

Submitting to News/School/Youth/Library/Help Needed

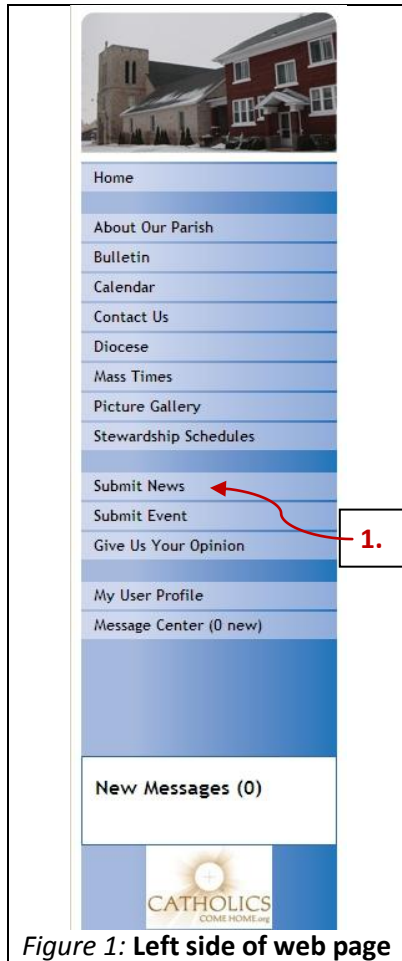


Figure 1: Left side of web page

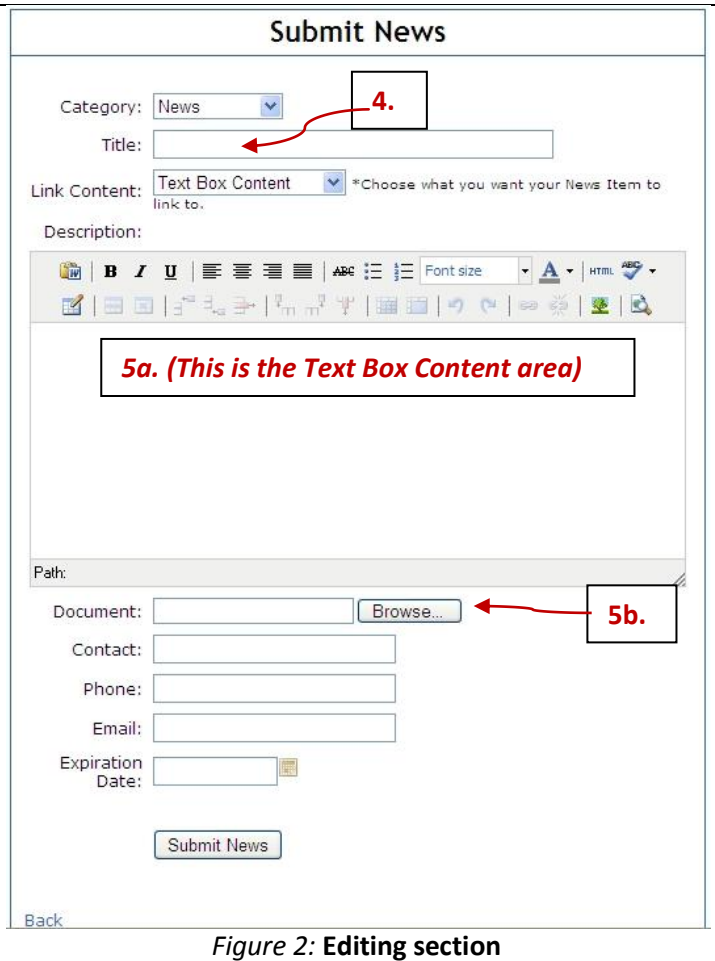


Figure 2: Editing section

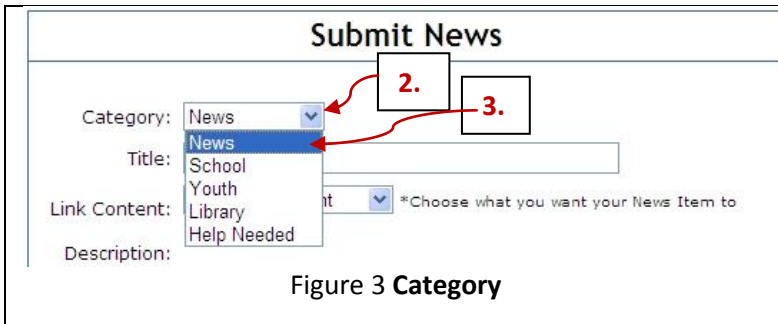


Figure 3: Category



Figure 4: Link Content

To submit an item for the parish section under News, School, Youth, Library, or Help Needed.

- 1.) Click submit news on the left side of the web page. (Figure 1) The submit news editing section appears. (Figure 2)
- 2.) Click on the arrow on right side of the category box and a list will appear. (Figure 3)
- 3.) Click on the category you want your article to be entered into.
- 4.) Type in a title for your article in the title box. (Figure 2)
- 5.) Click on the arrow on right side of the Link Content box. (Figure 4) Choose where you want the article to come from. The text box content is the section just below called **Description** (5a. Figure 2). Here you can type in your article and use the tool bar to help out with effects. If you choose uploaded document you'll need to upload the document using the Document box just below the text box. (5b Figure 2) A PDF file works best. Click on Browse and go to the file you want, and choose it.
- 6.) The Contact, Phone, Email boxes are optional.
- 7.) Fill in an Expiration Date. You may click on the box on the right side of this area, a calendar will appear, go to the date you wish and click on it. The date will appear in this area box.
- 8.) Click submit. The article will be sent in for approval by an administrator. When approved, it will appear on the website in the section you chose in step 3.