

# Help Guide

## How to Create A News Story

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1



Click on the 'Add' symbol in the bottom right.

2



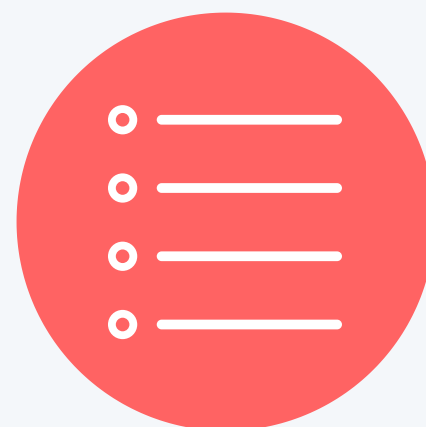
Click 'News Post' to add a story.

3



Enter title, add content and upload a photo. Click Next.

4



Nominate the details for publishing and click 'Publish'.

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Check out the details around publishing. Depending on your permission level as a user, there are a lot of options here, including allowing comments, sending notifications, publishing to TV mode and more.

