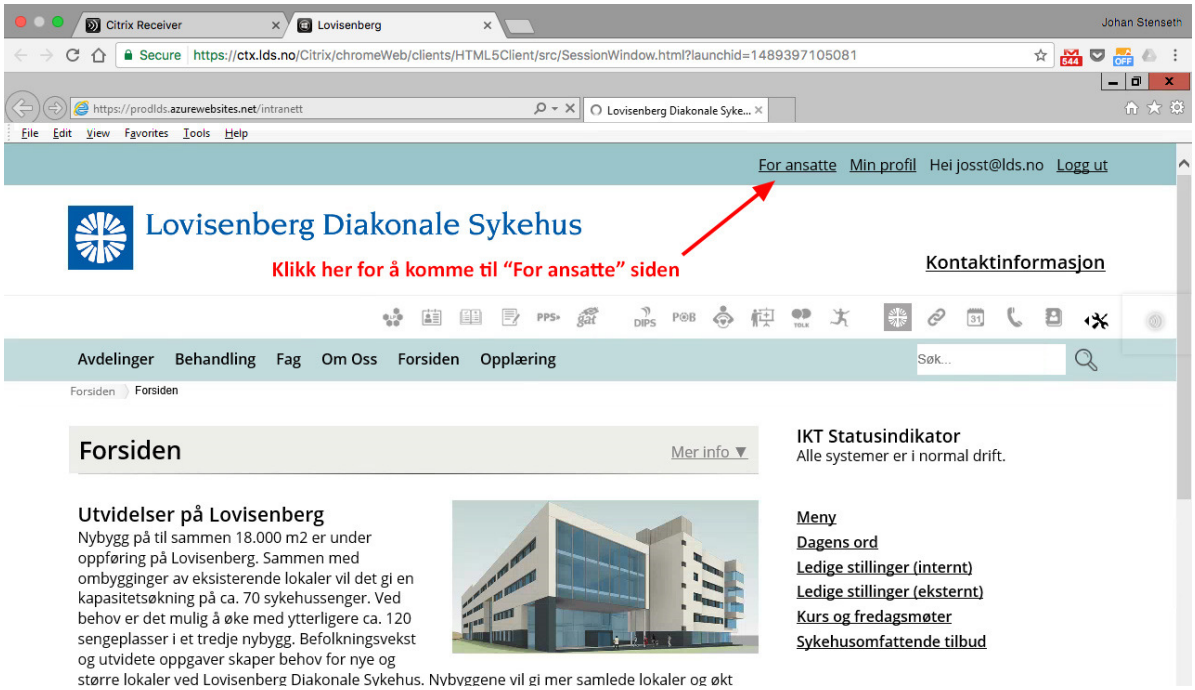
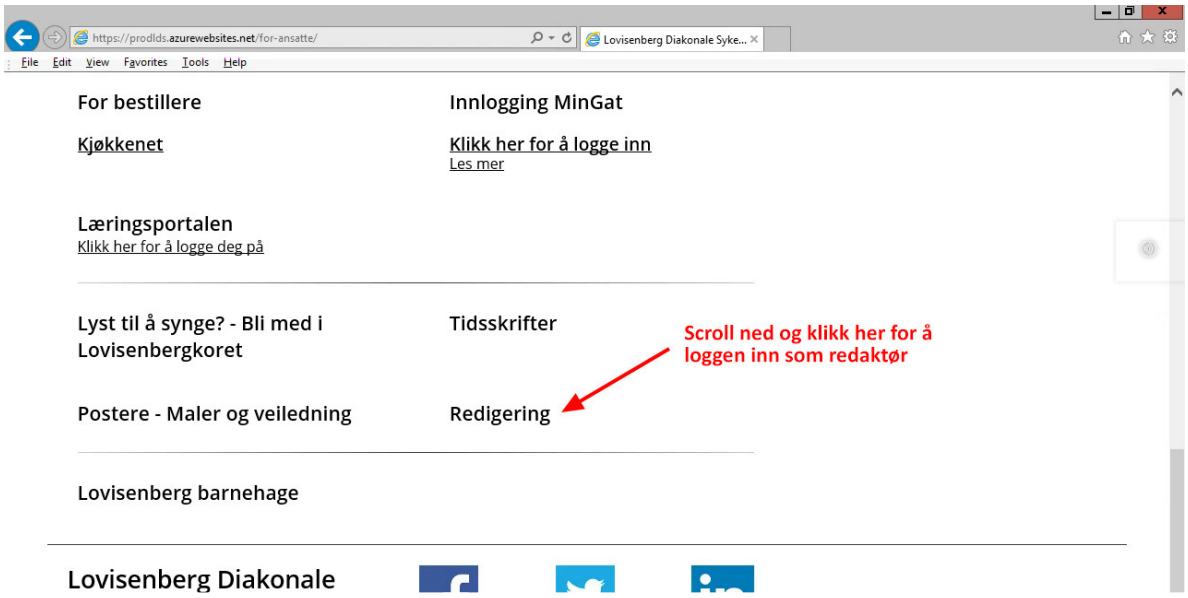
LDS intranett – Hvordan opprette en side / nyhetssak

