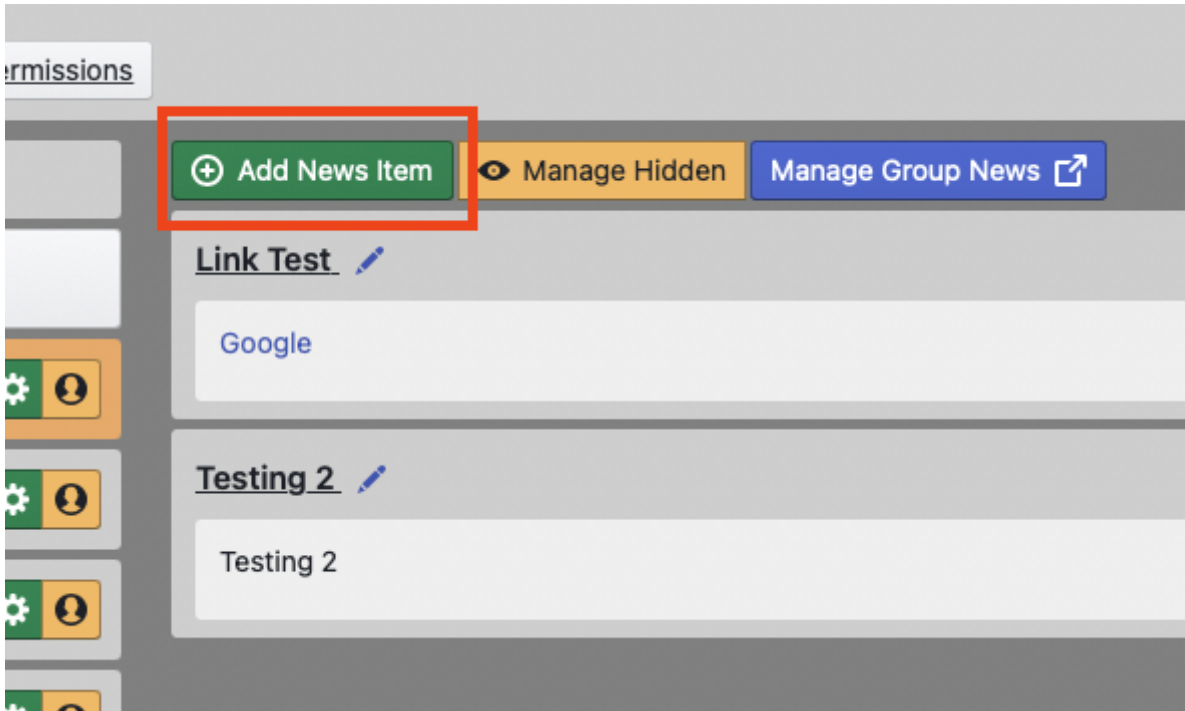


# Creating News Items

To create a news item go to the Group for which the item is to be created. If you have manager permission on the group you should see the "Add News Item" button above the News Item List.



Click the "Add News Item" button and fill out the news item content.

A screenshot of a 'Create News Item' form. The form has a title field with the placeholder text 'News Title'. Below the title field is a 'Content' section with a rich text editor. The editor has a toolbar with various icons for bold, italic, link, unlink, list, and other formatting options. The content area is divided into two columns, each with the placeholder text 'Content Here'. At the bottom right of the form, there are two buttons: a green button with a checkmark icon and the text 'Create', and a red button with an 'X' icon and the text 'Cancel'.

Once the content is filled out click the "Create" button to save the news item. Once the save button is clicked the news item should appear at the top of the news scroll.

Add News Item

Manage Hidden

Manage Group News

Test News Item

Content Here

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