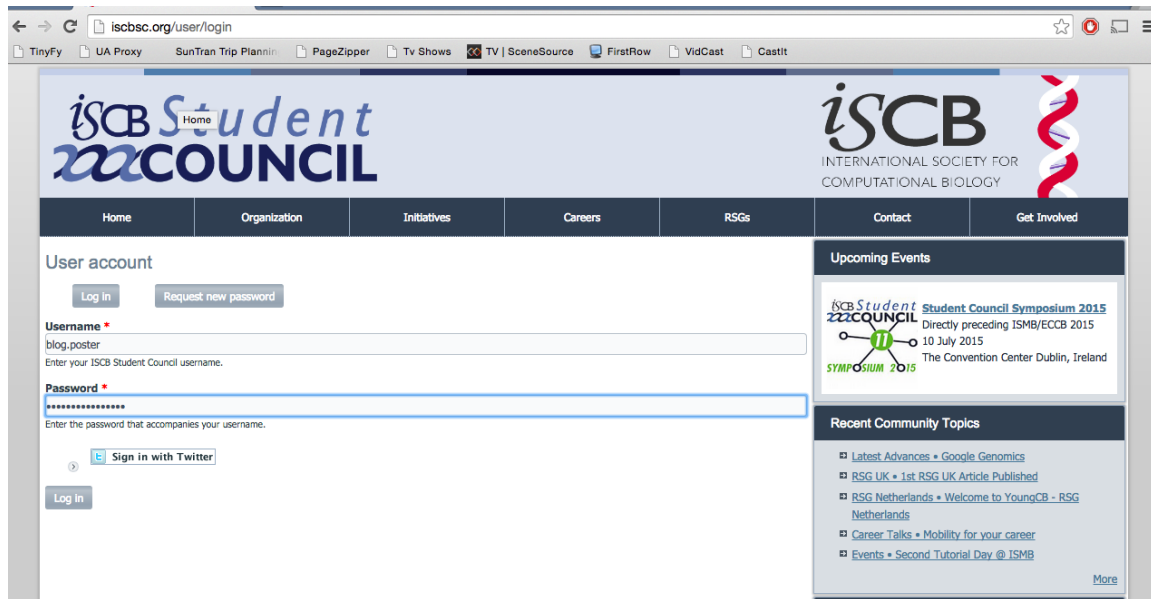
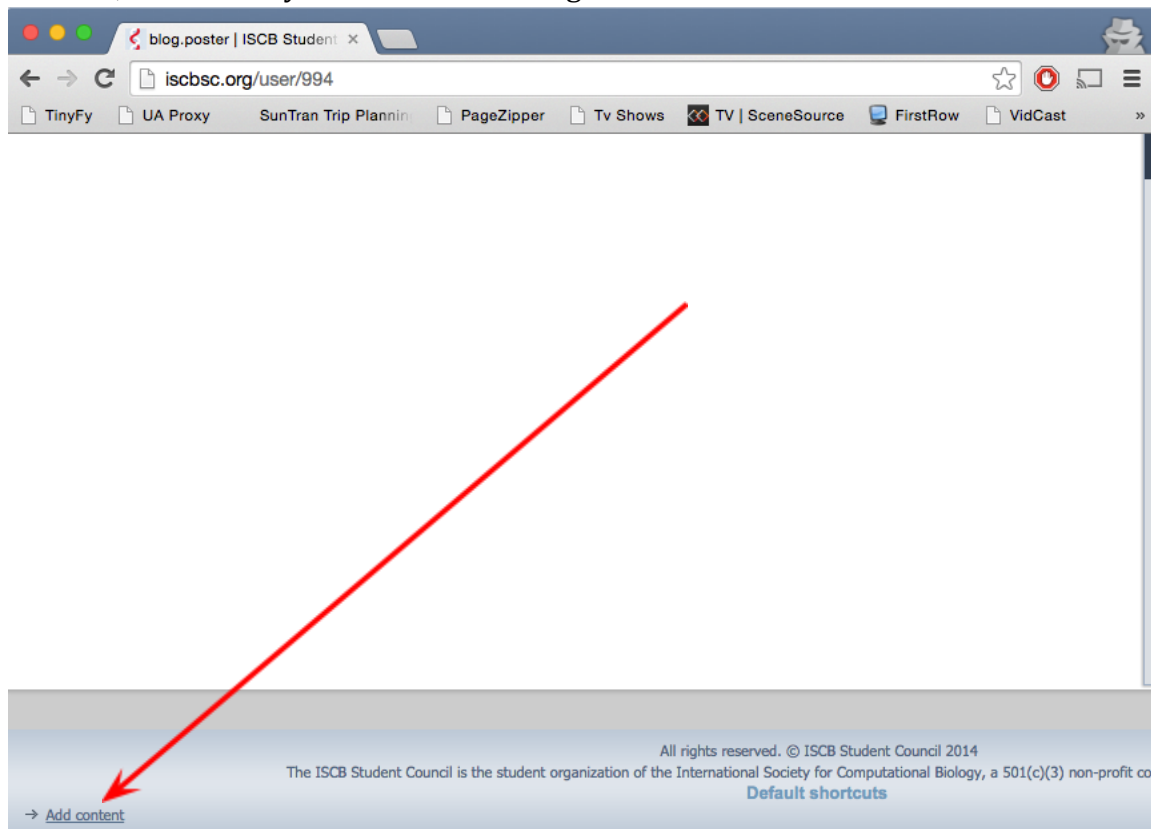