På intranett forsiden:

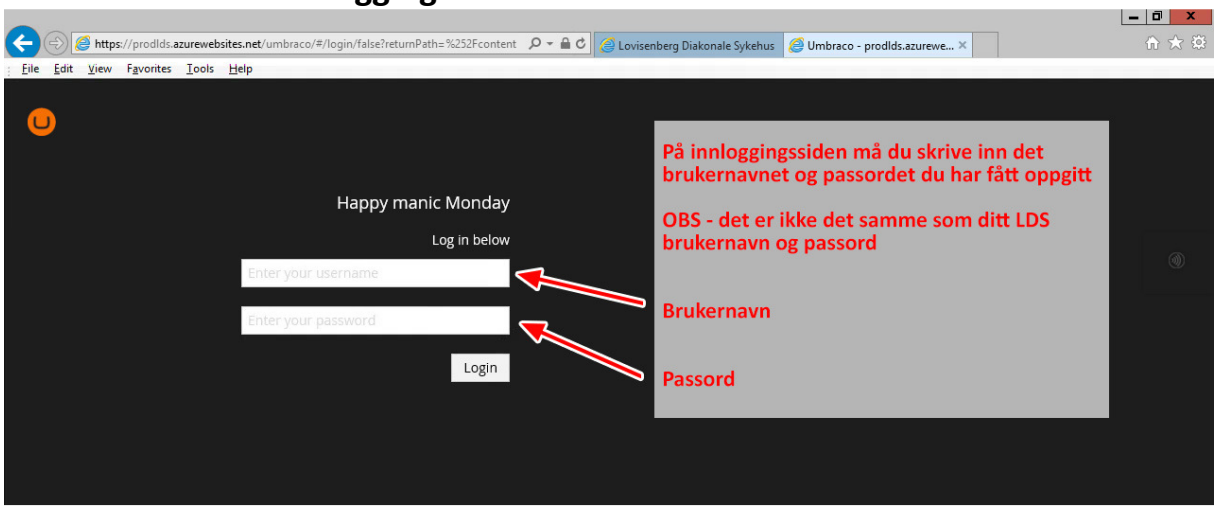


...deretter:

