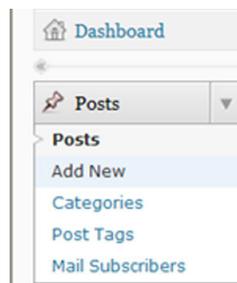


How to Upload your content using the Supernews™ WEBSITE

1. Please remember that you should ONLY PUBLISH your news reports once you are familiar with ALL the Supernews [Training Tips](#) pertaining to your preferred medium.
2. All press, video and audio news reports must be accompanied by at least one photograph. Remember, people are visual – especially online - and are more inclined to notice your report this way, plus it'll make your report more interesting. If you are just going the video or audio route, then please remember to include a headline, a short paragraph of the story behind it, as well as the location, and your subject's name and title, if it's an interview, eg: Director of 'company name'. Your press articles can also contain both video and/or audio clips.

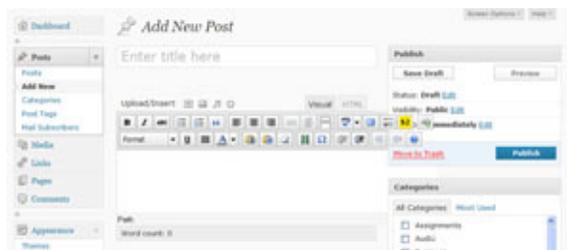
Ok now, hit the 'PUBLISH' button!

You'll be greeted by our 'Dashboard' screen which says 'Add New Post' at the top of the page. This is where you get to upload your news reports.

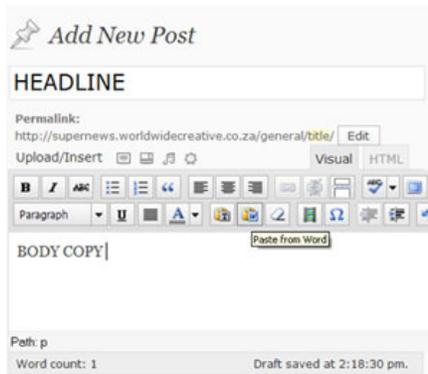


Press Article

1. See 'Enter title here' – that's where you put in your headline. Keep it short and sweet.



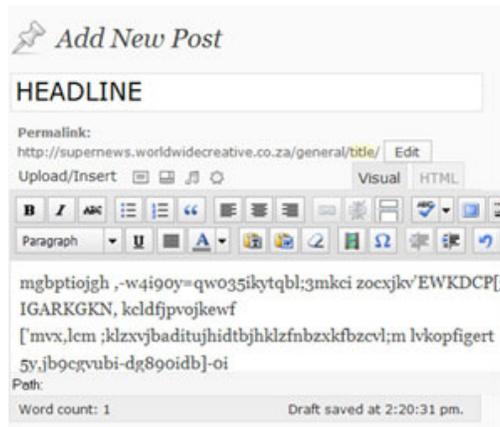
2. Click on the icon in the menu bar that says 'Paste from Word'. Don't cut and paste directly into the block.



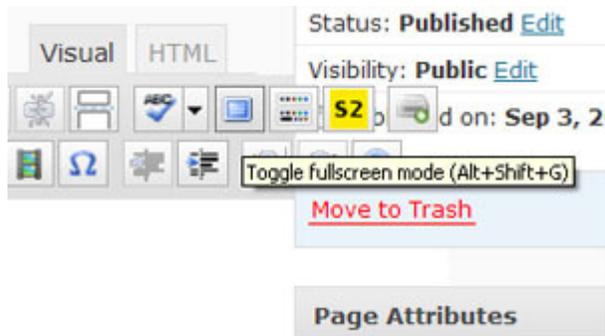
3. Magic – a white pop-up screen will appear that says 'Paste from Word' – Now, paste your press article. Don't worry about the different fonts or sizes that appear – your article won't actually look like this when it comes out the other side.



