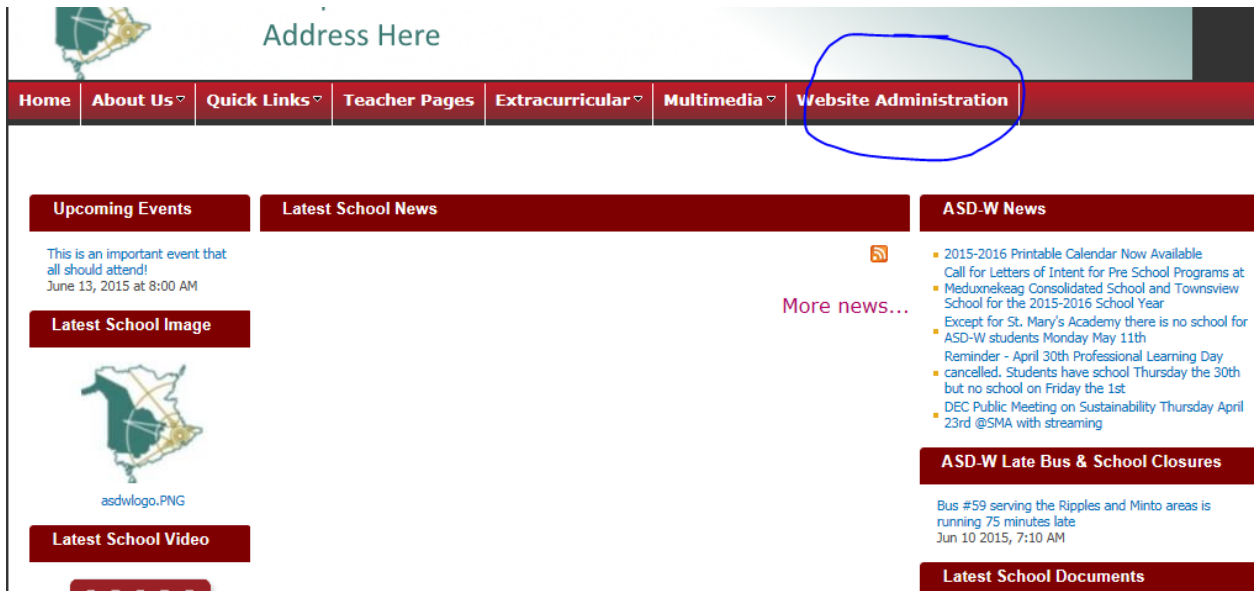
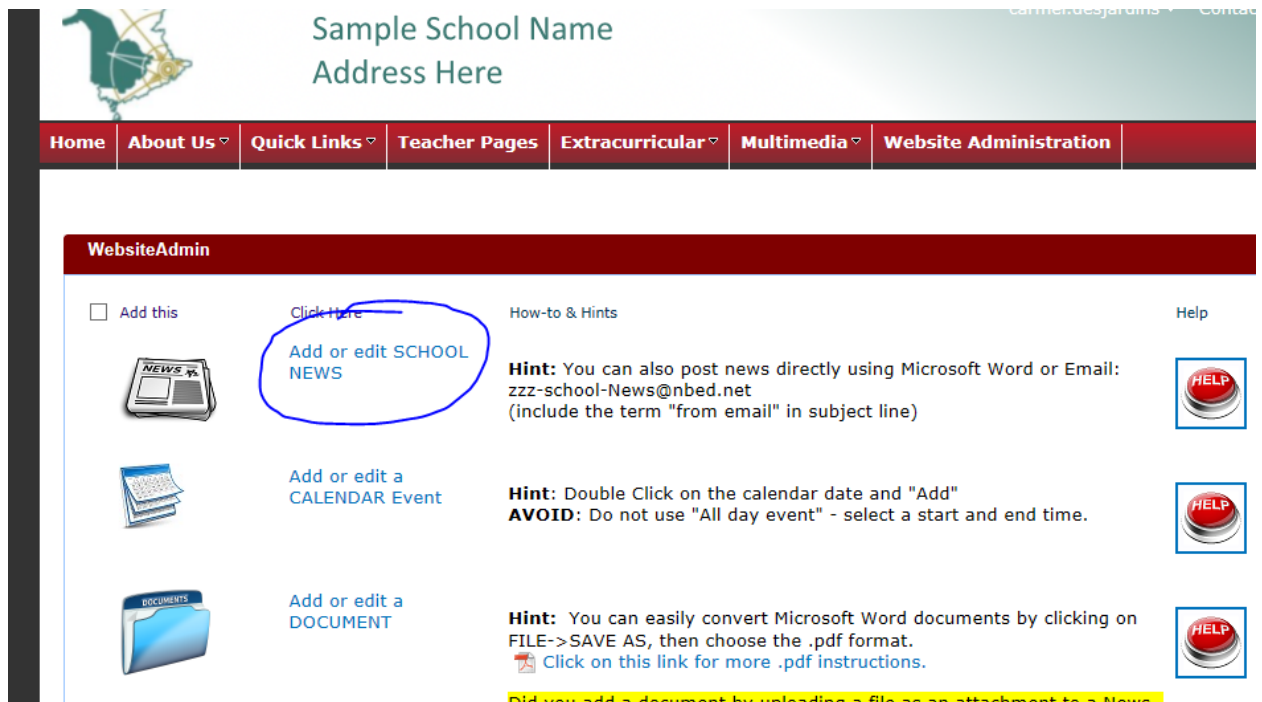


## How to add a NEWS post.

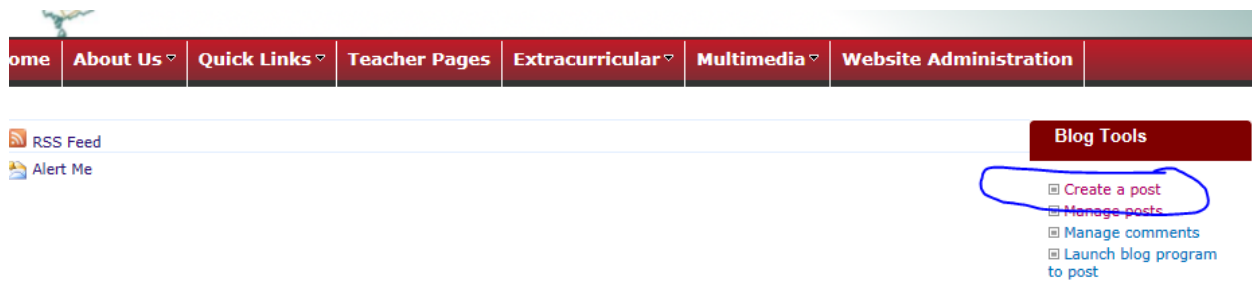
1. Click on Website Administration Link



2. Click on "Add or edit SCHOOL NEWS"



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



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"

The screenshot shows the 'Posts - New Item' form. The form has a title bar 'Posts - New Item' and a ribbon with 'Editing Tools' (Edit, Format Text, Insert). The main content area is divided into sections: Title, Body, Category, and Published. The Title field contains the text 'You MUST include a title here' (circled in blue). The Body field contains the text: 'You can include information here. Categories below determine where the news will appear on the home page. School News Category automatically appears on home page **BENEATH** "School News" Featured News for Special Events Category automatically appears on home page **ABOVE** "School News"'. The Category field shows a list of categories: 'Featured News for Special' and 'School News' (selected, circled in blue). The Published field shows the date '6/10/2015' and time '1 PM'. At the bottom right, there are 'Publish' and 'Cancel' buttons.