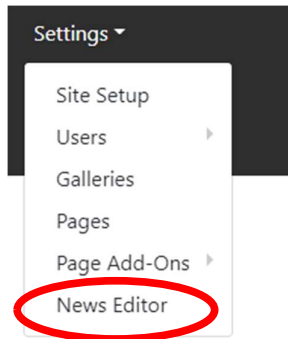


## Adding a news story

1. Once logged in, go to **Settings > News Editor**



2. To create a news story, press the **'+ add news story'** button.

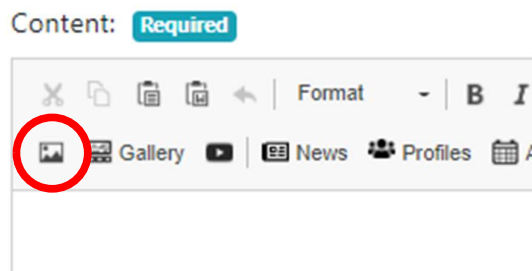


3. This will bring you to a form to fill in with your content.

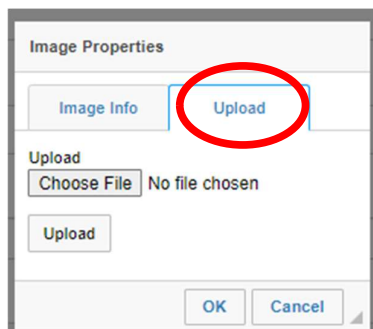
Fill in the title of the page, this will be displayed at the top of the news story. The URL will be automatically filled in from the title you add, you can change this if you want.

A screenshot of a form with two input fields. The first field is labeled 'Title: Required' and contains the placeholder text 'Enter a page title'. The second field is labeled 'URL: Required' and contains the placeholder text 'Enter a url'. Two arrows point from the text box on the left to these two fields.

4. If you wish to have an image on your news story, click the **Image** icon.



5. This will open a pop up called **'Image Properties'**, from here go to the **'upload'** tab, select your image from files & press send to the server.



- a. Once your image is sent to the server, you will be redirected back to the 'Image Info' tab. The image URL will automatically fill in for you.
- b. Add **Alt Text** (a short description of what the image is, this is important for accessibility)
- c. Add the **Width** and **Height**. We recommend playing around with this until you like how it looks. Width 500 for a landscape image is a good starting point, and width 300 for a portrait image. To go back and edit these you can double click the image which will re-open the Image Info tab.
- d. **Align** the image the Left, Right or centre.
- e. Once you have filled in these fields, press 'OK'

6. Once the image is added (If you're adding one), it's now time for the text. If your story is going to be quite wordy, we recommend typing up your story in word, then **copy & pasting** it in.

If you will be copy and pasting your content from word:

- a. Highlight your text, press **Ctrl + C** to copy.
- b. Then, to remove the word formatting when pasting, press **Ctrl + Shift + V**.

7. If you wish, you can also add a category for the news story.
8. Another optional feature is adding an expiry date for the news story. This will automatically make the news story private once it has passed the expiry date.
9. When you are ready to post your story, select the **Published** and **Public** check boxes, and press **Add Story**.  
If you want to save the news story as a draft to come back to later, don't select these boxes and just press **Add Story**. This will save the news story as a draft.