

MEJO 557: EDITING FEATURES

Today you will edit and post a story from MEJO 256 (Feature Writing) to the Omnibus website. Here's what to do:

- Take a look at the story budget to find the story I've assigned to you.
- Log in to the server and go to our class folder. Under the Class Materials folder, you'll see a folder called J256 Features. You can find your story there.
- Click and drag a copy of your story to the desktop. Edit it in Microsoft Word. Please track your changes.
- When you're done editing the story, email it to me: abechtel@email.unc.edu
- Log in to the Omnibus site at web.unc.edu. Go to the Dashboard and click on Posts and Add New.
- Copy and paste the edited story into WordPress. Make the byline **bold**.
- Write a headline of between 60 and 70 characters. Click Preview to see how it fits.
- Add subheads to break up the text. Make them **bold**.
- Add relevant links.
- Some stories have photos. If yours does, add them to the post and write captions.
- At the end of the post, give yourself a credit line: Edited by ... Put it in *italic*.
- Click Preview when you think you're finished. If it all looks good, hit Publish.
- Log off and go home proud.

ASSIGNMENT VALUE: 100 points (25 points for headlines and captions; 75 points for editing and linking)