



Introduction to Superdesk and LJ News Centre

Simply put, **Superdesk** is for writing, editing and publishing stories. It is browser based, meaning there is no software to install on your computer. Just log in to the website and start publishing.

*Bookmark this link to the LJ's Superdesk: <https://lji.superdesk.pro/>

Once we hit "Publish" in Superdesk, the article is viewable via **LJ News Centre**. All the LJ's content is viewable/downloadable on LJ News Centre, to those who have accounts. All LJ contributors and editors will have a LJ News Centre account, as will publications that wish to use the LJ's articles.

*Bookmark this link to the LJ News Centre: <https://lji-ijl.ca/>

Both Superdesk and LJ News Centre are made by a company called Sourcefabric. The specifications of both platforms have been modified to fit the LJ's needs and can be further modified as needs change.

Superdesk

Logging in

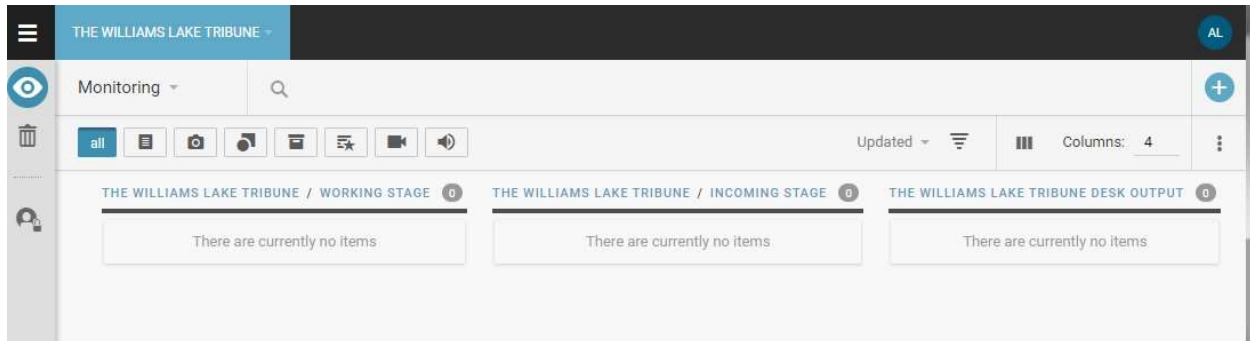
Your username and a prompt to set a password will be emailed to you once your account is created by the LJ's Supervising Editor. Usernames will usually be in the format of: Firstname.Lastname. If you forget your password, you can reset via the "Forgot password?" link on the login page.



Navigating the site

Once logged in, you will see the name of your “desk” at the top left of the page, highlighted in blue. Your “desk” is your media outlet. If you have permissions to write or edit for multiple desks, you can switch between the desks here. Below, it is shown as The Williams Lake Tribune.

To the left of your desk name, you will see an eye icon also highlighted in blue. The eye represents the “Monitoring” view. Clicking the eye will take you back to this view.




In this Monitoring view, you can see all three stages of production. Stories that are still being written, or are not yet ready for editing, can be found in the first column – **Working Stage**.

Once a story is sent for editing, you will see it in the second column – **Incoming Stage**. Not everyone will use this stage. If you are doing your editing on another platform, your company’s in-house CMS for instance, you do not need to put your story through this stage. You may publish your story directly from the Working Stage. *But, all stories must be edited prior to publishing. No one outside of your newsroom will be editing your copy.*

The third column shows **Output**, or all the content your desk has published.

You can view all three stages at once, as pictured above, or filter down to see just one stage. This is done on the drop-down menu that says “Monitoring,” directly beside the eye icon, and under your desk name.

You can also filter by content type. The buttons to filter by content type are underneath the Monitoring drop-down menu, on the left side of the screen. You can see all content, just text, just pictures, just graphics and so on.