To create a new newsletter article, you first need to log into the website, you can do this by going to iscbsc.org/user/login



The screenshot shows the login page for the ISC Student Council. The header includes the ISC Student Council logo and the ISC logo with the text "INTERNATIONAL SOCIETY FOR COMPUTATIONAL BIOLOGY". The navigation bar has links for Home, Organization, Initiatives, Careers, RSGs, Contact, and Get Involved. The main content area is titled "User account" and contains a "Log in" button, a "Request new password" button, and a "Sign in with Twitter" button. The login form has fields for "Username" (with the example "blog.poster") and "Password". The right sidebar features "Upcoming Events" (listing the "Student Council Symposium 2015") and "Recent Community Topics" (listing various articles and events).

Once logged in you will notice that at the bottom of every page is a link titled “add content”, this is how you will add new blog entries



When you click this you will be asked if you want to make a new basic page or and article, for blog entries you want to add an **article**



This is the main page you will use to create and format the blog entry, the important thing to note is that for the post to show up in the SC Blog, you need to make sure it is tagged with

newsletter

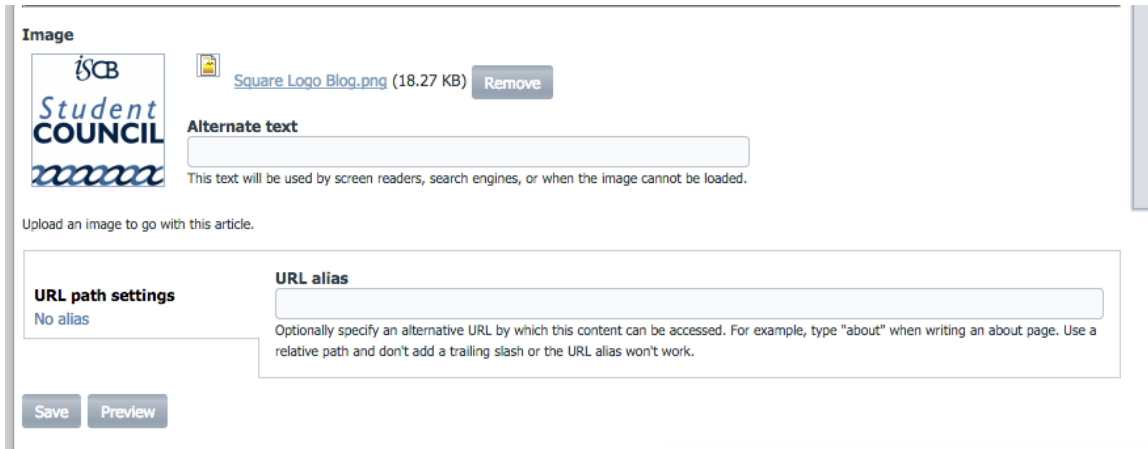
if you start typing it will fill in the rest for you.

Then also add a tag for the newsletter edition (e.g. ***fall-2015***) separated by a comma. This tag may not auto-fill if this is the first article of the edition.

The screenshot shows a web browser window with the address bar displaying 'isbcs.org/node/add/article'. The page header features the 'isCB Student COUNCIL' logo and a navigation menu with links: Home, Organization, Initiatives, Careers, and RSGs. The main content area is titled 'Create Article'. Under the 'Title' label, there is a text input field containing 'I am making a new blog entry'. Below this, the 'Tags' section shows a list of tags: 'ismb20' and 'ismb2015-blog'. At the bottom of the form, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, bulleted and numbered lists, link insertion, unlink, and other editing functions.