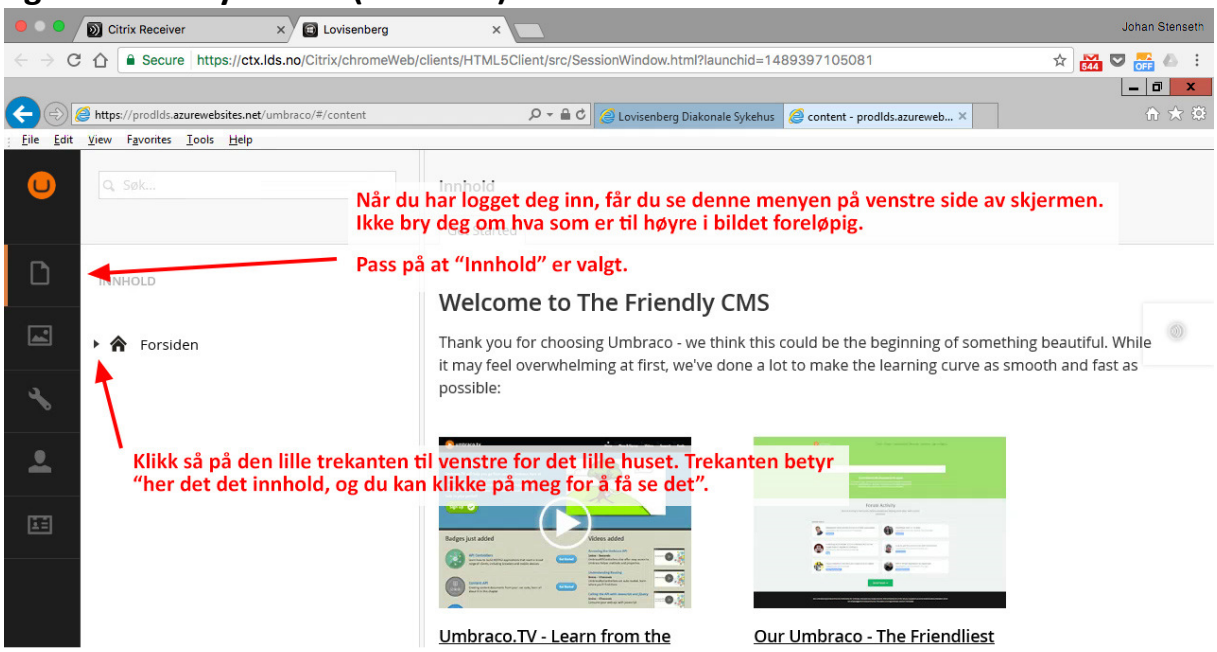


...og:

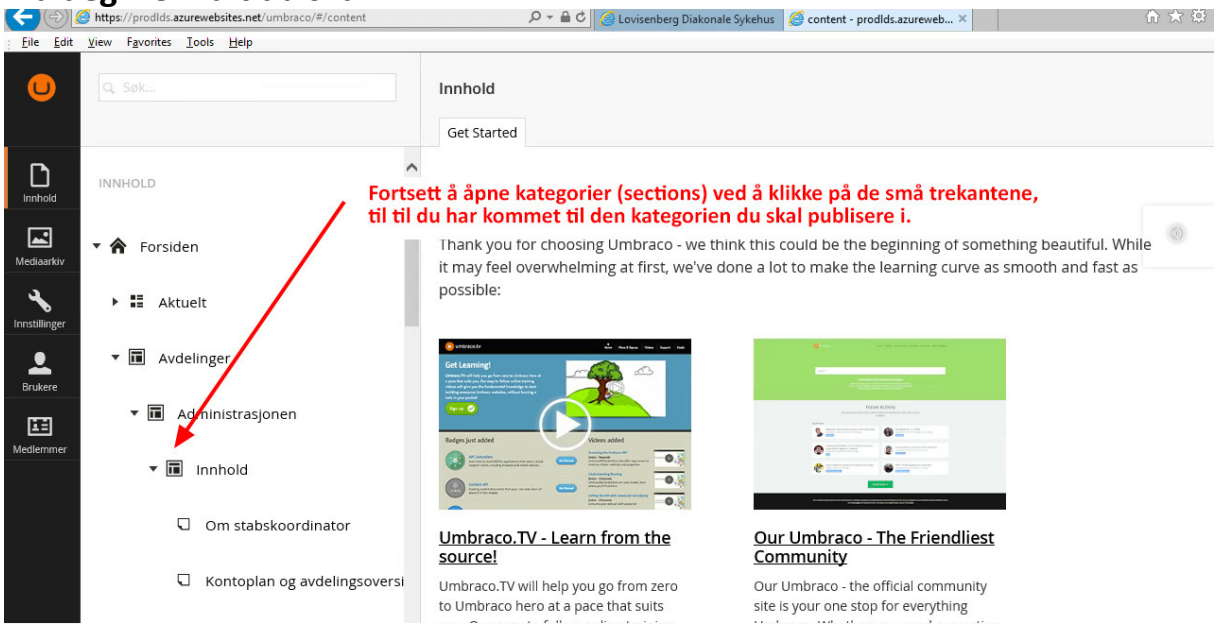
Så kommer du til innloggingssiden:



