How to add a NEWS post.

1. Click on Website Administration Link

| Address Here | | | | | | | |
|--------------------------------------|---|-------------------|---------------|-------------------|--------------|----------------|--|
| Home | About Us⊽ | Quick Links 🔻 | Teacher Pages | Extracurricular 🗸 | Multimedia 🔻 | Website Admi | nistration |
| | | | | | | | |
| Upo | oming Events | Latest | School News | | | | ASD-W News |
| This is all sho June 1 Late | an important even vuld attend! 13, 2015 at 8:00 AM est School Imag | t that 1 ge | | | | ₪ More news | 2015-2016 Printable Calendar Now Available Call for Letters of Intent for Pre School Programs at Medworkeag Consolidated School and Townsview School for the 2015-2016 School Year Except for St. Mary's Academy there is no school for ASD-W students Monday May 11th Reminder - April 30th Professional Learning Day cancelled. Students have school Thursday the 30th but no school on Friday the 1st DEC Public Meeting on Sustainability Thursday April 23rd @SMA with streaming |
| | - Carlos | | | | | | ASD-W Late Bus & School Closures |
| asdwlogo.PNG Latest School Video | | 90 | | | | | Bus #59 serving the Ripples and Minto areas is running 75 minutes late Jun 10 2015, 7:10 AM |
| | | | | | | | Latest School Documents |

2. Click on "Add or edit SCHOOL NEWS"

| Ĵ | Sample School Name Address Here | | | | | | |
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| Home | About Us ⊽ | Quick Links 🔻 | Teacher Pages | Extracurricular v | Multimedia 🔻 | Website Administration | |
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| We | ebsiteAdmin | | | | | | |
| | Add this | ClickHere | How- | to & Hints | | | Help |
| | NEWS 75 | Add or edit NEWS | SCHOOL Hint zzz-s (incl | : You can also post i school-News@nbed.r ude the term "from e | news directly usi net email" in subject | ng Microsoft Word or Email: line) | |
| | | Add or edit CALENDAR | a Event Hint AVO | : Double Click on the ID: Do not use "All | e calendar date d day event" - sele | and "Add" ect a start and end time. | |
| | BOCUMENTS | Add or edit DOCUMENT | Hint FILE | : You can easily cor ->SAVE AS, then ch Click on this link for i | overt Microsoft W bose the .pdf for more .pdf instruction | Vord documents by clicking on mat. ctions. | |

3. Click on "Create a Post" beneath the Blog Tools

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| ome | About Us ⊽ | Quick Links 🔻 | Teacher Pages | Extracurricular > | Multimedia 🕈 | Website Administration | |
| RSS | Feed | | | | | Blo | g Tools |
| 峇 Alert | Me | | | | | | eate a post |
| | | | | | | e Ma e Lau to po | nage comments unch blog program st |

4. Add a "**Title**" and place information in the "**Body**." You need to add a "**Category**" for this news post to appear on the home page of your school website. *School News* Category automatically appears on home page **BENEATH** "School News" while the *Featured News for Special Events* Category automatically appears on home page **ABOVE** "School News"

| Posts - New Item | | | | | | | |
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| Clipboard | F S D | Sample Scho Address Her | Paragraph Dol Name e | Styles | Spelling | Markup | |
| Title * | | You MUST include a tit | le here | | | | |
| Body | | You can include inform Categories below deter School News Category Featured News for Spe | ation here. mine where the news will a automatically appears on he cial Events Category autmat | opear on ome page ically app | the home BENEATI bears on h | page. 1 "School News" ome page ABOVE "School New | 5 |
| Category | | Featured News for Spe | cial Add > < | | ichool New | s | |
| Published * | | 6/10/2015 | 1 PM 💙 39 💙 | | | | |
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