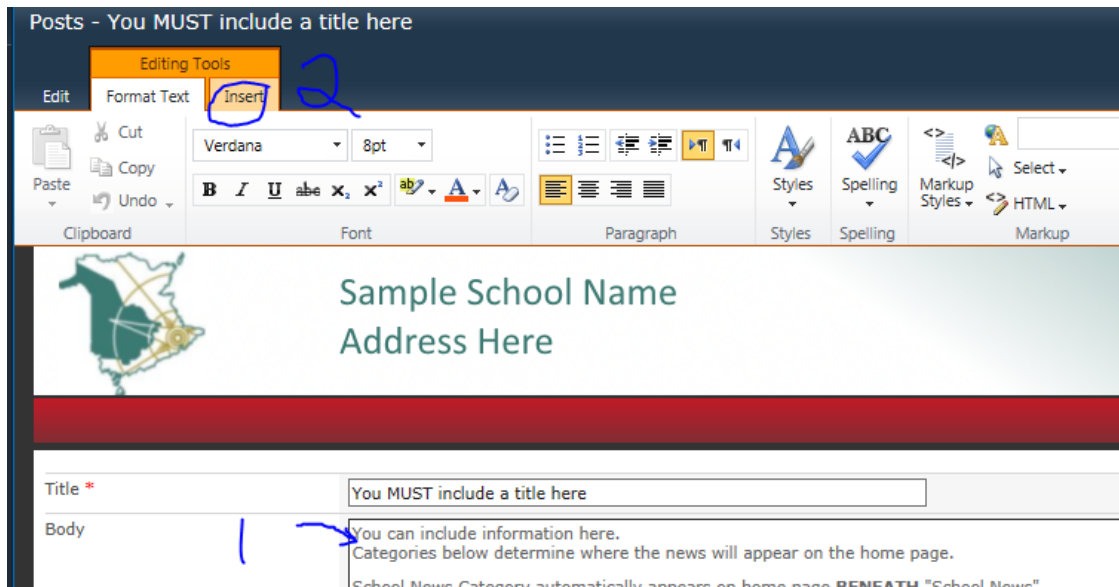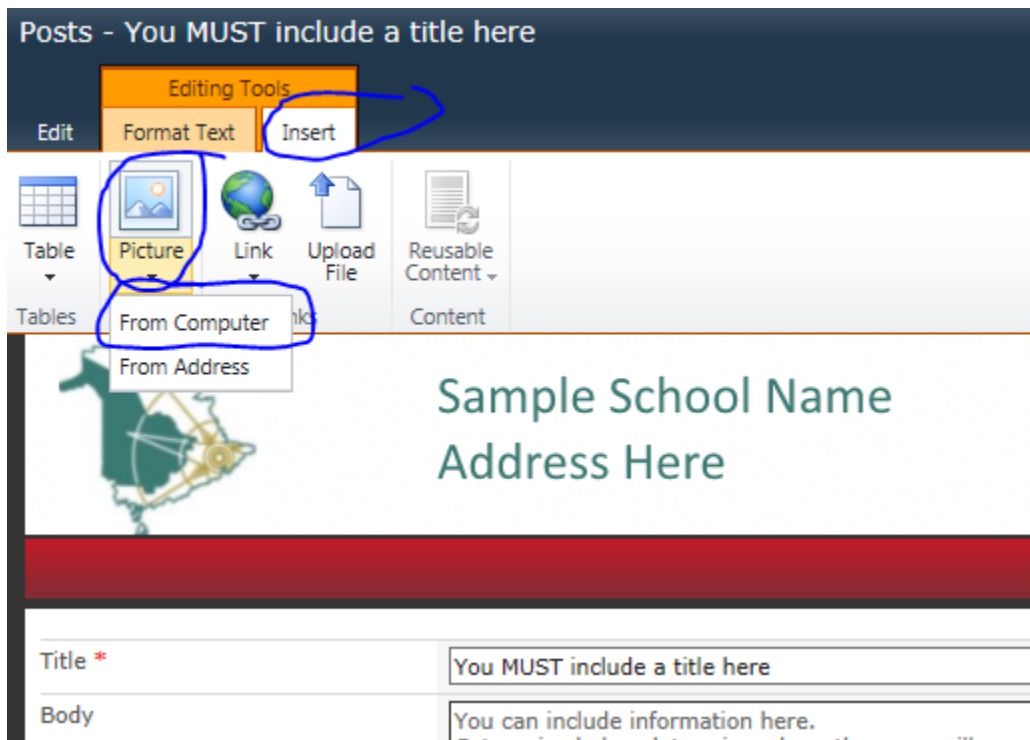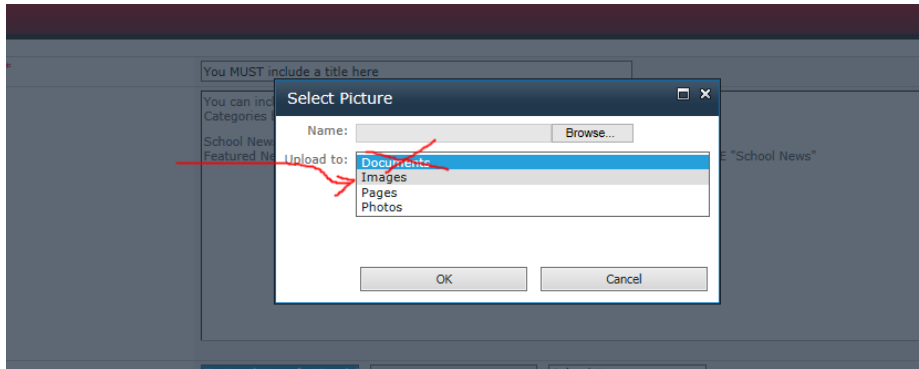How to add an IMAGE and/or a FILE to a NEWS Post

1) Usually best to add the image at the beginning of the first sentence. Place cursor there and click on "Insert"
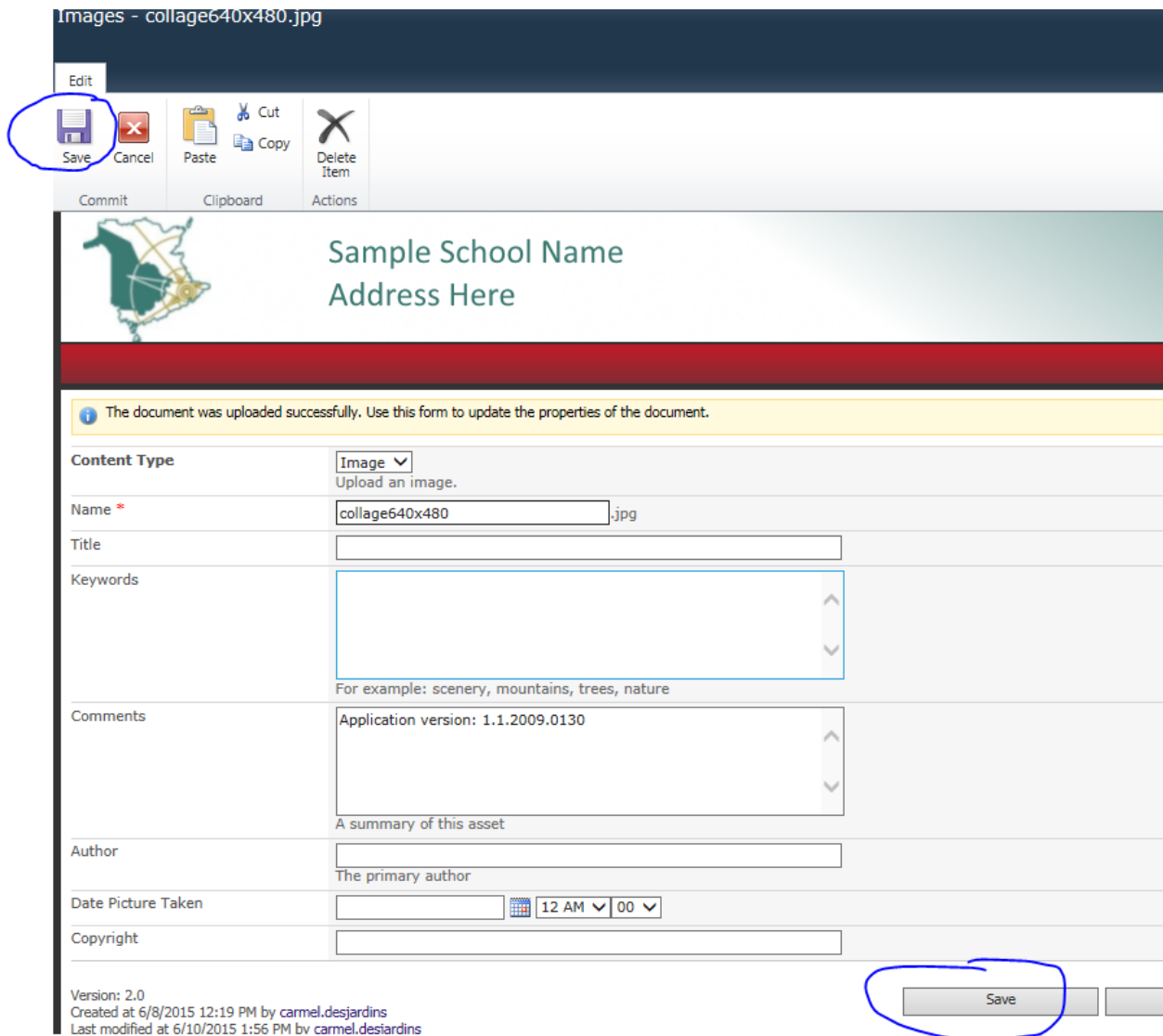

2) Once you've clicked on "INSERT" you select "Picture" and then "From Computer"

3) You can now browse for a picture on your computer but before you do this you should change the upload location from "Documents" to "Images":

4) Once you have selected the image on your computer by browsing, click on SAVE:

5) Often the image is too large so you should resize. There are multiple ways of resizing the image you just inserted. The easiest is to simply click on "horizontal size" and typing in the numbers "200" instead of the current large number already there. This will automatically adjust the vertical size as well:
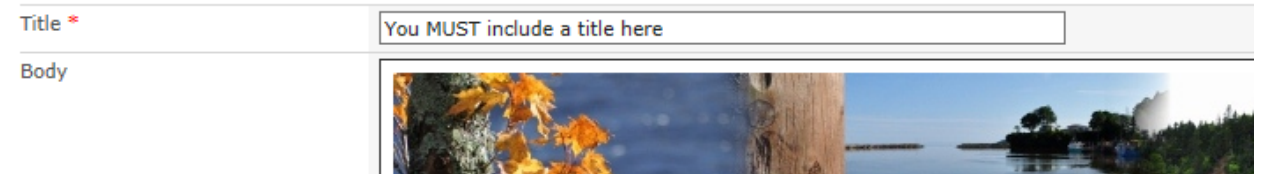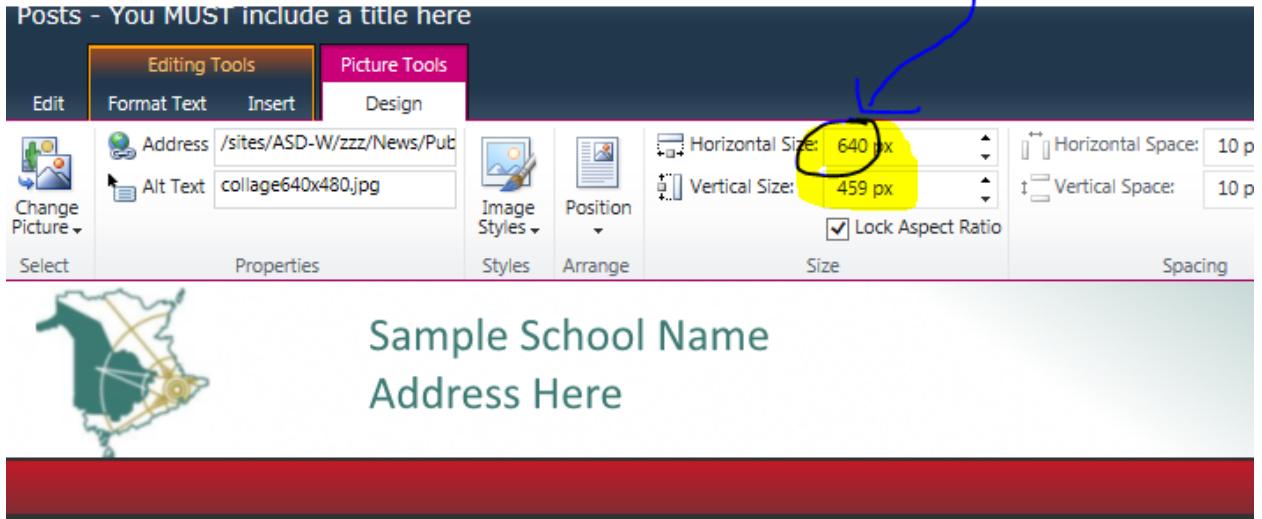
6. Now it's usually best to place the image on the left so the writing will appear alongside the image. You can do this by clicking on "Position" and then "LEFT":
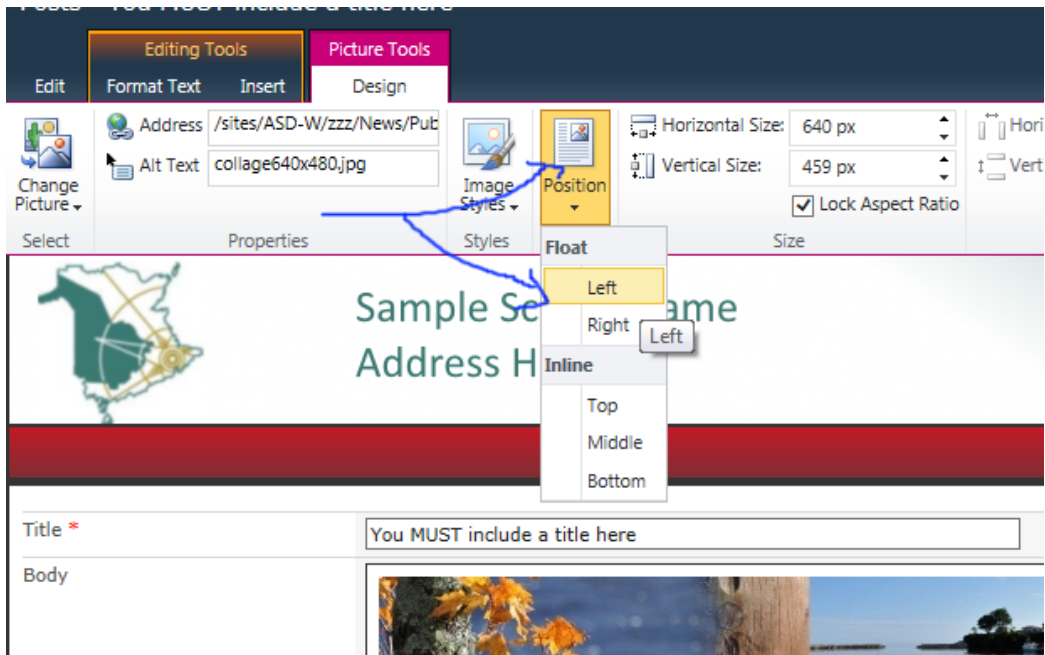
7)

7) Result: Smaller image positioned to the left of the text:

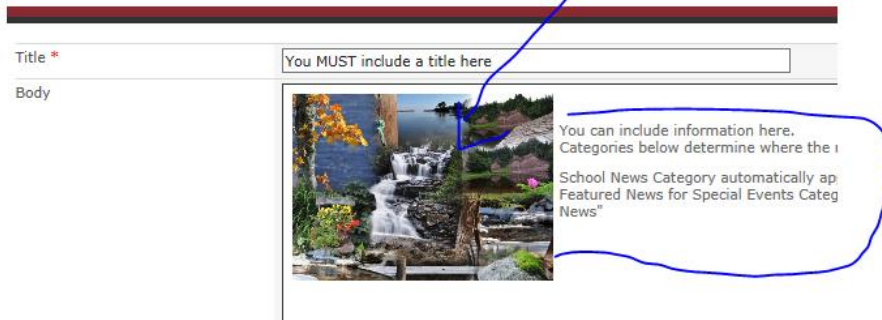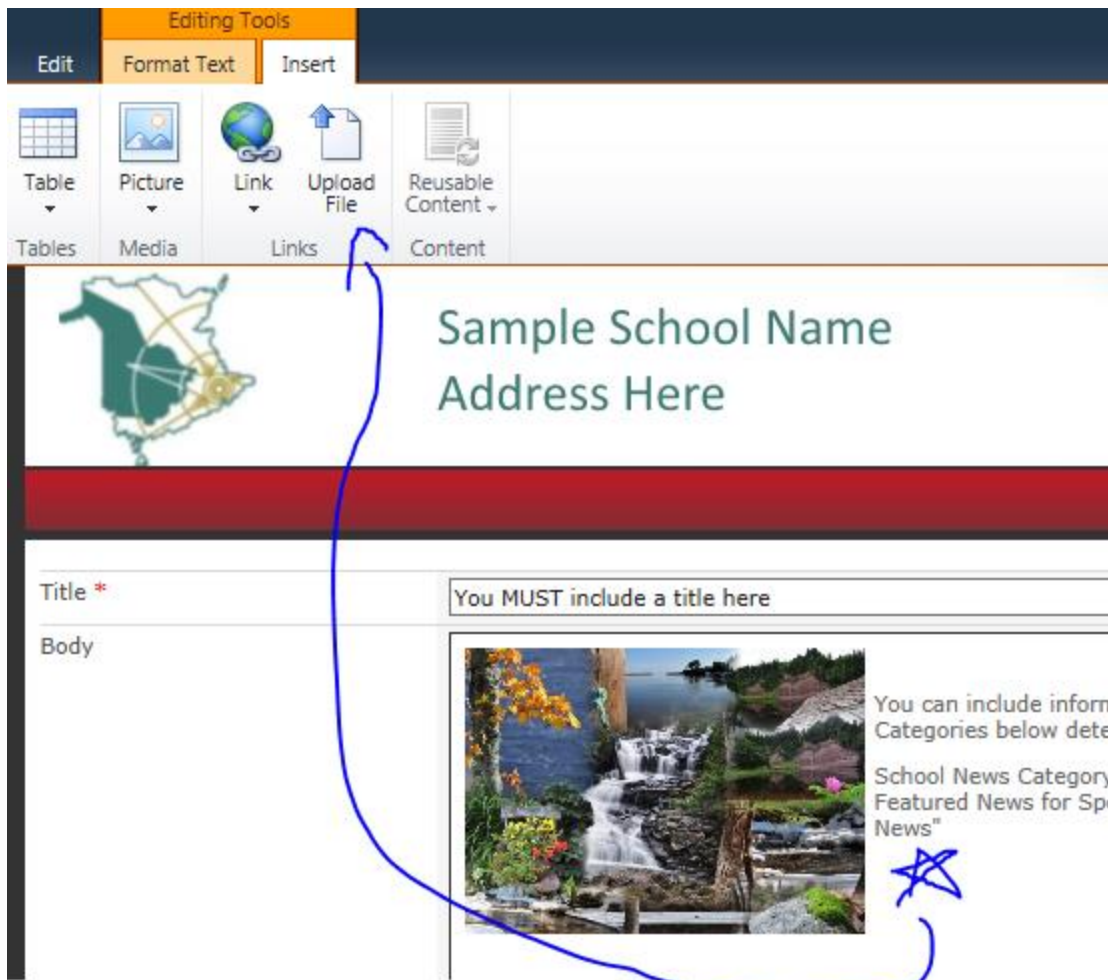8) Another option is add an attachment to the news posting. This can be done by clicking on the body where you'd like to show the file. Usually the best location in the body would be at the end of a sentence. Click on location, then select "INSERT" and "Upload file":

9) Upload File by Browsing on your computer and selecting the file you would like to attach to your news post. Once you click on OK you will be forced to select a Document Category and you have the option to define the document as a "Form" or not. The default is "NO" because most documents uploaded to a website are not forms. But if it is a form select "YES" so that it will appear in the "Forms" section of the Documents page. The Document Category is important! This category will determine where the file will appear on the website. For example, If the document category chosen is "**Cafeteria**" then it will automatically appear on the Cafeteria Page! If the document category chosen is "**Newsletter** then it will automatically appear on the Newsletter Page!

10) Once you click on "SAVE" the attached file will appear in the News Post and you can now PUBLISH

your post: