



## How to Submit an Article Using the FOOLS Web Site

This document will explain in detail how to use the FOOLS International web site to submit an article. This specific document will explain the submission of **TRAINING, EVENT AND CHAPTER NEWS ARTICLES ONLY.**

**Please note, you will need to turn off your pop-up blocker in order to add photos or downloadable documents.**

On the left hand side of the Fools International home page, click on the link labeled “**Training**” (**Photo #1**). You will be brought to the main category page of training (**Photo #2**). In the center you will see a line of text, “If you would like to add an article, please click here”. Click on the word “**HERE**”. You will automatically be directed to a white page that gives you two choices, “Create an Article” or “Log off Program”. You will want to choose the “**Create an Article**”.

At this point you will have several options to choose from. We will now go over, in detail, each area starting at the top and working our way down.

- Home
  - This will bring you back to the page that allows you to log off or create an article
- Create an Article
  - This will get you to the page to begin entering your article.
- Preview
  - At any time during your article submission process you can click this button to preview the layout. Please note that this will not publish to the web site by clicking this button.
- Save
  - This will submit your entry to the system. Please note that this will not publish your article instantly. An automatic email will be sent to the member of the Web Team. After reviewing it and approving it, it will be published to the site.
- Title
  - This is the text that will show up at the header of the page. As in photo 2 the text was “Test Article”
- File Name

- **DO NOT CHANGE THIS.** The “program” will automatically add the filename.
  - Please Note: After clicking save an error may appear. This is a RED box at the top of the page stating this:” 'Filename value must be unique. The selected value is already in use!’” **See Photo 3**
    - Simply add a “1” in the File Name box at the end of the text currently entered in that field.
    - This should be a rare occurrence
- Featured
  - This option if checked, would post the article at the top of the page
    - The team member in charge of this will have control over this
      - **Leave this option unchecked**
- Categories
  - This is a drop down menu.
    - We have taken the time to add in several sub-categories
      - Simply choose the category that best fits your article
        - If there is no sub-category that fit your article, please use just “Training” as your choice.
- Date
  - You may choose to adjust this if you like.
    - However. It is up to the Team member to adjust this accordingly.
- External Link
  - **DO NOT ADD ANYTHING HERE**
- Quick Link
  - **DO NOT ADD ANYTHING HERE**
- Summary
  - This area you want to use as a “Trailer” to your article.
    - Enter a short paragraph, describing in detail the content of your article. Use this to entice the reader to click on the full article and “Read More”
      - At the top of text box you will notice a cluster of icons. These are for editing the text, adding links, adding pictures and more. Use these icons just like you would in your favorite text editor (MS Word).
        - Please note that the Web Team may change some of the text options to fit with the professional look of the site
- Content
  - This is the text box that you will enter the FULL article contents.
    - At the top of text box you will notice a cluster of icons. These are for editing the text, adding links, adding pictures and more. Use these icons just like you would in your favorite text editor (MS Word).

- Please note that the Web Team may change some of the text options to fit with the professional look of the site
- Upload Images
  - Use this web based image loader to add pictures to your article. You have the option of placing the images anywhere in the article you want. Simple cut and paste the “place holder tag” in the article text. The “place holder tag” look like this: `***image4***`
    - Click “Add or Upload Files”
      - A pop-up window will appear titled “Upload Files”
      - You may enter 10 photos at one time.
      - Click on “Browse” and locate the images on your local computer.
      - After adding all of your images, click “Upload”
        - A second window will appear
        - This window will give you the option of adding a caption to each picture. Each picture you choose to upload will show a preview.
          - You may use this feature to describe what is going on in the image
        - To the right of the caption box are the following options
          - A check box for a thumbnail
            - Use this option ALL the time. It will automatically shrink the image down and look more proportionate to the article.
          - Align drop down menu
            - This option is to help you place your image where you want it in the article. You have three choices: left, center and right
          - Wrap Text check box
            - You will want to leave this box checked. This will keep the text in the same area as the image
          - Link drop down menu
            - You have three choices: Not Linked, Link to a Full Size Image and Link to a URL
            - Not Linked
            - Link to a Full Size Image
              - Use this option if you want your image to show up full size once clicked on.



uploaded the image you may edit it at any time.

- Click on the “Modify” link. Doing this will bring you to the pop-up window as outlined above
- Click Save once you have completed uploading all your images

