

FORMATTING INSTRUCTIONS FOR STORIES AND PHOTOS FOR CLASS SITE

To prevent Herrick from tearing out what little hair he has left on his head while trying to create links on The Mojo to your stories, the following directions must be followed. Grading penalties will be imposed for not **precisely** following instructions below.

1. Story files

- a. *Story file names:* Name your story as yourlastname.html. Exceptions for the two students named Ramirez. All file names must be **lowercase**.
- b. Your story must be saved in your USB drive's story_pages folder.
- c. The headline on your story can be one or two lines. The blurb needs to be two or three lines. Sidebars can have up to three lines, but should be smaller size than the main headline and possibly be italic.
- d. The blurb should be a complete sentence summary of the story, or a disclaimer that subsequent events have changed some points of the story since it was written.
- e. Write subheads. Complete *Written* (date) tag line at the end of the story with your name and upload date.
- f. Stories must be in Verdana, single-spaced, no indents, and with double-spacing between paragraphs.
- g. Include at least two external hyperlinks in your story (one must be your e-mail address linked from your byline).

2. Photo files

- a. **REMEMBER:** All photos must be resized **and** their resolution reduced to 72 dpi **before** you upload them by FTP software to the UNM server or into your Dreamweaver story files. Permissions also must be changed.
- b. *Photo file names:* Photos will be named yourlastname_pic1.jpg for your Web story. If you have more than one photo, the sequential system will be yourlastname_pic2, _pic3, _pic4, etc. All file names must be **lowercase**.
- c. Using Photoshop, reduce images to 72 dpi and make your photos the appropriate width (usually about 4 inches). If photos are in tiff format, change to jpeg format. Place photos into "images" folder on your USB drive.
- d. Photos should be inserted inside one-column, three-row tables either in the sidebar column or inside your text-wrapped story. One row is for the photo, one row is for the credit line, and one row is for the outline. Put outline into a serif font such as Times or Times New Roman to contrast it with the Verdana font of the story.

3. Other files

You must have a multimedia presentation that, besides your text and initial photo, can include one or more photos, videos, interactive maps, podcasts or photo slide shows, etc. For memory reasons, it's best to link to videos you stored on other sites such as MySpace, Facebook, YouTube, etc. Reduce lengthy stories by breaking some information out into one or more sidebars.