**How to load a story into the new ASU Now site**

1. Go to asunow.asu.edu and log in.
2. In the upper left, click on “My News Articles.” On the next screen, click on “Add article.”
3. Fill in your headline, body copy and teaser.
4. Choose an SAF (Strategic Area of Focus — “ASU News” is fine if none of the others really apply).
5. Do the rest of the tags as you want. Start typing in one of the fields and you’ll see your College Unit, etc., pop up. You can do multiples; just separate them with a comma (include **The College of Liberal Arts and Sciences**, required)
   1. If you notice a college/school tag missing, or want to add something to the Interests choices, let us know.
6. You do NOT have to add a photo. If you want to add a photo, see the “Photos!” section below.
7. Click Save at the bottom of the story.
8. There is now a soft yellow field at the top of your screen, where it says “Revision state: Draft.” We don’t touch stories while they’re still in Draft mode, because we assume you are still working on them. To let us know a story is ready for publication, see the second field (in that yellow box) that says “Needs Review.” Click Save right below that, and that will send it to us.

**Subheads within the body text**

1. Highlight the text you want to be the subhead (subheadline; mini titles on sections of text).
2. In the gray section of boxy icons at the top of the body copy, click on the Paragraph drop-down menu.
3. We’ve been using Heading 3.

**Pull quotes**

1. Find the quote (or even the text – doesn’t have to be a quote) that you want to make big. Copy it.
2. Place your cursor in the story where you want the big pull quote to appear. Paste the text you copied. Make sure it has quote marks if it’s a quote, and do the attribution with an em dash after the quote. Like this: “Quote.” [return] — Name, professor of such and such
3. Highlight the text, including the attribution line. In the gray section of boxy icons at the top of the body text, click on the one that looks like big quote marks.

**Videos**

1. Upload your video to wherever you normally do – Vimeo, YouTube, etc.
2. In the story, place your cursor where you want the video to appear.
3. In the gray section of boxy icons at the top of the body copy, click on the Video Filter button (bottom row, second from left, looks like a film strip).
4. Paste the URL in the Video URL field.
5. Click Insert.

**Adding related stories**

1. If there’s a story you’d like to show up at the bottom of the story in the “Next Story” or “More from XXX” section, scroll down to “Next Article Override” (all the way down at the bottom of the story screen).
2. Type in the headline of the story you want to be linked. Click on it when it appears.
3. If you have more, use the “Related Article Override” fields just below that. Same deal: Type in the headline; click on it when it appears.

**Photos!**

**There are four ways to add photos.**

**First, the easiest way: Uploading one main image for your story (it’s not as intimidating as this chunk of directions might make it seem).**

1. Click on the Article Image “Browse” button (located below the teaser).
2. Click Browse, find the photo (5 MB or smaller; or no more than 3,000 pixels wide) on your computer, then click Upload.
3. When it’s done uploading, click Next.
4. The next screen has “Destination” at the top. We’re hoping to get this screen hidden, but until then, make sure the top circle is chosen (it’s the default) and click Next.
5. Enter Alt Text and Title Text for your photo — and to make your life easier in the future if you want to reuse this photo out of the library, make sure the Name is easily searchable (clarice\_deal.jpg, vs. IMG14y0820.jpg).
6. Click Save. This will return you to your main story screen.
7. Almost done! See how about 10 little versions of your photo appear? Those are all the different display ratios on the website, and you’ll need to crop the photo for each (to make sure it looks its best).
   1. Click on the first one (“ASU News Article Hero”) and adjust the crop on the next screen. A TIP THAT WILL HELP YOUR SANITY: Click on “Maximize Selection” first and it will make the crop as wide as possible, and you can adjust it from there.
   2. Hit Save.
   3. That takes you back to the main story screen. You’ll see the first photo is now green. Repeat all the way down the line of little photos.
8. Type in a caption in the “Article Image Caption” area. Include a photo credit by just typing “Photo by [name]” at the end of the caption.

**I lied. This second way might be the easiest way (but only if someone else has already uploaded the photo you want to use).**

1. Click on the Article Image “Browse” button (located below the teaser).
2. Click on Library (one of the tabs on the right).
3. Remember where we told you above to name the photo well so you could find it later? This is where that comes in handy. Search for all or part of the file name (such as “clarice” from our example above).
4. Select the one you want and click Submit.
5. If you’re lucky, someone has already done all or most of the crops (they’ll show up green if they’re done). If not, follow step 7 from the above photo directions.
6. Type in a caption in the “Article Image Caption” area. Include a photo credit by just typing “Photo by [name]” at the end of the caption.

**The third way is Galleries.**

1. Scroll down to the Article Galleries section.
2. Upload your first photo by clicking Browse under Slide Image. Upload, type in your caption, put a credit in the Photo Courtesy field (you can retype anything you want in there: Photo by, Illustration by, whatever) and put in Alt Text.
3. Click on Add Another Item right under your first Slide Image box, and repeat Step 2. Repeat for as many photos as you want in the gallery.
4. Go down to the Gallery Position Field near the bottom of the Galleries section. Type the number of the story paragraph after which you want the gallery to appear in the story.

**The fourth way is adding an “inline” photo (directly in the text of the story). This is good for when you have, say, two total photos for your story — one would be the main Article Image, leaving just one, which isn’t enough for a gallery.**

1. Put your cursor in front of the paragraph in the story where you want the photo to appear.
2. In the top row of little boxy icons above your body text, click on the Add Media button (second from right in the top row; looks like a tiny photo of a mountain).
3. Click Browse; find your photo on your computer. Click Upload, Click Next.
4. The next screen has “Destination” at the top. We’re hoping to get this screen hidden, but until then, make sure the top circle is chosen (it’s the default) and click Next.
5. Enter Alt Text and Title Text for your photo — and to make your life easier in the future if you want to reuse this photo, make sure the Name is easily searchable (clarice\_deal.jpg is good; IMG14y0820.jpg is not). Click Save.
6. Now you’re at a screen with “OPTIONS” at the top. Choose either responsive (which will be the full width of the story) or quarter-size (which won’t let you have a caption; see Step 8).
7. Responsive: You can add a caption to this. Back in the story copy, click on the photo and then click on the top-right icon/button in the rows of boxy icons above the body copy. Type in your caption and a “Photo by” credit if needed. Choose Float: Left. Click Insert. You’re done. (WARNING: The system cuts off the caption after an apostrophe, so try to write around it so you don’t need one.)
8. Quarter-size: The caption is problematic on this one, so only use quarter-size if you can do a parenthetical ID in the paragraph right next to it, like: “Clarice Deal (pictured left) uses music …”

Ask! Despite these overly detailed instructions, something still isn’t working correctly!

Don’t panic. Just call us at 7-5000 (rings to everyone’s phones here) and we’ll figure it out together.