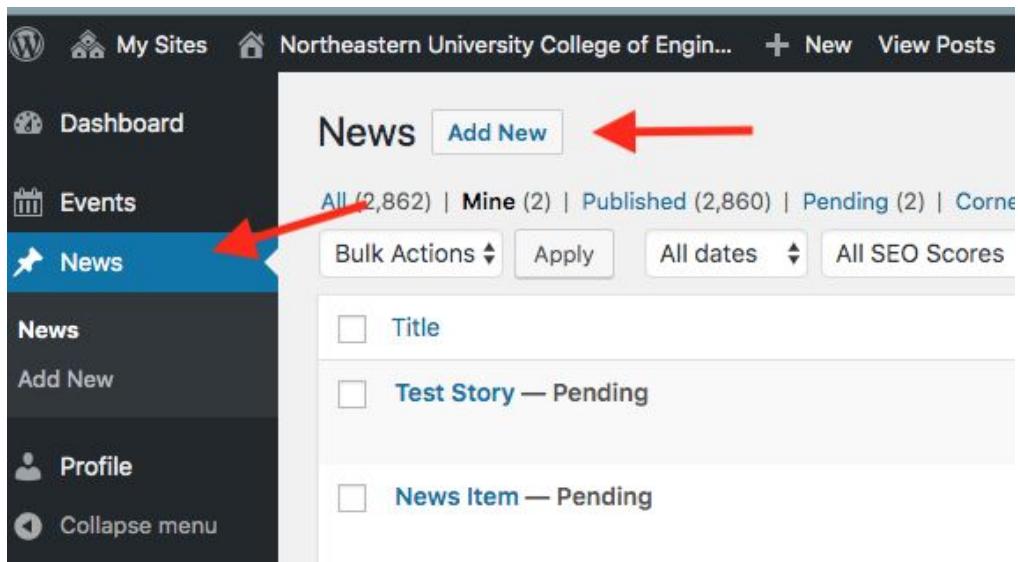


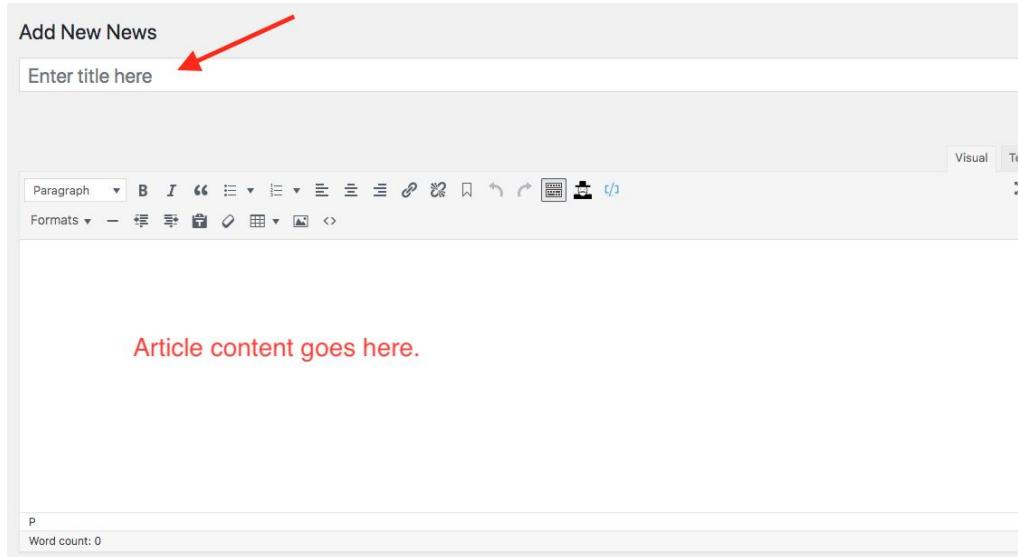
To submit a News Article:

- Click on the News tab in the black menu bar.
- Click Add New.



