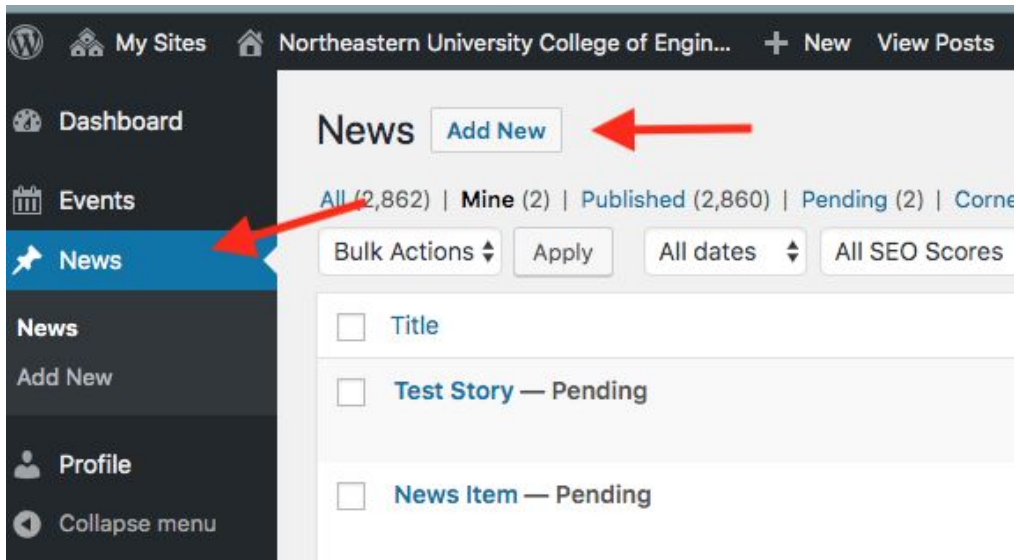
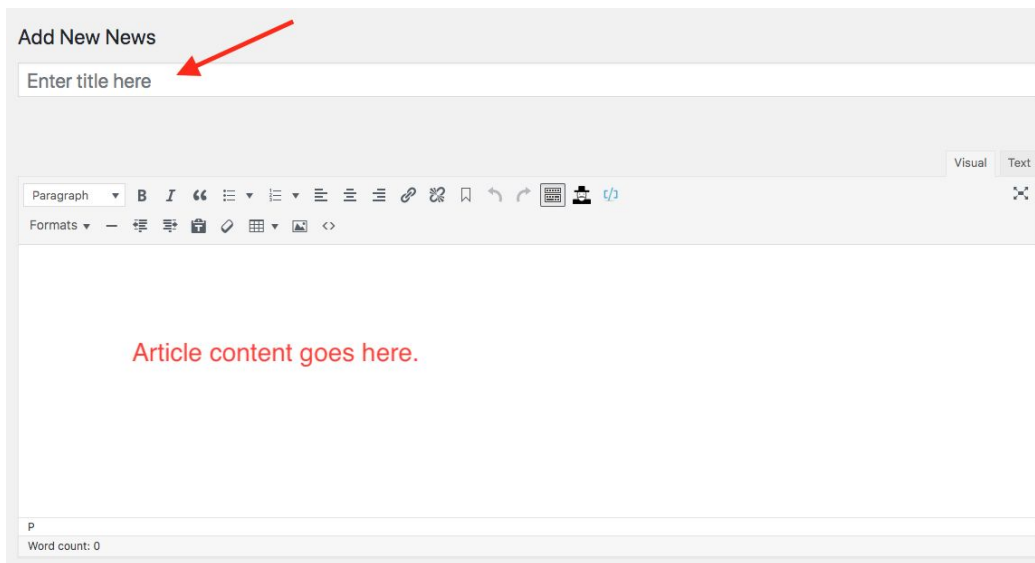


To submit a News Article:

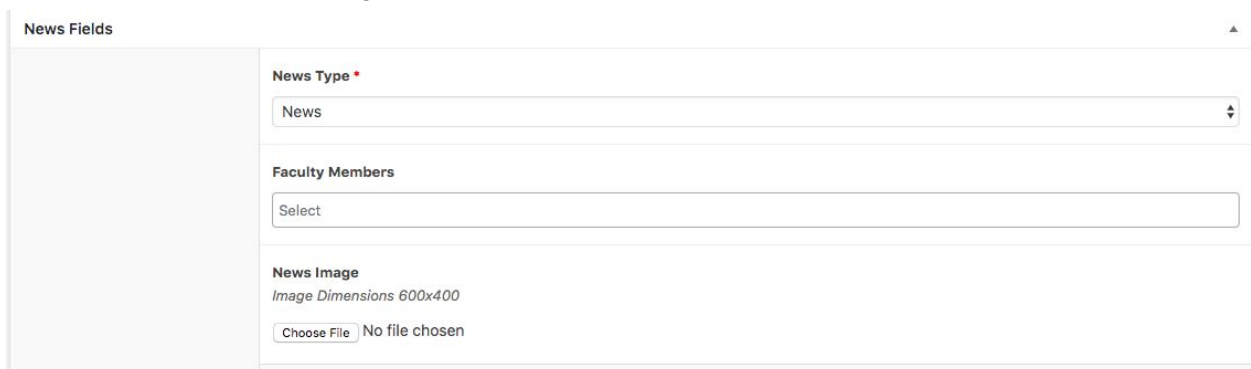
- Click on the News tab in the black menu bar.
- Click Add New.



- Enter the article title and article content.



- 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.




- 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.

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 **Status: Draft**

 **Visibility: Public**

 **Readability: Needs improvement**

 **SEO: Not available**