

TNJV.com story panel

To get to TNJV's Ochs system, go to the URL: <https://tnjn.com/admin>. (Don't forget the "s" in https.) Sign in as you would any university system. Find the "Stories" link and click on "Add" to the right of it.

Below is an explanation of some of the functions of the story. TNJV's admin system. Remember that when you enter something in Ochs, you are building a web page, not just writing a story. It is your responsibility to do it properly.

Status. Leave the status at DRAFT. An instructor or editor will change it when necessary.

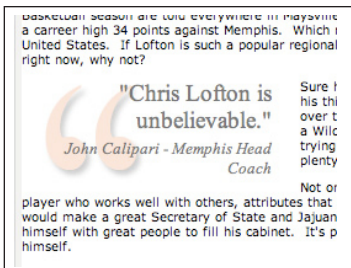
Headline. Headlines should be sentences, not labels. That is, they should have a subject and verb. They should contain specific information about the story.

Summary. A summary is a couple of sentences describing the story. It is not a part of the body of the story. It stands alone.

Body. If you are paste copy from a Word document, make sure you use the W tool at the top of the form. Do not paste Word documents directly into the body form.

Note that there are no indentions at the beginning of the paragraph and that there is a line of space between each paragraph.

You should also use Pull Quotes when appropriate (right). Make sure you use both the pull quote and the source function when you do this.



Section. Select a section appropriate for your story.

Position. Select the appropriate position and name for those associated with this story. Also select the appropriate course if anyone is doing this for course work.

Links. All three parts of a link should be properly entered. The **name** of the link is the name of the web site to which you are linking. The **URL** should be the full web address with "http://". The **description** should describe what the user will see if he or she clicks on the link.

Story images. Every story image should have a description that tells what is in the photo. This is the same thing as a cutline where all identifiable people are named. The description should be fairly short, however. The source should be filled in if the picture is coming from somewhere other than TNJV.com. Select a photographer from the list of TNJV staff. Also select a rank (button not shown here).

Story media. The story media section is TNJV's way of allowing a variety of items onto the web page. Those items can include text, a list (shown here), PDF documents, audio files and other story-related information. The story media function is an important part of the "lateral reporting" concept that we are encouraging our students to use as they learn about web journalism. Your instructor or editor will coach you with the specifics on story media and how they should be used.

Thread. At present, do not use this function.

A final tip

Use the **Save and continue editing** button (not shown) often when you are writing and editing your story.

