

ADDING A NEWS PAGE

1. Log onto the eMAGC editor by going to www.yourwebsite.com/eMAGC
2. Click on **NAV & CONTENT MANAGER** tab on left
3. Add a new **TAB** by clicking on the “Add New Category” tab on right; this will create a new tab titled “Untitled Category”
4. Click on **UNTITLED CATEGORY** to open a new page editor
5. Change **PAGE TYPE** to **NEWS** and create a **BUTTON TITLE**
6. Click **SUBMIT** at the bottom of the page and click **SHOW PAGE**
7. Maintain your news by going to **NEWS EDITOR** on the left
8. Click “Add New Article” on right to add news articles
9. Click the “Untitled News Article” icon to edit details and click show page
10. After all changes are made, click **SUBMIT** at the bottom of the page and **CLOSE WINDOW** on left

