![auscity.com logo]

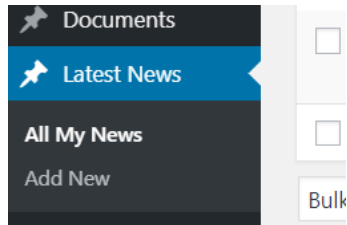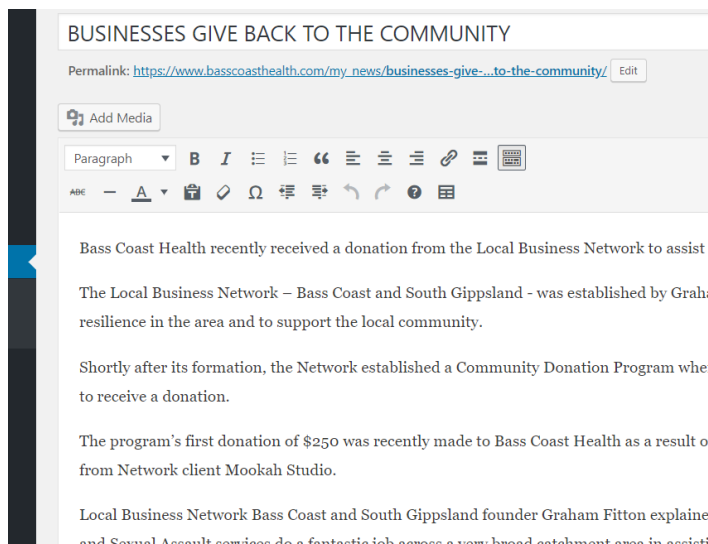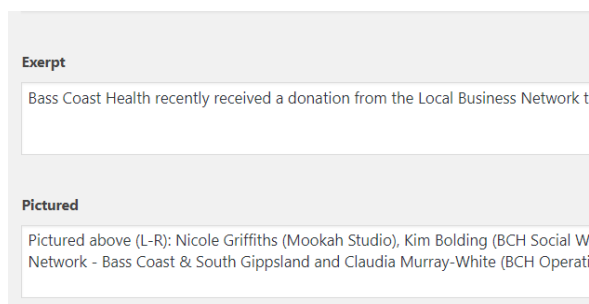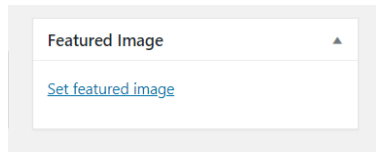# Adding a News Item

1. Latest News > Add News.

2. Add a headline then …
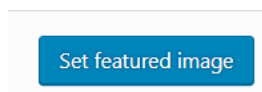3. copy the news story into the Editor.

4. Scroll down the page and add an 'Exerpt' (normally copy the first sentence in your news story and paste into this 'Exerpt' field) then ….
5. add your chosen caption into the 'Pictured' field.
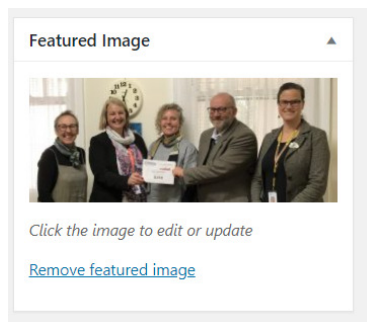
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6. On the bottom right hand side of the screen, click on the 'Set featured image' link.
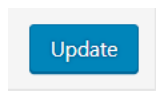

7. Select your Library image (confirmed by the large tick)
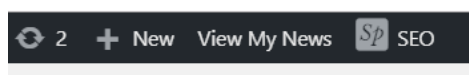

8. Click on 'Set featured image' button in the bottom right hand side of the screen.

9. Your image will now load as the Featured image.

10. To save your work, move up the page on the right hand side and click on the 'Publish' or 'Update' button.

11. To see your news item from the front end, click on the 'News' link at the very top of the page.