



How to Use the LJI News Centre

<https://lji-ijl.ca/>

All articles produced by Local Journalism Initiative reporters will be published on the LJI News Centre. Canadian media organizations that create original news content may republish these articles at no cost, provided the content is credited properly (outlined below) and all the terms and conditions published on the LJI News Centre are met (<https://lji-ijl.ca/terms>).

Logging in

If you are already an LJI contributor or editor, you will have been set up with an LJI News Centre account. You should have received an e-mail about setting a password. If you forget your password, you can reset it from the log-in screen.

If you need to create a new account, click the “Sign Up” button on the log-in screen.

New accounts are processed individually by the LJI Supervising Editor. Please allow up to 24 hours for processing. If you are having trouble, you can contact her directly: amy.logan@thecanadianpress.com.

Selecting content

The home page displays the four most recent stories from each province and territory. To see more from a region, click the “More News” button, which is to the right of the province/territory name.

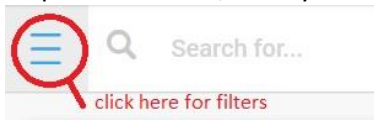
There is one additional category, at the top, called Editors’ Picks, which is just a way to feature some of the excellent content from across all provinces and territories. The same stories will also be found in their regional categories.



To return to the home screen at any point, click on the house-shaped icon at the top left of your screen.




The icon below the home button is “wire.” There, you can browse all LJI content, with the most recent articles appearing at the top. You can also search by keyword in the search bar at the top of the screen, and by other filters such as time frame to the left of the search bar:



After clicking the “Filters” tab you will be able to choose a time frame. After choosing a time frame, you must then hit the “Search” button to get accurate results.





The last icon is your list of “Saved/Watched Items.” To add stories to this list, click the flaglike “Save” button on the top right of your screen while you are in a story. It looks like this: 



Downloading content

After clicking into a story, you can copy it or download it.

To copy, click this button near the top right of your screen:  You can now paste the text with meta data into your local CMS.

To download, click the next button: 

You can choose from three text formats: Plain text, NewsMLG2, NITF. Also included here is “Story Image” to download the feature image, if there is one.

On a Windows computer, you can also download the images in the following way:

- Right click over the image and select “Save image as...”
- Rename the photo in the format of: photo-name.jpg. It is important that you type “.jpg” into the new file name.
- Click save.
- Be sure to copy/paste the cutline and credit information from Newshub into your local CMS

If you are using a Mac, you will not need to rename the file. You can just “Save image as...” or directly “Save image to downloads.”

Crediting the content

Articles must be attributed to the writer, the Local Journalism Initiative, and the writer’s news outlet.

The writer’s news outlet appears as the “source,” to the left of the headline on screen, and under the byline when copying/downloading.

If possible, give the credits in the same format as our bylines: “Jane Somebody, Local Journalism Initiative Reporter.” You can lose the word “Reporter” if necessary, but do not shorten Local Journalism Initiative into an acronym when crediting a story. Include the writer’s news outlet at the bottom of the story: “The North Bay Nugget.” The styling of the credits is not important. “Local Journalism Initiative Reporter” could be styled as a beat.

If you are not able to keep this format, put the Local Journalism Initiative credit at the bottom of the story as a tail, followed by the outlet: “Local Journalism Initiative Reporter, The North Bay Nugget.”

If you are trimming an LJ I story and styling it as a small brief, you must still credit the Local Journalism Initiative and the writer’s news outlet. For example, “Local Journalism Initiative/The North Bay Nugget.” If the story has been heavily changed, please write “With files from the Local Journalism Initiative/The North Bay Nugget.” Again, the styling is not important – the slashes could be commas or line breaks or something else.

For photo credits, please use them as they appear on Newshub. Typically, this will be the photographer’s name, followed by their media outlet. For example, Jane Somebody/The North Bay Nugget.



Setting up alerts for stories and topics

You can receive email alerts for updates to individual stories, or for when a new story on a certain topic is posted.

First, allow notifications by clicking on your initials on the top right of the screen and selecting “My Profile.” There, you will find a checkbox that reads “Receive notifications via email.” After checking the box, hit the “Save Changes” button.

For stories

Setting up an alert for a story will let you know if there are any updates or corrections to that exact story file. You could also use this technique to save stories in a list, if you needed a list that was separate from the Saved/Watched Items list (the flaglike icon).

1. To set up a story alert, simply preview or open a story by clicking on it, then click the “Follow story” button at the top of the story.
2. This will enter the slug (a.k.a. file name) into the “My wire topics” screen. Click the “Send me notifications” checkbox, then hit “Save” in the bottom right corner.
3. You can now access that saved story under:
 - a. The “My topics” heading under the wire view search-filters panel
 - b. The “My Wire Topics” menu item when you click your initials in the top right corner of the screen
4. From the “My Wire Topics” screen (accessed by clicking on your initials at the top of the screen), you can edit the topic to uncheck the notifications box, or delete the topic by clicking the garbage-can icon.
5. From the “My topics” heading in the wire view search filter panel, you can click the “Manage My Wire Topics” button to be taken to the page described in the point above

For topics/categories

Setting up topic alerts will send you an email every time a story on a specific topic is posted. Topics could include a province or territory that you are interested in.

1. To set up a topic alert, you must first open a story. On the right-hand side of the story page, there will be a heading that says “Metadata,” and under that categories (a.k.a. topics) are listed. Click on a topic.
2. You will now be taken to a search-results page. At the top of the screen, there will be a “Create My Topic” button. Click on it.
3. You will now be in a “My Wire Topics” screen. The topic will be filled out in the format of: subject.name:“British Columbia”. You can change the part in quotes to any LJ story category. Check the “Allow notifications” checkbox, then hit “Save” in the bottom right corner.
4. You can now access that saved topic under:
 - a. The “My topics” heading under the wire view search-filters panel
 - b. The “My Wire Topics” menu item when you click your initials in the top right corner of the screen
5. To edit “My Topics,” see points 4 and 5 in the above list “For Stories.”