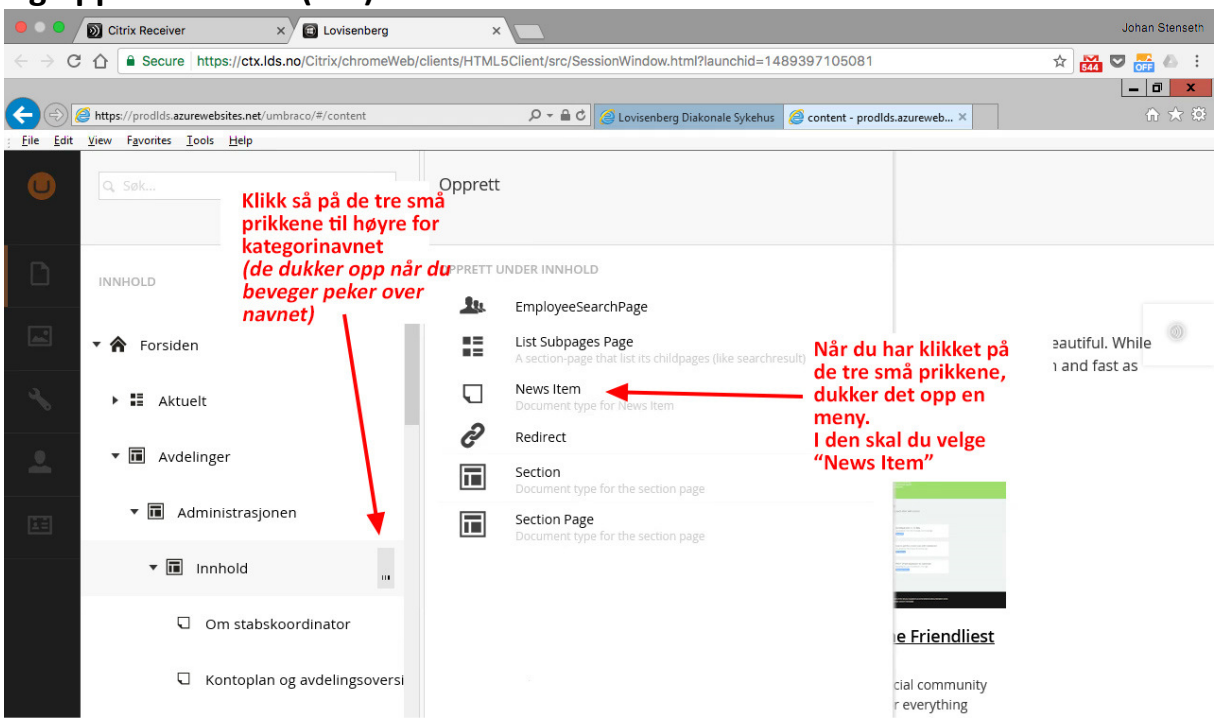
Det første du får se når du er innlogget er Hovedmenyen helt til venstre, og «roten» i systemet (Forsiden):



