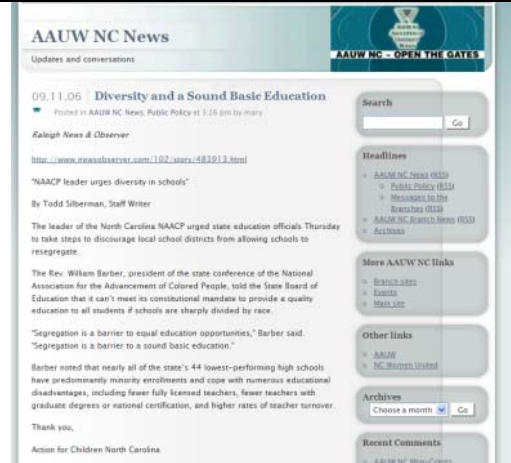


## Using the AAUW NC news system to post information

These screenshots are from viewing the site with Firefox 1.5 on Windows XP Professional. If you are using different software, things may look different. In particular, things are a bit different if you're using a Macintosh (though using Firefox rather than Safari should help). Please contact Nancy if you need help.

1. Go to <http://news.aauwnc.org>



2. Scroll down the right hand column until you get to the "Join the Discussion" section.

To create an account click "Register." [You'll need to wait for a confirmation message from the administrator before you can continue and create posts.]

If you've already got an account, click "Login".

In the branch versions of this system, the login appears in the page footer and all accounts must be created by the administrator. [This keeps the amount of "comment spam" small and minimizes administrative overhead for the branches.]



3. This is the login screen. Note that if you've forgotten your password you can get it mailed to you.



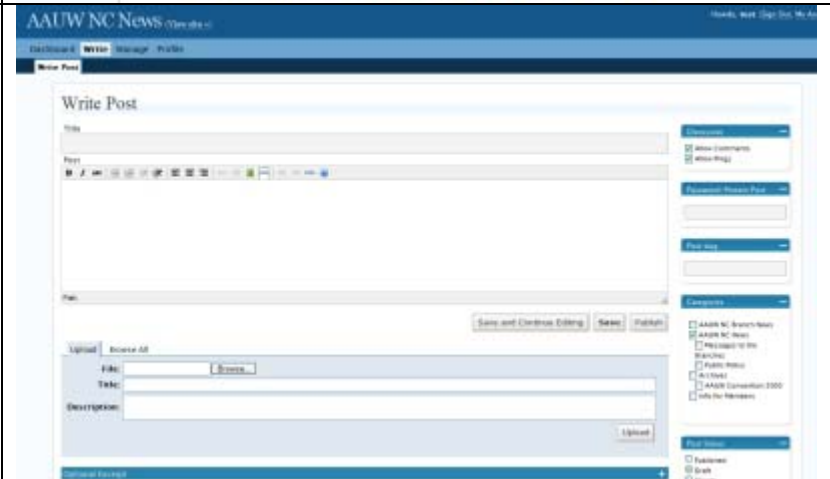
4. Once logged in, you see the “Dashboard”. Note that there is a link where you can change your password.

To continue with this document, click “Write a post”



5. This is the screen where you can create a “post” or an “article”.

There are a number of options over on the right. Find the list of Categories.



6. In the Category list, choose the appropriate category. You can check more than one box. If you are posting a branch event or a branch newsletter, check “AAUW NC Branch news”.

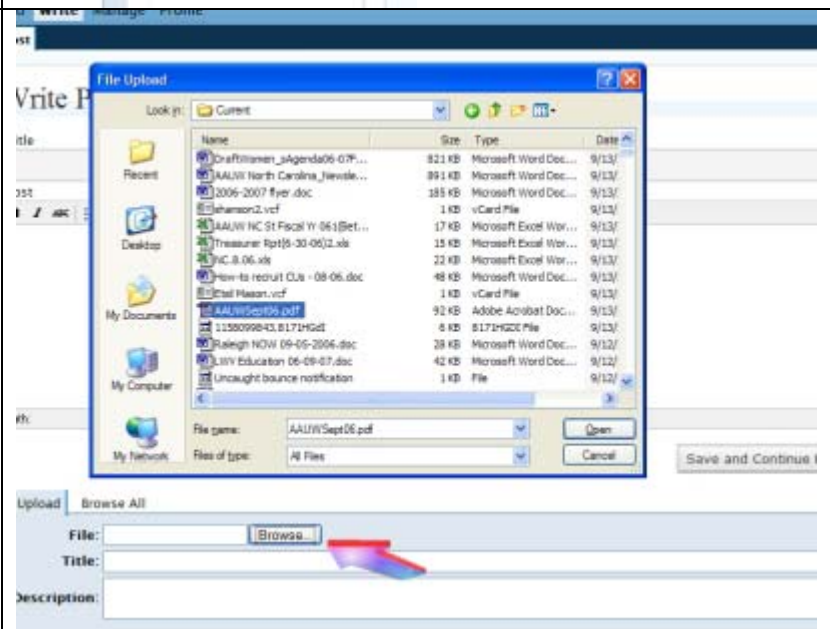
*If you are not uploading a file, skip to 11.*