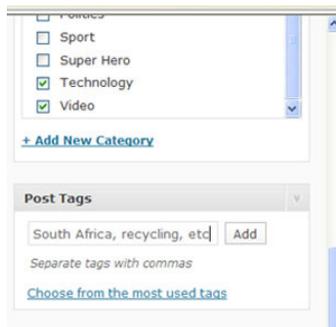
4. Click 'Insert' at the bottom right hand corner and you'll return to the original screen, Et Voila, your body copy is now in.



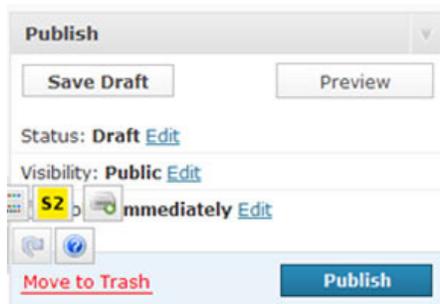
5. You might want to adjust the text or spacing, so click the 'Toggle Full Screen Mode' button which will maximize the page. If your spacing is out – you might try Shift/Enter so your text goes directly onto the next line.



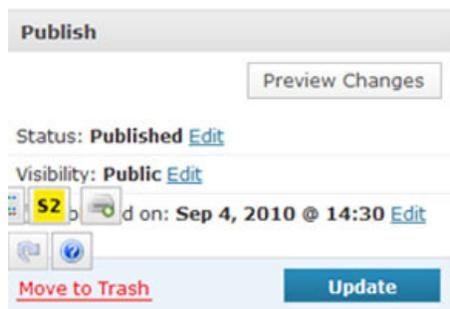
6. Go to the sidebar on the RHS and tick the 'Category' you want your article to appear in, eg, 'Business' or 'Design' – or both.



7. Go one down to the 'Tag' box and type in about 3 words that describe your article. Separate them with commas, eg: South Africa, World Cup, soccer
8. Click Publish on the RHS and 'View Post' or 'Preview Changes'

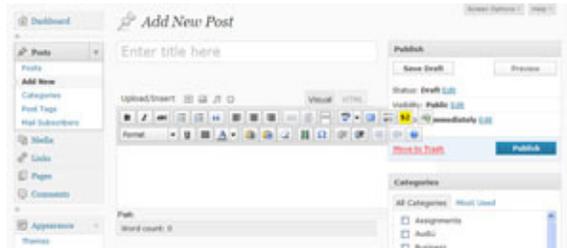


9. If you make any changes thereafter, click, Update

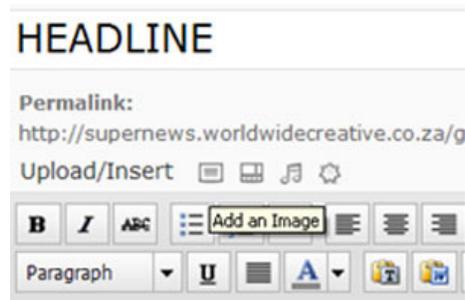


Press Photo

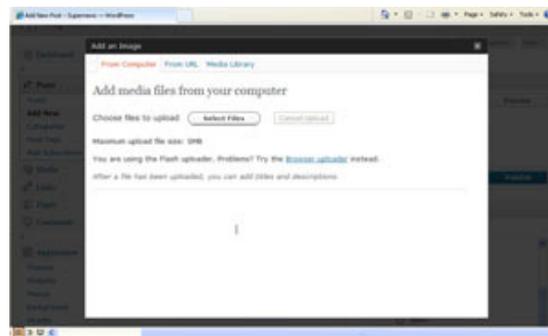
10. See 'Enter title here' – that's where you put in your headline. Keep it short and sweet



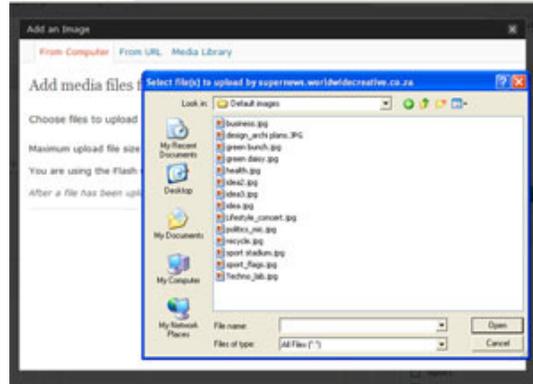
11. Just above the menu bar are 4 little icons. Whether they say 'Add an Image' or 'Add Video' or 'Add Audio' or 'Add Media' is not too important, because they all take you to the same place. So click any one of them.



