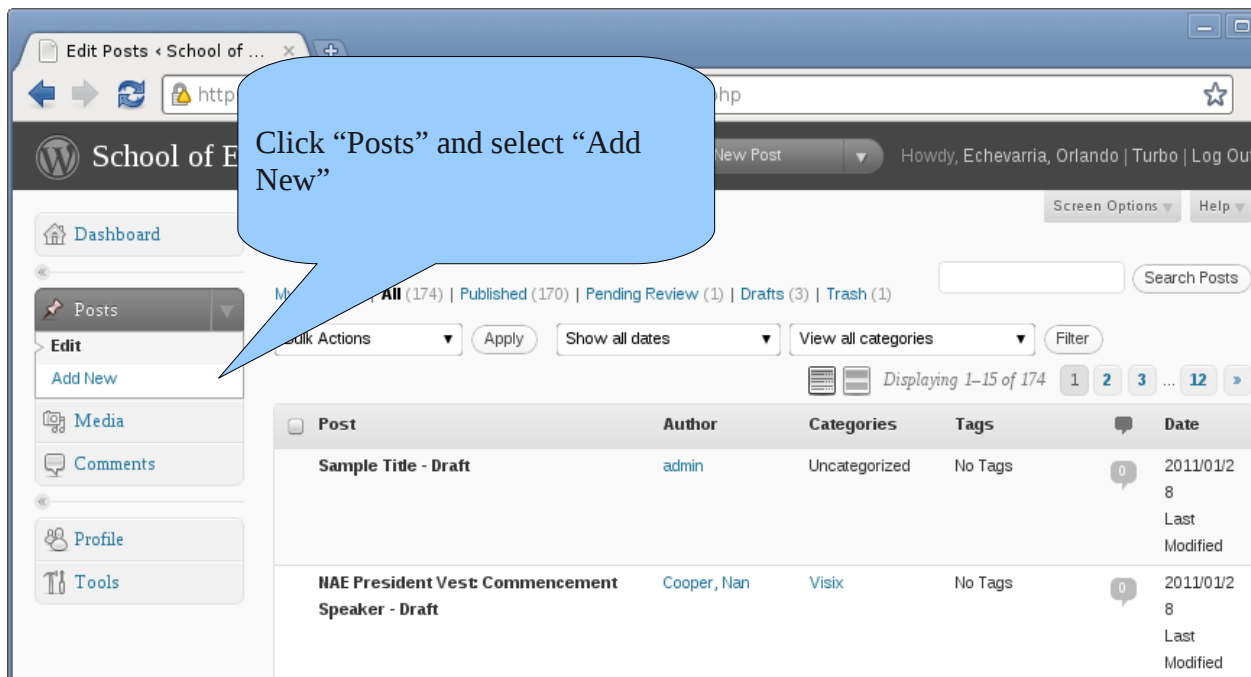


Go to: <http://news.engr.uconn.edu/internalweb/editors/>



Dashboard

Posts

Edit

Add New

Media

Comments

Profile

Tools

Edit Post

Post submitted. [Preview post](#)

Sample Test Visix Title

Upload/Insert

Visual HTML

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Word count: 82 Last edited by Echevarria, Orlando on January 28, 2011 at 7:32 pm

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Sample Title

Permalink: <http://news.engr.uconn.edu/sample-title.php> [Edit](#)

