - (A note about the Ottawasun.com homepage: It automatically places the “X” story as the main UNLESS it is the only story there with a photo. One of the three news stories must have a photo. The program tells it to display the photo of the 2nd story with a pic, unless only 1 story has a pic. *We cannot have 3 stories without photos on the homepage.*
 - The section homepages, such as Sports, News, etc. only display a photo if it is connected to the lead story. That’s different from the Ottawasun homepage.)
- If all is well, then you are done. If not, you might need to go back and make some corrections. If there are serious problems you cannot rectify with staff on hand, go into the story, put it into “WAIT” mode and contact an online editor to help (see below for CRISIS contact info).

OTHER BASIC FUNCTIONS

POLLS:

Here’s the URL if needed: <http://XXX/XXXXXXXX/XXX/tools/index.cgi>

At the first window enter: Username: XXXXXXXXXX Password: XXXXXX

Next, use your personal access information:

User name: XXXXXX Password: XXXXXX (this is the number ZERO, not a capital O)

If you are not on the English side of the site, click English at the left.

To add a new poll, go on the **ADD POLL** option in the left menu.

- If you want the poll to go live immediately, click “Push Online Now”.
- If not, set the time you want it to go live.
- In the SECTION box, click the section where the poll should appear (News, Sports, or Entertainment).
- Add the poll question text in the QUESTION box. Do not make the question too long (15-18 words maximum is a good guideline).

- Add the ANSWER options. You can have a maximum of 15 and a minimum of two.
- Scroll down to OUTPUT RESULTS AS: and click “Full page”.
- Beside ONE VOTE: click “Per Day” unless we specifically ask for just one vote for the duration of that poll.
- Click the CURRENT POLL check box.
- Important: Do not click the REMOVE CONTENT FILE box or it will take the poll offline.
- Click the ADD button at the bottom.
 - If everything is OK, the screen will say: “The operation to Synchronize a poll has been successful.” The poll should immediately be live and functioning on the website. Check it to confirm.
 - **If you set the poll to go live at a future time, it will say “The operation to Add and Generate a Poll has been successful.” Set a reminder in your calendar to check it ASAP after it is scheduled to go live.

If everything is OK, click Exit to log out of the poll tool, or repeat from Step 1 to add another poll.

IF THERE IS A MISTAKE IN THE POLL: If you have to fix the poll, click MODIFY in the Blue left hand navigation area. Find the poll by re-entering the question (or one or two of the keywords from the question) in the question box, or by entering the date the poll was published.

The poll screen in Step 1 should appear. Make the changes and then set up the rest of the options exactly as you would for a new poll (see above).

Then click the MODIFY button at the bottom. A note will tell you that “The Operation to Modify a Poll was Successful.”

Go online and check it. If everything is OK, click Exit to log out of the poll tool.

ACCESSING RESULTS: Results of the current poll are available on the live site. Click the poll itself to access the results (so far) of the live poll.

If you need results from a previous poll, click on the RESULTS link in the left nav. You can search for a specific poll, or click the SELECT button and all existing polls will be displayed. Select from this list to see the results.

IN TOMORROW’S PAPER:

Go into Donut and click the link to OTTSUN.

- This brings you to the Ottawasun.com HOMEPAGE list of stories. Click on the “Pick a Section Under Ottsun” box at top right. This will bring you to the sections menu.

- Now click on In Tomorrow's Paper and it will take you to the window where you can add a story.
- Click the ADD story box at upper left and a story window will open.
- Adjust the publication date to the required date and time (1:30 a.m.)
- Write the teaser text in the headline box, then copy-and-paste it into the "Lead on Homepage" and "Content" boxes
- Click 'save and close" and check in the story menu to see it has been created, and that the color is either green (live) or yellow (it will go online at the time indicated in the yellow box).

TODAY'S BEST IN SHOWBIZ

Go into Donut and click the link to OTTSUN.

- This brings you to the Ottawasun.com HOMEPAGE list of stories. Click on the "Pick a Section Under Ottsun" box at top right. This will bring you to the sections menu.
- Now click on Includes to open a new menu page
- Click on the small Static Pages brackets (in blue)
- Look under "Headline (click to edit column)" and scroll to "showbiz_todaysbest.html" Click on "todaysbest.html" to open the page. It contains both code, and the written content.
- Now, simply update the date, and type in the new events. We try to feature two events per day, but one will do. I use either the "What's On" listings or cull from sports skeds, etc.
- Once you've updated it and checked that the html code has not been changed or removed, then click save and close.
- As usual, go to the showbiz page and check your handiwork.

IN A CRISIS:

Don Wilcox is your contact if there are serious problems which cannot be rectified by staff on hand. Contact me via cell at XXX-XXX-XXXX or my home XXX-XXX-XXXX.

If I am away an alternate emergency contact will be noted on your Night Note from the Page 1 Editor on duty.