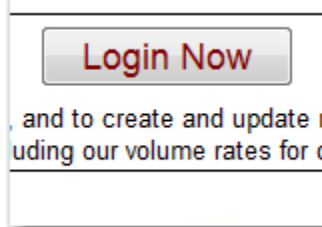


## ReadyWebWare On-Line Composition Instructions for Local Columnists

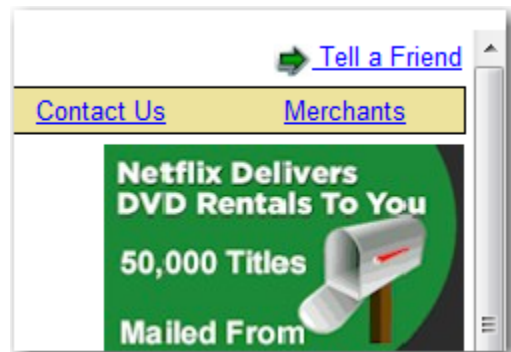
### Log in to your account

Security is distinguished by email address, login name and password. Once properly logged in, the system will recognize you as a columnist with rights to compose and submit your articles.

To get started, click the [Merchants](#) link on the upper right corner of the screen.



Next, click the **Login Button**.



Enter the email address used for your role as an on-line columnist:

A screenshot of a registration form. The title is "REGISTRATION" in blue. Below the title is a paragraph of text: "The process just requested requires a one-time registration of your email address and your privacy is respected. We do not reveal email addresses to other businesses." Below the text is a form field labeled "Email Address:" followed by a "Submit" button.

Click the link [Your Articles](#) to access your menu. **Note:** Regular users whose identity has expired will be prompted for their Login Name and Password. Otherwise, the user will be sent to the Columnist Menu page.

A screenshot of a community resource page. The title is "A Community Resource". Below the title is a yellow navigation bar with links: "Free! Place Ad", "Movies", and "Dining". Below the navigation bar are two form fields: "CATEGORY:" with a dropdown menu set to "Religion" and a link "Your Articles"; and "ARTICLE:" with a dropdown menu set to "Who Governs You?". At the bottom is a yellow bar with the text "LOCAL DISCUSSION" and a link "start a discussion linked to this article".

First time users will be required to create a password.

Regular users needing to verify their identity will be prompted for their **Login Name** and **Password**:

A screenshot of a user login form. The title is "A Community Resource Produced by the Community". Below the title is a yellow navigation bar with links: "Free! Place Ad", "Movies", "Dining", "Talk", "Sports", "Articles", and "Weather". Below the navigation bar is a section titled "USER LOGIN NAME AND PASSWORD" with a "Start Over" link. Below this are two form fields: "LOGIN NAME:" and "PASSWORD:". To the right of the "PASSWORD:" field is a "Submit" button and a checkbox labeled "Check here to remember your password". Below the form fields is a link "What to do if you have forgotten your Login Name or Password" and a link "If you have logged in previously, click here to have your login information returned by email."

## ReadyWebWare On-Line Composition Instructions for Local Columnists

### Composing Articles Online

Most writers will feel more comfortable using a word processor with spell checking and grammar checking features, such as Microsoft Word. Once ready for publication, the writer can copy and paste the article into the online composition area. After pasting your article you will be able to set display formats, which include the choice of single-column or two-column articles, whether you want to take questions by email, the option to upload and embed a picture, etc.

Note: Certain characters in Word are embellished to display in a slanted fashion, such as beginning and ending quotation marks. Unfortunately, browsers do not interpret such characters correctly, and thus, they are rendered improperly for the reader. Therefore, it is important after replacing these characters with, for example, quotation marks typed from the keyboard.

Select a category under which your article is to appear:



**Enter a Title** for your article, which will appear in bold. At an option, **enter the locality**, such as the city and state about which the article targets. Next, begin typing your **article**. Or, you may paste your article into the body at this point.

**Suggestions for a nice appearance:** Due to the browser limitations, you can improve article presentation by following certain guidelines. First, we suggest indenting paragraphs for easier reading. Pressing the Tab Key will insert five hard spaces to serve as an indentation. Be advised that browsers ignore extra spaces entered via the keyboard's Space Bar. Hard spaces can be created with the following character string: &nbsp; (the last character is a semi-semicolon). Also, you can use standard html tags, such as `<b>text</b>`, `<u>text</u>`, `<i>text</i>` to highlight text as **text**, text and *text* (and combinations thereof), respectively. Be advised that our editors may remove content deemed inappropriate.

Once you are satisfied with your article, click the **Record Your Changes** button to view your article before publishing.

## ReadyWebWare On-Line Composition Instructions for Local Columnists

### ARTICLE COMPOSITION

Start a New Article Under: Autos & Trucks

#### DINING

**Title:** Crabbies Seafood Shack

**Locality:** Mobile, AL Locality Format: Cityname, FL (Optional)

**Article:** Finding great seafood at reasonable prices is usually a challenge in metro areas. But if you are willing to take a short drive across the bay, you might just find the trip to Crabbies Seafood Shack a recurring joy. Upon arriving Crabbies, you'll wonder for a moment if this writer has lost his mind. Then again, you'll also wonder why there are many vehicles around the Crabbies "shack" as you look for parking. Well believe me, that's the only drawback.