Upload/Insert

Visual HTML

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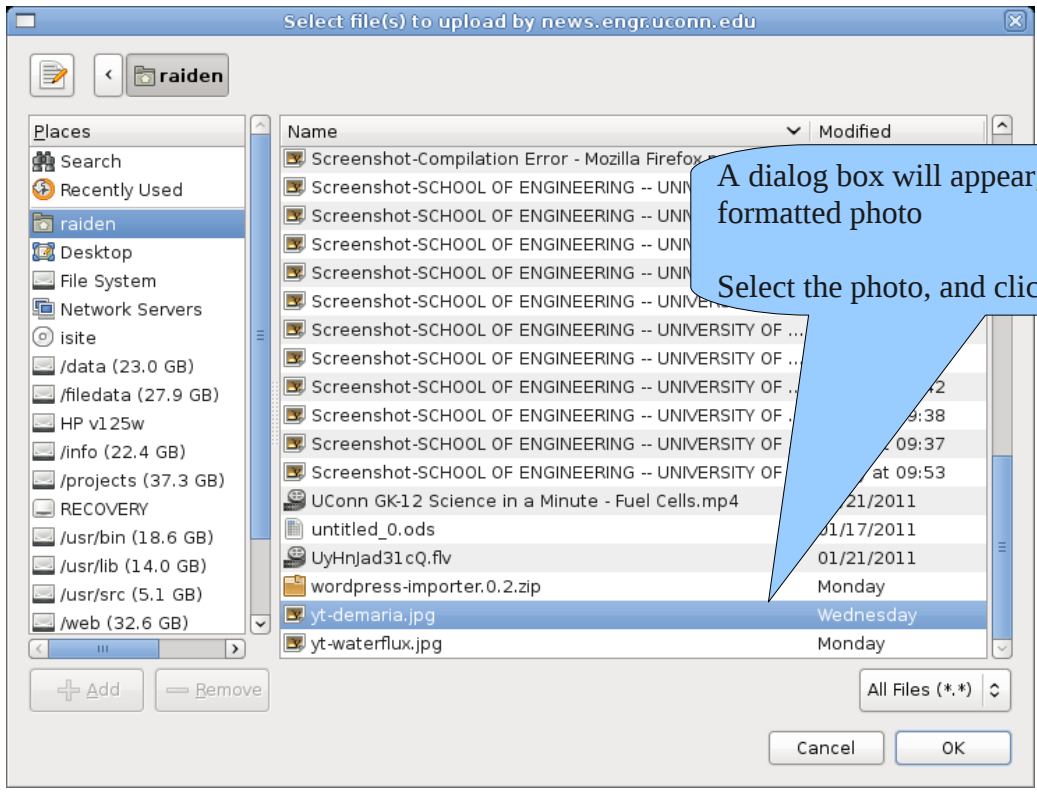
Path: pre

Word count: 252 Draft Saved at 7:15:18 pm.

