

News Flash
Instructions

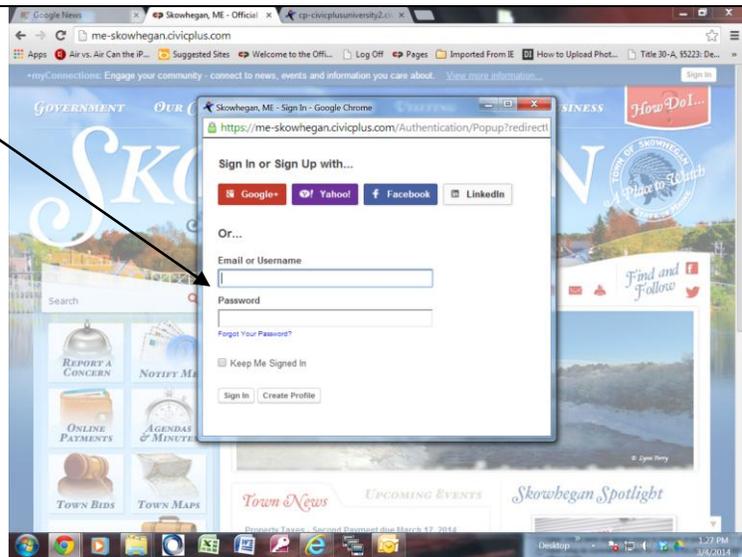
www.skowhegan.org

Go to main page and
Click on "Sign In"



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Click "Sign in"

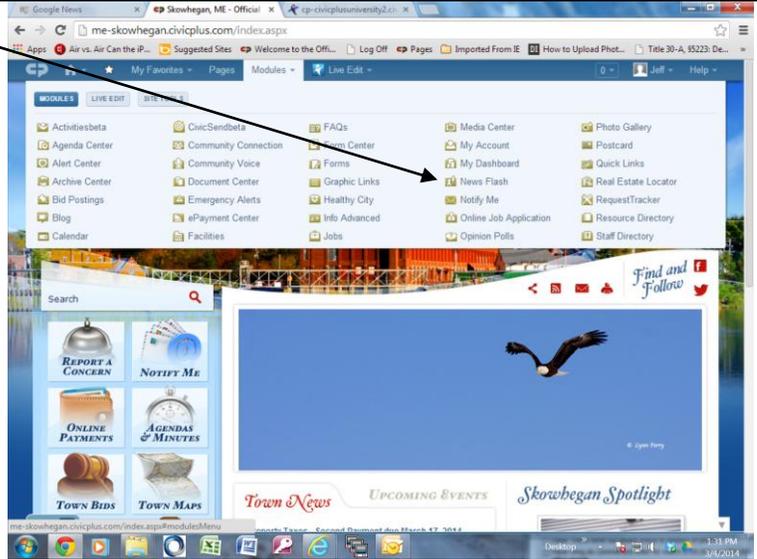


Your name will be here

Select Modules



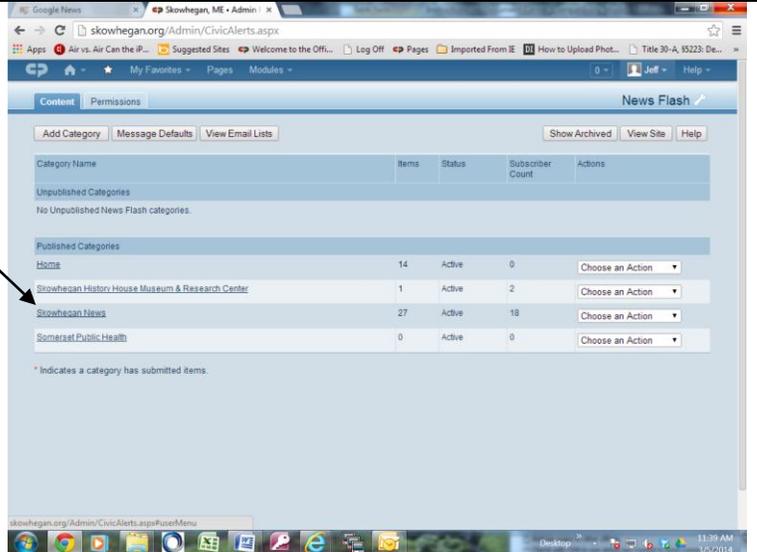
Select "News Flash"



You can only place articles in Skowhegan News section.

