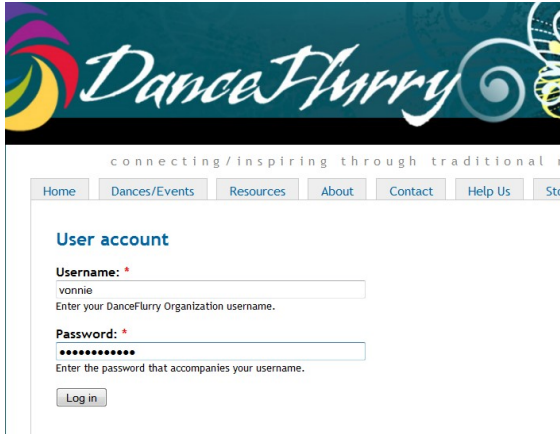
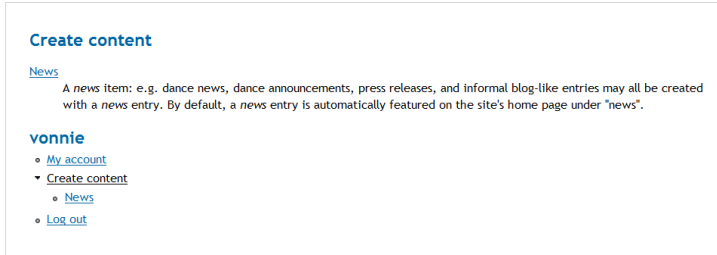


How To Add/Edit A 'Latest News' Item

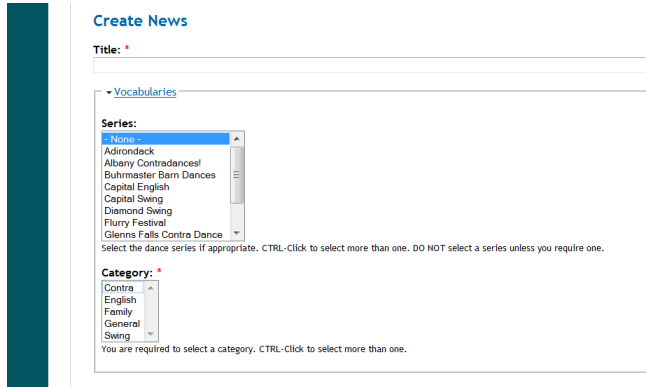
'Latest News' items appear on the DFO Home page as a clickable title. When the user clicks on the title it displays the full news item. Within a day or less the news item will also appear on the DFO Facebook page.



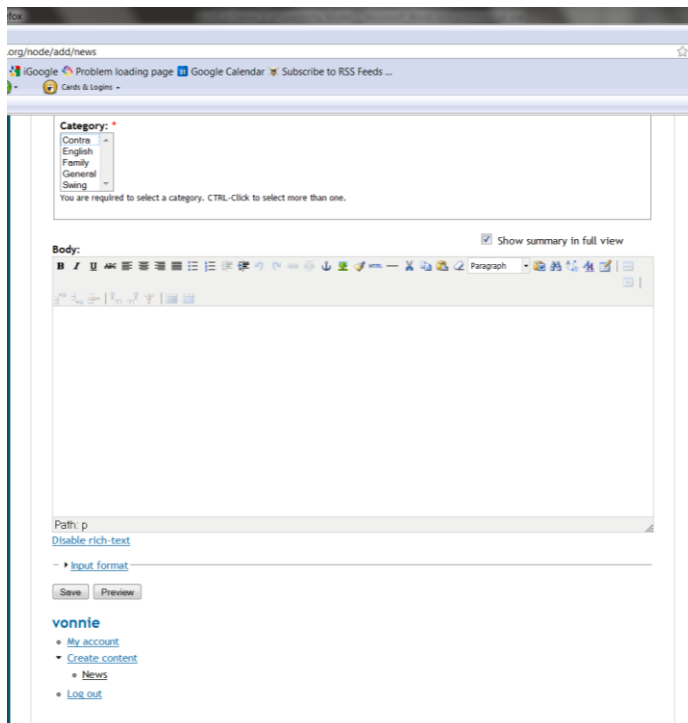
- Go to the DFO Web site – www.danceflurry.org
- Navigate to any page but home page
- Click on 'Log In' at the bottom of the page.
- Log in with your DFO id and password.
- Click on 'Create Content' > News



- Enter the title you want to appear on the DFO Home page.



