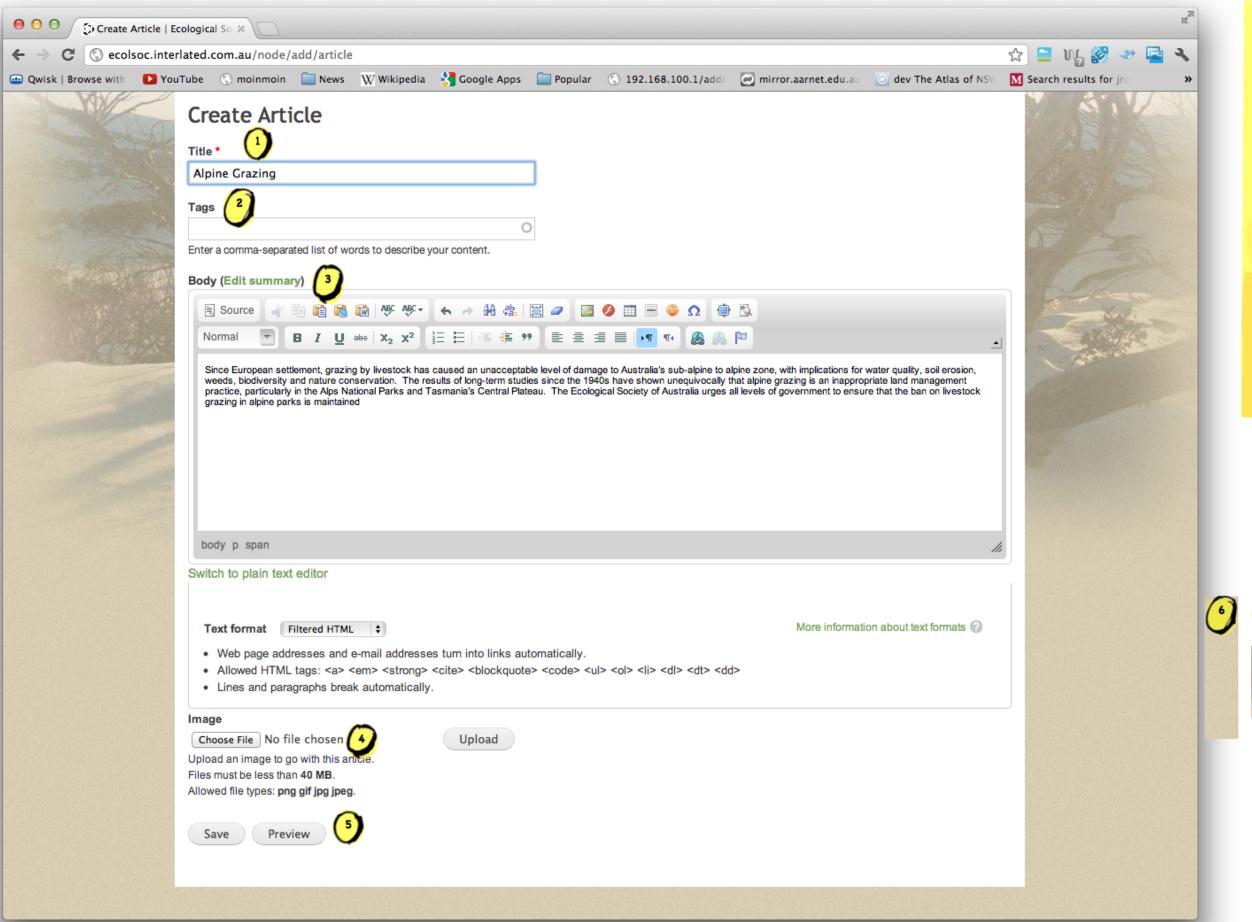


## Creating News Items

#1. Log into the site. The web address to use will be provided.

#2 Once logged in, at the top you will see a #3 Use the 'Article' link to access the content editing form



## Creating News Items - page 2

#1. Enter the title

#2. Tags may be applicable to this article.
You will be told if they are to be used.
#3 Body text can be copied from office
documents. However for consistency very
little formatting is usualy best. If you find
yourself trying to clean up content pasted
from an office document, copy the content
into a text editor (e.g. notepad) first to
remove any unwanted formatting.
#4 Images can be loaded into the content
area. The image that is used for thumbnails
(#6) is uploaded here. The system will scale
the image, but smaller images are faster to

#5 Don't forget to to push "Save". This will add your work to the site and all indexes.

read more

upload.



Dr Malcolm Gill - 2011 G Congratulations to Dr Malc recipient.

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