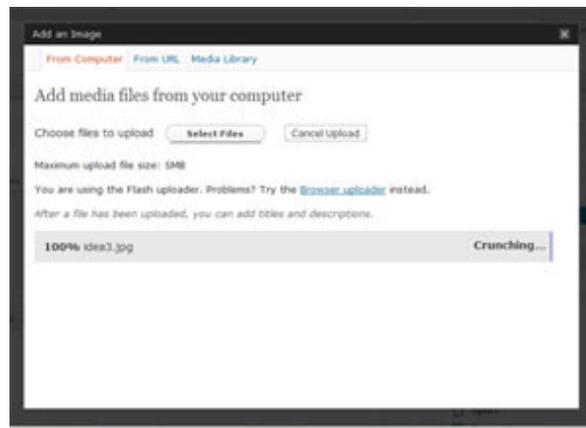
12. If a white screen pops up and blacks out your existing screen – you're in the right place.
13. At the top, it'll say 'From Computer' highlighted in red.



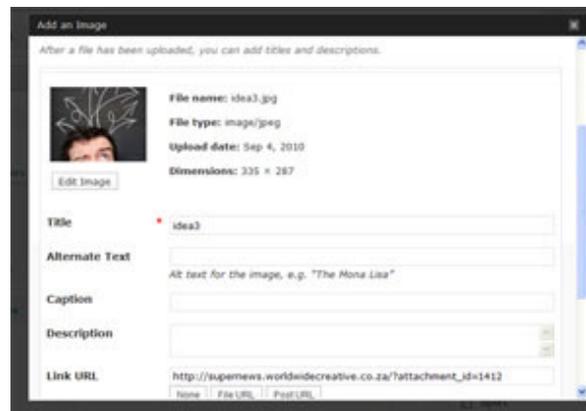
14. Now click on 'Select Files' and a new window will pop up prompting you to browse your folders for the photo you want to upload.
15. Please make sure your images are the right size for web: **72 dpi and 300 pixels** is what we're after. (remember to always keep your high res originals) and save this as image2.jpeg, for example.
16. Now highlight the image you want to upload and click 'Open'.



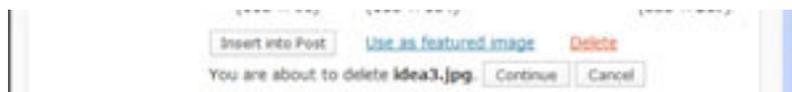
17. You should see a bar with the word 'Crunching' and the percentage moving up. This means your image is being compressed. It should be really quick if you've followed our sizing recommendations above.



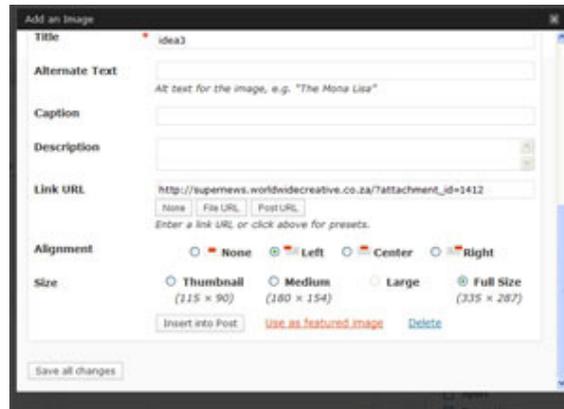
18. Now you'll see your image appear as a thumbnail on the LHS.



