

TigerLink News Article Guide

As a student organization leader, you can create news articles for the entire campus or for your specific organization.

To begin, visit your student organizations main page. There will be a row of tabs, click the “News” tab in the middle left of your student organization page:

1. Click the “Create Article” button at the top of the page.

CREATE ARTICLE

2. Enter the Title of your news article in the first text box.
3. In the Summary box, write a short summary, 250 characters or less, describing your news article.
4. In the Body box, enter the text of your news article.

You can edit your news article with the following buttons:

-  Undo Button: Undo the last thing you did.
-  Redo Button: Redoes what you just undid.
-  Bold Button: Makes text bold.
-  Italic Button: Makes text italic.
-  Underline Button: Underlines text.
-  Cut Button: Cuts text or image out of the page to a clipboard to paste later.
-  Copy Button: Copies text or image to a clipboard to paste later.
-  Paste Button: Pastes text or image into body.
-  Align Left Button: Aligns text or image to the left.
-  Align Center Button: Aligns text or image in the center.
-  Bullet List Button: Creates a bulleted list.
-  Number List Button: Creates a numbered list.
-  Link Button: Links text or image to another webpage.
-  Unlink Button: Unlinks already linked text or image.



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For additional tips visit www.fhsu.edu/tigerlink or contact the Center for Student Involvement at 785-628-4664 or at csi@fhsu.edu

5. To insert an image into the body of your news article, you must have the image uploaded to the internet somewhere. (A good way to do this is put the image in the photo gallery within your organization.) From there, copy the image and then paste it into the body of your news article and resize it how you would like. If you would like for the image to be hyperlinked to another webpage, select the image and then click the Link button. In the pop up window paste the hyperlink to the webpage.
6. To upload a headline image, click the choose file button and find an image from your computer.
7. Specify who can read the article:
 1. **The Public:** Anyone who visits the TigerLink website. (Doesn't have to be logged in.)
 2. **Anyone on Campus:** Only people logged into TigerLink can read it.
 3. **Only People on the Organization Roster:** Only people in your organization can read it.
 4. **Only Organization Members in Specific Positions:** Select positions from your organization roster and only those positions can read it.
8. Click the Save button and your article will be published.

A blue rectangular button with the word "SAVE" in white, uppercase letters.

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