On the right side of the screen, you will see options for ordering your content. You can order it by when content was created, last updated, alphabetically by slugline, and so on. Clicking this icon  toggles between descending and ascending order.

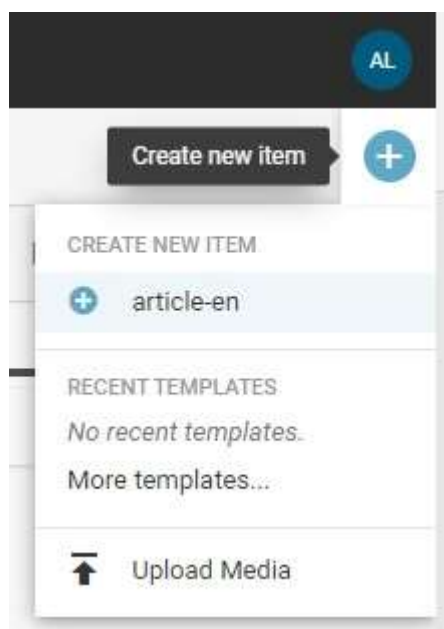
The + icon on the top right corner is where we go to create a new story. More on this in a moment.

Beneath the eye icon is a garbage can icon. This is not a delete button. This is where you can go to view any stories that you have “spiked,” or thrown out. Stories that you have spiked can be unspiked later. More on how to spike (throw away) or kill (unpublish and delete) a story later.



Creating a new story

Click the + icon near the top right of your screen. You will now see this:



“Article-en” is the English template. It is the default for Anglophone desks. “Article-fr” is the default template for Francophone desks. Both templates are available for everyone, in the “More templates...” option shown above.

After selecting the template, your workspace will open on the right half of your screen. You can make it wider by mousing over the vertical dividing line and dragging it.



THE WILLIAMS LAKE TRIBUNE / WORKING STAGE CLOSE SAVE

Created 15:11 by Amy Author | Modified 15:11

PROFILE article-en | 0 WORDS | SOURCE the williams lake tribune

SLUGLINE * 0/50 characters REGIONS * + CATEGORIES * + Story subjects

HEADLINE Required

ABSTRACT Required

BODY HTML Required

FEATURE MEDIA

Drop items here or click to upload

BYLINE Required

Amy Logan, Local Journalism Initiative Reporter

- **Slugline:** The file name. Please fill in your slug in the following format: LJI-province-storyname, where province is the CP style abbreviated version of your province (Alta, BC, Man, NB, NL, etc.)
- **Region:** Your province or territory. If your story is about more than one region, you may select multiple (one at a time).
- **Categories:** The subject of your story. You may select multiple categories (one at a time). Your story will be tagged with the categories you select and can be grouped by category. Options may change over time to reflect the content generated by the LJI. **NOTE:** If you have a great story that will resonate outside of your region, perhaps even nationally, select the category “Editors’ pick” to feature the story on LJI News Centre. Please do not select “Editors’ pick” for every story.
- **Headline:** You have up to 150 characters to write an accurate, descriptive, interesting headline. Please use CP Style, avoiding punctuation when possible. Your headline might not be used by other publishers that decide to run your story, but it will appear on the LJI News Centre.
- **Abstract:** A taste of your story. You can copy/paste the first two sentences of your story here, or write a deck. This will appear under your headline in LJI News Centre.
- **Body HTML:** This is the body copy of your story. You may compose it here (there are auto saves and revision history), or you may simply copy/paste from your preferred software.



Local Journalism Initiative

Initiative de journalisme local

- **Feature media:** This is where you can add a photo for your story. It is not a required field. You can select a photo from your computer, or just drag the image in. After selecting your photo, you will be prompted to fill out a headline and a description. You do not need a headline. The description is your cutline, followed by a photo credit – (Jane Somebody/The North Bay Nugget). Then click upload. You will then be prompted to crop your image. If you do not wish to crop, hit “Done” in the top right corner. You can do further edits later.
- **Byline:** This will auto generate. It should be your name, followed by Local Journalism Initiative Reporter. Please do not alter this. We have left it as editable in the event that two LJI reporters collaborate, and a double byline is necessary. If your byline is incorrect, please let the LJI Supervising Editor know, so that you do not need to correct your byline each time.

