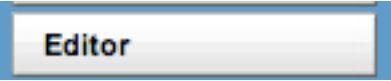


## Steps for Creating a New Article

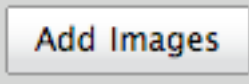
1. Go to SOCS site at [www.hollandpublicschools.org/cs](http://www.hollandpublicschools.org/cs)
2. Sign in with your email and password email would be your whole HPS email, or your first initial and your whole last name.

3. Click on 

4. Click on 

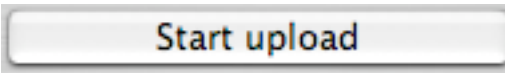
5. Type in your headline

6. You can add pictures here. If you don't want or have pictures, skip to step # 13

7. To add pictures, click on 

8. A box will come up, asking if you want to trust or run a program. Click on trust, or run, or whatever the positive is.

9. The image uploader comes up. You can click on , or drag and drop the files into the box.

10. When all the images you want are showing, click on 

11. You can have up to 25 pictures in each slot. There are 3 slots. These do not rotate, but people can click on the picture in the article, and go through all the pictures.

12. You can also change the numbering for the order of the pictures. Number 1 is what will show in the article.

13. Click on 

14. A box will come up, asking if you want to trust or run a program. Click on trust, or run, or whatever the positive is.

15. Erase your name in the Byline. We are not using that.

16. Type whatever you want to say in the article in the box.

17. If you have more than one slot for pictures, you must tell it where you want the 2nd and 3rd slot to be in the article. There will be small boxes right above where you type the article that say image 2 and image 3. Put your cursor where you want the image, and click on the box.

18. Scroll down to the bottom.

19. Decide when you want your article to start and stop. If it is your main teacher page, then you can click on the Does Not End spot.

20. Click on the Approval box.

21. If you put articles to more than one sections, select the correct section.

22. Click on 

23. You are done.