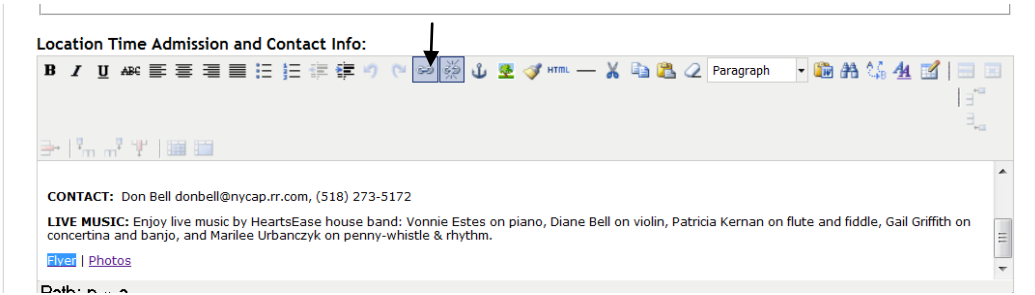
- Select a dance series and category



- Enter a short paragraph about the event, providing a web link to more information if available.

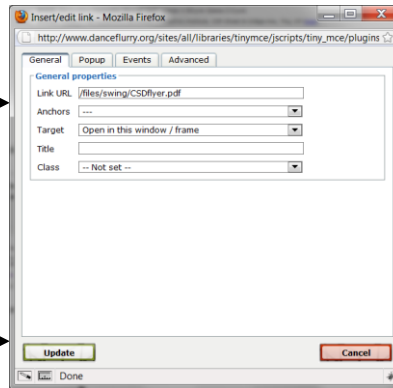
- When done editing your news event, click on 'Save'

To add a web link, highlight link title text, click on the 'link' icon



- Enter the web or path address

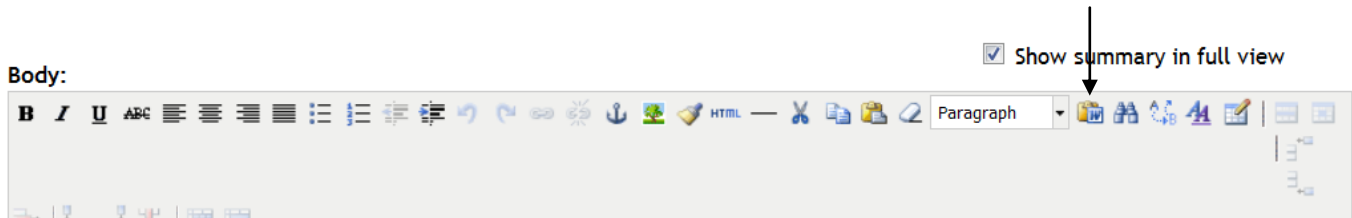
uploaded file, e.g. /files/swing/CSDflyer.pdf



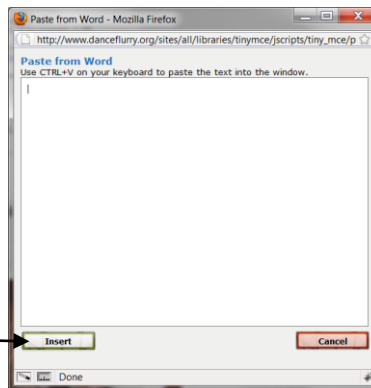
- Click on Update.

If you are copying text from Word or a web page, it's a good practice to strip out extraneous formatting.

- Put the cursor where you want to place the text



- Click on Word ('W') icon
- Paste the text into the edit box



- Click on Insert