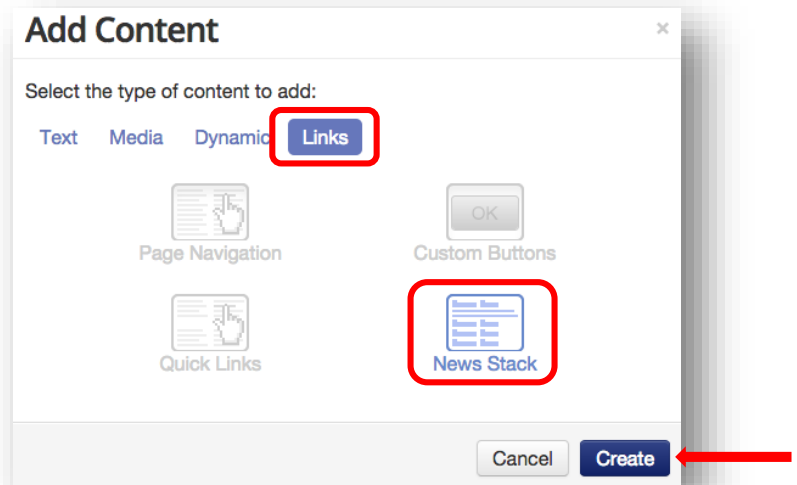


“News Stacks” are great way to display any upcoming or past news worthy events.

Start by adding a new content block to your Smart Page.

Select **Links > News Stack > Create**



In the **Articles** tab, you can add a header and URL to your newsletter or feed. If you choose not to add a header, the content box will be titled News and Events.

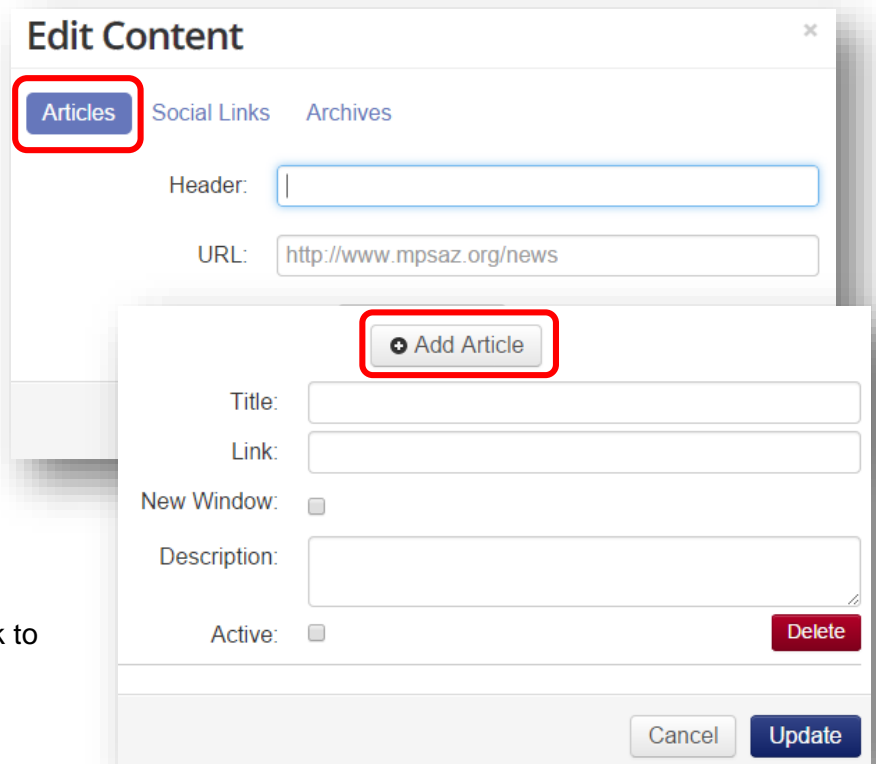
Click on **Add Article** > Add a title and description for your article. You can also add a link to the full article, newsletter or feed, or an uploaded pdf.

Click on **Add Article** again to add more articles.

Put a check mark in **New Window** for the link to open in a new window.

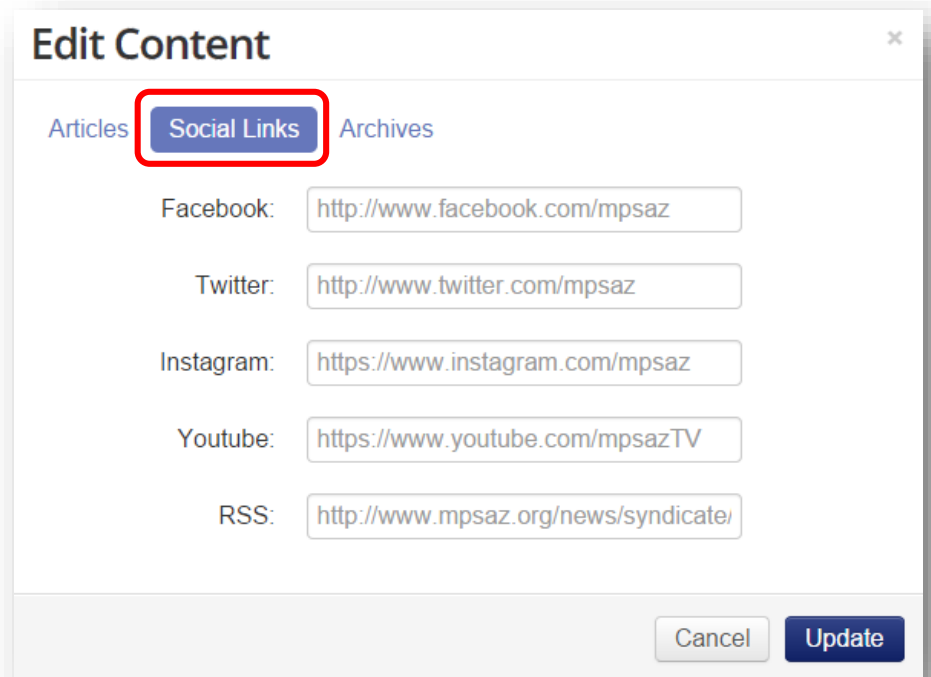
Put a check mark in **Active** for the article to show in your content box. Take the check mark out to archive it. It will then show up under the **Archives** tab. You can add it back to your news stack by checking **Active**.

Click on **Update** to add the articles to your News Stack.



The **Social Links** tab allows you to add a link to your school or departments social network.

**** Do NOT add links to personal social networking sites – Professional Only!**



The screenshot shows a dialog box titled "Edit Content" with a close button (X) in the top right corner. Below the title, there are three tabs: "Articles", "Social Links" (which is highlighted with a red border and a blue background), and "Archives". The "Social Links" tab contains five input fields, each with a label and a URL:

- Facebook:
- Twitter:
- Instagram:
- Youtube:
- RSS:

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Update".

Once you add a social network link the icon for that network will show up to the right of your header.

