

HOW TO ADD OR EDIT AN ARTICLE ON “DAS&RDC News and Information” ON COLORADOSQUAREDANCE.COM

To edit an article

1. Log onto <http://coloradosquaredance.com>
2. Sign into the website.
3. Click on add or edit an article under Registered User Menu.
4. Click DASRDC, then click Edit on the article that you want to change.
5. Change article then hit save at the bottom left.

To Add an article.

1. Log onto <http://coloradosquaredance.com>
2. Sign into the website.
3. Click on add or edit an article under Registered User Menu.
4. Click DASRDC then click Edit on the article that you want to change.
5. Scroll down to the bottom and click “New Article” (Don’t worry about the Subcategory) for the DAS&RDC News and Information.
6. Create article, then hit save at the bottom left.

To Add a picture.

1. Click Images and Links tab.
2. Click Select and find your area that you are working on. (If you don’t know please contact the Web team and they will let you know) For example for Foot And Fiddle go to supportGraphics/FOOT_AND_FIDDLE
3. Click Upload, Then Browse, Select the picture on your computer, click Open then Upload.
4. The picture you just uploaded should be selected if not select then click Insert.
5. Highlight the IP address below the picture and copy.
6. Go to Content tab select area you want to insert picture.
7. Click Insert picture, Paste the IP address under Source under General tab.
8. Under Advanced tab select Border width and put in width size you want picture.
9. Save
10. Then Save Article if you like what you see.

To Add a Jpg Save as a picture and do the same as above.