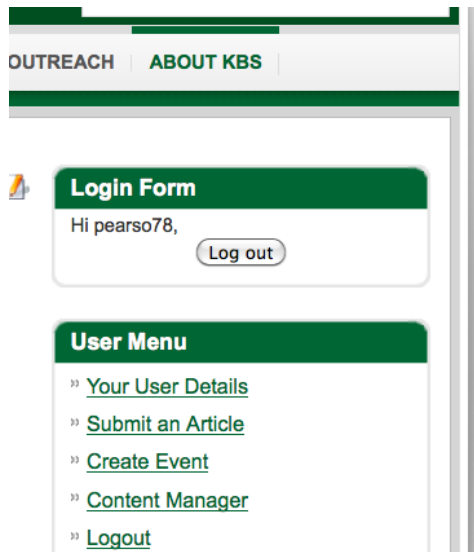


## Creating a news item page

Go to the Login page. Click on the option "**Submit an Article**"



This will open a new, blank web page for you to place your content in.

Plop your news into the article, and then choose the NEWS as the Section for your article, and the appropriate News CATEGORY.

A screenshot of a 'Publishing' form. It has a blue header. Below the header, there are two dropdown menus. The first is labeled 'Section:' and has 'News' selected. The second is labeled 'Category:' and has 'KBS Research News' selected.

Once you save your news item....it will disappear! Oh No!

**Don't panic**—that's supposed to happen. All new items are saved for review by the web editor. This is so a second pair of eyes can look over your post and catch any typos or errors before it goes live on the internet for the world to see.

Your page will be reviewed within 48 hours and either returned to you for changes, or activated on the site. You don't need to email the web editors about the page—they will get an automated message telling them there is a new page.