

HOW TO POST TO LUCIELINK

Thank you for submitting an article to LucieLink. The newsletter is a great way to communicate to parents and coworkers the amazing things going on in your school!

HOW-TO POST TO LUCIELINK

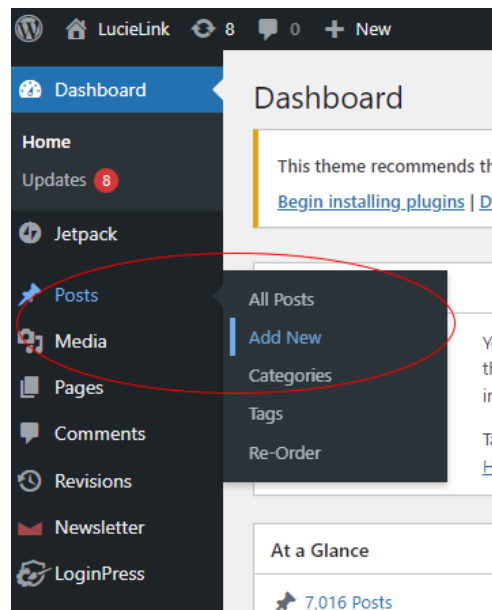
1.

Open the Dashboard by clicking on the link below:

<http://lucielink.stlucie.k12.fl.us/wp-admin/>

2.

Click on Posts, then Add New

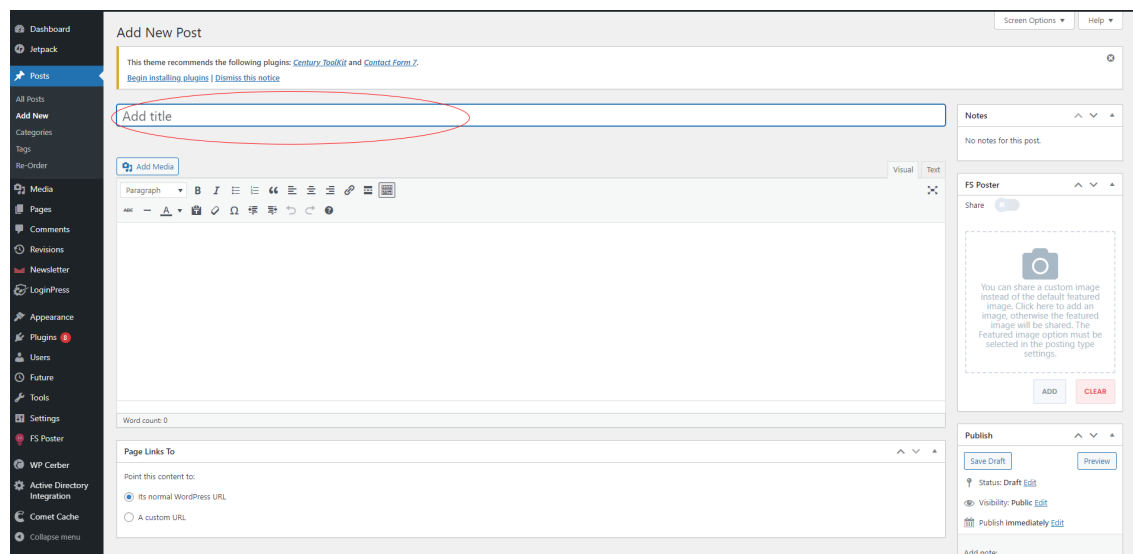


LUCIELINK SUBMISSION TIPS

- Try to avoid using too many abbreviated words, especially for school names. For example, abbreviate the school name in the title of your article, ie. "FPWA Celebrates Spirit Week" and then spell out the name in the body copy. This helps unfamiliar readers as LucieLink goes out to many staff and parents.
- If you want to include tags, please include them in the "Tag" section on the right, underneath the "Categories" section. You can include the name of your school here to help people searching for past articles!
- Use first and last names when identifying students.

3.

Type your headline in the title box.



4.

Insert your image using the **SET FEATURED IMAGE** link on the bottom right of the page. This image must be **AT LEAST 600x400** pixels.

