



Adding A News Item to the News Page

News items in a format from most recent to least recent. So, when adding your news item, always add it to the top of the list rather than the bottom.

Please register as a user to add items to the page.

Please keep your news items brief – and link to an external page for more information. With this in mind, we recommend that your news item include:

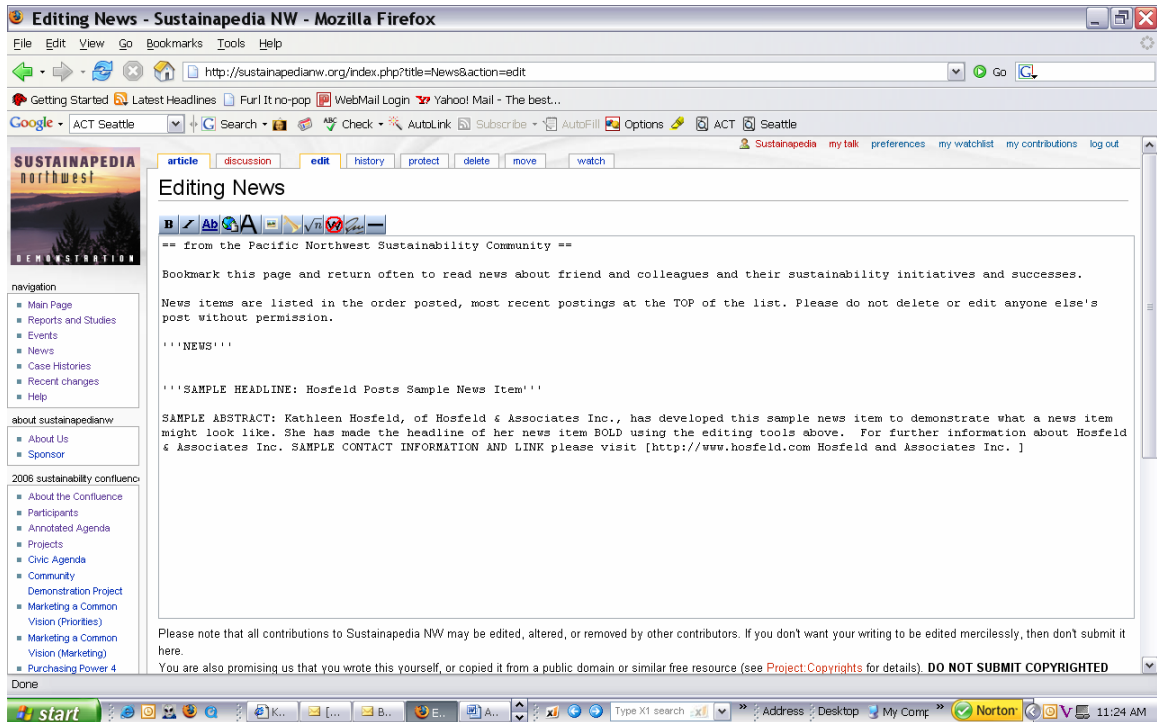
- A Headline – The basic information about your news item
- An “Abstract” – A brief description of the news item to include the 4‘w’s – who, what, when, where.
- A Link to More Detail – Use the link code to link readers to more information. You can add several links of resources for your news item if you would like.
- Contact Information – Web site, personal email address phone number.

Overview of how to add an Item to the News Page

- Go to the News Page
- Select Edit from the Tabbed Menu
- Insert and format your text
- Preview
- Save

Step by Step Instructions:

1. Go the News page at Sustainapedianw.org
2. Select edit from the Tabbed Menu
3. Add your item following the word News in the text



4. You can then look at a preview to see how your entry will display or save it. Saving will create the page and it will show up on the site.
5. You can also cancel creation of a new page using the cancel link.

[Http://Www.sustainapedianw.org](http://Www.sustainapedianw.org)