

# NEWS

## Directions for **Uploading an Image**

- 1. Go to (<http://www.phsd.org/scripts/coranto/coranto.cgi>)
- 2. Log in if you have not already done so
- 3. From the left Long menu that extends from top to bottom click on "Upload Manager" from the "Addons" section
- 4. Browse for your file by clicking on the "Browse" button
- 5. Click on the button labeled "Upload"
- 6. You will see a new page that informs you:



- 7. From the left Long menu that extends from top to bottom click on "Main" and this will bring you to the "Home" part of the Coranto script. From here you can choose to Submit or Modify a **News Item**.

## Directions for **Posting News Items**

- 1. Go to (<http://www.phsd.org/scripts/coranto/coranto.cgi>)
- 2. Log in if you have not already done so
- 3. Click on "Submit News" (this will take you to a new page)
- 4. Select a "Category" to which the news item pertains
- 5. Type in a "Subject" for your subject. Please limit to only 55 characters (this will also be a Headline listed at the stop of the page)
- 6. Edit your news item with the "Word-like" editor
- 7. Click on "Submit"
- 8. The site will inform you:

The submitted news item has been added to the database. **Build News has been run automatically**, so the item should be visible on your site immediately.

- 9. You can now choose to exit Internet Explorer as your **News Item** was posted.
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## Directions for **Editing/Modifying News Item**

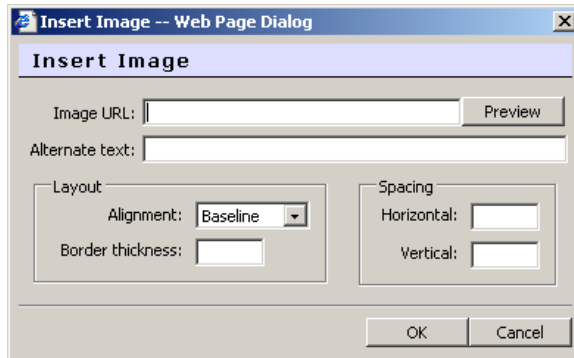
- 1. Go to Coranto (<http://www.phsd.org/scripts/coranto/coranto.cgi>)
- 2. Log in if you have not already done so
- 3. Click on "Modify News" (this will take you to a new page)
- 4. Choose which item to modify by clicking on "Edit" (you could delete an item by placing a checkmark in on of the boxes and pressing delete)
- 5. Select a "Category" to which the news item pertains
- 6. Type in a "Subject" for your subject. Please limit to only 55 characters (this will also be a Headline listed at the stop of the page)
- 7. Edit your news item with the "Word-like" editor
- 8. Click on "Submit"
- 9. The site will inform you:

The submitted news item has been added to the database. **Build News has been run automatically**, so the item should be visible on your site immediately.

- 10. Go to the Event Manager (<http://www.phsd.org/escal/calendar/events>) You can now choose to exit Internet Explorer as your **News Item** was posted.

### Directions for Inserting an Image

- 1. Go to Coranto (<http://www.phsd.org/scripts/coranto/coranto.cgi>)
- 2. Log in if you have not already done so
- 3. From the "Word-like" editor click on the  icon and a new window like the one below will pop-up.



- 4. "images/uploaded/YOURFILE.jpg" is the format that is needed in the "Image URL:" designated textbox. **DO NOT CLICK PREVIEW**
- 5. For the "Alternate text" field put in: "Image"
- 6. Click "OK" and it will insert the image into the document
- 7. Sizing the image is capable if needed