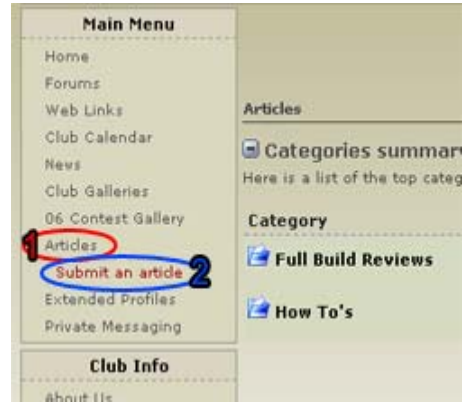
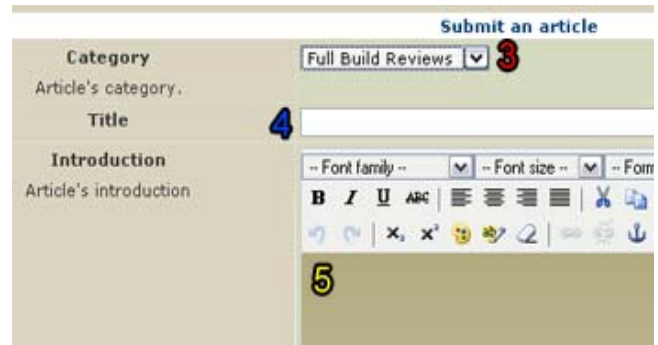


# Creating Articles for IPMS Kalamazoo's website

1. Once you have successfully logged into IPMS Kalamazoo's website, start by clicking on the **ARTICLE** option in the main menu.
2. Click on **Submit an Article** from the submenu that appears.



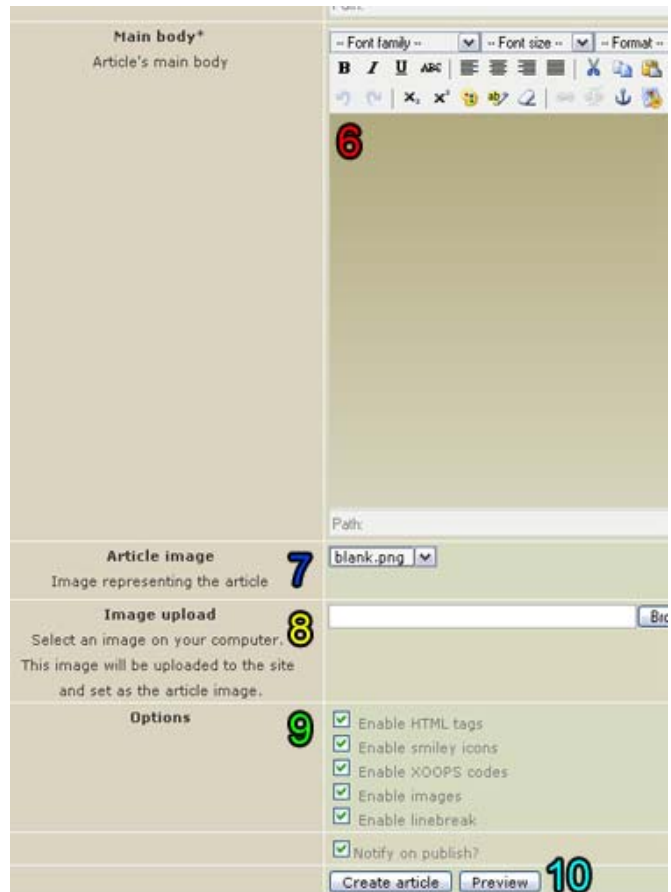
3. Select from the drop down menu the type of article you will be writing.
4. Enter the title of the article you will be writing.
5. If you would like to include an introduction for the article, please enter that here. If you are familiar with Microsoft Word, you should be able to use the menu above the text entry area.



6. In the MAIN BODY type in the contents of your article, formatting it as you wish. Again, if you are familiar with Microsoft Word, you should have no problems using the toolbar.
7. Ignore, we don't use this option.
8. Ignore, we don't use this option.
9. Ignore, we don't use this option.
10. Finally if you want to give you are a look at prior to publishing, click on Preview. Otherwise you may click Create Article.

Once your article is approved, it will show up in the article index.

**NOTE: Please go to page 2 if you wish to have images in your article.**



## Inserting images into your articles

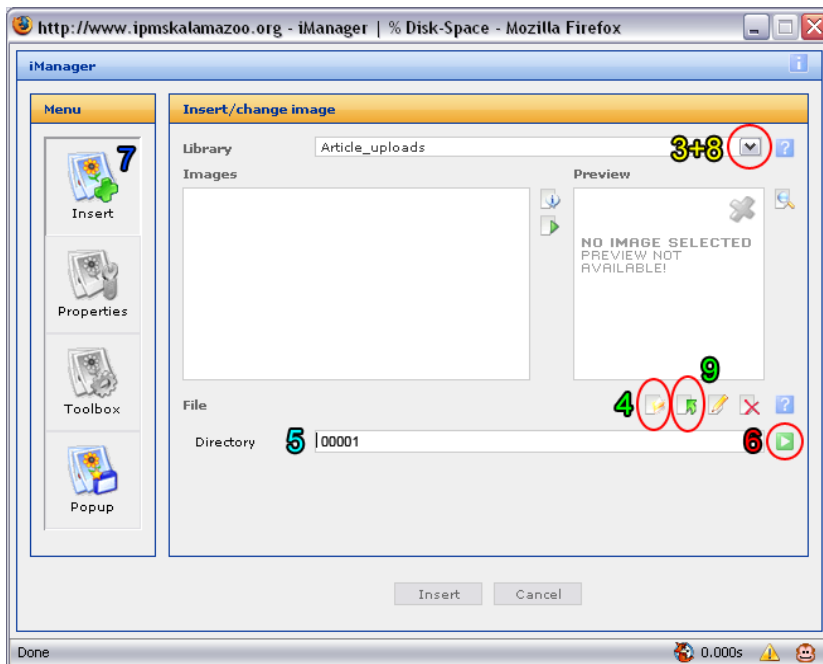
- From the **MAIN BODY** section, press the **IMANAGER** button to bring up the IManager Screen



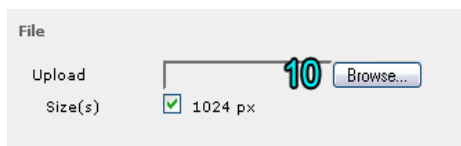
- From the new screen that pops-up, select the **INSERT** button.



- Click on the drop-down arrow next to **ARTICLE\_UPLOADS** to see what the last article number was.
- Now click on the **CREATE DIRECTORY** icon to bring up the **DIRECTORY** box.
- Type in the next article number (example: If the last number was 00012, then you would enter 00013)
- When you've typed in the new number, press the **white/green arrow** to create the directory.
- Once the directory is selected you will need to select the **INSERT** button again.
- Now go back and select your article directory from the drop down menu.
- Now you may upload images to your article folder by pressing the **UPLOAD ARTICLE** button.

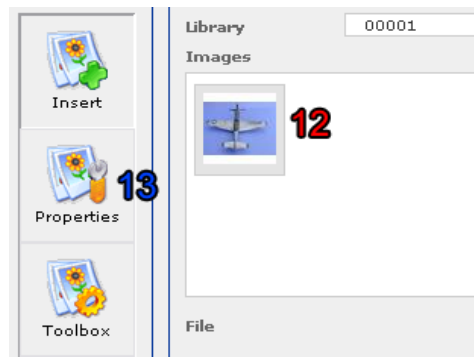


- Now you may browse your computer for images to upload.
- Once you have selected the image to insert and are back to the window, press the **white/green arrow** button again to upload the image.



**NOTE:** Depending of the size of the file and your connection, it may take a bit for the image to process.

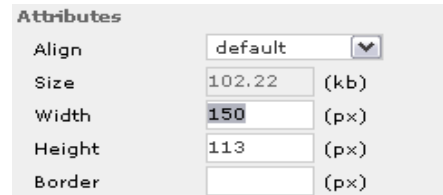
- From the images available, click once on the image you want to insert.
- Now press the **PROPERTIES** button to bring up the properties window.



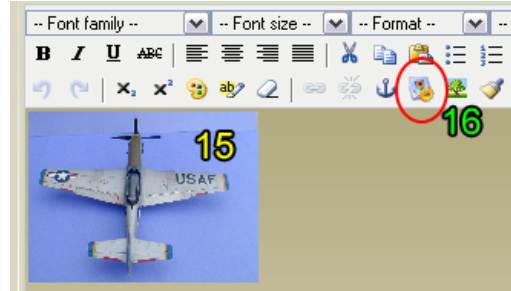
- 14. The only area we need to worry about is the ATTRIBUTES section of the properties screen.

Now we are going to setup our thumbnails so users can click on a smaller thumbnail to link them to the larger image.

As a rule, please set your image width to 150. When you click into the height setting, it will automatically adjust the height to the right proportion so you do not have to figure that out.



- 15. Now click on the newly inserted image. We are now going to tell the thumbnail where to link too when it is clicked on.
- 16. Click on the IManger button again to bring up the IManager window.



- 17. When the IManager window opens, click on the **POPUP** button on the left.
  - 18. Select the image you are linking to from the list images.
  - 19. Finally press insert and you thumbnail will now be linked to the larger version.
20. **CONTINUE YOUR ARTICLE AS NEEDED!!!**