Once work on the story has begun, you can:

- 1) Save the story and close it. You can find it again in the Working Stage.
- 2) Send the story “**To Desk**,” or “**Publish**.” These options appear as large buttons next to “Close” and “Save” as soon as you begin to enter content in the template.



To Desk: Pushing this button immediately sends the story to the editing stage, known in Superdesk as the Incoming Stage (hitting “To Desk” from the Incoming Stage will send it back to the Working Stage). You do not need all the required fields filled out to send it to this stage. This means that if it is your editor’s job to write the headlines, you can push it through to your editor in Incoming Stage without a headline. All the fields must be filled out before publishing, however.

After sending To Desk, you will be brought back to your monitoring view, which will look like this:

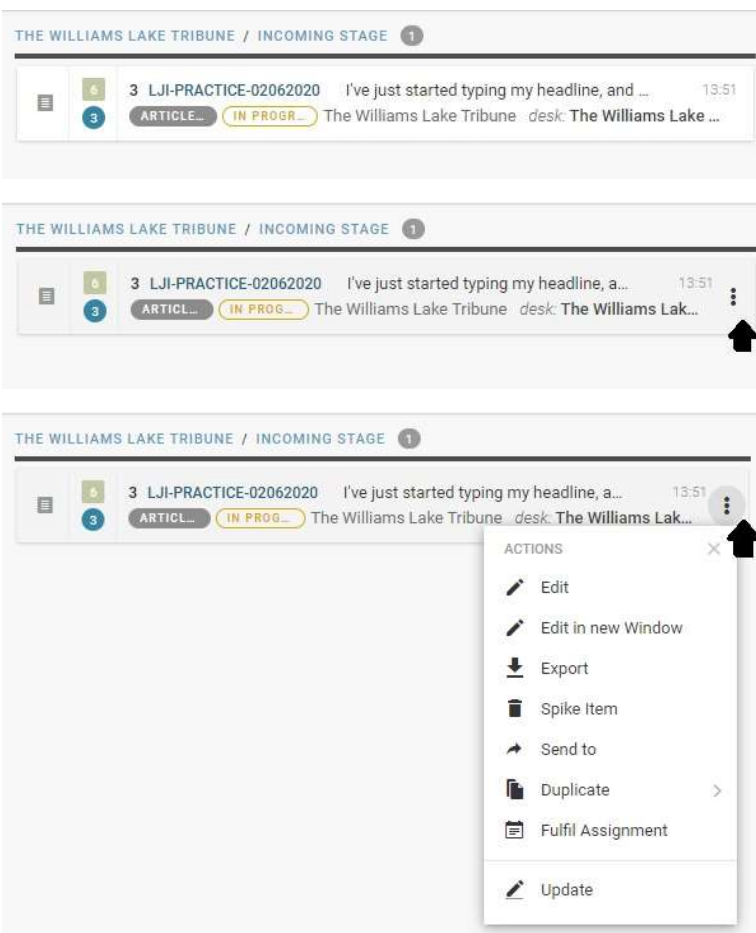




Publish: Only contributors with editor credentials will have access to the Publish button. It is up to your individual newsroom to decide who will have access. The workflow around determining when a story is ready to publish is up to your newsroom. The LJLI expects that all published stories have had an editor's approval – whether through Superdesk or your individual systems. Once you hit the Publish button, the software will prompt you to confirm you wish to publish. Once you confirm, the story is immediately available on LJLI News Centre. The story is then viewable in the Output column of Superdesk.

