

Adding a news item on CNAV

- 1) Log in to CNAV at <https://cnav.gettysburg.edu/>
- 2) Click on "Campus Tools", select "News", "Add news to CMS".
- 3) Fill out the news entry form.
- 4) Enter department level.
- 5) Skip the reason why you are posting
- 6) Set the start time, end time, start date, end date.
- 7) Enter the title and abstract.
- 8) Enter news item body text.
- 9) Main Picture (no more than 250pixels wide)/Caption for the main picture/ Thumbnail picture(100 x 100 pixels).
- 10) Department sponsor/ Contact information.