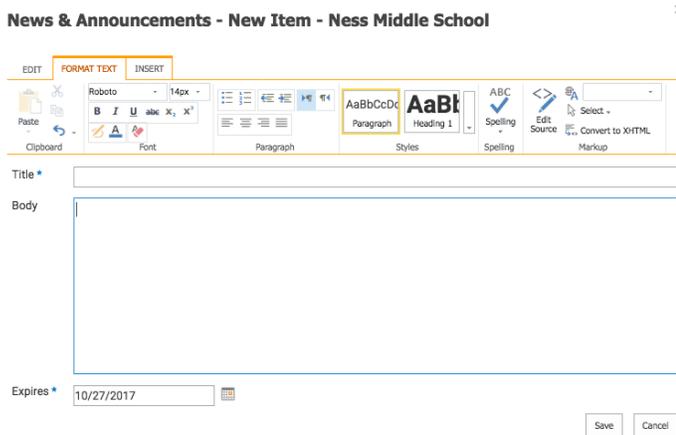


Follow these steps to create a new item on your website...

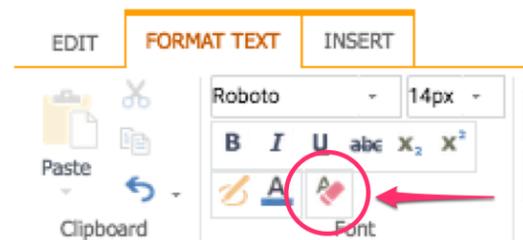
1. A new item should always have an image associated with it... that can be a photograph or an image downloaded from CanStock Photo. That image must be sized and/or cropped in Photoshop before creating your new item. There is more flexibility regarding image sizes when preparing images for a news item.
  - a) If your news item consists only of 2-3 sentences, I would recommend you use a smaller image size... otherwise a huge image dwarfs the accompanying text. An image of 175 x 175 pixels, is a suitable size for for a small image to accompany a couple lines of text.
  - b) Of course, if this was a photo celebrating a student's achievements, you'd likely want a larger image.
  - c) If you are looking for an image that will span the width of the news column, you want an image sized at
2. With the image prepped and ready to go, start by logging into your website.
3. In the School News section, click on the New Announcement button. 



4. Give your news item a title...

5. Now click your cursor into the Body section and either type (or paste) the text of your news item. Remember if you paste your text into the body section, you will want to ensure that have have cleared any formatting that may be associated with pasted text.

To clear the formatting, select all the pasted text and click the Clear Format button in the toolbar



6. Every news item requires an Expiry Date. Be sure to enter a date that this news item will no longer appear on your site.
7. Now we need to insert the image that goes along with this item. You can have more than one image with a new story if you wish. The first image in the story will become the image that will appear as a thumbnail on the first page of the website.

To insert the image, click the Insert tab in the toolbar ...



- 7. Now, place your cursor where you wish to insert the image. Typically, you'll insert the image at the very beginning of the text.
- 8. Click the Insert Picture toolbar button and select From Computer to select and upload your image.

### Upload Image - Ness Middle School

Choose a file  No file selected.

Add as a new version to existing files

9. Click Browse to locate the image on your PC, and then click OK.

- 10. In the window that appears once the image is uploaded, type a short name that describes the image in the Title section. This is an accessibility enhancement for vision impaired people who rely on screen readers to read back the contents of a web page. Then, click Save.

Images - BOffice.jpg - Ness Middle School

EDIT

Save Cancel Paste Copy Delete Item

The document was uploaded successfully. Use this form to update the properties of the document.

Content Type: Image

Name: BOffice.jpg

Title:

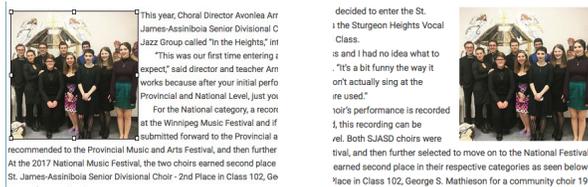
- 11. Now, set the manner in which the text of your news item wraps around the image. Click on the image itself... With the image selected, the Image tab will appear in the toolbar. Click on the image tab...



- 12. Click the Position button and select from the options to wrap text around your image.



a) If you have a longer passage of text, and you are looking for this kind look, select either Float Left or Float Right.



Float Left

Float Right

- b) Inline Top: aligns the first line of text with the top of the image.
- c) Inline Middle: aligns the first line of text with the middle of the image.
- d) Inline bottom aligns the first line of text with the bottom of the image

Tip: if you are going for the look where the image sits above the text below, select, Inline Bottom and enter a return to force that first line of text under the image.

Tip: if you just have a short blurb of text, you may want to try Inline Middle for this look...

### Fire Lane Reminder



[Click here](#) for more information regarding Fire Lanes in School Zones.

- 13. Finally, click Save to save your news item.