

How to Post an Announcement/News Article or Document to the Portal

1. Login to the Portal (portal.pueblolibrary.org) using your user name and psswd given to you from IT so that you could log into Windows 8).
2. If you have been given posting privileges, you will see a black bar across the top of your screen. On the top left side, click the word "Content".
3. Click "Add Content"
4. Choose what type of content you want to add (announcement, news, or document).
5. You will be taken to a page where you add the content. Add the title in the specified box.
6. Underneath the "Body" box, you will see a pull down menu titled "text format". In the pull down menu choose "Plain Text".
7. Now go ahead and type your content. Documents will not have any "Body" content. If you would like format options to add images or make text a different color/bold/etc. click the tiny arrow icon in the top right gray bar of the "Body" box. This will expand the formatting menu.
8. Once you have typed your content, go back to the "Text Format" pull down menu and change it back from "Plain Text" to "Full HTML".
9. Upload any attachments you would like.
10. Click "Save"
11. That's it! Double check your post on the intended page, and edit it from within the article if needed.
12. Documents only vary by the fact that you may choose a "Document Type". Upload the attachment the same way.