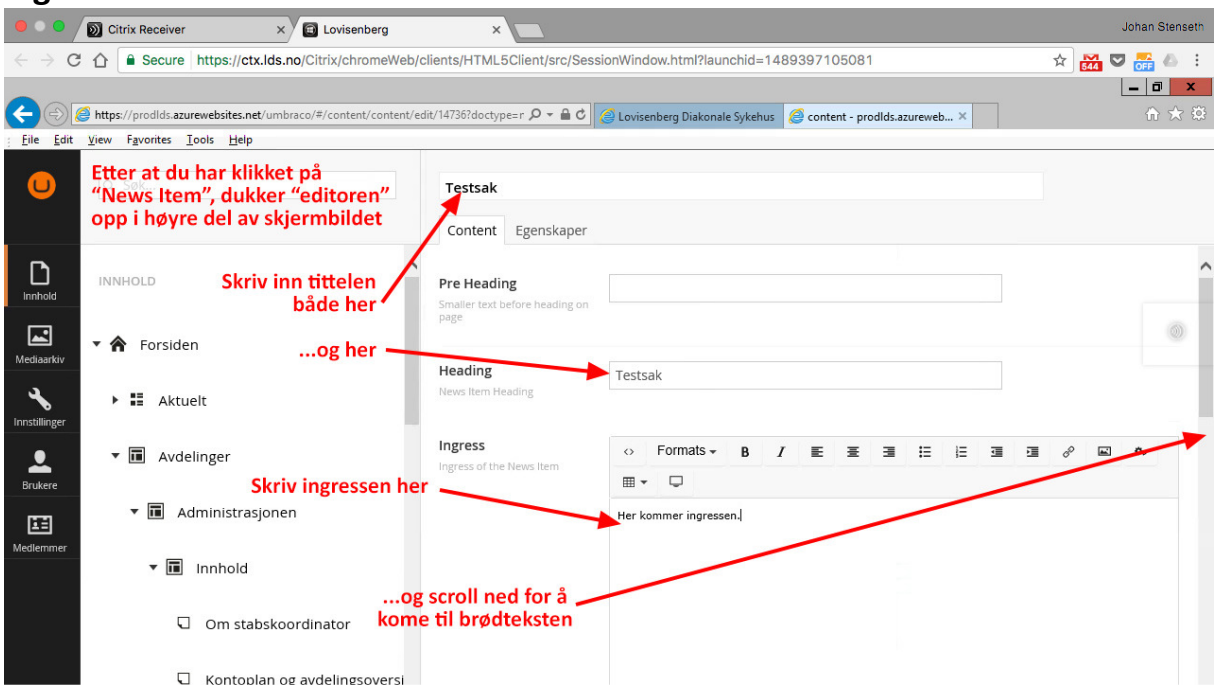
Bla deg frem dit du skal:



