

How to update the news releases on the FHS home page

1. Start Contribute.



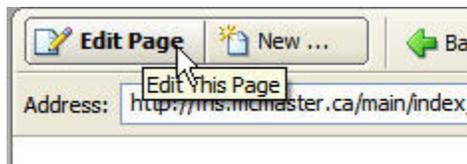
2. Browse to the FHS Home page:

<http://fhs.mcmaster.ca/main/index.html>

For practice, browse to the test FHS home page:

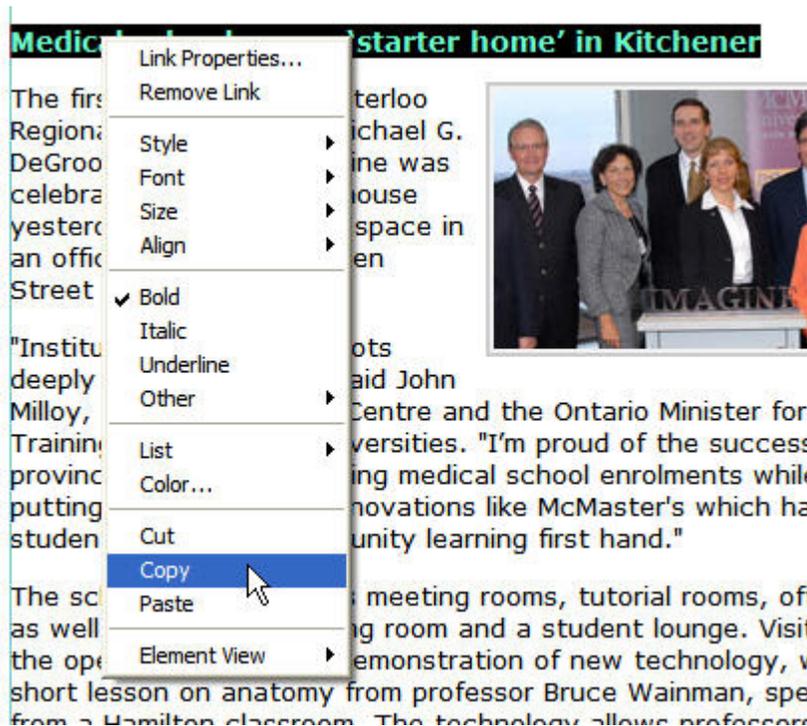
http://fhs.mcmaster.ca/main/index_test.html

3. Click Edit Page.



4. A draft of the page will be created. All drafts are listed in the pages panel on the left side of the window. A draft is a temporary version of the page. Editable regions on the page will appear inside of blue-green boxes with labels above the top left corner of each box.

5. Highlight the title of the top news release, right click and select copy.



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6. Place your cursor at the beginning of the first bullet item on the left under Additional News. Click <Enter> to create another bullet. Right click and select paste to page the old top news story title that now becomes the first additional news item.
7. Cut the last bullet news item in the left column and paste to the first news item in right column. If the bullet remains in the left column, put the cursor on the line and hit backspace to remove it. If no bullet separates the pasted news item in the right column with the next news item, place the cursor at the end of the first news item and hit <Enter>.
8. To remove the last news item in the right column, highlight the news item and hit backspace until the bullet is gone (usually twice).
9. Click F12 to view the page draft in your browser. Click all links in order to test that they take you to the correct new release pages.
10. Click Publish. The FHS home page has been updated on the server.
11. Check the page to make sure the text and links are correct.