**NEWS DESK ARTICLE ADDING TUTORIAL**

1. Go to <http://www.fau.edu/newsdesk/>.
2. At the very bottom of the webpage, look for the © and click on it.



1. On the next page when prompted, use your FAUNet ID to log in (Note: Only those with appropriate access will be granted permission to edit the News Desk site.)



1. After logging in, click on **Back to Pages** in the top left corner of the site.



1. Clicking on **Back to Pages** will lead you to the **Pages** files site where you select the **articles** folder.



1. Clicking on the **articles** folder will lead you to the page that contains all News Desk articles within the site.



1. Once on the articles page, click the green button that says **+New.** A New Content pop up will appear, click on **Newsdesk Article**.



1. After selecting **Newsdesk Article**, a **New Page** pop up will appear. This is where you input contact for a new News Desk story/press release posting.
2. – Check the appropriate boxes for whether it’s a *Major Announcement* or the *Article Type*.
* Select the date you are posting the story as the *Article Date*.
* *Full Title* and *Abbreviated Title* should be the same (Note: maximum 60 characters).
* Do not enter an *Optional Sub-Title*.
* Enter in *Description* information (Note: often times this is the first line of the story/release.)
* Select your name for *Media Contact*.
1. Make sure to have an image ready and sized to **975 x 650**. Under *Large Image* click on the paper icon and a **Choose a File** pop up will appear.





1. Click the **Upload** box and an **Upload to /newsdesk/images/news** pop up will appear. Click on the green button that says **+Add** to upload a new image. Select the file on your computer and click **Start Upload***.* Once the image is uploaded, click the blue button that says **Choose File**.



1. Fill in the *Image Description* and *Image Caption* sections.
2. For the *Thumbnail* section, click on the paper icon and select the same image you uploaded for the *Large Image* section (Note: you DO NOT need to re-upload the image.)



1. Under *Categories*, select the corresponding category in the drop down for the story/release.
2. Under *Tags*, add any corresponding Tags that relate to the story/release.
3. In the Article Content section, copy and paste only the body of the story/release. This is also where hyperlinking should be done in the story if there’s not already hyperlinks (Note: DO NOT copy and paste any title or boiler plate info in this section.)
4. Under *Filename*, shorten the title or use any key words, this will be what appears in the website link. (Note: Capital letters are not permitted and spacing should include “–“ between words.)
5. Once complete, click the blue button that says **Create**.
6. After you click Create, the next page will give an example of what the story/release will look like on the News Desk. Make sure that everything is correct and click the green button at the bottom right of the page that says **Publish**.
7. Once published, ***View Story in New Window*** will appear at the bottom that will give you an indication that the story has been successfully uploaded to the News Desk website.
8. Your story should now be available at <http://www.fau.edu/newsdesk/>. If the story doesn’t immediate appear, please refresh your browser.