Excerpt

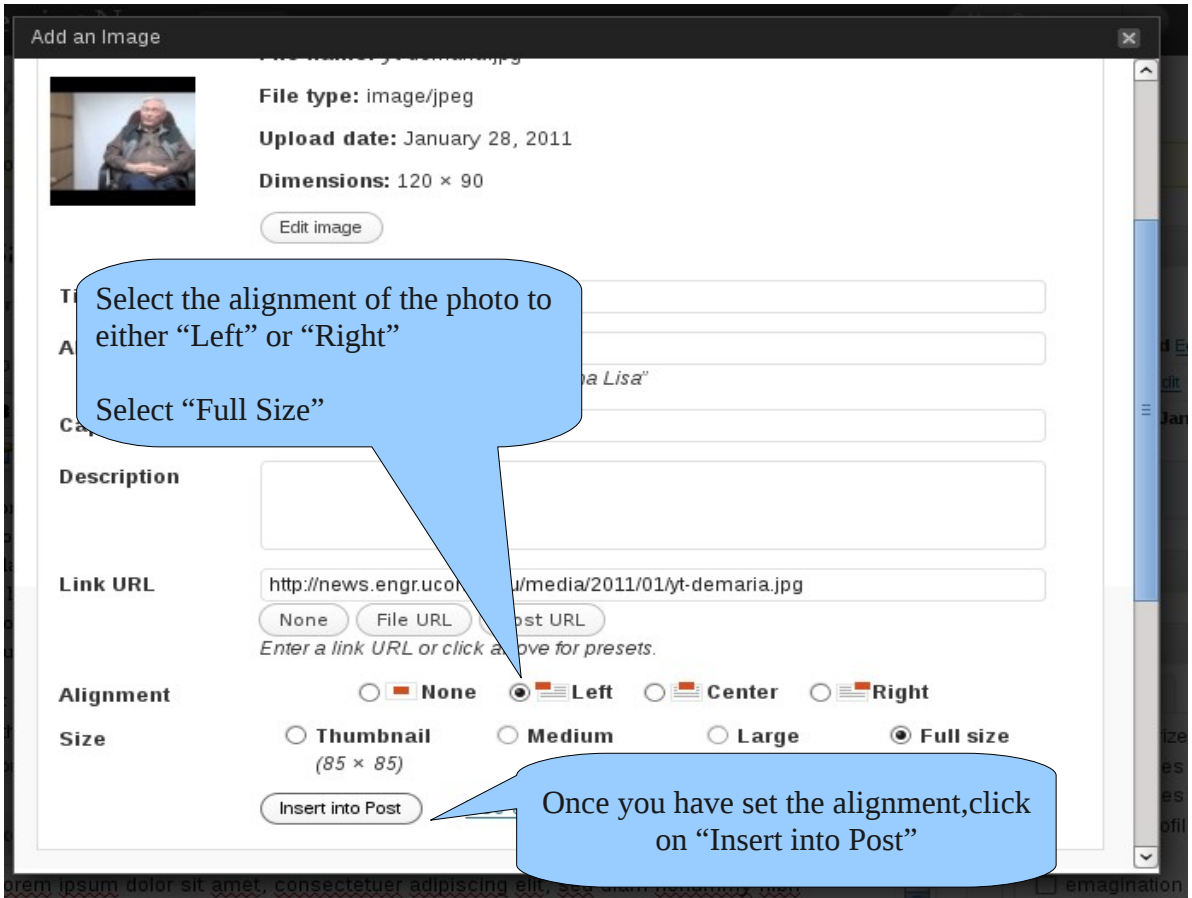
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A dialog box will appear, locate on your PC the formatted photo

Select the photo, and click "Ok"



Select the alignment of the photo to either "Left" or "Right"

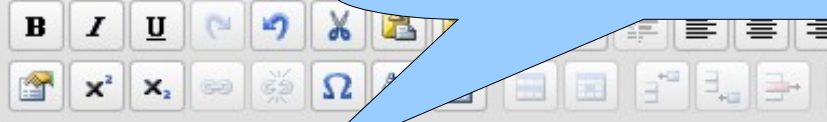
Select "Full Size"

Once you have set the alignment, click on "Insert into Post"

Sample Test Visix Title

Permalink: <http://news.engr.uconn.edu/2014/03/10/visix/>

Upload/Insert



Once you added your photo, it will appear automatically in the input area.



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Add Icon Graphic

Edit Post

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Sample Test Vi

Upload/insert

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Path:
Word count: 82 Last edited by Echevarria, Orlando on January 28, 2011 at 7:32 pm

Excerpt

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To upload/add your story icon photo, click on the “Media” link and select “Add New”

Upload New Media

Choose files to upload **Select Files** Cancel Upload

You are using the Flash uploader. [Try the Browser uploader instead.](#)

After a file has been uploaded, you can [add it to a post](#) or [add it to a page](#).

Click “Add New” and then click “Select Files”

Custom Fields

Name	Value
Add new custom field:	
<input type="text" value="thumbnail"/>	<input type="text" value="http://news.engr.uconn.edu/media/2011/01/yt-waterflux.jpg"/>

Custom fields are used to add extra information to a post that you can use in your theme.

From the dropdown, select "thumbnail"

Once you selected "thumbnail" now paste into the "Value" box the URL you copied.

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.

Categories

All Categories | Most Used

- June 2010
- March 2010
- May 2010
- November 2010
- October 2010
- September 2010
- Special Edition
- Front Page
- Headline
- Uncategorized
- Visix

[+ Add New Category](#)

Publish

Preview

Status: **Pending Review**

Visibility: **Public**

[Move to Trash](#) **Submit for Review**

Post Tags

Add new tag

Separate tags with commas.

[Choose from the most used tags in Post Tags](#)

Categories

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.

You can now log out if you choose to or enter another article.