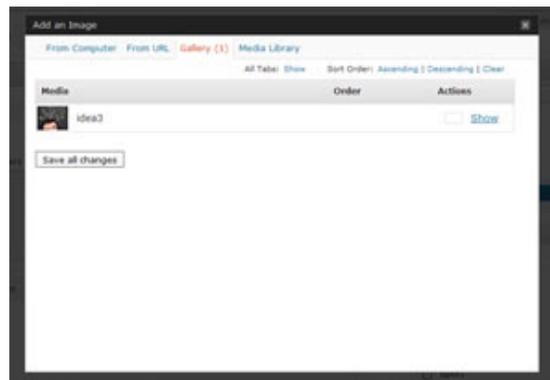
19. If you decide you don't actually like this photo or you don't like the crop, scroll down to 'Delete'. It'll highlight in red. Click it and then click 'Continue' which will remove it from your Gallery. If you have second thoughts – click 'Cancel', and it'll still be there.



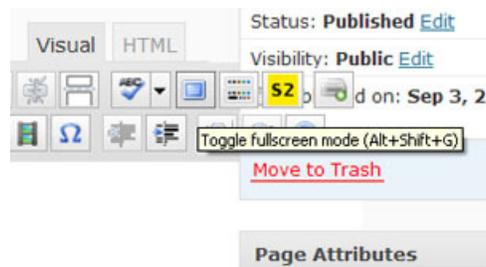
20. We recommend that you re-crop your image in photoshop first instead of editing it in *Wordpress*. Then upload it again.
21. Ignore all other prompts.
22. Now click 'Use as featured image' – which means this image will be the one that appears automatically on the LHS of your article – and the one that everyone will see first.



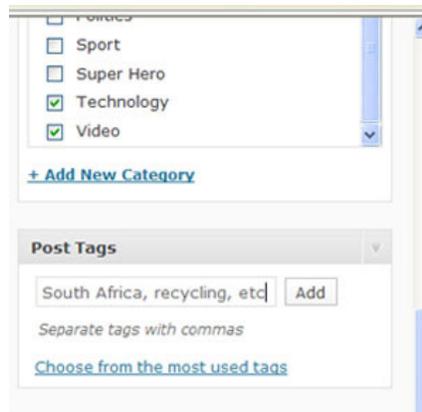
23. 'Gallery' at the top will highlight how many images you've uploaded. If you want to adjust anything, just click 'Show' and you can edit away.
24. Now click on 'Save all changes'.



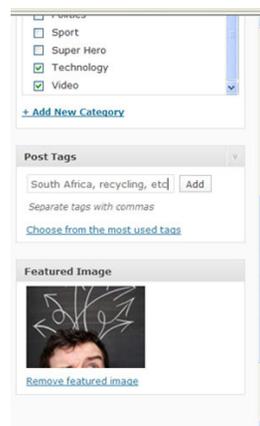
25. Done? Now close the screen on the top right (see 'x'). This will take you back to the 'Add a Post' page where you originally started.
26. Remember to include a brief summary/paragraph of the story behind it, as well as the location, and the subject's name and title if it's an interview, eg: Director of 'company name'.
27. You might want to adjust the text in relation to your image, so click the 'Toggle Full Screen Mode' button which will maximize the page and make life easier for you. If your spacing is out – you might try Shift/Enter so your text goes directly onto the next line.