- File Attachments

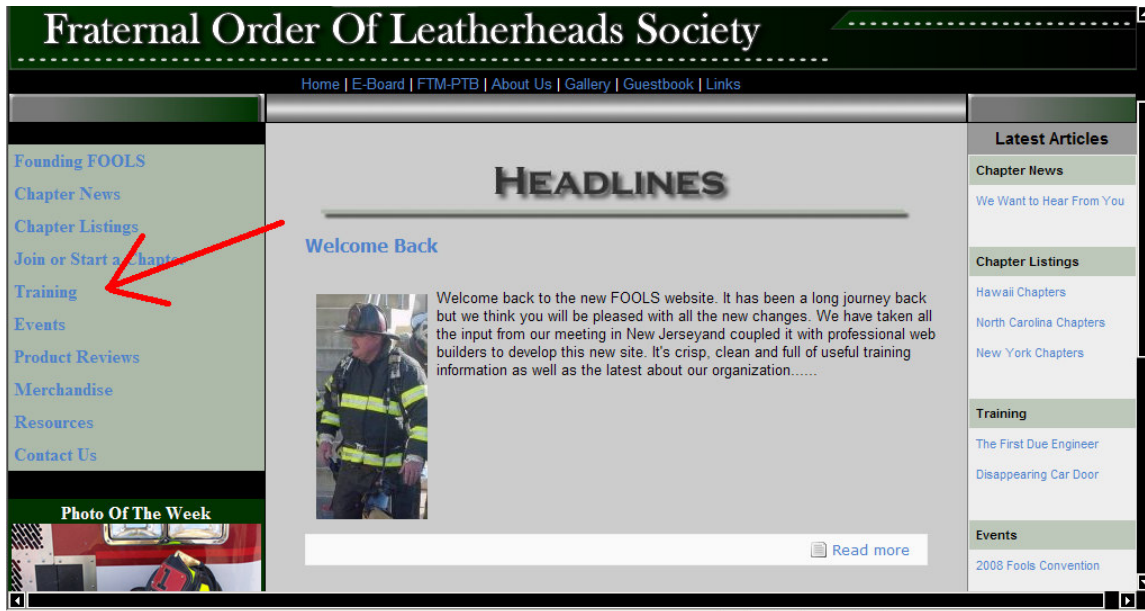
- Use this web based file loader to add supplemental documents to your article. You may upload the following file types only.
  - Power Point
  - Microsoft Word
  - PDF File
  - Click “Add or Upload Files”
    - A pop-up window will appear titled “Upload Files”
    - You may enter 10 files at one time.
    - Click on “Browse” and locate the images on your local computer.
    - After adding all of your images, click “Upload”
      - A second window will appear
      - This window will give you the option of adding a caption to each file, DO NOT ENTER a caption. It will not show up on the article. Each file you choose to upload will show at the bottom of the article under the title :” Click to download the attached file(s):”

- Once you have edited your article you may preview it prior to submitting it. Simply click on the “Preview” button located at the top and bottom of the page.
- Once you are happy click the “Save” button at the top or bottom of the page.

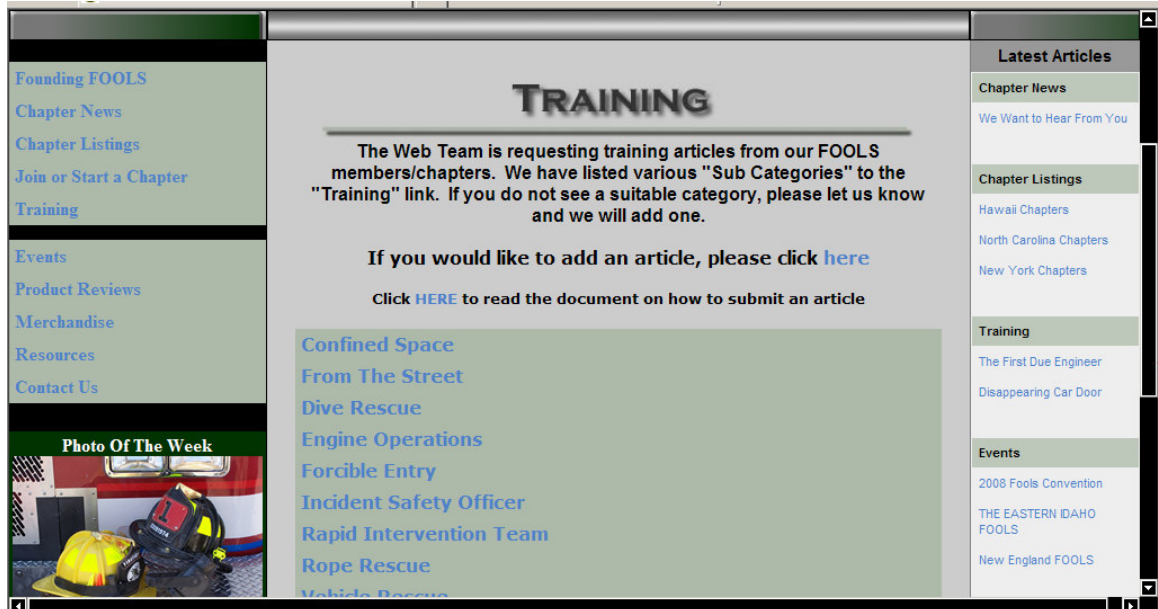
- Author Fields

- This is where you are going to add your Professional Information  
What we are looking for is the following
  - Author
    - Full name
  - Author’s E-Mail
    - Enter an E-Mail (optional)
  - About
    - Fire Department Name
    - Fire Department City and State
    - FOOLS Chapter Name (if applicable)
    - FOOLS Chapter Position
      - (i.e. member, president, trustee)

- **Photo #1**



- **Photo # 2**



- Photo # 3