Select the name

We can set up a separate section for your department if you want.

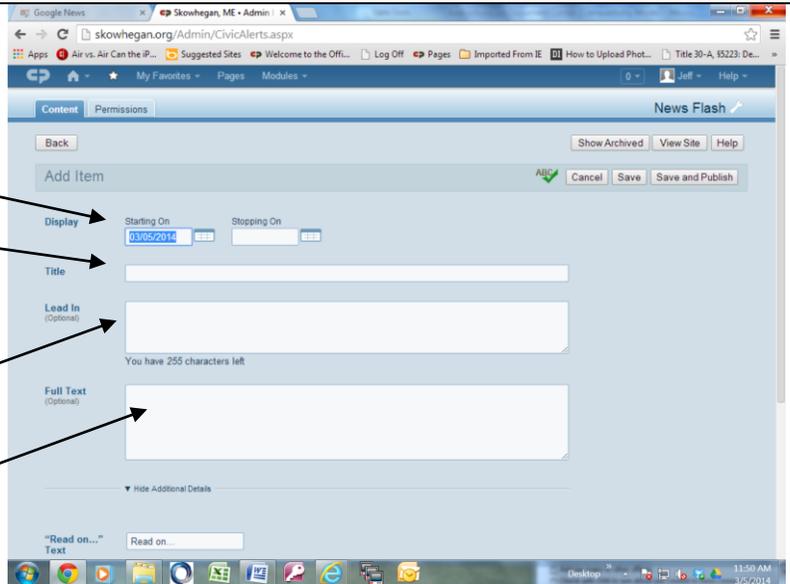


Enter date you want the article to start and Stop on. Remember to add both dates

Add Title of article

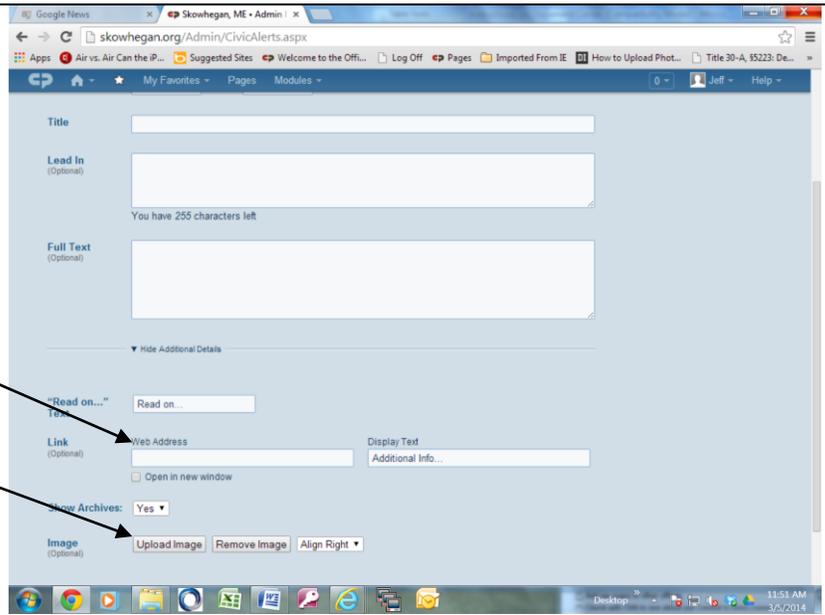
Make sure to add short lead in. This helps in the mobile readers.