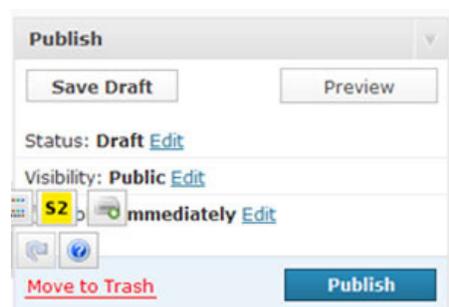
28. Go to the sidebar on the RHS and tick the 'Category' you want your article/photograph to appear in, eg, 'Business' or 'Design' – or both.
29. Go one down to the 'Tag' box and type in about 3 words that describe your article. Separate them with commas, eg: South Africa, World Cup, soccer



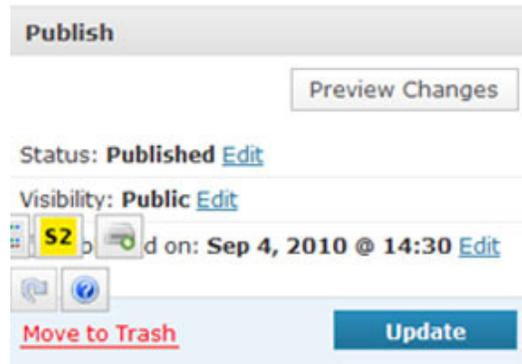
30. If you scroll down further, you'll see your 'Featured Image' in the box



31. Click Publish on the RHS and 'View Post' or 'Preview Changes'



32. If you make any changes thereafter, click, Update



Video Report

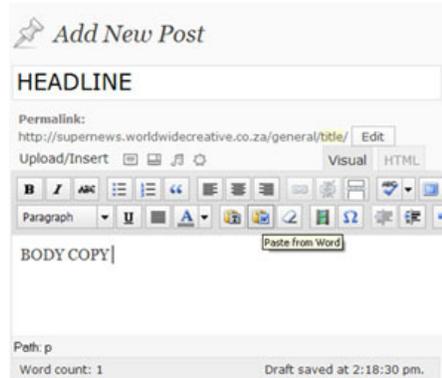
STEP 1: Upload your video report on to YouTube and follow these guidelines:

Once you've finished editing your video, made sure it's less than 15 minutes* long, smaller than **2GB** in size, and in an acceptable format, you're ready to upload it. If your video does not meet these requirements you'll need to re-edit the video file on your computer, and then upload the new file to You Tube. (*Please note: Supernews ideally wants news reports between 1-3 minutes in length - unless you email us with a strong motivation for a longer clip).

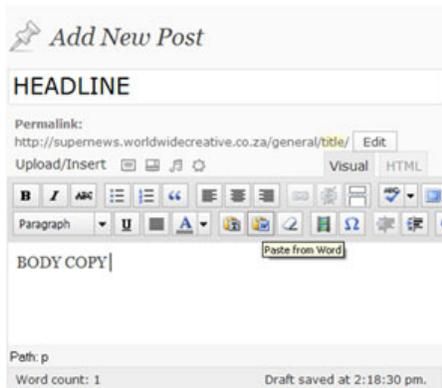
33. Click the [Upload](#) link at the top of any YouTube page
34. Click the "Browse" button to browse for the video file you'd like to upload to YouTube.
35. Select the file you want to upload
36. Click the 'Upload Video' button to start the uploading process
37. As the video file is uploading, enter as much information about your video as possible in the relevant fields (including Title, Description, Tags, and Category). You're not required to provide specific information, but the more information you include, the easier it is for users to find your video! Watch this instruction video: <http://www.youtube.com/watch?v=qFyIT7rVZ0Q>
38. Click the 'Save changes' button to save the updates you've made to the video file.
39. You can upload up to 10 video files in a single uploading session
40. For more detailed uploading instructions, go to: <http://www.webvideozone.com/public/308.cfm>

STEP 2: Once you have your YouTube URL, you're ready to upload your video report onto the Supernews website:

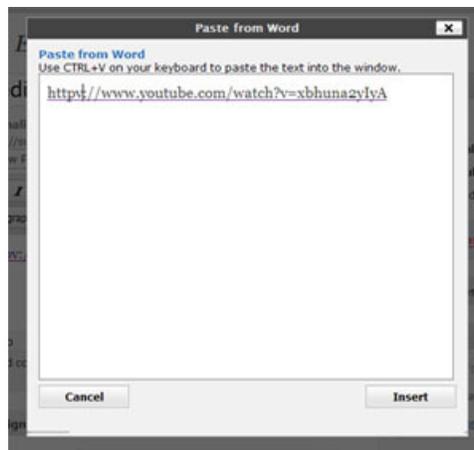
41. See 'Enter title here' – that's where you put in your headline. Keep it short and sweet.