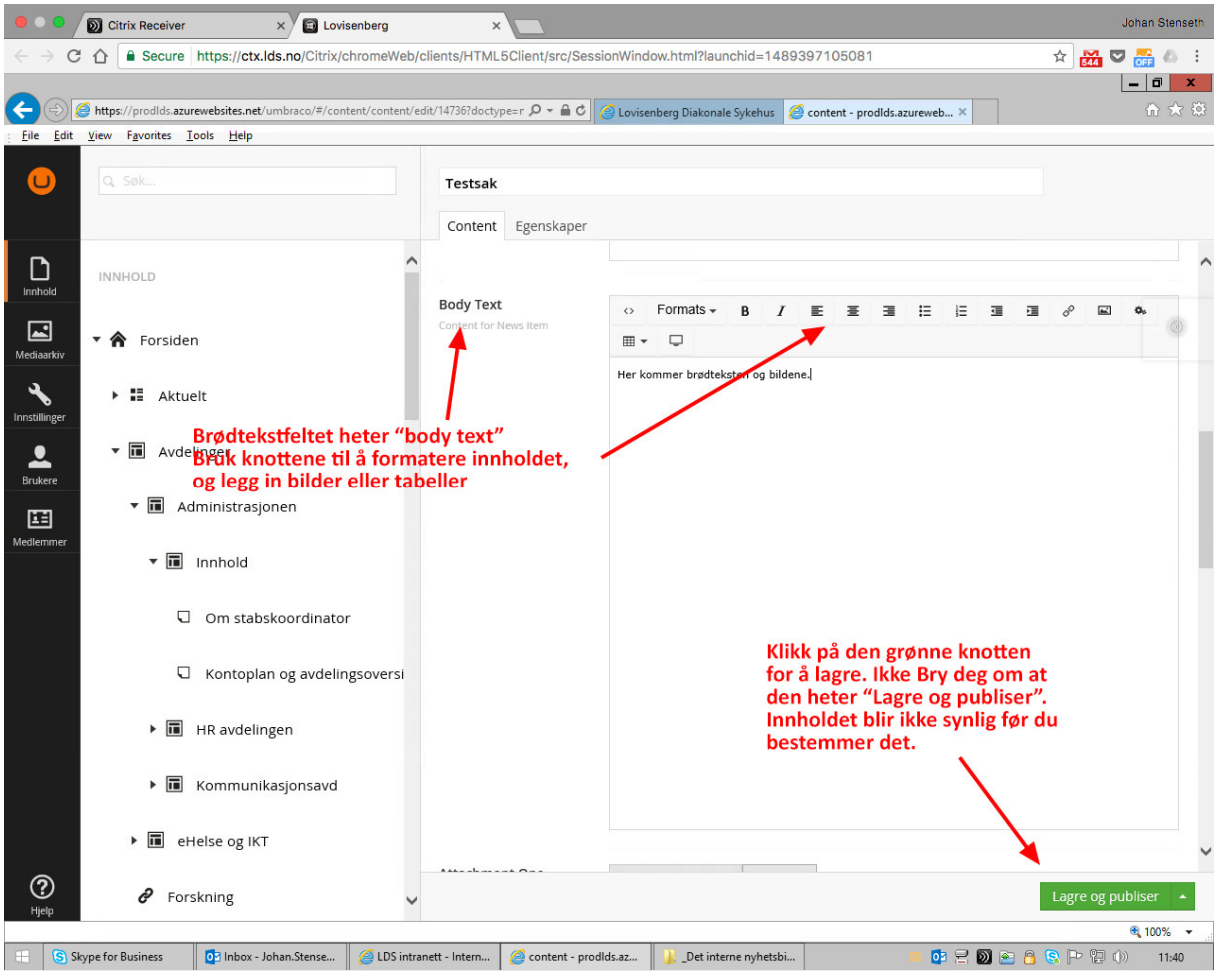
Og opprett en side (sak):



