

STAFF RESOURCES

A good Staff Resource page is an invaluable tool for a staff, especially a web editor. The page can be comprised of text instructions or videos or a combination of both and should provide answers to frequently asked questions staffers have. A good resource page answers a lot of the common, most asked simple questions to give the web editor and team the time to focus on other things. To start, try coming up with your five most commonly asked questions by staffers and make a resource for each of those. Soon, those questions won't be asked anymore as people will learn them or just turn to the resources page. Then, as new questions frequently come up, you can add resources to the page to help. Here are some common web resources you might want to create for staffers:

- How to login to the site
- How to write a web headline
- How to post a web story
- How to turn in your web story
- How to size and crop a feature image
- How to take a good featured image
- How to properly categorized and tag your story
- How to properly write a web story
- How to embed a Youtube video

What would be some of the most commonly asked questions your staffers might have (or what are some questions you yourself have when it comes to posting on the web). Make a list of questions and ideas below. Once you are done, share that list with your staff and come up with a plan to develop a resources page for your team.