

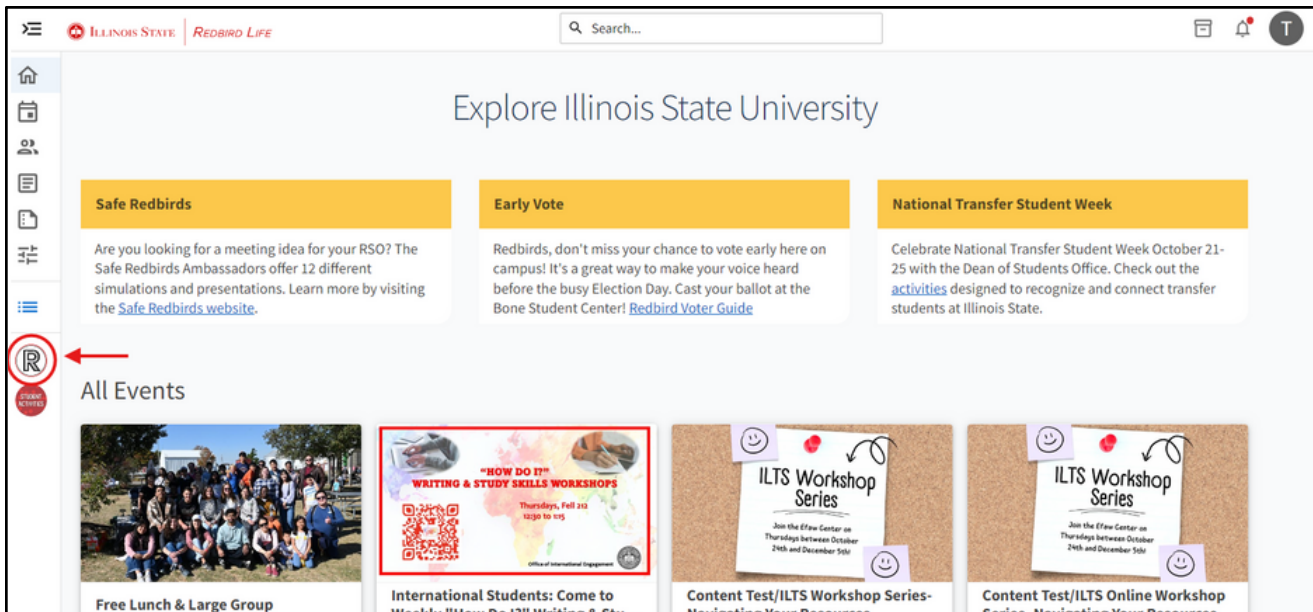
MANAGE NEWS

Redbird Life
Involvement Starts Here

1

Go to Redbird Life at RedbirdLife.IllinoisState.edu

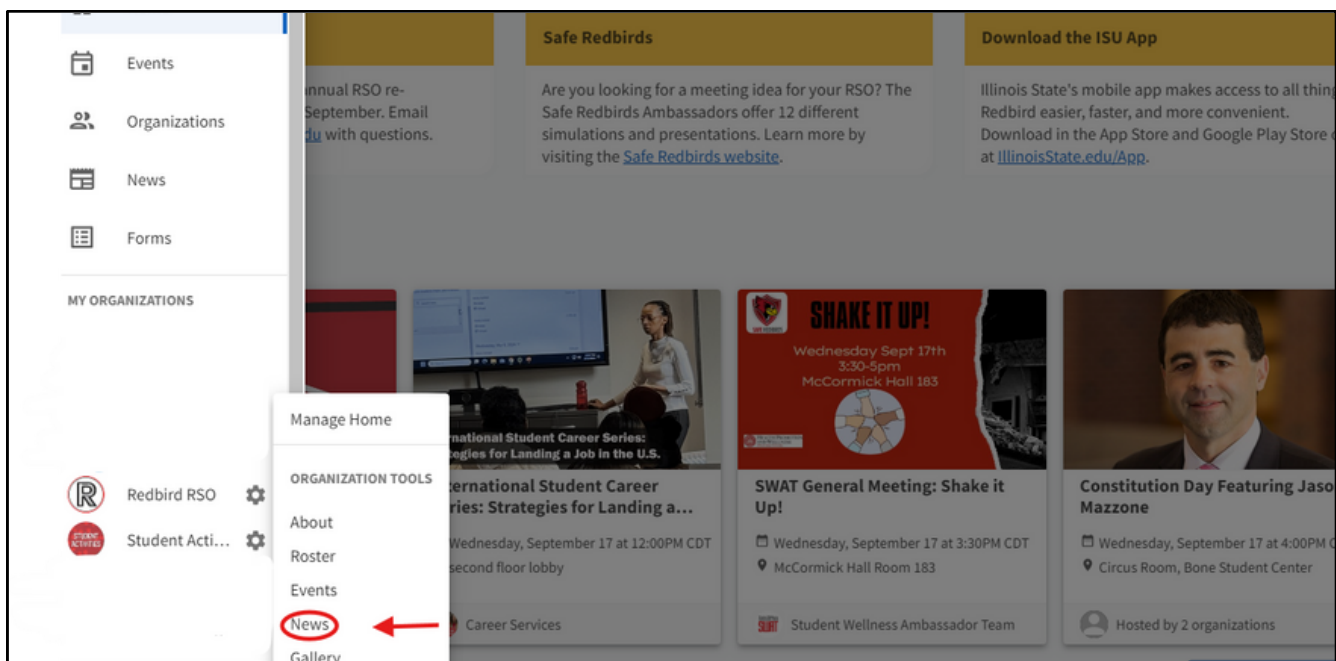
On the left-hand menu, select the RSO that is publishing the news article.



2

Select News

On your RSO's Redbird Life page, select **News** from the menu on the left side of the page.



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3 Search and Create Articles

Here you can view and search articles already published by your organization. To create a new article, select the **Create Article** button in the top right corner of the page.



4 Write & Publish an Article

To create an article, include a title, summary, and the information you'd like to share. Upload an image that does not contain any text. Select the **Create Article** button to publish your article to your organization's page. Once published, the article can be edited or deleted from the **Manage News** menu.

A screenshot of the 'Create News Article' form. The form has three main sections: 'Title', 'Summary', and 'Body'. The 'Title' section has a label 'Title *' and a text input field with placeholder text 'Article Title *' and 'Title of Your Article'. Below the input field, a note states: '(Full title will be visible on the article, but news cards will be shortened to first 55 characters)'. The 'Summary' section has a label 'Summary *' and a text input field with placeholder text 'Article Summary *' and 'Brief Summary!'. Below the input field, a note states: '(up to 250 characters)'. The 'Body' section has a label 'Body *' and a rich text editor with various formatting icons (bold, italic, underline, bulleted list, numbered list, link, image, unlink, unlink all, undo, redo) and a text area with placeholder text 'More info you'd like to share!'. On the right side of the form, there is a large dashed box for image upload with a plus icon and the text 'Drop file or click to upload.'. Below this box, an 'Image Upload Tip' is provided: 'Images will be cropped in different views, so for the best experience try to upload an image with the subject in the center. Text in images should be avoided'. In the top right corner of the form, a blue button labeled 'CREATE ARTICLE' is circled in red, with a red arrow pointing to it.