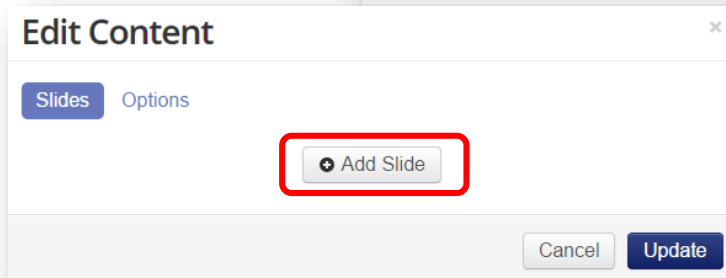
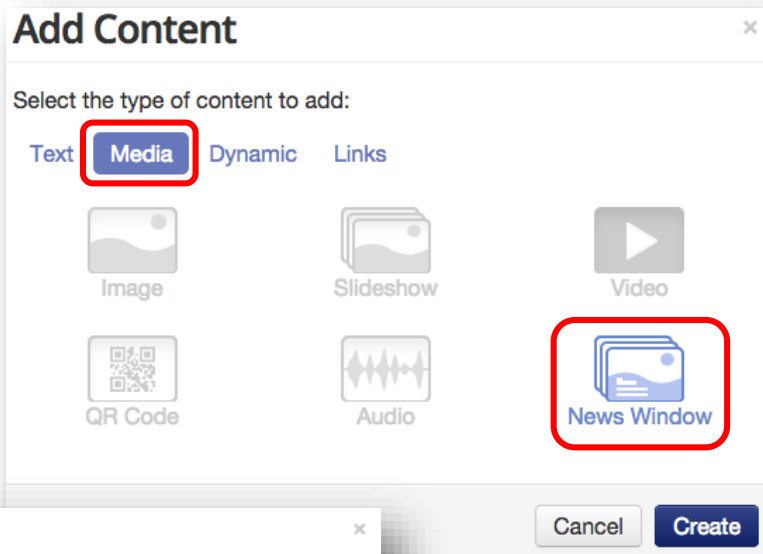


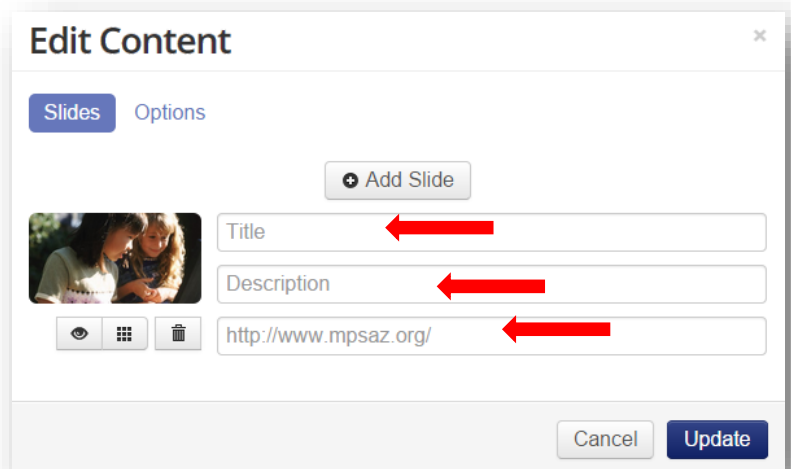
"News Window" provides a great way to emphasize any news worthy event at your classroom, school or department and draw your community in.

Locate the News Window by adding a new content block in a Smart Page and select the **Media** tab.

Click **Add Slide** and you will be prompted to upload a picture.

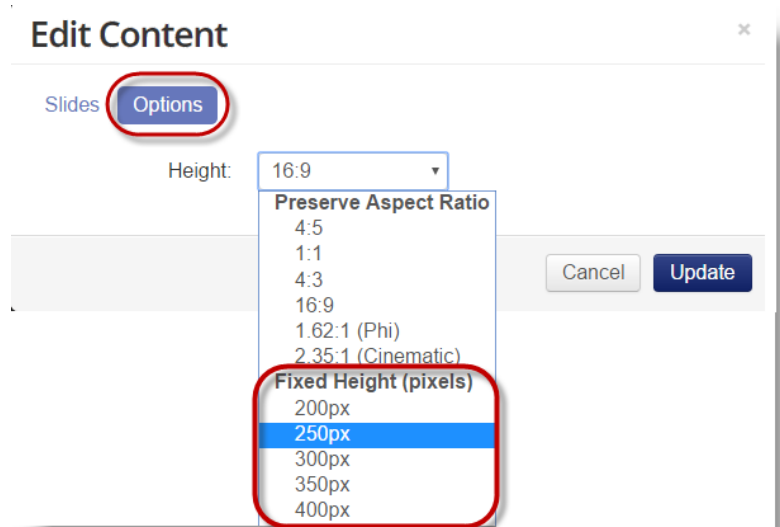


Once uploaded, give it a title, description and link to the full story. (Full story can be another web page, newsletter, or document that has been uploaded.) Select **Add Slide** and repeat for additional slides. Click **Update** once all slides are added.



Select the **Options** tab to change the size of the image.

****** *If the image does not show when you publish it, you may need to reduce the size (pixels) for it to appear.*



In the Edit Content screen, below the image, click on the **eye** to hide the picture, the **9 box icon** to adjust the placement of the image, and the **trash can** to delete the image.



Now you have a News Window with a slide show of images that include a title, description, and links to the full article.