Full Text is where you put in the full story

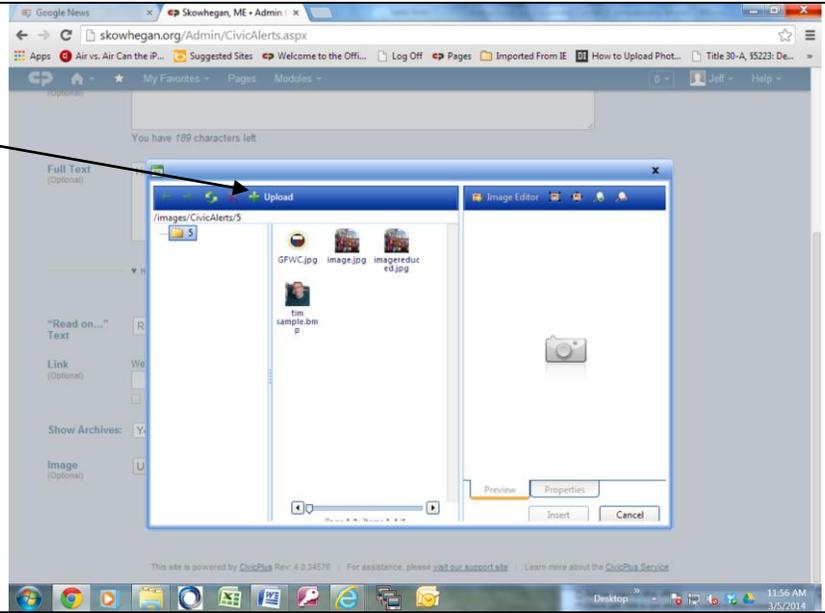


If you had a document to attach. You would put the document into document center and put the link here

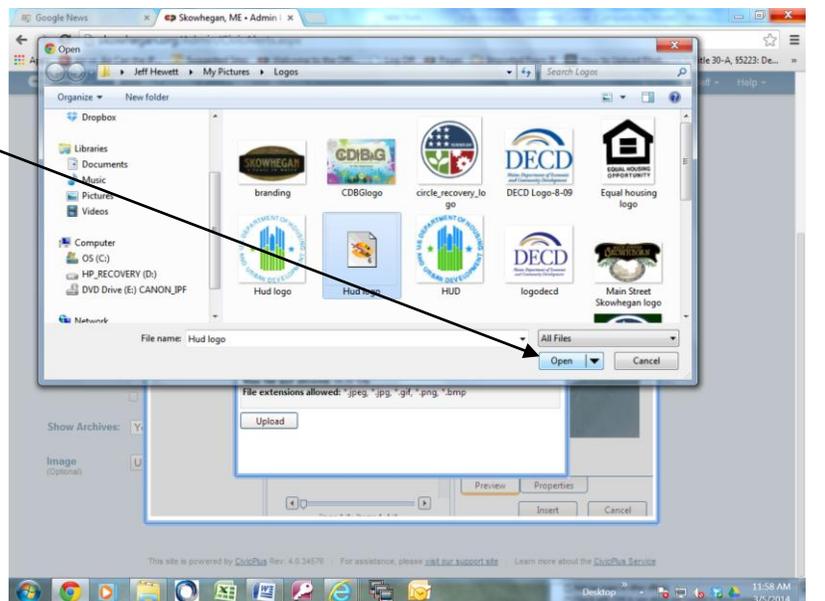
To add a image to the article, click here