42. Click on the icon in the menu bar that says 'Paste from Word'. Don't cut and paste directly into the block.

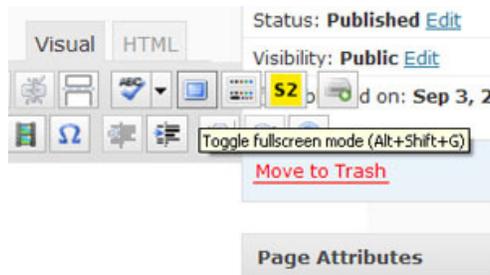


43. Magic – a white pop-up screen will appear that says 'Paste from Word' – Now, paste your YouTube URL.
44. **VERY IMPORTANT:** Add a 'v' for 'video' into the URL, after the http, so it will read: httpv://www.youtube.com/watch?v=tvaaPE_r1YA. If you leave out the 'v', your video won't play, so please double check you've done this!

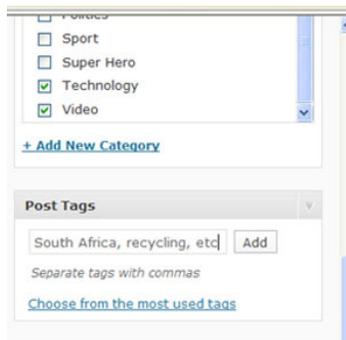


45. Click 'Insert' at the bottom right hand corner and you'll return to the original screen
46. Now, you'll see the URL in the main body section.
47. Remember to include a brief 3 summary/paragraph of the story behind it, as well as the location, and the subject's name and title, if it's an interview, eg: Director of 'company name'

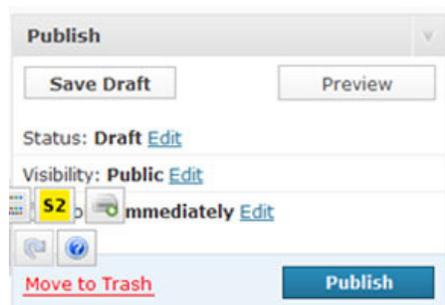
48. You might want to adjust the text or spacing in your body copy, so click the 'Toggle Full Screen Mode' button which will maximize the page. If your spacing is out – you might try Shift/Enter so your text goes directly onto the next line.



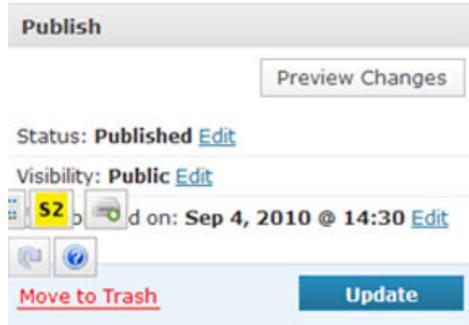
49. Go to the sidebar on the RHS and tick the 'Category' you want your article to appear in, eg, 'Business' or 'Design' – or both.
50. Remember to tick 'Video' in the 'Category' box too so that your report appears in the Supernews Channel section.



51. Go one down to the 'Tag' box and type in about 3 words that describe your article. Separate them with commas, eg: South Africa, World Cup, soccer
52. Click Publish on the RHS and 'View Post' or 'Preview Changes'