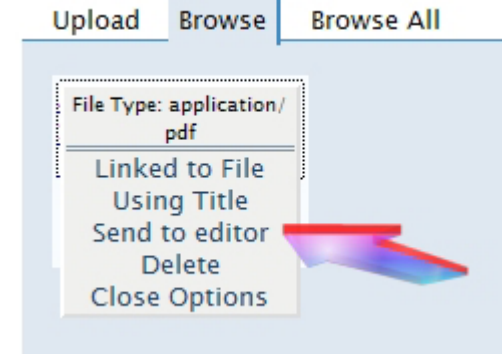
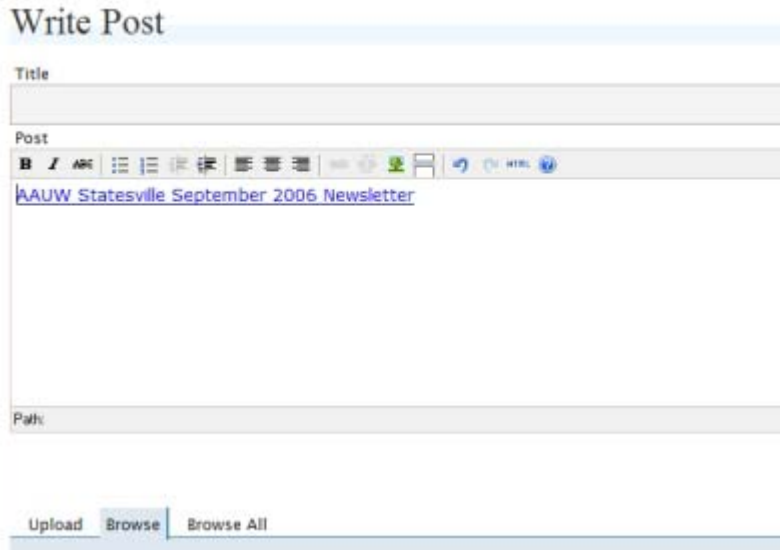



7. If you need to upload a file, go to the part of the screen below the edit window and click the Browse button. That will pop up a screen that will allow you to navigate to the file on your hard drive or local network.

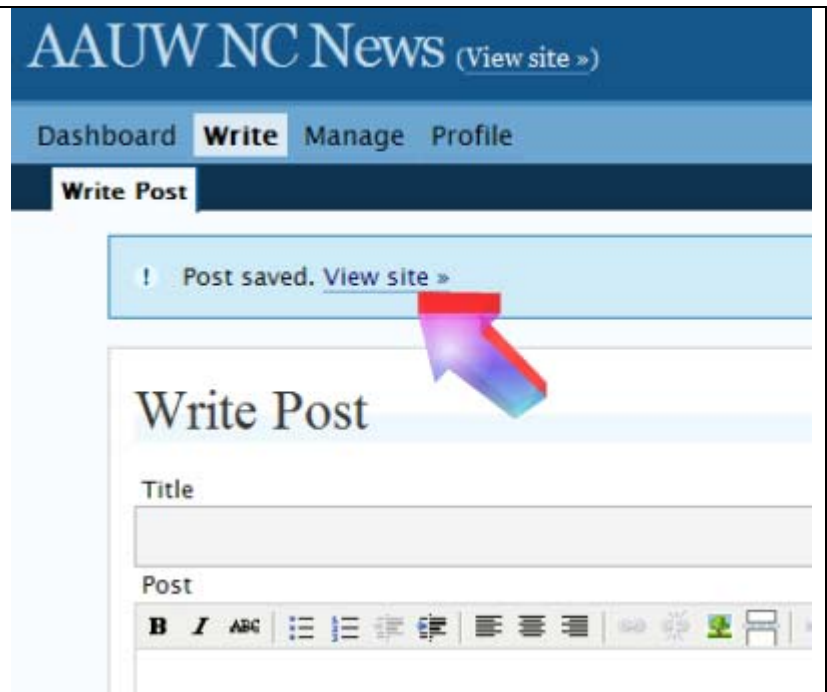
Find the file you want, select it (highlighted) and then click the Open button in the browse window/

We suggest posting files as PDFs. [See PDF995.com for a cheap/free way to create PDFs.if your software won’t do that easily.] If however, you need to post in another format (e.g. Microsoft Word), that’s fine.



<p>8. That puts the file name next to the Browse button. Enter a “title” and (optional) a “description,” then click the Upload button.</p>	
<p>9. This changes the screen so you see the file you have uploaded. It will appear as a link with the title you entered in the previous step. Click that link.</p>	
<p>10. Now you see a file menu on top of the box where the link appeared. Click the item “Send to editor” and you will see the edit window above change. An underlined blue link will appear with the text you filled in as the item’s title. You can edit that if you want – just be careful not to delete all of the words or the blue link will disappear, too.</p>	
<p>11. Now fill in the title of your post and the text you want in the article. You can use the bold/italic/list/alignment buttons across the top. If you need to get fancier, you can push the HTML button (if you’ve got another program that writes HTML). There’s a “more” button that will put just the first few lines on the main news page. You optionally write an excerpt (see lower on the page) that will appear in certain contexts.</p>	
<p>12. When you’re done, click the “publish” button on the lower right. If you want to see a version before you make the item public, use the “Save and Continue Editing” button and view the article in the lower part of the page. If you get interrupted and need to leave an article unfinished, you can click the “Save” button and find it on your next login session.</p>	

13. After you “Publish,” your “Write Post” screen is cleared and you get a link to “View Site” and see your newly published article.



14. Here it is!

Note that you have an “Edit” link down at the bottom. Click that if you want to go back and change your wording or delete the post.

Enjoy!

