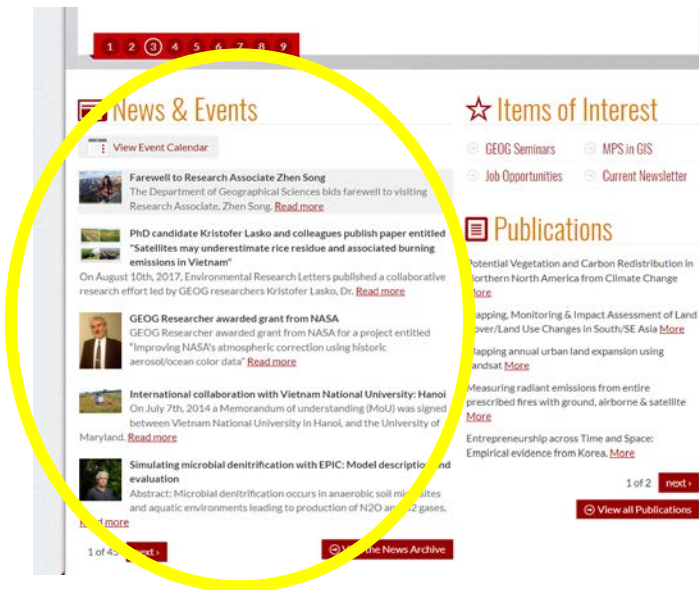
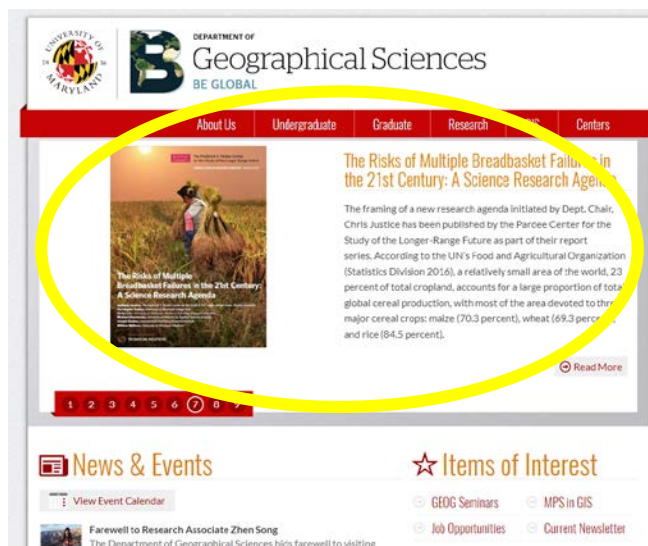


How-To: Creating a News Article

1. Log in using your directory ID and password at geog.umd.edu
2. In the yellow menu, click on “Create Content”
3. Choose the type of content you would like to create:
 - a. News: These articles will appear on the main page under the “News & Events” heading.



- b. Featured Content: These articles will appear on the main page in the scrolling heading. Note that featured content will be approved at the discretion of the Chair and department web editor.



4. Enter a Title, image, and the body of your article – following the page layout provided.
5. Once you are satisfied with your article, click “Save” at the bottom of the page. Note that you have the option to preview your content before saving and the ability to edit the content after it has been saved.
6. After saving, email Mary Mitkish (mmitkish@umd.edu) to inform her that your article is ready for review and approval.
 - a. Any questions or issues can be directed to Mary.