Creating News Stories

To Log On

1. Click "Log In" link (bottom of your school's web site),
   or navigate to http://yourschoolname.nebo.edu/user
2. Enter your Username (firstname.lastname) and Password (set by you).

Create a News Story

1. Click "Add content"
2. Click "Story"
3. Fill out the *Create Story* form.
   a. Type a **Title** for your article
   b. Enter writer or photographer in the **Attributions** field (if not the PR person)
   c. Type /Write the story into the **Body** field.
      i. To avoid getting extra garbage text when you Copy & Paste from a word processor,
         use the "Paste from Word" button.

      ii. Check line breaks of your article to make sure they break in the proper places; you might have to backspace or hit return to correct.
   d. Upload/Attach **Image(s)** to your article. (Prev. & Next buttons automatically appear when multiple images are attached.)
      i. Expand the "File attachments" section by clicking on it.
      ii. Click the "Browse" or "Choose File" button and select your picture.
      (It will be automatically sized.)
      iii. Click "Upload"
   e. Add a **Caption**.
      i. For attached images, the filename is the *Description* or default caption.
      ii. To add your own caption, change the *Description*.
4. Click "**Save**" to publish the article.

To Delete an article

5. Click the title of the article
6. Select "Edit" tab
7. Click "Delete" at the bottom of the page

Note:

- The image filename may not contain special characters (!@#$%^&*/...).