

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 Grindstone to your stories, the following directions must be followed precisely. Grading penalties will be imposed for not following instructions below.

1. Story files

- a. *Story file names:* Name your story as 1yourlastname.html (for first story) and 2yourlastname.html (for second story). Exceptions for the two students named Olson. 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.
- 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 2pic_yourlastname.jpg for the second story. If you have more than one photo, the sequential system will be 2apic_, 2bpic_, 2cpic_, 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). Convert from tiff to jpeg format if necessary. 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 cutline. Put cutline 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, can include one or more photos, videos, interactive maps, podcasts or photo slide shows. You can link to videos stored on other sites such as MySpace, Facebook, Google, etc. Reduce lengthy stories by breaking some information out into one or more sidebars.