**Publish2 Process Sheet**

Headlines (Newsgroups)—(<http://www.publish2.com/newsgroups/ussfwire>)- For posting quick links of USSF related stories using a Publish2 browser widget.

* After joining this newsgroup, related stories can be added by clicking on the “Add Content” button at the top of the page.
* Fill out all necessary information related to the link
* Make sure it is being posted to “USSF Headlines” under newsgroups

News Organizations – The Media Consortium Newswire – For posting complete stories and sharing it with other Newswire viewers.

* On the main USSFWire page click on the “Add Story” button on the right side of the page.
* Fill all the required information; *Headline, Slug, Source,* etc.
* The body of the story has to be pasted in HTML to conserve formatting and links.
  + To do so, you must be at a source page and “View Source” for that page
  + Scroll down the source code, until finding the HTML code for the body of the story
  + This is what has to be copied and pasted to **Body** in Publish2
* Remember to ensure that the story gets added to the **USSFWire** before submitting.