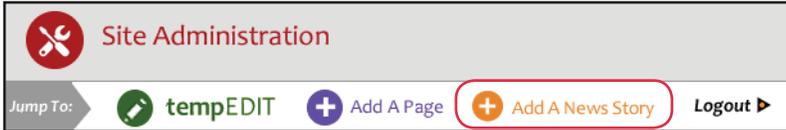


# Website Training Guide: Adding a News Story

## Step 1:

- From the main admin screen click the “Add A News Story” button.



### LITTLE RIC TIP:

To make a story appear on the front page of your website click “Featured Item”.

News Categories:  District News

Featured Item:



## Step 2:

- Type in your news story headline and select a category for the article. Some schools have **more than one** category so be sure to have the correct one selected.

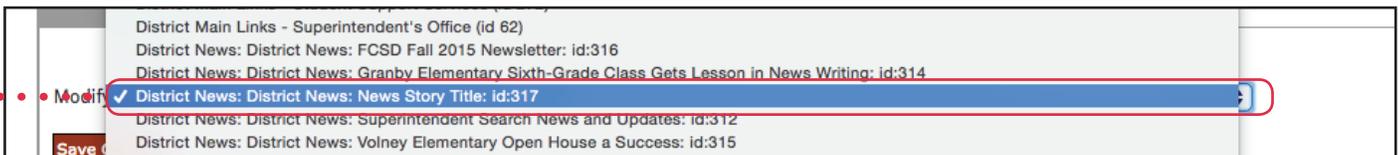
 A screenshot of the news story creation form. The 'Story Headline' field contains 'News Story Title'. Below it are fields for 'Link to an outside page [+]', 'Rank: 99', 'Order to list on page', 'Hide this page: [checkbox]', and 'Choose date range for this page [+]'. The 'News Categories' section has 'Bellevue Elementary School' selected. At the bottom are 'Add this Story' and 'Reset All Fields' buttons.

## Step 3:

- Click “Add this Story”.

## Step 4:

- Go to **tempEDIT** and select your story from the dropdown list.



## Step 5:

- It is crucial that every news story has a thumbnail. Click the large red “**You still need to upload a thumbnail**” button to choose one of the pre-existing thumbnails or to upload your own.

 A screenshot of the edit form for the news story. The 'Modify:' field shows 'District News: District News: News Story Title: id:317'. Below it is a 'Save Changes' button. The 'Story Headline' field contains 'News Story Title'. A large red warning message with an exclamation mark icon says 'You still need to upload a thumbnail'.

### Step 6:

- Once you have upload your own thumbnail, use the cropping tool by dragging the corners with your mouse. Once you have a thumbnail you are happy with, select “Crop Image”.

**LITTLE RIC TIP:**  
Use the Thumbnail Preview area on the right for an example of what your thumbnail will look like when it’s cropped.



Select an image to use as a thumbnail

Jump To: [tempEDIT](#) [Site Administration](#) [Add A Page](#) [Logout](#)

Click and drag on the image below to create a thumbnail for your news article



Thumbnail preview



[Crop Image](#)

### Step 7:

- Once back at **tempEDIT**, paste in the text for your article. When you are ready to publish click “**Save Changes**”.

Thumbnail selected [Advanced options](#)

Main text area





Adam Lobdell is about to have a summer to remember. Lobdell, who will be a fifth grade student in the fall at Dr. Weeks Elementary School, is a member of this year’s National Young Scholar Society, thanks to the nomination of his fourth-grade teacher, Brad Seidman.

Seidman nominated Lobdell – whom he calls a “dream student” – for the honor and was thrilled to hear when Lobdell was accepted. The youngster will participate in a week-long program of math, science and engineering for fourth- through eighth-grade students at Villanova University in Philadelphia next month.

“He’s a scholarly student,” Seidman says. “He works really hard. He was a leader in the classroom, always quick to solve

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