53. If you make any changes thereafter, click, Update

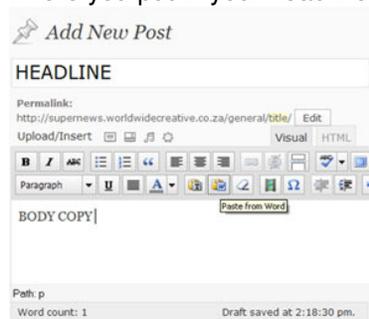


54. This is what your news report should resemble

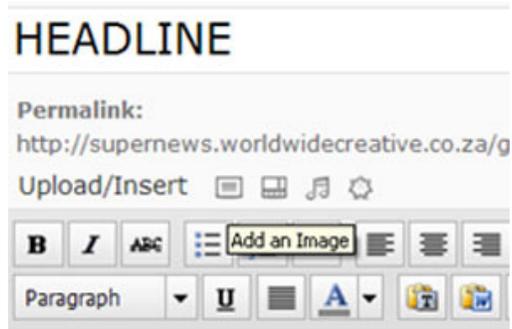


Audio Report

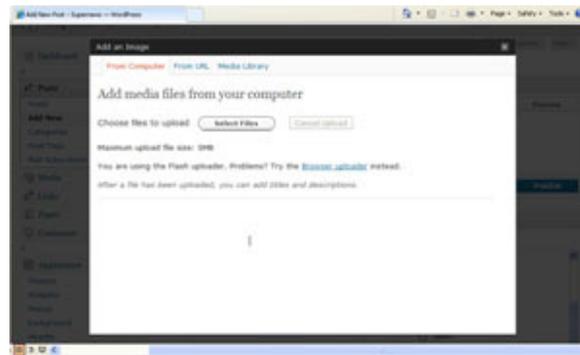
1. See 'Enter title here' – that's where you put in your headline. Keep it short and sweet.



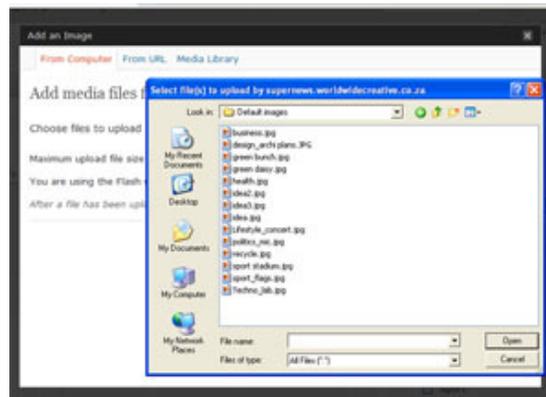
2. Just above the menu bar are 4 little icons. Whether they say 'Add an Image' or 'Add Video' or 'Add Audio' or 'Add Media' is not too important, because they all take you to the same place. So click any one of them.



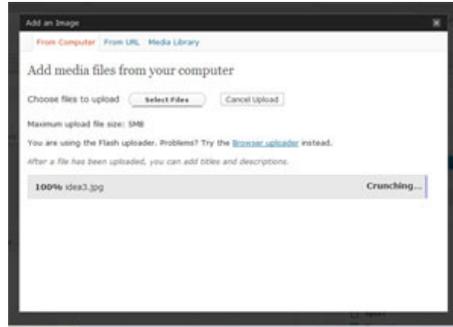
3. If a white screen pops up and blacks out your existing screen – you're in the right place.
4. At the top LHS, it'll say 'From Computer', Click it and it'll highlight in red.



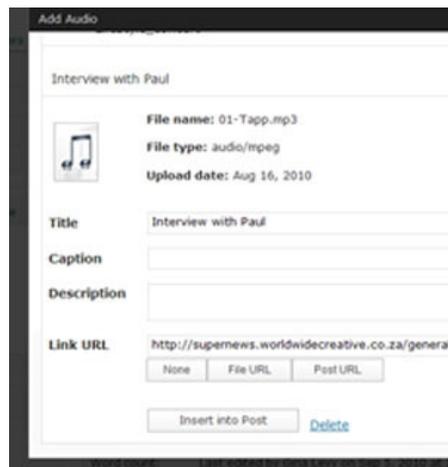
5. Now click on 'Select Files' and a new window will pop up prompting you to browse your folders for the audio clip you want to upload.
6. Please make sure your audio clip is in a MP3 format
7. Now highlight the audio clip you want to upload and click 'Open'.



