http://www.indymedia.dk

http://climate.indymedia.org

reclaim
the
media

Write reports direct from the streets

This guide is for…

Placard waving, camera wielding, megaphone using, video editing, radio listening, news writing, fit-team avoiding, network building, consensus reaching, bike riding, tent erecting, solar panel using, laptop repairing, porridge cooking, notepad carrying, fact finding, banner making, van driving, equipment carrying, internet connecting, meeting attending, irc chatting, sound recording, truth verifying, website using, zine making, poster drawing, summit hopping, battery charging, email reading, solidarity extending, group meeting, mainstream media antagonising, copyleft licensing, code hacking, fence snipping, D-lock key holding, flyer making, tripod climbing, coffee drinking, phone answering, photocopier using, free thinking, left leaning, banner raising

…people like YOU!

Indymedia relies on it's volunteers to stay alive in a world where corporate and commercial interests try to feed us our news. Anyone and everyone is welcome to participate in the indymedia project, provided they agree to our Principles of Unity.

We hope that you will want to continue to be part of the project, whether it be the occasional upload of news from your community, to a more hands on role in a collective in your area.

You can find a full rundown of the mailing lists of IMC's around the world by going to

lists.indymedia.org

If there is an IMC near you, why not join the mailing list, introduce yourself and see if there's a meeting you could get to?

If there isn't an existing IMC near you, but you'd like to help make one happen, there is loads of useful information as to how to do this at

newimc.indymedia.org

The network thrives on it's diversity, and having more and more IMC's spring up in all of the far flung regions of the world will ensure we continue to give a voice free from commercial restraints for many years to come.

Welcome to the global Indymedia community.

### Other Media¶

If you spot something not written by yourself, but that you feel is worth reading and relevant to activities currently underway, the place to publish these is in the other media section as opposed to publish page that you would use for articles. These will show up in their own newswire and can often provide a great source of information for further reading. These don't have to be from a commercial news source, they can be from personal blogs of others, other alternative news sources or anywhere else you might find some news you wish to share.

To publish a link to other media, click on the publish button, then "Link to other media" and fill in the URL (including the http:// bit) and a short description of what can be found there.

### Start a group¶

Registered users can create a group. Groups are listed in the "groups" section with a short description of who they are and what they do, and have their own page listing all their articles, events and media. Think of it like a blog, but better!

To start a group, click on the "Groups" link on the top navigation bar, under the site banner. When there you will find a box on the right hand side of the page which gives the link to set up a new group. You must be logged in to set up a group.

Indymedia is a fluid mix of politics, technology and media. It is a web of politically active networks, collectives and individuals that come together to offer grassroots, non-corporate, non-commercial coverage of important social and political issues. Formed during the 1999 anti-globalisation protests in Seattle, the project has now spread to over 70 countries worldwide and thousands of activists like yourself provide the network with life on a voluntary basis.

The guiding principle behind indymedia is Do-It-Yourself. Indymedia is not an alternative news service that can be brought in, complete with journalists, cameras and kit, to report on your action or event. It's a collaborative project which allows YOU to become the media yourself. There are many ways to get involved, for example by participating in a regional collective, by getting involved in radio, video or print production (and a whole range of other indymedia projects) or by reporting your grass-roots news via the PUBLISH button on the website.

We know that it can be daunting for someone new to indymedia to take the first steps in getting involved, which is why we've produced this guide. If you want to have a go at publishing your own grassroots news stories to an indymedia newswire, then all the basics you need are here in these pages.

IMC Denmark has teamed up with Climate IMC and other media activists to cover the COP15 UN climate conference in Copenhagen Dec 7-18. Stories from the streets and corridors of Copenhagen should be posted to Indymedia Denmark, all other climate stories can be published on Climate IMC. See Cop15 Mobilisation Info feature. If you publish elsewhere, tag #cop15imc

This guide covers publishing your news to Denmark indymedia at:

www.indymedia.dk

The address for Climate IMC is

climate.indymedia.org

And further instructions for how to post your news here is available on the site.



With people using their phones more and more to access the internet, it's now easier than ever before to upload your news to indymedia.

In your phones browser, go to…

mob.indymedia.dk.

…where you can check out a reduced version of the site, and also publish text, video and photographs directly from your phone. Your mobile report will then appear on the Tumblewire, which is linked to from the website's front page.

The publish button is at the top of the page. Clicking this will take you to the following page:



**Publish**

# New tumble

You may upload a photo/video file, or a piece of text (or both).

If your photo is sideways, don't sweat it, we'll fix it once it's uploaded.

Be careful about what you upload, Big Brother is watching!

File

[                    ] [Browse...]

Body

[                    ]

From where you can add text to the "body" using your phones keypad, and/or select a video or photograph to upload from your phones memory.

