



# How to Use the LJI News Centre

## [LJI-IJL.ca](http://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 ([lji-ijl.ca/terms](http://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 ([lji-ijl.ca/signup](http://lji-ijl.ca/signup))

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: [LJI-IJL@thecanadianpress.com](mailto:LJI-IJL@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.

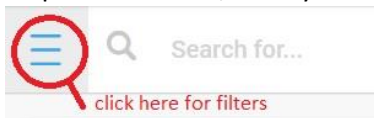
There is one additional category, at the top, called Editors’ Picks, which is just a way to feature some of the excellent content from across all provinces and territories. They are self-selected by LJI participants. The same stories will also be found in their regional categories.



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, here:



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 News Centre 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 **reporter, 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.

Give the credits in the byline: “Jane Somebody, Local Journalism Initiative Reporter, The News Outlet.”

You can lose the word “Reporter” if necessary, but do not shorten Local Journalism Initiative into an acronym when crediting a story.

If you are not able to put the whole credit up high in the byline due to a technical issue, put the Local Journalism Initiative credit at the bottom of the story as a tail, followed by the outlet: “Local Journalism Initiative Reporter, The News Outlet.”

Do not make attempts to hide or bury the credit. It should be plainly visible.

If you are trimming an LJ I story and styling it as a small brief for print, you must still credit the Local Journalism Initiative and the writer’s news outlet. For example, “Local Journalism Initiative/The News Outlet.” If the story has been heavily changed, please write “With files from the Local Journalism Initiative/The News Outlet.”

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

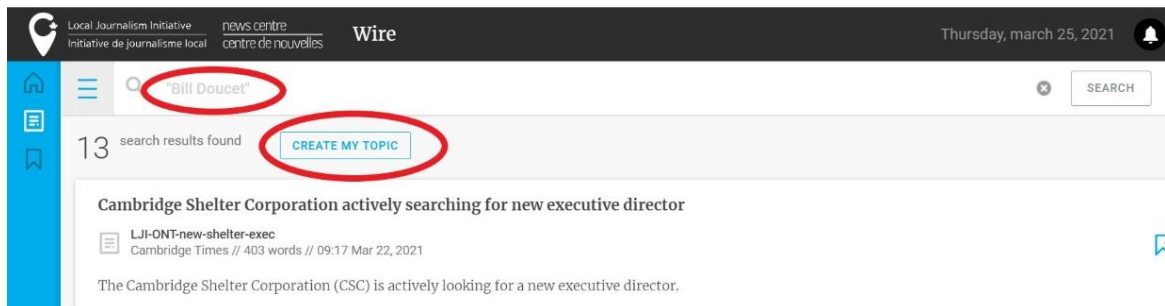


## Setting up story alerts

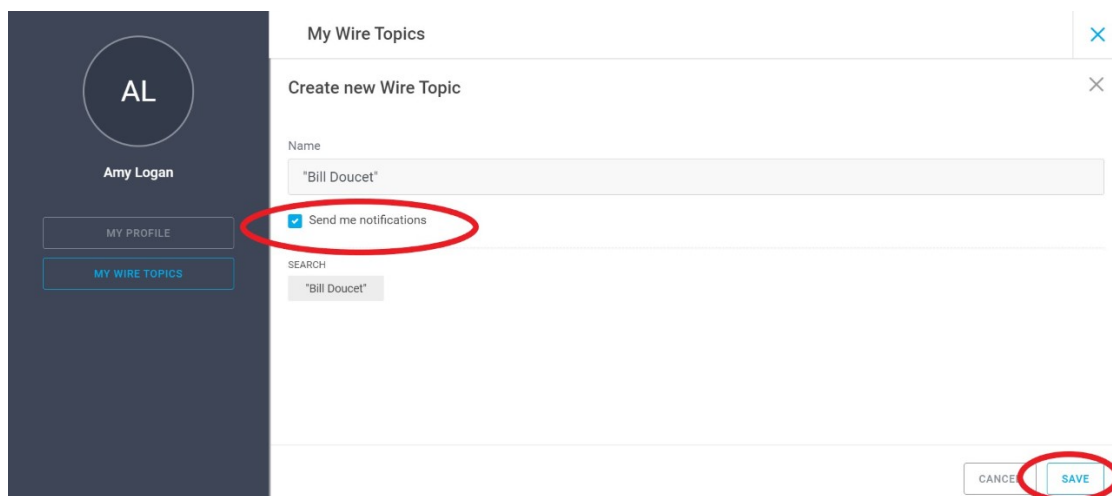
You can receive email alerts when a story you have used is killed or updated, and when a new story containing certain keywords is posted.

### Create keyword alerts in News Centre (5 steps)

1. Search your keyword in the search bar with quote marks. **Examples:**  
A simple byline: "Jane Somebody" Multiple phrases: "First Nation"+"Alberta"  
To search a region, but not get an alert from a certain reporter, try: "Sudbury"- "Joe Somebody"



2. Click "Create my topic"
3. Click the box that says "Send me notifications"



4. Click "Save" in the bottom right corner



5. Make sure that you can receive notifications by email by clicking “My profile,” and checking the “Receive notifications via email” box.

My Profile

First Name: Amy Last Name: Logan

Email: amy.logan@thecanadianpress.com

Phone: Mobile:

Role:

Receive notifications via email

Language: English

CANCEL SAVE CHANGES

### Receive kill notices and update alerts

If you have clicked the checkbox to “Receive notifications via email” as mentioned above, you will automatically receive kill notices and update alerts on stories you have copied, downloaded or saved.

For News Centre to know you “used” a story, you must have clicked the buttons in the story:



If you receive a kill notice about a story you have republished, please remove the story from your website.