The featured image will be displayed on both the website and the LucieLink newsletter. **ALL LUCIELINK ARTICLES ARE REQUIRED TO HAVE A FEATURED IMAGE.**

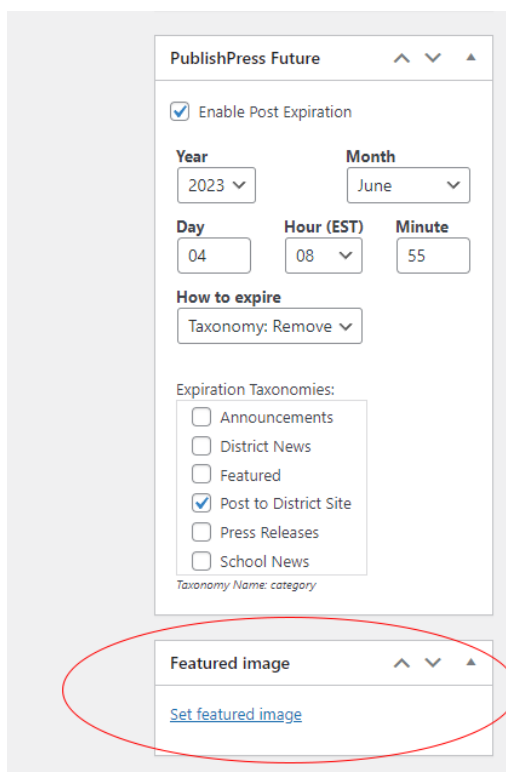
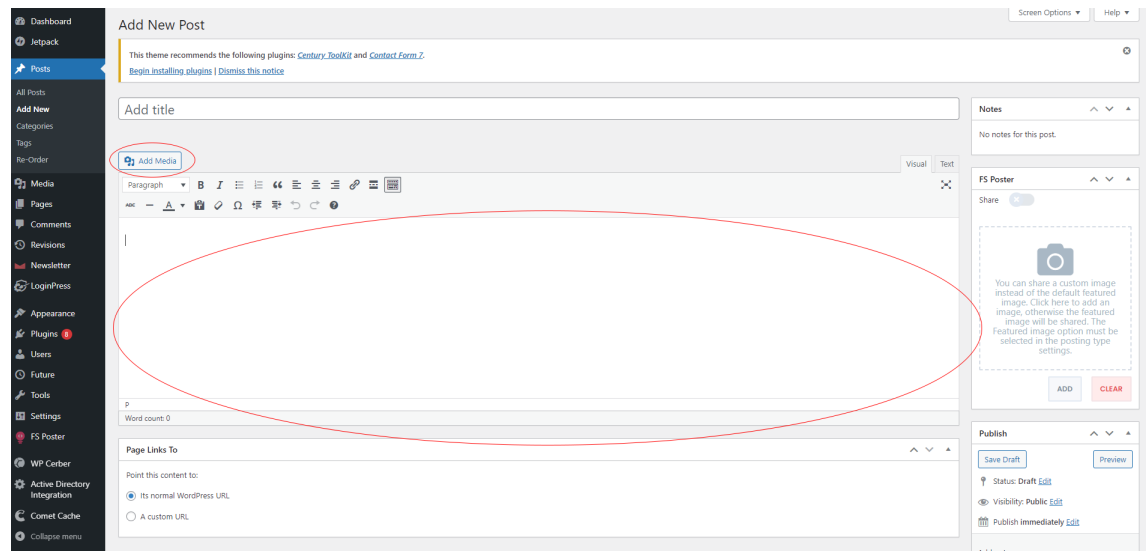


PHOTO REQUIREMENTS AND TIPS

- **BE SURE THAT ALL STUDENTS ARE CLEARED FOR PHOTO RELEASE.** This designation is tied to the student's application; there is **NO NEED** for additional forms. Please check with your data specialist to get a report for students at your school. If a student is marked **NOT released**, their photo **CANNOT** be used for any websites or newsletters.
- Use only jpeg or png file formats. *Images embedded in word documents are not able to be accepted.*
- Do not upload photos smaller than 400x400 pixels. To find out your photo dimensions, right click on your image file and select "properties", then select the "details" tab.
- If you need to resize your image, take care not to distort or warp the image.

5.

Type your copy in the text box. To add photos, use the ADD MEDIA button.



6.

If you are completely finished with your article, on the bottom right side click **SUBMIT FOR REVIEW**. Your article will be listed as “pending” and will be ready to be included. If you intend to come back and make edits to your article, click **SAVE DRAFT**. If you leave the page or close the window without submitting the article, it will be saved as a draft, though it is advisable to always save the article as a draft to avoid possible data loss.

Please note that only completed articles listed as “pending” will be published.

LucieLink articles are published on the Monday of every week. Any article submitted later than 2 PM will **NOT** be published in that weeks newsletter.