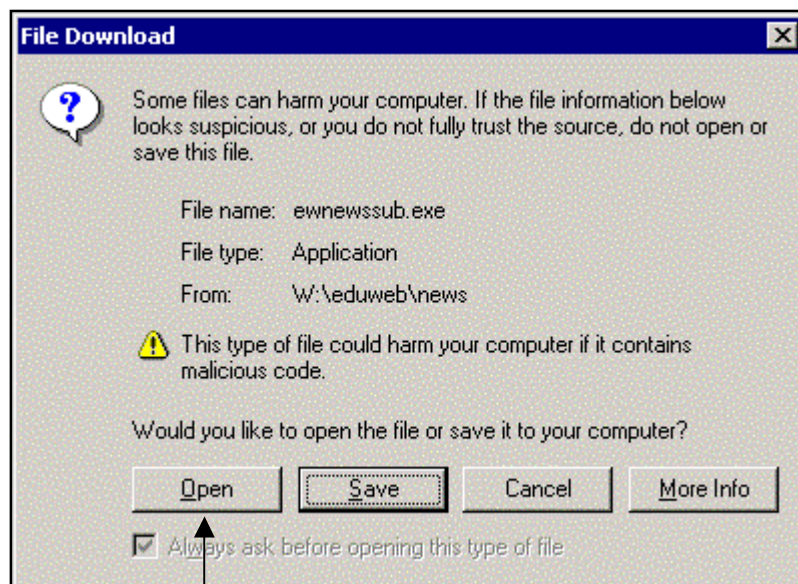


# How To Submit An Eduweb News Item

- 1) Double click on the Eduweb icon on the desktop to open Eduweb.
- 2) Click on the "News" hyperlink on the Eduweb home page to open the News page. Down in the bottom left hand corner of the screen you will see:

**"To submit news items for inclusion on this page,  
click [HERE](#) on a Windows PC then select Open"**

- 3) Click on the work [HERE](#), which is a hyperlink, and then select OPEN from the resulting dialogue box.



- 4) You will get another dialogue box which is set out for submission of a news item (see below). You will need to complete the following information in this dialogue box:
  - a. Type in the News Item Title;
  - b. Type your news item in the main screen of the window;
  - c. Type in the name of the person/people/class/group submitting the item, in the "Submitted By:" box.

**Submit an EduWeb News Item**

**Stu's EduWeb!**  
Student-Centred Intranets

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News Item Title:

News Item Text:

Type your News Item Title here

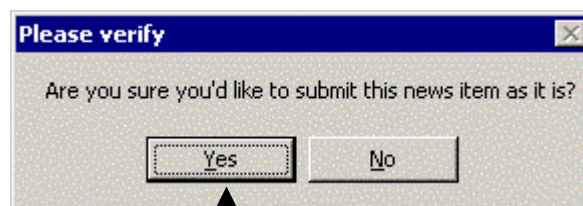
Type your News Item in here

Type your name here

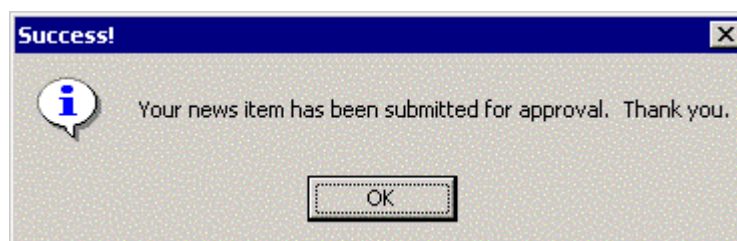
Submitted by:  Date submitted: 28/03/04

To submit a news item, all three boxes must be completed. There is a 1000 character limit on the large news item box. One URL to link to can be included by typing in the full URL including the http:// or file://

- 5) Once your news item information is complete, click on the "Submit this item!" button. You should see a small dialogue box asking you if you are sure you want to submit this item. Click on the "Yes" option.



- 6) You will see another dialogue box with a message indicating your news item has been submitted for approval. Click "OK" and you're done!



Now all you need to do is keep an eye on the Eduweb news and wait for your article to appear with the other interesting headlines!