

# Site-in-a-Box: Adding a news article

0. Have some news—either in your head or all written out in an MS Word document
1. open site in a box in your browser:  
[www.soesd.k12.or.us/backend](http://www.soesd.k12.or.us/backend) and log in

2. click on News under Content Tools in the left-hand nav bar
3. a window will open up that gives you a chance to select a department (generally use your department rather than All)

date	title
10/11/2005	Site in a Box training

the Start From Date will just have the current month and year (if you want to see news submitted before the current month, adjust the Start From Date)

4. You can either edit existing News or Add. Today we're talking about Add, so click either of the **add news** buttons

The posted, release, and expiration dates are probably fine, but check 'em just in case to make sure they do what you want 'em to.

Pick a headline that doesn't take up too many words—a headline headline

Enter text the way you would normally in Site-in-a-Box. That is, do not paste directly from MS Word (because it'll mess up the Internet formatting): either type your article on the fly or, if you already have it in Word, paste it into Notepad (that'll make it plain text, which is good), then copy it from Notepad and paste it into Site-in-a-Box. Keep in mind that **your work won't get saved until you hit the submit button** at the bottom of the page. If you go to another page, the content you entered here is gone. If you need to go somewhere else on the web, open another browser window

Content Master should be you—or whoever people should contact for more info

Email address goes with the Content Master

These two are important, if you don't check 'em, you'll be kind of invisible.

To add an image, see the following page

Preview before you hit Submit