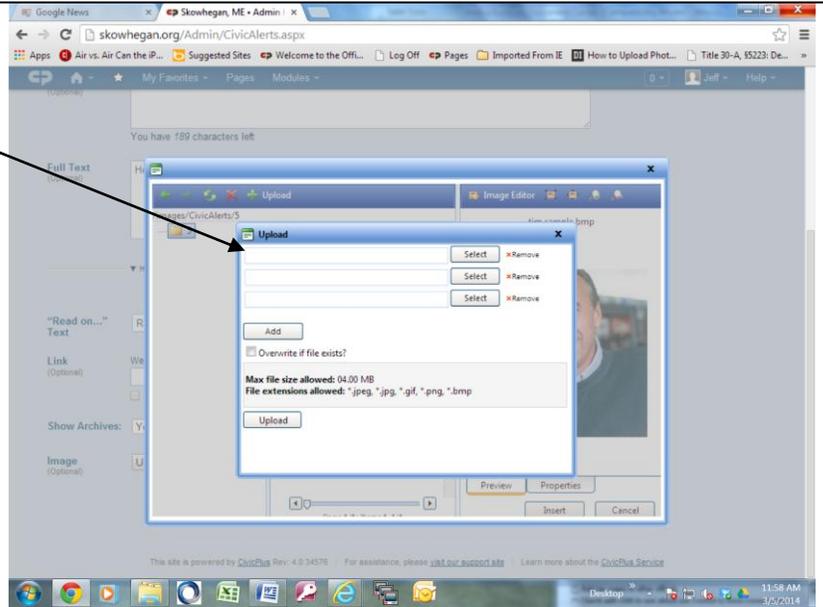
Select upload if you want to add image



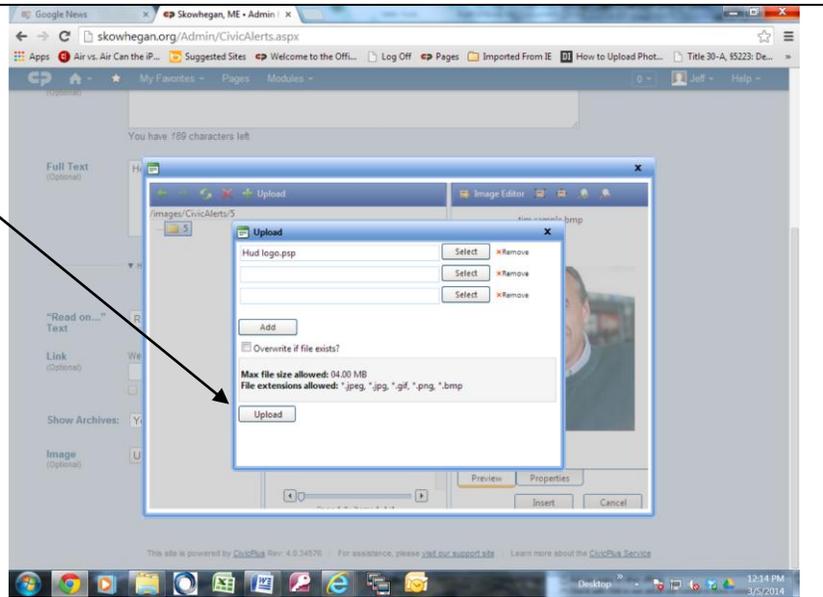
Find the file and click Open.



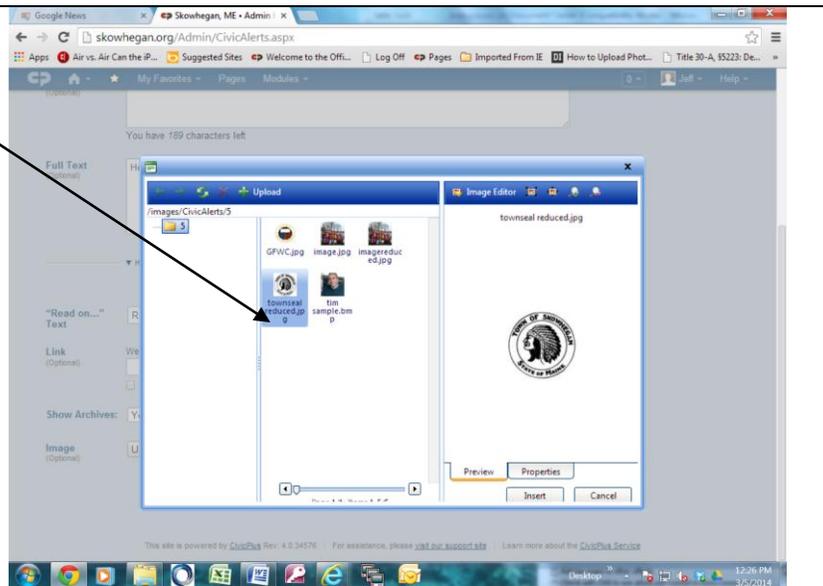
The file will show up here.



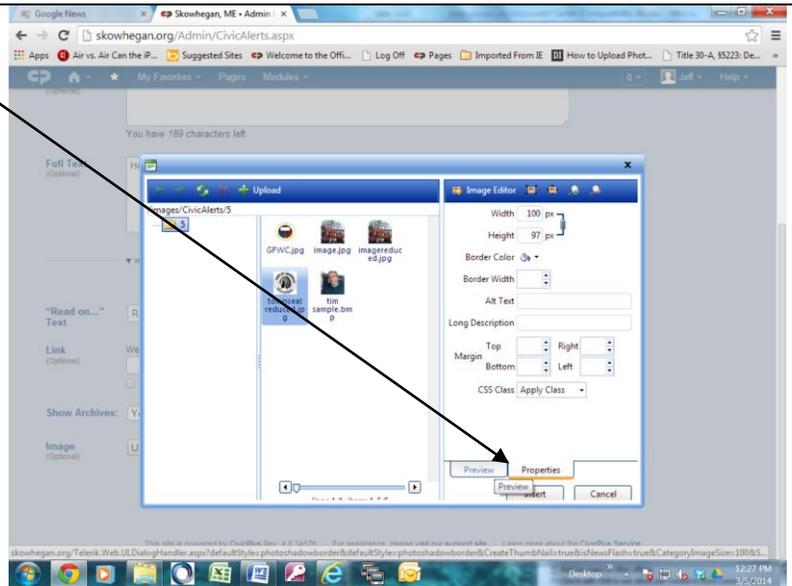
Click upload



On the left Select the picture you want and it will appear on right

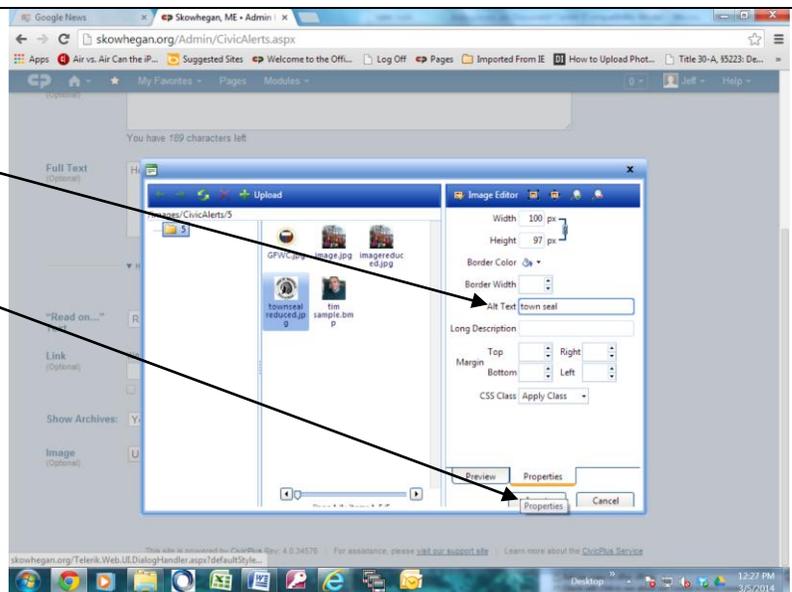


Select Properties

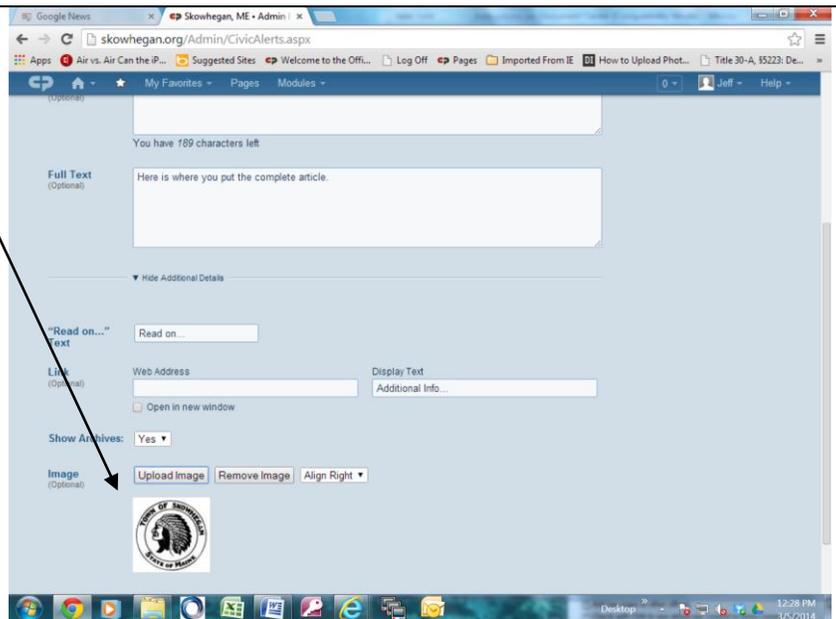


Insert Alt Text. This is the name that will show up if the picture has a problem.

Click insert



Picture shows up here



	<p>If finished click on Save and Publish</p>	
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	<p>Put in comment for your article, this will be sent to all of your subscribers</p> <p>Then select either send, On start date, Immediately.</p>	