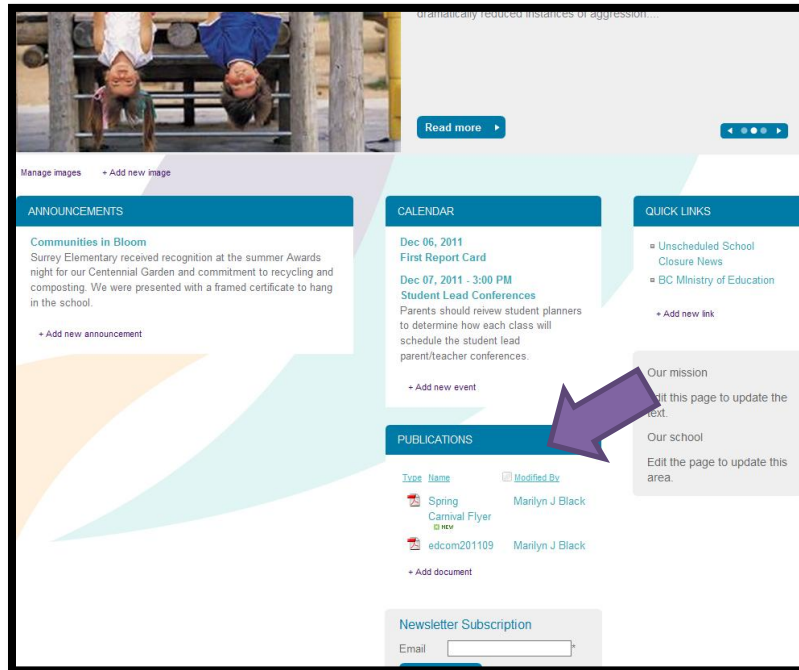


How to Add a Publication

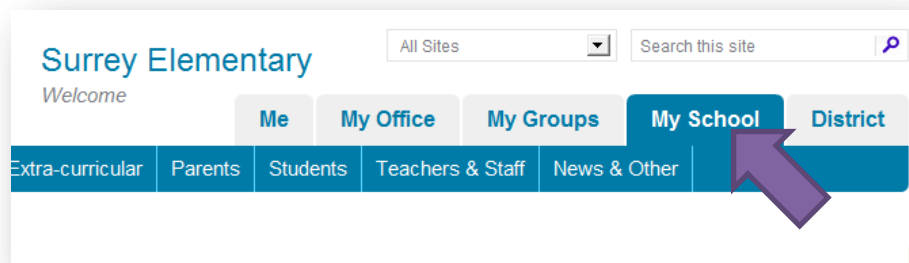
- This document will guide you through adding a publication to your school home page.
- Publications can be found in the bottom middle of your school home page.

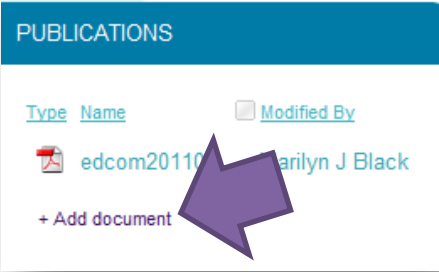
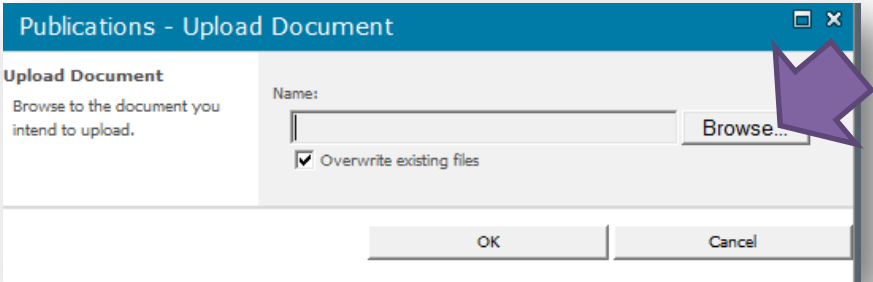
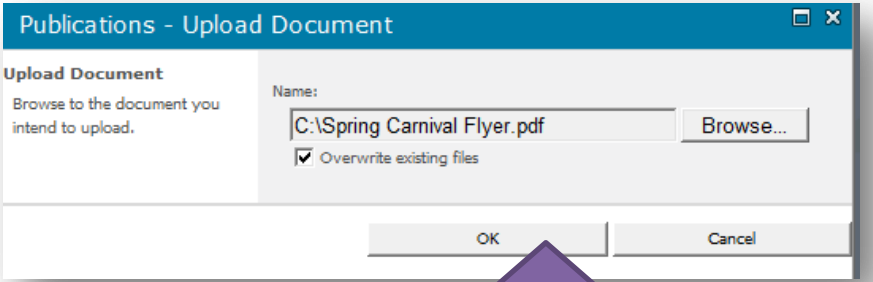


- Publications allow you to share documents with visitors of your school website.

Note: Only staff that have permissions to add a publication will be able to add publications to the school home page.

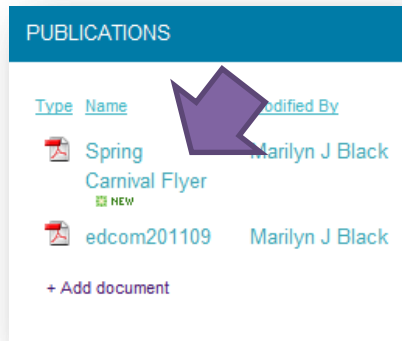
1. Once you have signed into SurreySchools.ca select the **MySchool** tab in the top right corner of your page to begin work on your school website.





<p>2. To ADD a new announcement click on the Add document link.</p>	 <p><i>NOTE: the link will not be displayed if you do not have permission to add an announcement OR if you are not signed into SurreySchools.ca</i></p>
<p>3. A window will appear that allows you to identify where to find the document to share (on your computer).</p> <p>Click on the Browse button to use your computer's navigation tools to find the file you would like to upload.</p>	
<p>4. Once you have selected the document to upload, the file location and title will appear in the message window.</p> <p>Click on OK to continue uploading the file.</p>	 <p><i>Note: Documents uploaded should be uploaded in PDF format if the document is not a working document. This will ensure the visitor will be able to open the document and that they do not require a specific application to access the document you have placed on the SurreySchools site.</i></p>

5. You will be returned to the school home page and the uploaded document will appear in the publications list.

Click on the **name** of the document uploaded to confirm the visitor will be taken to the correct document when they select the publication from your school home page.



Type	Name	Modified By
	Spring Carnival Flyer <small>NEW</small>	Marilyn J Black
	edcom201109	Marilyn J Black

[+ Add document](#)

NOTE: The name of the document listed is the name of the document uploaded from your computer. Carefully name the documents uploaded to ensure your site visitors understand the document content from the title.