Det første du må gjøre er å gi saken en tittel, så kan du begynne å skrive inn ingressen:

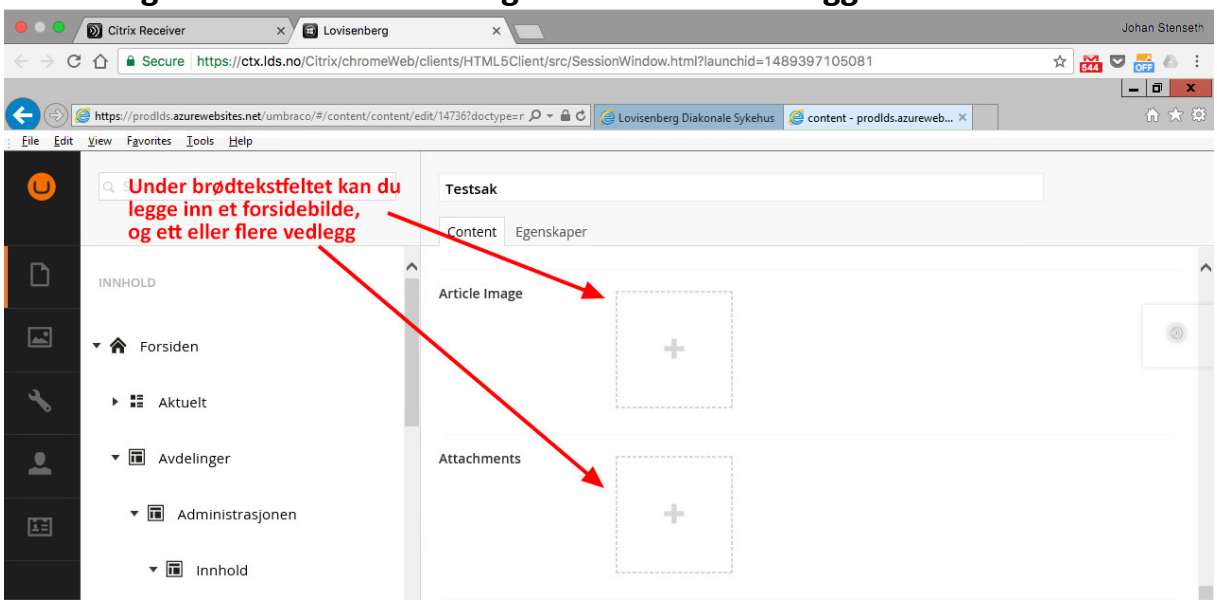
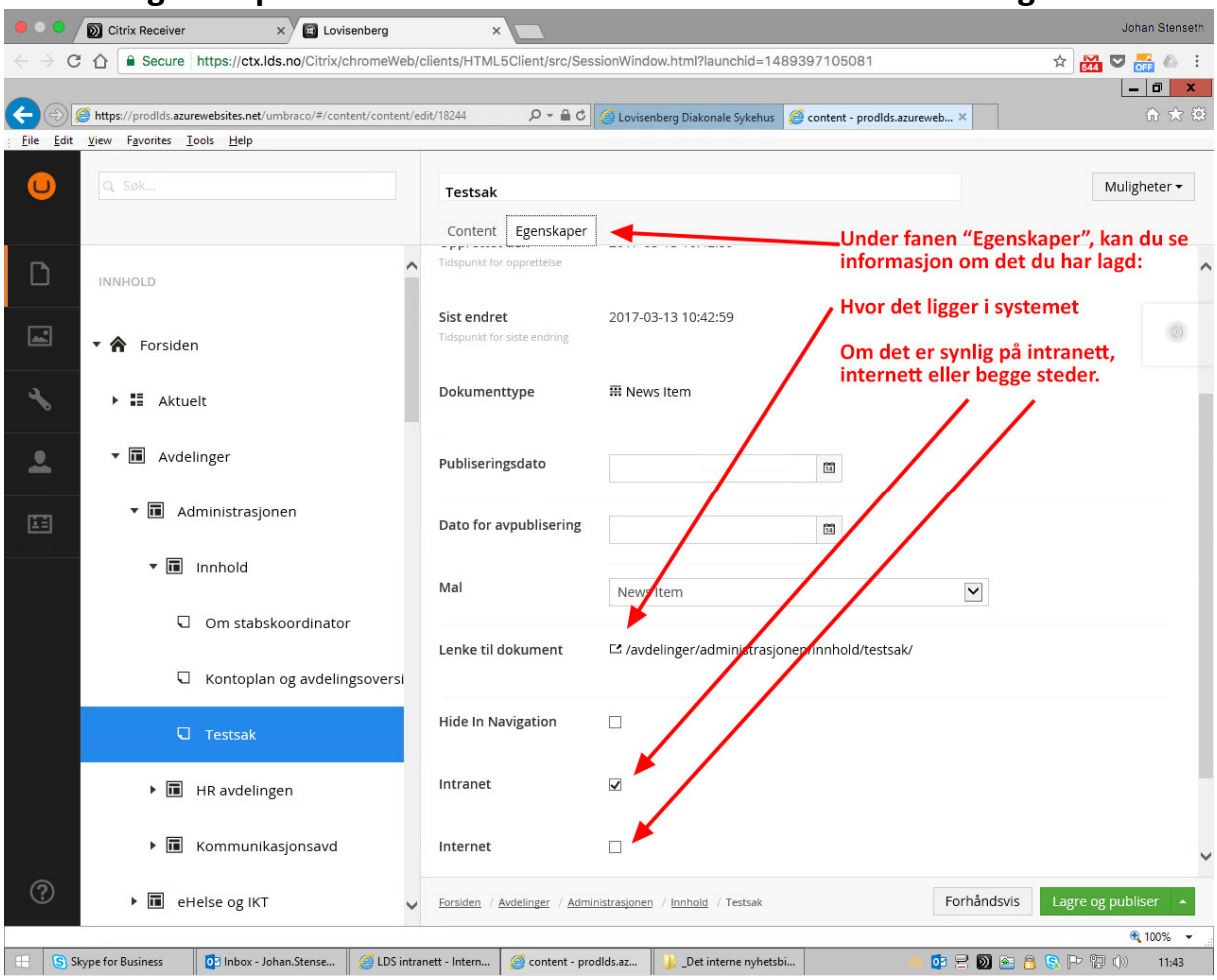


Husk at ingressen skal være kort, og at hoveddelen av innholdet skal ligge i brødteksten:



<u>Husk å lagre!</u>

Du kan også ha et forsidebilde og ett eller flere vedlegg:



Under «Egenskaper» kan du få vite mer om siden din hvis du trenger det: