Go to: http://news.engr.uconn.edu/internalweb/editors/

Enter your School of Engineering email user name and password
Once entered, click “Login”

Click “Posts” and select “Add New”
Enter the title of the article

Enter the content of your article either by Copy/Paste or typing your news article. Please be sure to have in plain text.

Copy either the first few sentences or first sentence.

Now, paste the “teaser of your article” which will be displayed on our front page and/or headline news page in the excerpt box.
Adding A Photo to the Story

To upload/add your photo, click on the “Media” link.

Click “Add New” and than click “Select Files”
A dialog box will appear, locate on your PC the formatted photo.

Select the photo, and click “Ok”.

Select the alignment of the photo to either “Left” or “Right”.

Select “Full Size”.

Once you have set the alignment, click on “Insert into Post”.
Once you added your photo, it will appear automatically in the input area.
To upload/add your story icon photo, click on the “Media” link and select “Add New”.

Click “Add New” and than click “Select Files”.
Locate and select on your PC your story icon photo.

In the “Link URL” section, click “File URL” and copy the graphic icon URL and in the dialog box click the small “X” on the top right.
Categorizing Your Story

Check where you want the article to go to, either the Front Page and/or Headline. This tells where to display the content.

From the dropdown, select “thumbnail”

Once you selected “thumbnail” now paste into the “Value” box the URL you copied.
You can now log out if you choose to or enter another article.

If you want to preview what your article looks like, select “Preview”.

Once you are satisfied with the content, select “Submit for Review” and the article will be either edited or posted after review by our editors.