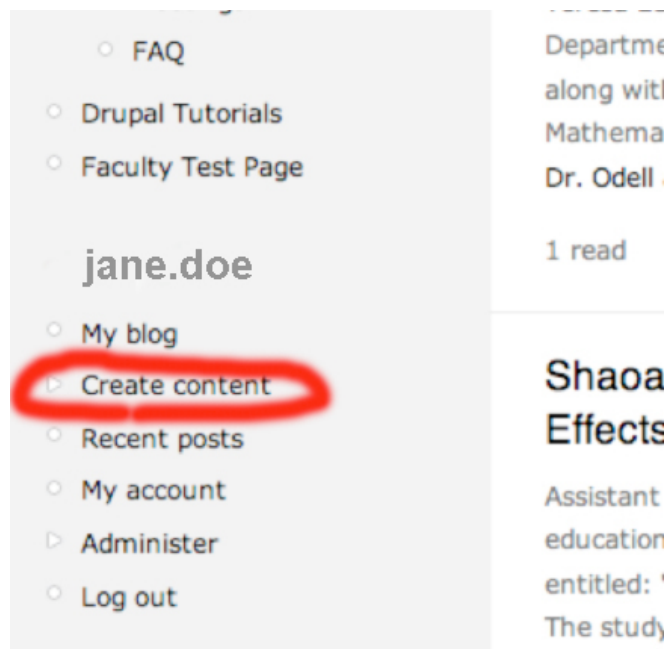


## Publishing A News Article To The Front Page

Directions: Publishing content to the front, or main page, is a great way to keep content on the website current and dynamic. To publish to the main page follow the directions below:

1. Login to your site account.
2. After logging in, you will notice extra links appear on the left side of the page. The link you want to click on is “Create Content”. Note: If you do not see the link “Create Content” please contact a website administrator.



3. After clicking on “Create Content”, a list will be displayed that shows different types of content that can be created. Choose “Page”.
4. Enter the content that you want to publish. You may also want to spruce up your content by adding the following:
  - a. Bold or italic text to highlight certain text.
  - b. Hyperlinks that highlight certain aspects of the content you want to point out.
  - c. A picture. Click on the “Insert/Edit Image” icon (the icon is directly below the “Bold” icon).
5. Before clicking the “Submit” button at the bottom of the page, click on the hyperlink titled “Publishing Options”. A list will appear. Make sure that “Promoted to front page” is checked.

6. Click on the “Preview” button to get a preview version of the content that is going to be published.
7. Click on the “Submit” button when you are done making any editing changes.