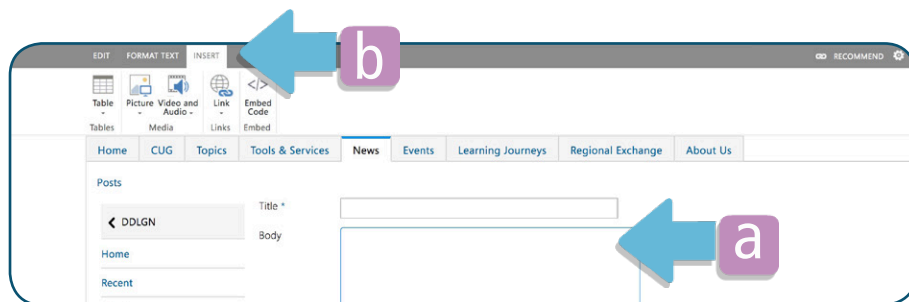


You will learn how to create good looking posts, and how to manage post categories so your audience can filter what they want to read.



A good news post has an image that catches the attention of the eye, and a short summary of the key message with further links for those who want to know more.

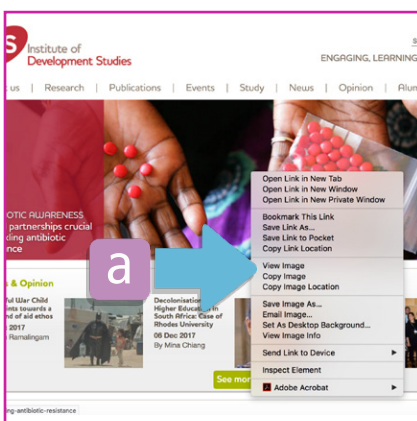


With administrative rights you can create a post in the News tab

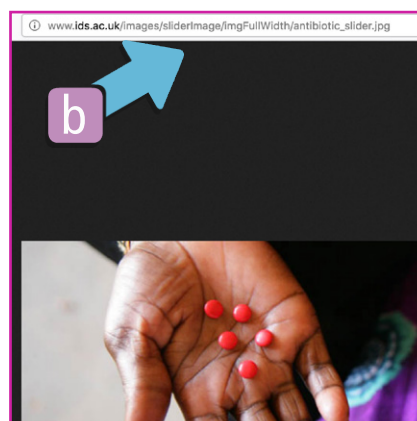
a) Start by adding a picture to your post: click into the Body window

b) Go to Insert > Picture

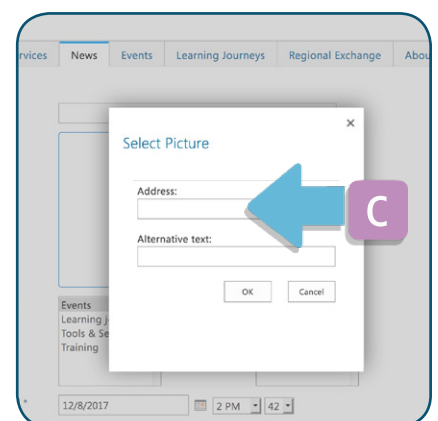
Choose From Address if you want to add a picture from the Internet. For this you will need the Internet link of the picture:



Go to the web page with the image you like. Right-click on the image. Select view image

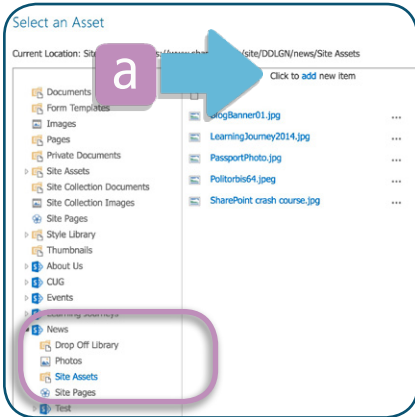


In the new window copy (control + c) the address bar: "www. ... .jpg"

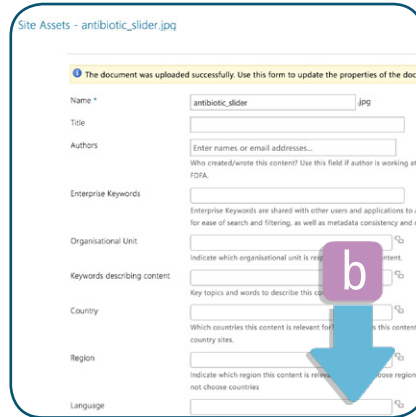


Paste (control + v) into the Address. You may add alternative text

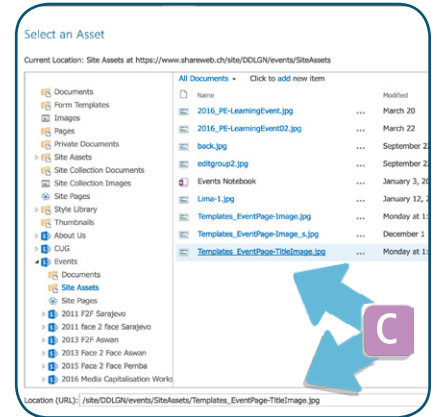
Choose From SharePoint if you want to add a picture from your computer:



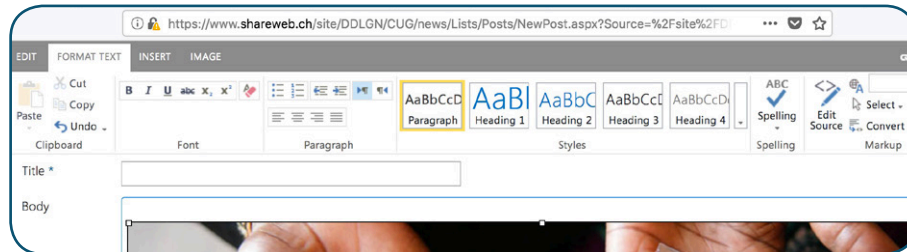
In the folder structure go to **News>Site Assets**. Click add new item. Upload your image



Scroll down and **save your upload**



Select/click your upload. The link will appear in the **Location** bar



Make sure your image adapts to small and big screens! For this you need to adapt the HTML code. (Because the image size fields in the edit **IMAGE** mode don't work)

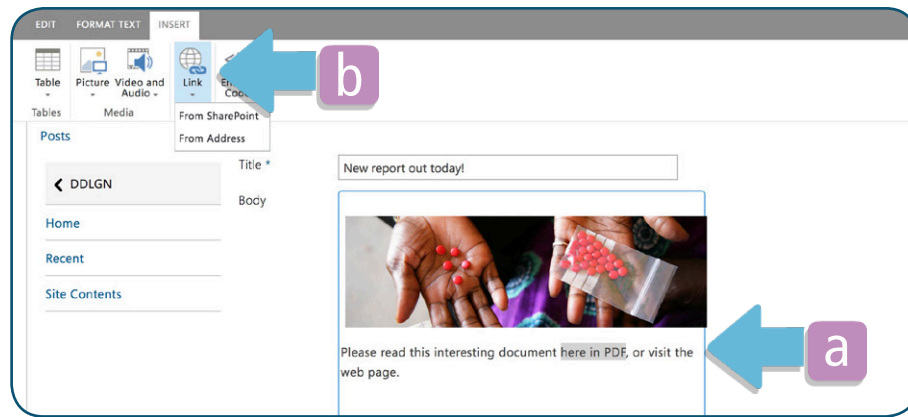
- a) Click on the image to select it
- b) Go to **FORMAT TEXT>Edit Source**



- a) Find the HTML image code. The image HTML code starts with ` ...`

**Congratulations! You have successfully inserted an image. Now let's add a document to your post:**

4



- a) Select the text you want to link to your document
- b) Go to **INSERT>Link**

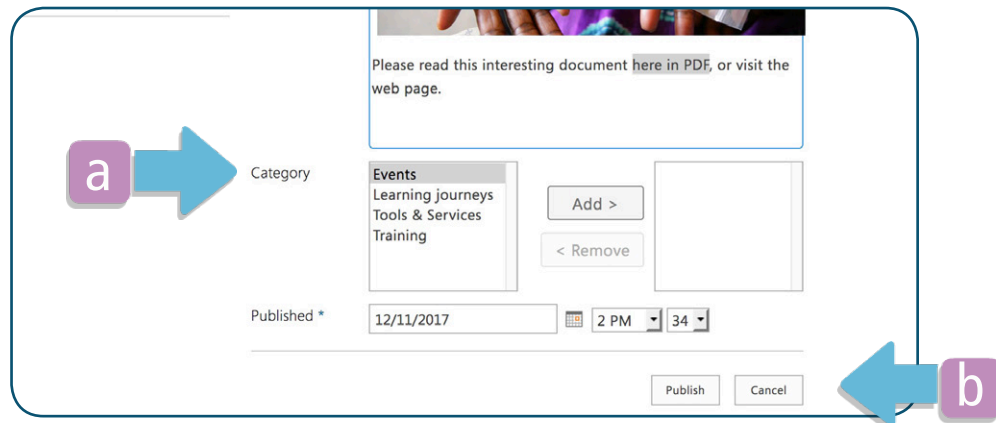
Choose **From Address** if you want to add a document from the Internet. For this you will need the Internet link of the document (follow step 1 on page 1 for inserting pictures). Of course, you can also copy paste the link of a document that has been uploaded to ShareWeb. Just open the document on ShareWeb and copy the URL address.

Choose **From SharePoint** if you want to add a document from your computer (follow the step 1 on page 2).

**Congratulations! You added a document to your post. To add a link to a web page is just the same:**

- a) Select the text you want to link to your document
- b) Go to **INSERT>Link>From Address**

5

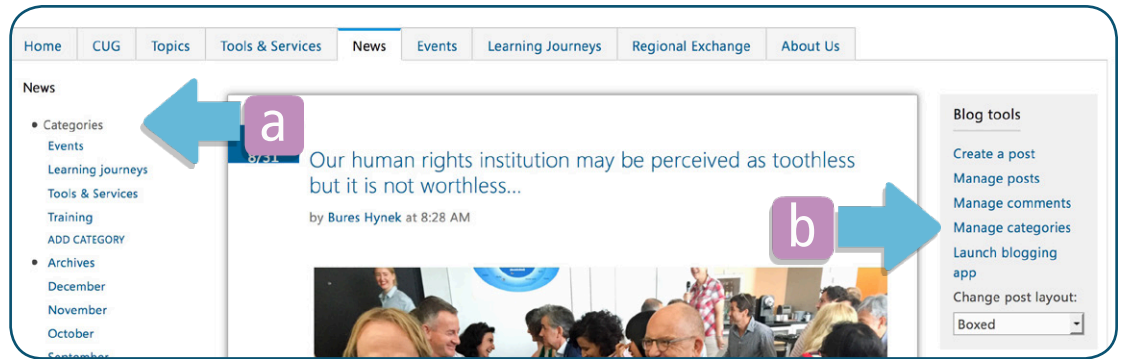


- a) Select the Category your post fits best
- b) Then Publish your news (You can even select a date and time to publish your post in the future)

This will help readers who wish to read news about one particular category to find your post quickly. You can always post your news without any category.

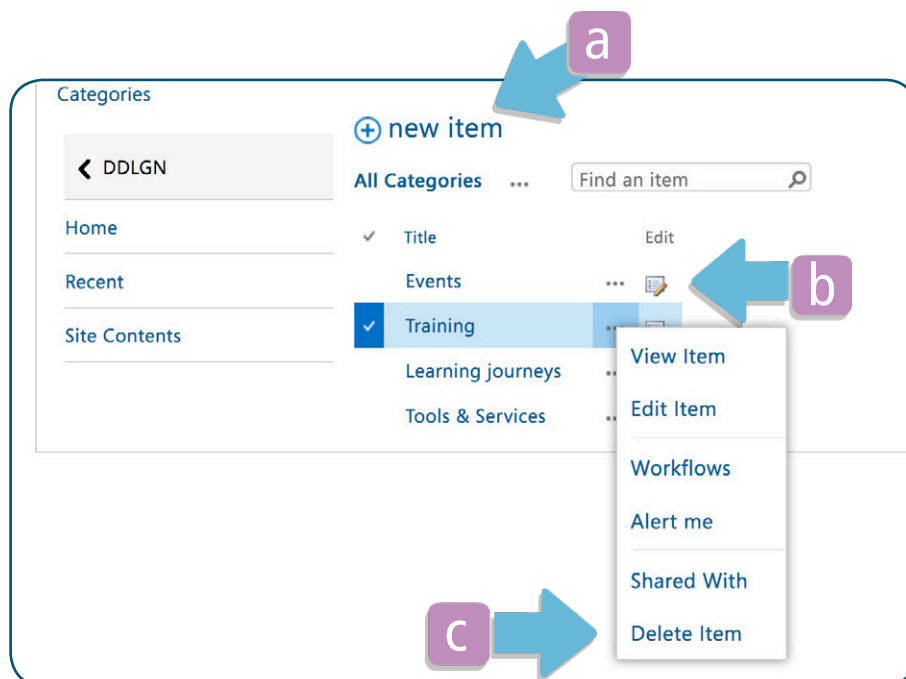
**How to add, delete, or change categories? Read on:**

6



- a) Your readers can chose from these categories.
- To add new categories:
- b) On the News page, click on categories. You need administrator's rights to do this.

7



- a) Add new category names
- b) Edit/change category names
- c) Delete categories by right-clicking on the 3 dots (deleting a category does not delete the news posts)