[Record Your Changes](#) [Cancel](#)

After recording your changes you may then set display preferences for your article:

### Formatting Options

[Return to Editing](#) TYPE SIZE: Title: - + | Body: - +  
Columns: [Span Both](#) [Using Left Only](#) [Divide Between](#)  
Allow Email: [Yes Change](#) Picture Option: [Submit](#) to Editor: [Submit](#)

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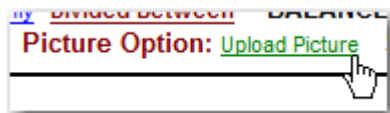
#### DINING

**Crabbies Seafood Shack**  
By **Barbara Moore**  
Guest Columnist

**Mobile, AL**  
Finding great seafood at reasonable prices is usually a challenge in metro areas. But if you are willing to take a short drive across the bay, you might just find the trip to Crabbies Seafood Shack a recurring joy. Upon arriving Crabbies, you'll wonder for a moment if this writer has

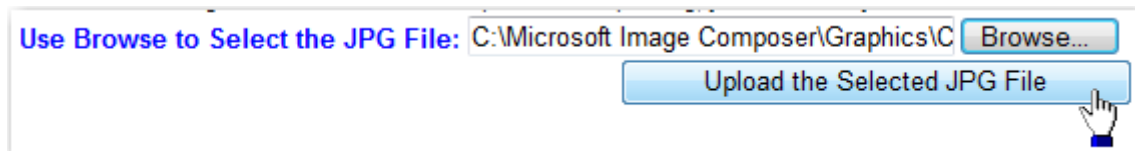
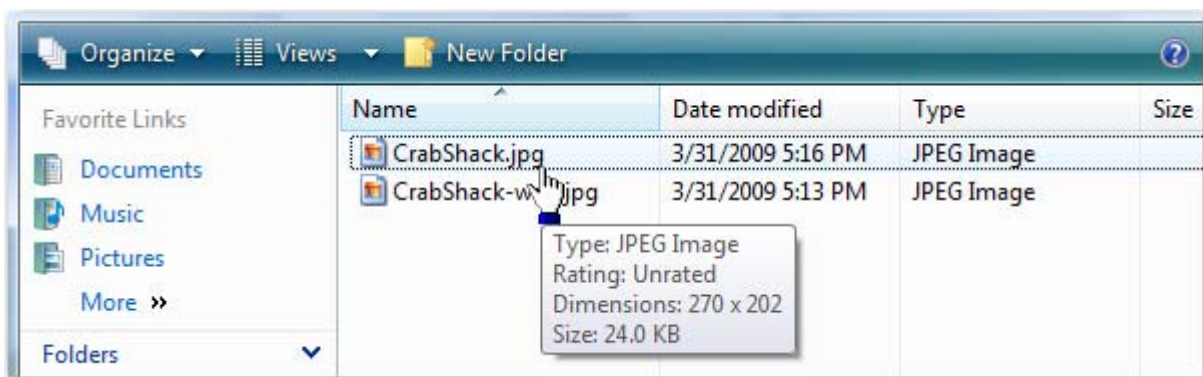
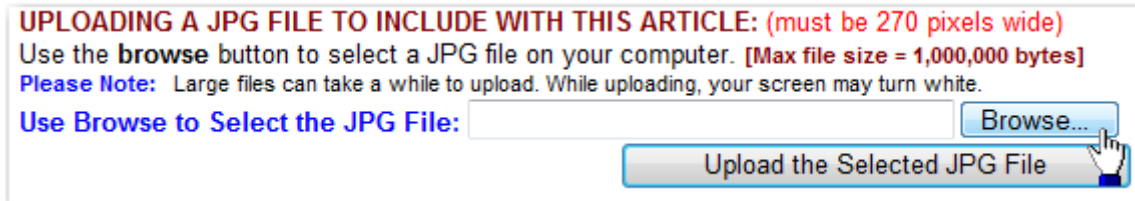


## ReadyWebWare On-Line Composition Instructions for Local Columnists

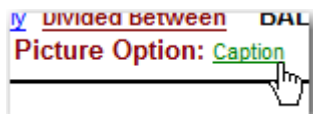


You may also upload a picture to further refine your article. Pictures are limited to JPG files with a maximum width of 270 pixels. Most digital cameras come with picture editing software. And you can find free JPG editors on the Internet, as well.

Click the Browse button to find your web-ready JPG file. Once found, click the Upload button.



After uploading your image you may add a caption to the picture, at your option.



## ReadyWebWare On-Line Composition Instructions for Local Columnists



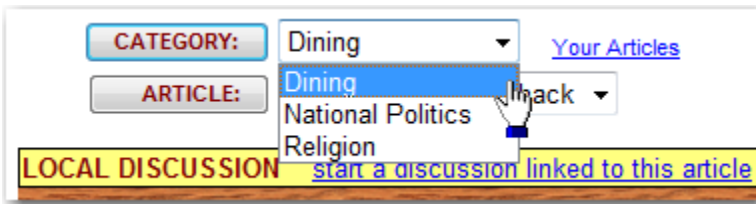
Those wishing to take email messages from readers may click the [change](#) link to **Allow Email**.

Barbara Moore  
Local Writer  
Panama City Beach, FL  
E-Mail: [barb@metrobid.com](mailto:barb@metrobid.com)

You may also [Return to Editing](#) to modify text at any time.

When you are satisfied with your article, simply click the [Submit](#) link to send your piece to the Editor for review and posting.

Once posted, readers will find your article under its respective category.



Readers may also [start a discussion linked to this article](#), which will create a blog topic specific to your column and allow others to discuss the topic. Likewise, blog readers can discover your article by reading our blogs and clicking a link directly back to your column.