

Kentucky Press News Service User Guide

--The KPNS URL is www.kypressnewsservice.com.

-- KPNS is updated Sunday through Friday. KPNS is updated weekdays from 8 a.m. to 5 p.m. ET. It's updated Sundays about mid-morning. It may also be updated at other times, as warranted.

--KPNS sends two news budgets a day Monday through Friday and one on Sunday morning. The daily AM budget is sent at 9:30 a.m. ET and the PM budget is sent at 1:30 p.m. ET.

--The editorial budget list is emailed early to mid-afternoon Monday through Friday.

--KPNS members can access the web site 24/7 and are free to use stories as soon as they appear on the site. The entire KPNS story database resides on www.kypressnewsservice.com and you can access stories at any time.

--At the top of the home page, there are links to databases organizing stories by county and region. There's also a list of participating members. A list of corrections can also be found here as well as a link labeled "Members only." At present, the Members only link lists participating members that lack web sites. In the future, we plan to make the Members only link more useful than at present.

--On the site, click on any story's headline. It will ask for your user name and password. From there, you go to the content page. There, you will see the story, a suggested headline and other pertinent information. Although you will see the story in a narrow column format, you will probably prefer going to the link in the upper left corner that says "plain text version" of the story. Click that and you will have a text-only version of the story -- suitable for copying and pasting into your computer system.

In the lower left corner, it will tell you if there's a photo that goes with the story. Click the link to download the photo and access the cutline and photographer credit line. The photo is a low-resolution photo scraped from a web site and is only suitable for use on your web site. If you want a high-res version for your newspaper, you can e-mail the originating paper and request one. A planned future improvement is a direct e-mail link to the originating paper's editor for convenience.

--Also on the content page will be the URL back to the originating member's web site for this particular story. KPNS stories can be published in your newspaper or specified stories can be aired on designated public radio stations. Online news

sites should only publish a link that goes to the story's place of origin. Of course, you can run a headline, brief summary of the story and the supplied low-res photo, if any, on your site.

--When using a KPNS story, you are required to use the reporter byline and newspaper credit line supplied with each story. (Please do not credit the KPNS. We want our member papers to get the credit for their editorial content.) Members do have the option of condensing/rewriting any KPNS story into a news brief, if desired. If you do this, you must work the name of the originating newspaper into the copy.

Now for the legal stuff as suggested by KPA legal counsel and included in the KPNS agreement between participating newspapers and KPA.

--When warranted, KPNS will post corrections, clarifications or retractions on its web site. They will also be e-mailed to KPNS participants.

--If any KPNS member receives any communication claiming that a story has inaccurate information or has violated any law, that paper is obligated to contact the originating newspaper and the KPNS director. If the originating paper publishes a correction, clarification, or apology, it must notify the KPNS director and send the item to the KPNS for posting on its site. After consulting with the originating newspaper, any KPNS member that published or broadcast the story in question may decline to publish the correction, clarification or apology if it's deemed unnecessary or if it would harm the member. Otherwise, KPNS members should publish or air corrections provided. KPNS members also have the right to write their own correction to the challenged content.

If there are any questions about editorial content, contact KPNS director David Greer at KPA via dgreer@kypress.com or at 800-264-5721 during business hours. He can also be reached via e-mail during off hours at dgreer@fewpb.net.

From time to time, David Greer will be out of the office and another KPNS editor will be posting stories. KPNS participants will be given contact information when that occurs.

KPA staffer David Spencer can be reached regarding KPNS technical issues at dspencer@kypress.com or 800-264-5721.