

Chapter 4: Publishing News Stories

About Publishing Marine Corps News to a Unit Web Site

AFPIMS provides a powerful, on-demand reporting solution to share information from the front lines to the public minds. Using AFPIMS, Marine Corps Public Affairs staff can deliver the instantaneous flow of information that is produced during a 24-hour news cycle.

➤ **Create News Story**

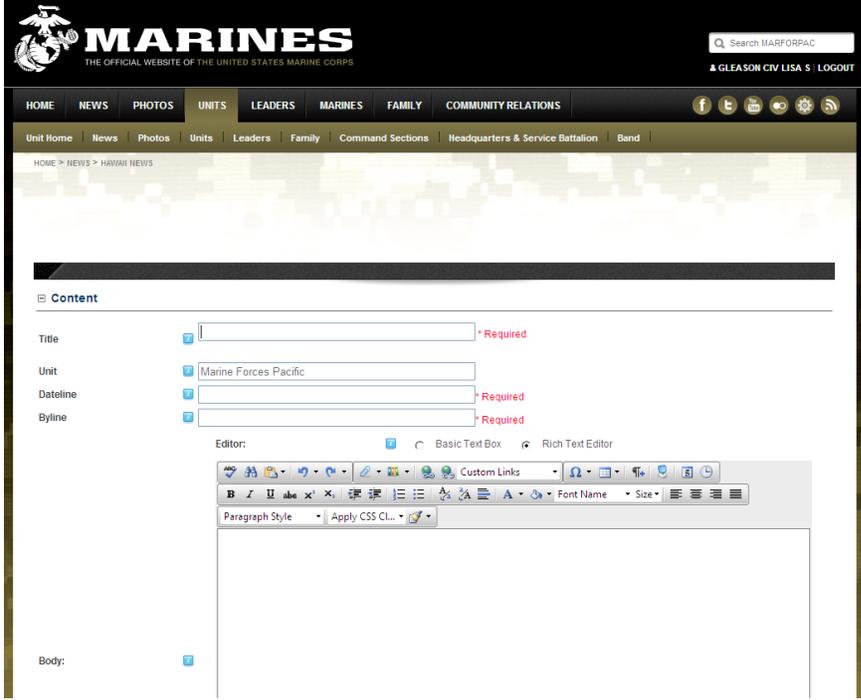
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If your News Story includes photos, you should follow the instructions in Chapter 3 – News Story Photo Uploads before creating the article.

Use the following instructions to create a news story in an AFPIMS unit site:

Step	Action
1	Access and login to your AFPIMS unit site.
2	<p>Navigate to the News area of your unit’s site.</p>  <p>Result: All news stories for your unit display.</p> 
3	<p>Click the <i>Submit Article</i> link.</p> 

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Step	Action
	<p>Result: The Article Content interface displays.</p> 
4	<p>Enter the Title (Headline) of your News Story in the <i>Title</i> field.</p> <p>Media Type: <input type="text" value="Photo"/></p>
5	<p>Ensure the name in the Unit field is correct.</p>
6	<p>Enter the Dateline in the <i>Dateline</i> field.</p>
7	<p>Enter the News Story Author's name in the <i>Byline</i> field.</p>
8	<p>Copy and paste the body of your News Story into the <i>Body</i> space.</p> <p>Note: To prevent time-consuming modifications in the editor, please be sure to select "Paste from Word" if you are copying text from a Word document or "Paste Plain Text" if you are copying text from a website (i.e. – DVIDS).</p> 

Step	Action
<p>9</p>	<p>If there are photos associated with the article, search for and select each image by clicking on it.</p> <p>User Media – All photos uploaded by you that have all metadata fields complete</p> <p>Portal Media – All photos uploaded to your unit’s AFPIMS site</p> <p>All Media – All photos uploaded by all units within the USMC</p> <p>Note: You can also use the Media Search field to locate a photo by <u>VIRIN</u>, keyword, byline, etc. Additionally, your photos will not show up in the search results until all required metadata fields have been completed.</p> <p>Once you have selected the photos, click the <i>Add Selected Media</i> link.</p> <p>Add Selected Media</p>
<p>10</p>	<p>Scroll down to the Category section and enter the article’s keywords in the Tags field, separated by commas.</p> <p>Tags: <input type="text"/></p> <p><small>Separate tags with commas, example: "movies, action, Arnold Schwarzenegger"</small></p>
<p>11</p>	<p>Select one or more categories from the <i>Categories</i> drop-down list.</p> <p>Categories <input type="checkbox"/> </p>
<p>12</p>	<p>Enter or select a story date in the <i>Publish Date & Time</i> field.</p> <p>Publish Date & Time: <input type="text"/> <input type="text"/></p> <p>Note: If left blank, the story date will be reflect the date that the story is published.</p>
<p>13</p>	<p>If you have Approver permissions, click the <i>Publish</i> link.</p> <p> Publish</p> <p>Otherwise, click the <i>Save Draft</i> link.</p> <p> Save Draft</p> <p>Result: The news story will be uploaded to the unit site in AFPIMS. If you have</p>

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Step	Action
	Approver permissions, its status will be Approved. If you do not have Approver permissions, it will require approval before it is published to the public servers.