# News Walkthrough

The News tool lets you keep your members updated on all your latest news. With a format like a blog, members can view a quick summary of the most recent news. To view News in your organization, navigate to your organization's public page and scroll until you see News posts listed.
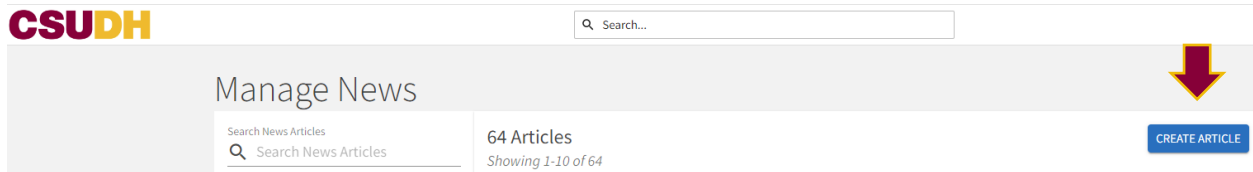
Creating a News Article

To create a News Article, navigate to your organization tool drawer and select "*News*."
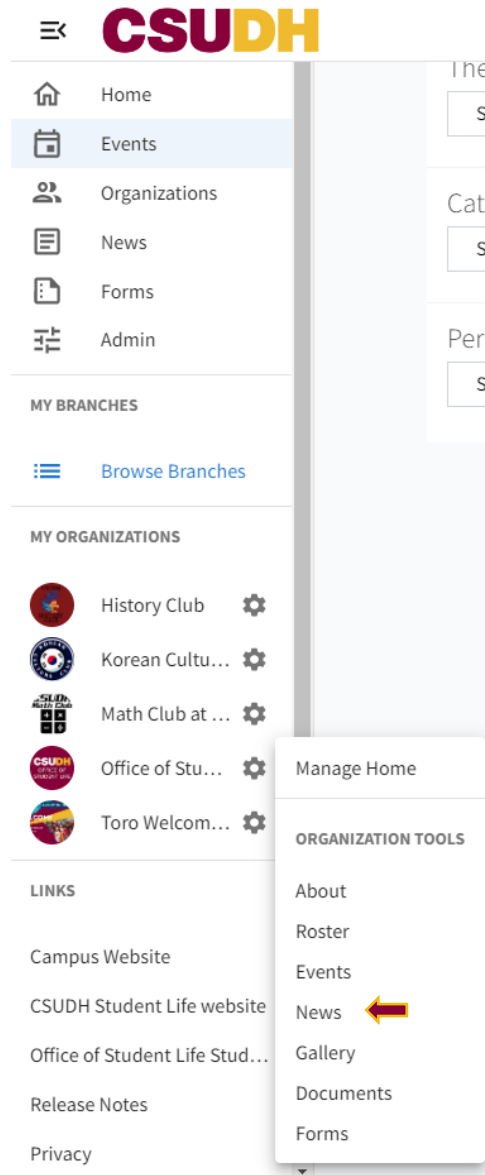
Click the "*Create Article*" button to get started.

The first questions on the page will ask for a title, summary, and the article's content. You can also select a headline image. This image will appear in the news ticker next to your summary and at the top of your article. Next, upload the image by clicking Choose File and selecting the image you wish to include. Do not also forget to include an image caption.
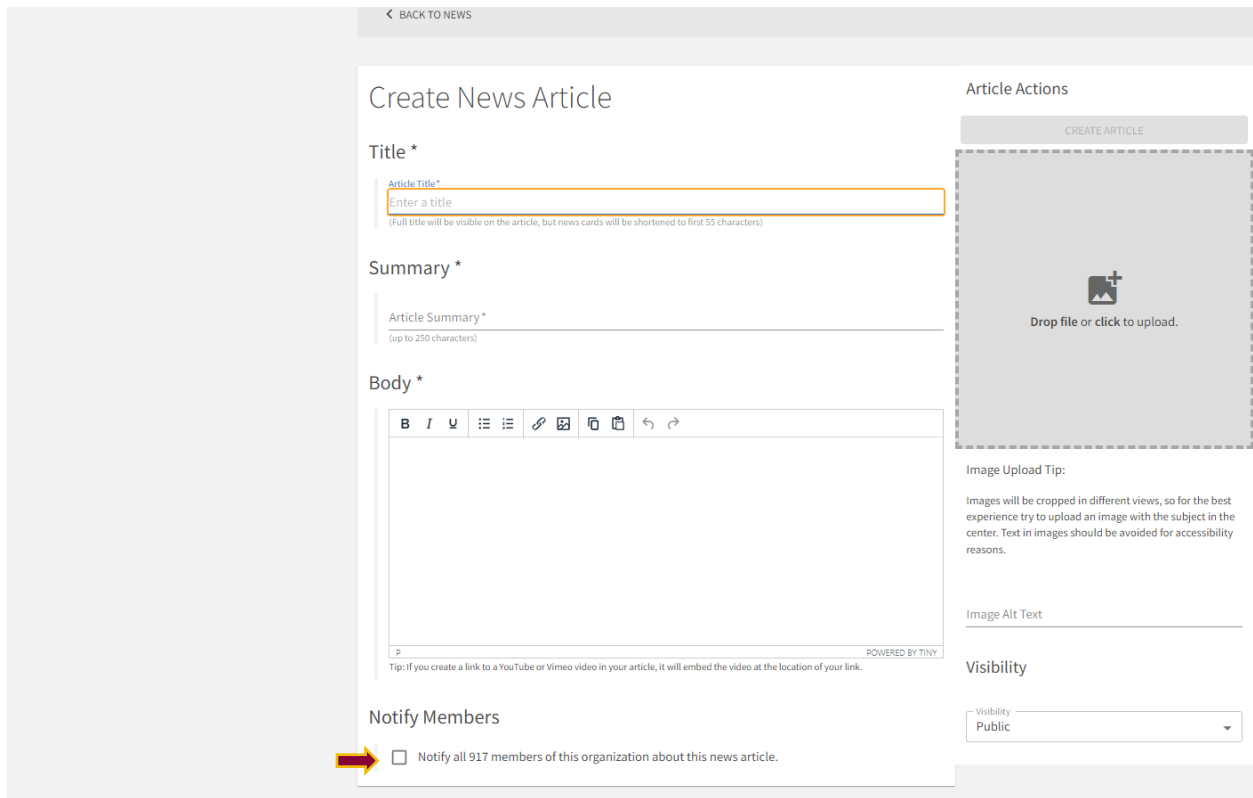
After the header is the visibility settings. This allows you to determine who can see your news

post. You have a few options as far as this goes:

- ● Public

- ● Institution (requires authentication)

- ● Organization (only people on the organization roster)

- ● Private (prompts you to choose specific positions in the organization who should be able to access the article)

Finally, select whether you would like to notify members of your organization that this news

article is being shared. When you notify members, an email will be sent, including the title,

a summary of the article, and a link to view the full post.

When finished, hit Save at the bottom to create your post. Your article will automatically post to your organization's wall and community-wide news listing, subject to your selected privacy settings.

Deleting a News Article

If you want to delete a news article from your site, you will first want to navigate to the organization tools in which the article was initially created. From there, navigate to the "*News*" tab," and select the article from your article list you want to delete.