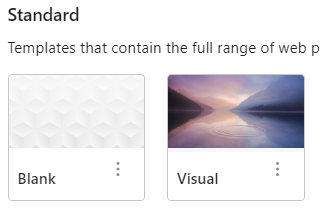
**Posting Articles to the What’s new Section of the IRTM Homepage**

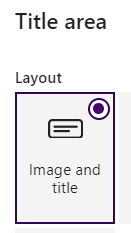
1. The article will be sent via chat or email.
2. Go to the What’s New in IRTM? Located on the [IRTM home page](https://doimspp.sharepoint.com/sites/fws-FF10T00000).
3. Click Add.
4. Click News post.
5. Under Standard click the Blank template.



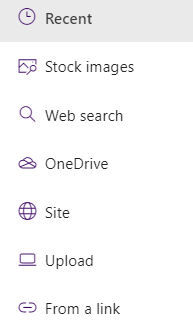
1. Click Create post.
2. Scroll down the page and turn Comments off



1. Hover and click on the Edit web part. 
2. In the Title area (right side of screen) under Layout click Image and title



1. Scroll down and click Show published date.
2. Click Comments button to turn off Comments.
3. Go to the title box and Add a title. 
4. Add a name or a group address. 
5. Hover to the Browse images at the top web part. 
6. Click any of the six selections to add photo. When you have chosen the selection click on the selection and follow the screen instructions.



Try to find a picture as close to the title as possible.

1. Once you have selected a picture click insert to close.
2. When you have completed cutting and pasting the article go to the top right of the screen and Post news. Be sure to check the article for minor formatting editing.