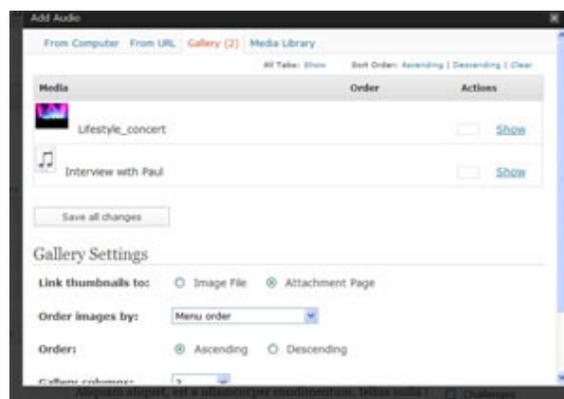
8. You should see a bar with the word 'Crunching' and the percentage moving up. This means your clip is being compressed.



9. Followed by a display a thumbnail of your audio clip

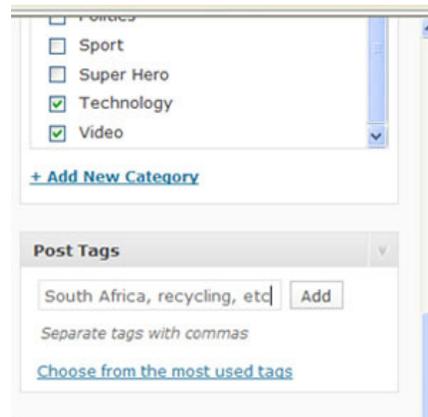


10. Ignore all the other prompts.
11. 'Gallery' at the top will highlight how many audio clips you've uploaded. If you want to adjust anything, just click 'Show' and you can edit away.
12. Now click on 'Save all changes'.

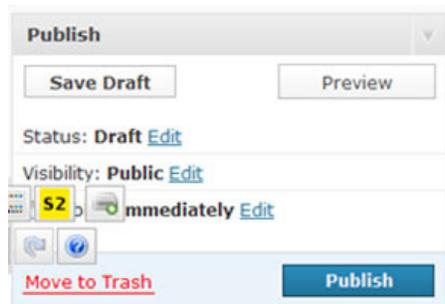


13. Done? Now close the screen on the top right (x). This will take you back to the 'Add a Post' page where you originally started.
14. Remember to include a brief summary/paragraph of the story behind your audio report, as well as the location, and the subject's name and title if it's an interview, eg: Director of 'company name'.

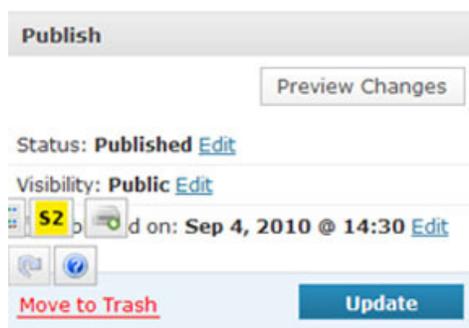
15. Go to the sidebar on the RHS and tick the 'Category' you want your article/photograph to appear in, eg, 'Business' or 'Design' – or both.
16. Remember to tick '**Audio**' in the 'Category' box too so that your report appears in the Supernews Channel section.
17. Go one down to the 'Tag' box and type in about 3 words that describe your article. Separate them with commas, eg: South Africa, World Cup, soccer



18. Click Publish on the RHS and 'View Post' or 'Preview Changes'



19. If you make any changes thereafter, click, Update



20. This is what your Audio news report should resemble



Got another news report? Click 'Add New' under 'Posts' and upload your next report.

Still unsure? Contact our technical team at technical@supernews.co.za

Good old fashioned Post

You can also send your Supernews news report (text or high-res images and footage) on a CD/DVD to:

Supernews
P.O. Box 27302
Rhine Road, 8050

But make sure it'll still be newsworthy by the time it reaches us!