

# \* *Creating a News Article or Announcement*


Archived news allows you to view expired news articles.


Workflow management, function displays news articles that need approval.

1) Select to create a New Entry.

- Create News Article
- Create News Announcement
- Archived News
- Needs Approval

2) Enter in the Subject.

3) Enter in a reference Supporting URL and click on  to check the link.

Subject: \* Baby girl  
Supporting URL:  

4) Enter in the folder name to place this article.

Folder:   
Display on Front Page:

Font:    
Mess 

5) Check here to select this news article or announcement to appear on the Front Page of the Portal.

6) Enter your Message by using our extensive text editor. You may paste in a MS Word or HTML document.

The Article will start on this date. : **Month** **Day** **Year**

7) Article Start Date. This will be the first date the article will be viewable.

The Article will stop on this date. : **Month** **Day** **Year**

Lastly, Submit Entry.

\* = Required Field

8) Article End Date. Last date the article will be viewable.