You will need to enter the text that appears in the "No Robots" box before clicking the publish button at the bottom, then your contribution will appear on the sites Tumblewire.

Video and Audio can be published to the site by first clicking the `Publish` button, then selecting "Publish a Video"

The first things to do are fill in the information about the video and author in the top boxes. Note, the title and author are

Title of your video*

Author:*

Contact email address for video (optional - will be shown):

Neighbourhood tags - e.g. *brixton lambeth* or *elephant_and_castle*

required fields and you will not be able to upload without filling them in. Optionally, you can put in your email address. If you are a member of a group on the site, you can tick the box that will make it editable by all members of that group, as well as appearing on your group page.

Then you can select the video you would like to publish using the browse button next to the "File" box (take note of the allowed video types written there)

The text you write into the "Body" box should give a short description of the videos content

File* - allowed file types are 3gp, avi, m4v, mov, mpg, mpeg, mp4, ogg, wmv

Browse...

Description*

B  I  U  ABC

Path: p

When you click upload, be patient as it can take a long time before you get confirmation that it has worked, especially with very large files. Make sure you don't press "stop" or "refresh" on your browsers navigation bar during this time or it won't work.

Writing an article for indymedia needn't be difficult. As a general rule, try to always include the following:

**WHAT** happened? **WHERE** and **WHEN** did it happen? **WHO** did it? **WHY** did it happen? and HOW?

*Is your report easy to read?*I¶

Look at your article from a reader's point of view, as if you had never seen it before. Readers might be put off by a long piece of text that runs all together with no breaks so split it up into paragraphs. It's often useful to ask someone you know to read it and give you feedback.

*Have you explained the background?*¶

Don't assume that your reader knows about the subject. All good reports should give basic background information. Add a link to further background information or to relevant websites if you think this would be helpful.

*Have you checked the spelling and grammar in your report?*¶

No matter how great your report, it can look really bad if it's full of spelling and grammatical errors. Most word processors have spelling and grammar checkers or, better still, ask someone else to check it for you.

*Does your report meet the editorial guidelines?*¶

Each Indymedia site has a prominent link on their front page to their editorial guidelines. If your report doesn't meet the guidelines, then there's a strong possibility that it will be hidden. Make sure you take the time to read through these.

Having read all the amazing news on the front page, and read the editorial guidelines, you're hopefully inspired to tell your own story. The first step is to click on the **Publish** button on the front page, then click "Publish an article"

This will take you to the main publish page. Most of the input fields are pretty self explanatory, here is an overview of what to expect.

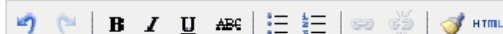## New article

\* = required field

Title of your article\*

Write an original and catchy title here!

Author:\*

Who has written this?

Contact email address (optional - will be shown):

Your email address...

Neighbourhood tags - e.g. *brixton lambeth* or *elephant_and_castle*

Where did it happen?

Both the Title and author are required fields, but you are not required to give your real name if you don't want to.

Summary\*

Give a brief overview of what your story is about here. Ideally It should be catchy enough for people to want to read more. You don't need to include all the details here, but it should give a good summary of what the reader can expect.

The icons above this box are to help you edit your text. Hovering over them will give a brief explanation. They are used for: (reading left to right) undoing/redoing should you make a mistake, making your text bold/italic/underlined/crossed-through. You can add bullet or number points, add or remove a link, and clean up/edit the html source code (for advanced users who want more control over how their article appears).

Path: p

Description\*

Here's where the body of your story should go. Advice on writing a good article can be found elsewhere in this guide. The main things to remember are to be clear, honest, fair, accurate and to get all the necessary details in to build a picture to the reader of exactly what happened. The best articles to Indymedia aren't necessarily the most grammatically correct, flamboyantly written or detailed down to the finest degree, but those that make their point concisely and accurately.

The icons above will help you with editing your text, see above for what they all mean.

Path:

When publishing an article you will be able to decide whether or not to allow additions to be made by others.

You can upload many different types of media when you publish your article by clicking on "Add ...". If you want to add more, just click the add ... button for that content type again.

Media uploads

Click on the "add photo", "add video", or "add file upload" link for each file you want to upload. You can upload as many files as you want by clicking the "add" links multiple times.

Photos

Add Photo (click again for multiple photo uploads)

Videos

Add Video (click again for multiple video uploads)

File Uploads

Add File Upload (click again for multiple file uploads)

Links

Add Link (click again for multiple links)

PHOTO's will automatically be resized when they are uploaded, so don't worry if you aren't sure how to do this. VIDEO's will appear in their own web-based player, and Audio can also be uploaded in the same way. You can attach a FILE to your article (such as a pdf document, or something else relevant) and also include a LINK to your website.

When you are ready to tell your story to the world, click the "Create" button at the very bottom of the page and your article will appear on the newswire.