How to delete multiple news posts at once:

1) Click on Website Administration:

Address Here			ante				
Home	About Us⊽	Quick Links 🛡	Teacher Pages	Extracurricular 🗸	Multimedia 🌱	Website Administration	
					C		
Upo	oming Events	Lates	t School News			ASD-W N	ews
Upc This is all sho June :	an important event uld attend! 3, 2015 at 8:00 AM	t that You MU: You can Categori	t School News T include a title here include information here, es below determine where	the news will appear on the l	iome page.	ASD-W N 2015-2016 Call for Lett Meduznekes School for t	ews Printable Calenda ers of Intent for ag Consolidated S he 2015-2016 Sci

2) Click on "Add or edit School News:

	Website∆dmin		
	Add this	Click Here	How-to & Hints
	NEWS 72	Add or edit SCHOOL NEWS	Hint: You can also post news directly using Micros zzz-school-News@nbed.net (include the term "from email" in subject line)
		Add or edit a CALENDAR Event	Hint: Double Click on the calendar date and "Add"
3) C	lick on "Manage posts:		
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Home	About Us 🔻	Quick Links 🔻	Teacher Pages	Extracurricular ⊽	Multimedia 🔻	Website Administration	
Jun 1	ne 0 sdfsad	534211 rmel.desjardins c If If I a 0 Comment(: 1234	on 6/10/2015 2:24 PM s)			Blo Cr Ma Ma La to po	g Tools mage a post mage comments unch blog program ost

4) Place checkmarks along the left hand side on any of the posts you would like to delete:

	_		
	✓ Title	Created By	Published
\square	✓ 34584211 EL NEW	carmel.desjardins	6/10/2015 2:24 PM
	✓ 234284 ₩ NEW	carmel.desjardins	6/10/2015 2:24 PM
	Sdfasdf 🖾 NEW	carmel.desjardins	6/10/2015 2:24 PM
\mathbf{n}	You MUST include a title here 🛚 🕬	carmel.desjardins	6/10/2015 1:39 PM
	GAdd new item		

5) Then click on "DELETE ITEM" in top ribbon:

