

TO: Lewis University Faculty and Staff

FROM: Mona LaMontagne  
Office of Marketing and Communications

DATE: October 31, 2006

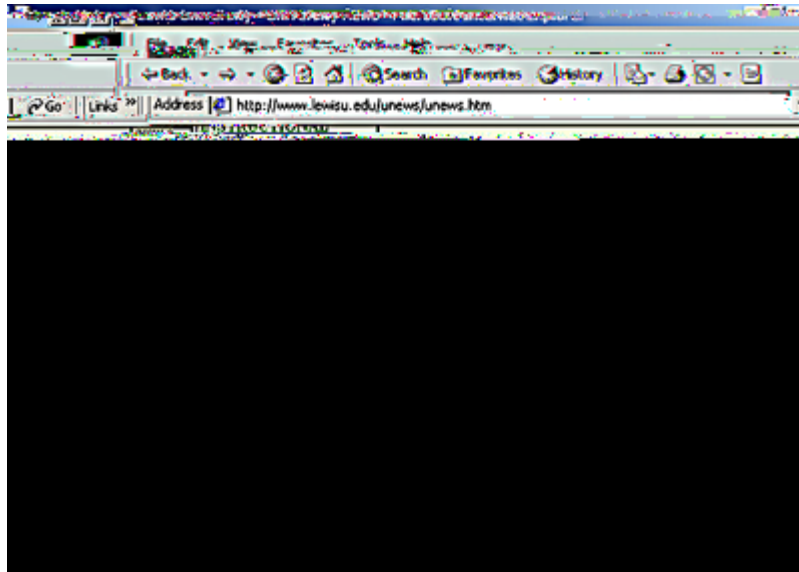
RE: Campus Communication via *University News*

In an effort to promote better communication across campus, members of UPBRAC made recommendations at the spring meeting in 2003 in regard to the process for publishing *University News*, the online campus newsletter for faculty and staff. We felt it would be a timely reminder to all, and of particular importance to new faculty and staff to send out these guidelines. The following guidelines for submitting and accessing information were established or renewed:

- Items should be e-mailed to the *UNews* inbox in Microsoft Outlook ([unews@lewisu.edu](mailto:unews@lewisu.edu)) by Thursday afternoon, to be published the following Monday. The campus community would welcome news from your department. All news articles submitted will be reviewed before posting.
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3. Place your cursor in the white box under **Command Line**.
4. Carefully type in the following URL: <http://www.lewisu.edu/unews/univnews.htm>
5. Click on the **Next** button.
6. Type in *University News* in the white box.
7. Click **Finish**.
8. Place your cursor on the newly created icon, and with your mouse right click and choose **Properties**.
9. Click **Change Icon**.
10. Click on the image of a newspaper.
11. Click **OK** and **OK** again.
12. You're done! A newspaper icon should appear on your desktop with the name *120.07ie*

font size (size of type). By clicking the printer icon, you will print the entire newsletter.



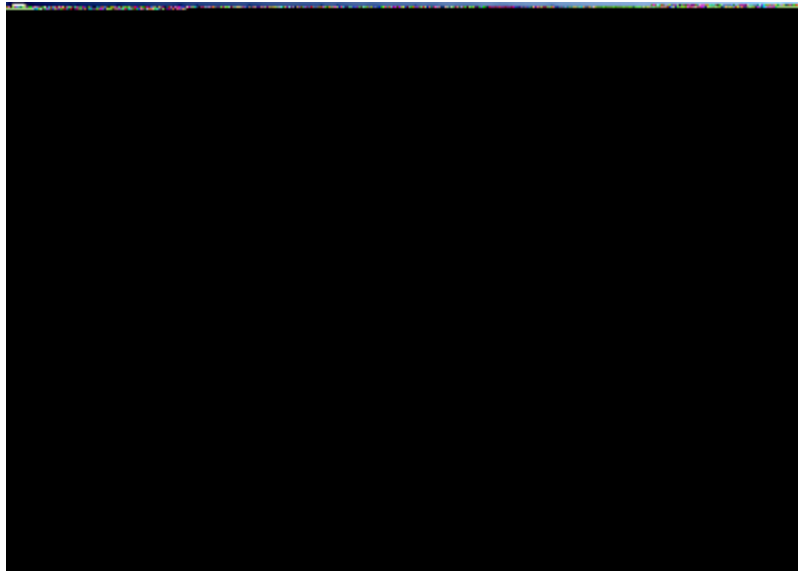
*Go to Print Version*

2) Print an individual article –

By clicking on the headline of that article, you will select the article of interest. Click on the browser's printer icon and you will print that article.



*Select an article*



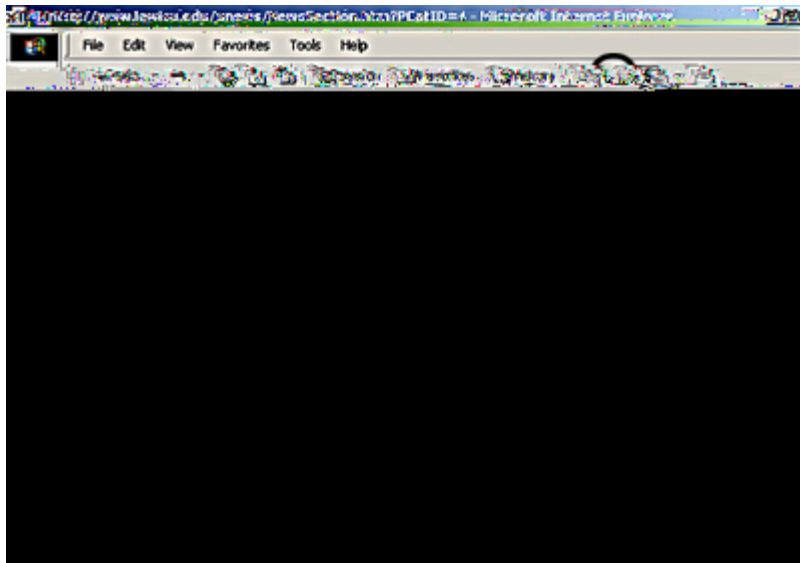
*Print an article*

3) Print all of the articles under a main section of news –

Major news sections appear on both the left and right columns, and headings of those sections appear in all “CAPS,” for example, EMPLOYEE NEWS. By clicking on the headline in CAPS, you will bring up all of the articles within that section. Select the browser’s printer icon at the top of the page to print that section.



*Select ALL articles in a section*



*Print ALL articles in a section*