How to Open a Story in Superdesk

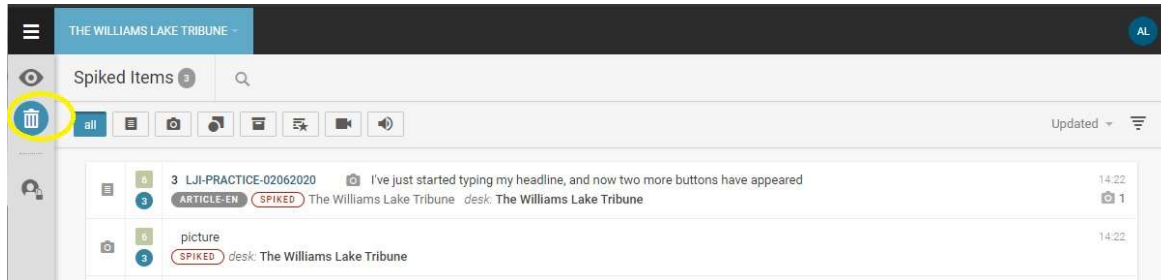
To open a story that is in any of the three stages, hover over the story with your mouse, click on the three vertical dots that appear on the right (action menu), and select "edit."





How to Delete Working Files

Navigate to the action menu (the three stacked dots), as above, but select Spike Item. You can view Spiked items by clicking the garbage can icon on the left of your screen (shown below). From there, you can “unspike” the item using the action menu.



How to Unpublish a Story

If you publish a story and you must unpublish it, those with editor credentials can do so in Superdesk. Reasons to “kill” a story include major factual errors, a court-imposed media blackout, or something related to the naming of minors.

Killing a story will remove it from LJ News Centre and send an alert to LJ News Centre users and CP subscribers telling them not to use what was released.

To kill a story, first locate the story in your Output column in Superdesk. Just like opening a story, hover over the story with your mouse and click the three dots (action menu) that appear on the right. Select “Kill item,” with the skull icon next to it. The story will open for editing. You can leave the slugline, headline, and byline all the same. But, delete the body copy, and write a short explanation in the body-copy field about the reason for killing the story. You can write something like “Media embargo. Not allowed to report until 5 a.m. tomorrow.” Then click “Send kill,” where the “Publish” button usually is.

The story on LJ News Centre will be overwritten with something that looks like this:





Everything was automatically filled in here, except my specific explanation about the embargo. If you do not delete the body copy before hitting the “Send kill” button, it will appear in full below the takedown notice.

In Superdesk, the kill notice is a new file in your Output column. Your old file is still viewable in your Output column.

How to Update a Story

If you publish a story and then need to make a minor update, you can do so in Superdesk. Minor updates might be getting a quote from someone who you had written was unavailable to comment, or adding a line about when the next court hearing will be. These are things that aren’t errors, and don’t warrant writing a whole new story.

Just like opening a story, hover over the story with your mouse and click the three dots (action menu) that appear on the right. Select “Update,” with the pencil icon next to it.

You will now be able to edit the text. At the top of the story, let publishers know what you have updated. Write something like “UPDATE: Adds quote from mayor.” Then, add the quote from the mayor in the body copy. You can save as often as you like – saving does not republish the article (even though it will say “item updated” after you save). When the updates are complete, save, then hit “Publish” again.

Now, the updated version has overwritten the first version on LJ News Centre. But the first version is still viewable on the story page, under “Previous versions.”

Back in Superdesk, a second version of the story has been created in your Output column. This means the first and second versions are both still available to you. However, only the most recent version can be updated. You will not have the “Update” option on the first version anymore.

How to Correct a Story

If you have published a story and then you find out about an error, the process is virtually the same as How to Update a Story, above. However, if you select “Correct item” from the action menu and then proceed through the same steps, the previous version will not be viewable on LJ News Centre. So, with Updates, you can see previous versions. With Corrections, the version with the error is no longer viewable.

FYI: Instead of “Publish,” you will hit a button that says, “Send Correction.”