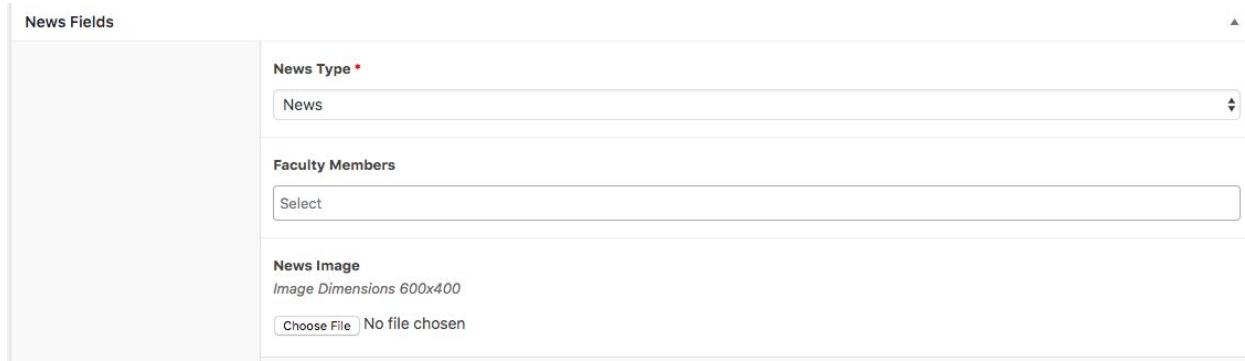
The screenshot shows the WordPress dashboard. On the left, there is a sidebar with the following menu items: Dashboard, Events, News (which is highlighted with a blue background), Profile, and Collapse menu. The main content area is titled 'News' and contains a button labeled 'Add New' with a red arrow pointing to it. Below the button, there are links for 'All (2,862)', 'Mine (2)', 'Published (2,860)', 'Pending (2)', and 'Cornerstone (0)'. There are also buttons for 'Bulk Actions', 'Apply', 'All dates', and 'All SEO Scores'. A list of pending news items is shown, including 'Test Story — Pending' and 'News Item — Pending'.

- Enter the article title and article content.



The screenshot shows the 'Add New News' editor. At the top, it says 'Add New News'. Below that is a text input field with the placeholder 'Enter title here' and a red arrow pointing to it. The editor has a rich text toolbar with various formatting options like bold, italic, and lists. Below the toolbar is a large text area with the placeholder 'Article content goes here.' At the bottom, there is a 'Visual' tab and a 'Text' tab, and a word count indicator 'Word count: 0'.

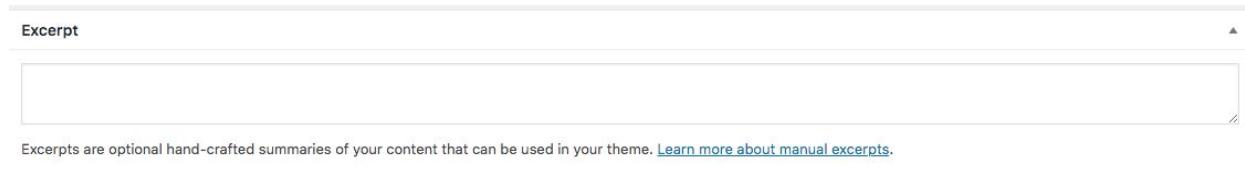
- If applicable, begin typing the name of the referenced faculty member(s) into the Faculty Member field. Select the name when it appears.
- If applicable, upload an image.



The screenshot shows a 'News Fields' form. It includes the following fields:

- News Type ***: A dropdown menu set to 'News'.
- Faculty Members**: A dropdown menu set to 'Select'.
- News Image**: A note stating 'Image Dimensions 600x400' and a file upload input field showing 'Choose File' and 'No file chosen'.

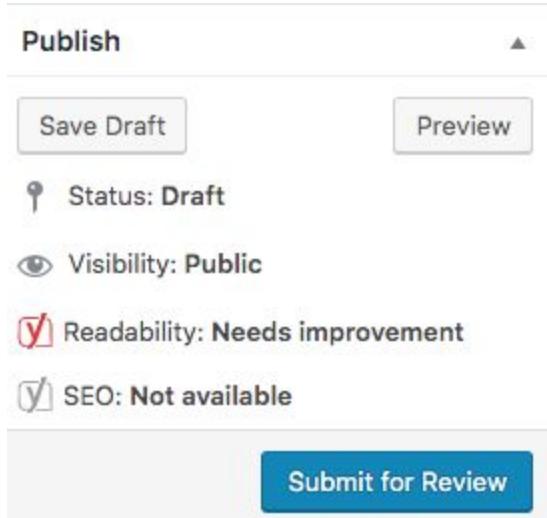
- Enter one sentence into the excerpt field that summarizes the news story. This will display in the list of news stories.



Excerpt

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

- Click Submit for Review.



Publish

↳ Status: Draft

👁 Visibility: Public

✗ Readability: Needs improvement

✗ SEO: Not available