

## Creating a new article

1. Open your favorite web browser.
2. Go to your website and login. If the login is not readily visible, you can type /user after your domain name to get to the login page. You might want to bookmark this page at this time.
3. Under the **Navigation Menu**, Click -> **Add Content**
4. Click -> **Article**
5. Give the Article a title
6. Under the **Body Section**, type in your content.
7. Scroll to the bottom of the page and click the box that says **Publishing Options**.
8. The box should have **Published** and **Promoted to front page** checked.
9. If you want this story to remain at the top, check the box **Sticky at top of lists**.
10. Click **Save**

### TIP:

If this is a reoccurring article, once it is over, you can come back here and un-check the published box. The article will remain on the server until you need it again.

When you want to use it again, you go to Content and Edit the article and Check the publish box. The article will now be back on the site.

### Reminder:

If you run into trouble, send an email or phone for help.