The title and body are the main content of a blog entry. You can edit the summary, to see what will be seen on the actual blog page, before you click the read more... link.

if you set a custom url, please have it be in the format “newsletter/<edition>/<your url here>”



The screenshot shows a web-based editor for a newsletter article. At the top, under the heading "Image", there is a thumbnail of the "ISC Student COUNCIL" logo. To its right, a file name "Square Logo Blog.png (18.27 KB)" is displayed with a "Remove" button. Below the image, there is a text input field labeled "Alternate text" with a placeholder text: "This text will be used by screen readers, search engines, or when the image cannot be loaded." Below this, a line of text says "Upload an image to go with this article." Further down, there are two sections: "URL path settings" with a dropdown menu currently set to "No alias", and "URL alias" with a text input field. A descriptive text below the "URL alias" field states: "Optionally specify an alternative URL by which this content can be accessed. For example, type 'about' when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work." At the bottom left, there are two buttons: "Save" and "Preview".

Once the entry is entered, click preview to see how it will appear online.

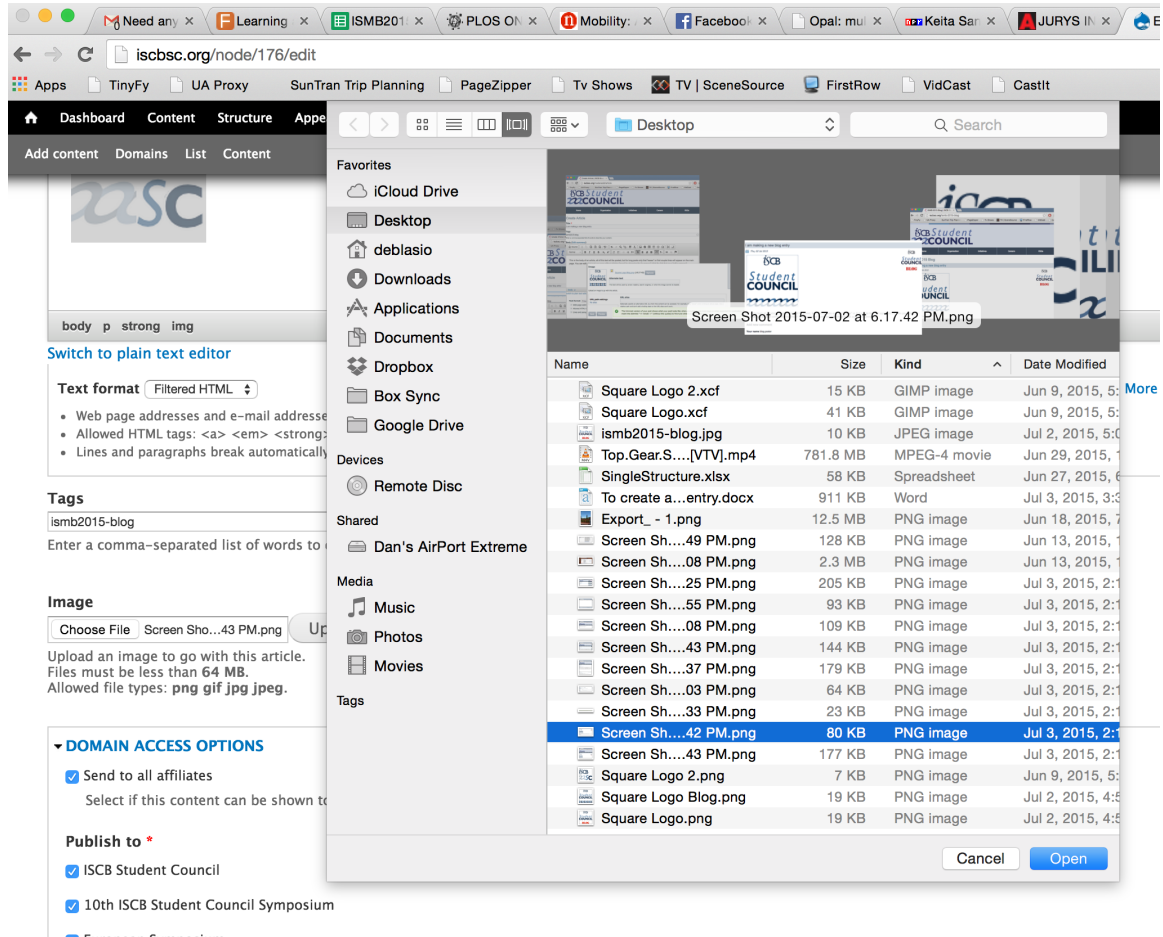
Once its right, click save and you're all good. There will be and “edit” icon on the article page, so you can make changes.

All newsletter articles appear online at <http://iscbsc.org/newsletter>

Articles in a specific edition are at <http://iscbsc.org/newsletter/<edition tag>> (e.g <http://iscbsc.org/newsletter/fall-2015>)

NOTE: if you would like to include an image with your post follow these simple steps:

- (1) In the “image” input, click “choose file” and select the image you would like uploaded



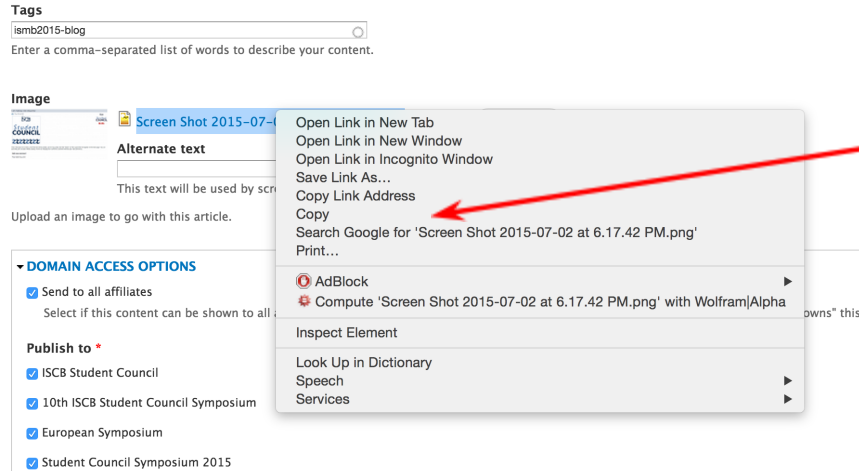
- (2) Then click “upload”

Image

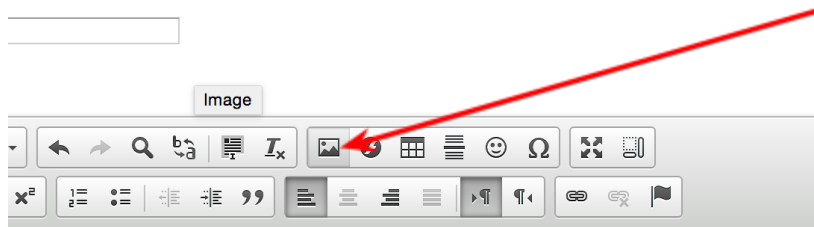
Screen Sho...42 PM.png

Upload an image to go with this article.
Files must be less than **64 MB**.
Allowed file types: **png gif jpg jpeg**.

- (3) Once the upload is complete, right click on the **linked file name** (not the thumbnail image) and select “copy link address” (or similar if not on Chrome/OSX).



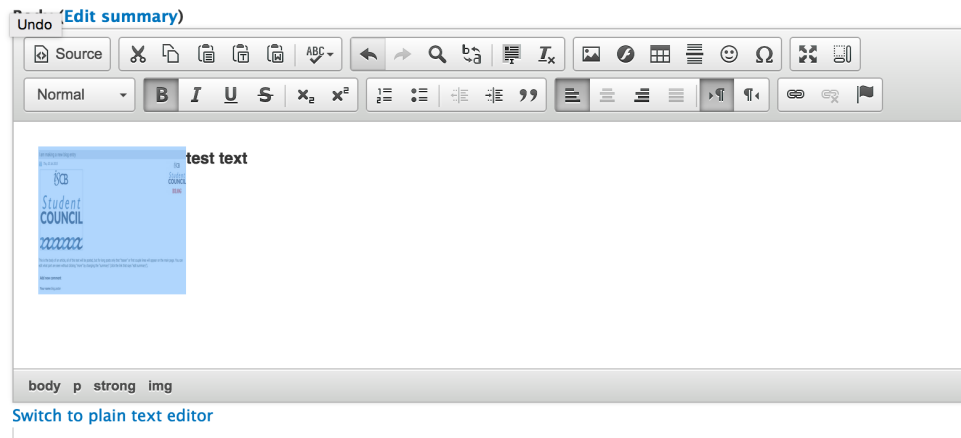
in the WYSIWYG editor of your text, select the image button



(4) Paste the copied URL into the box, if you would like, you can select left or right alignment so the text wraps around the image (I think this looks better), and change the size, be sure not to alter the aspect ratio.



(5) You can now manipulate where the image appears in your text before you publish your blog entry.



(6) Finally, you must change the input type to “Full HTML” to include an image.

