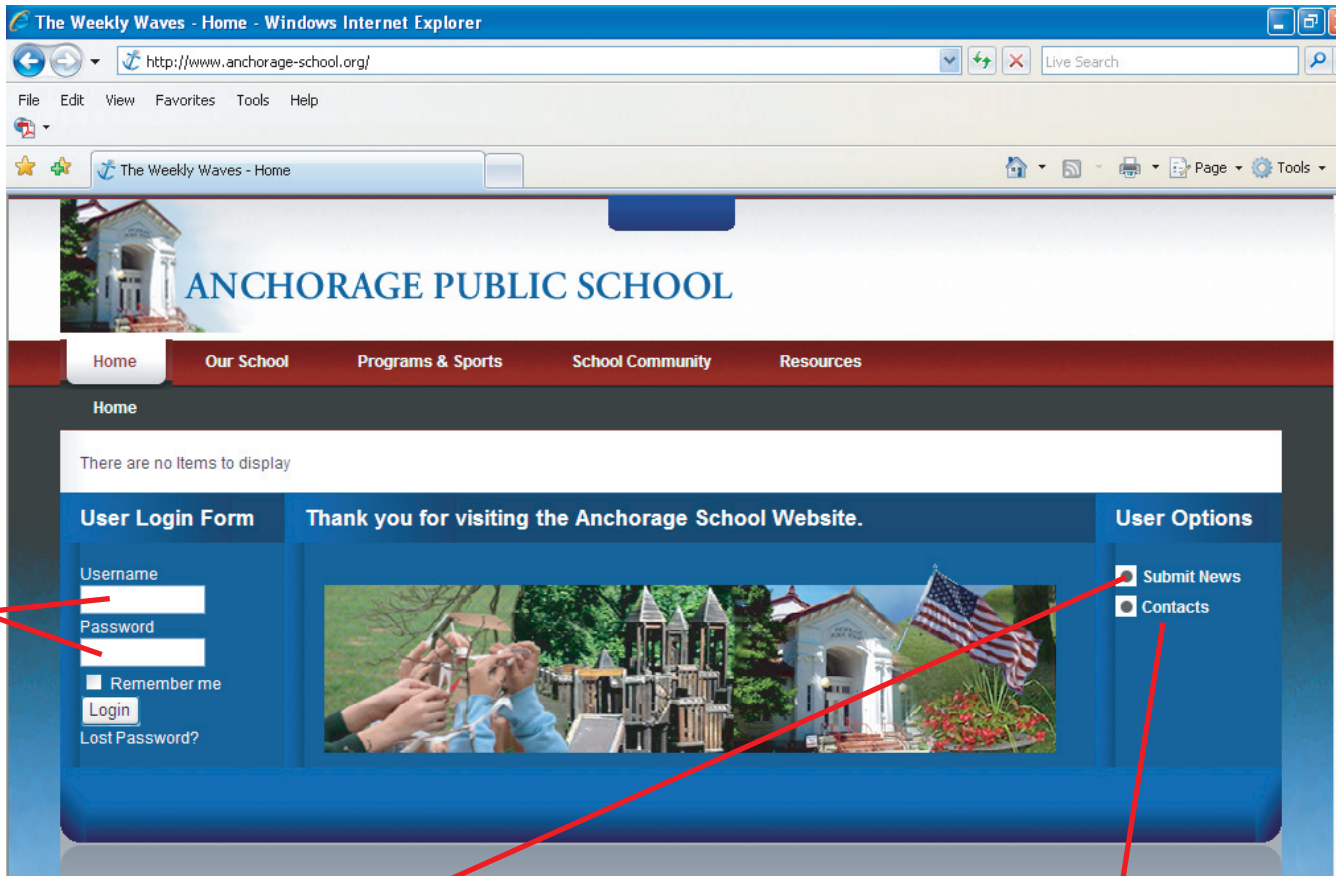


# *Publishing an Article in the WeeklyWaves . . .*



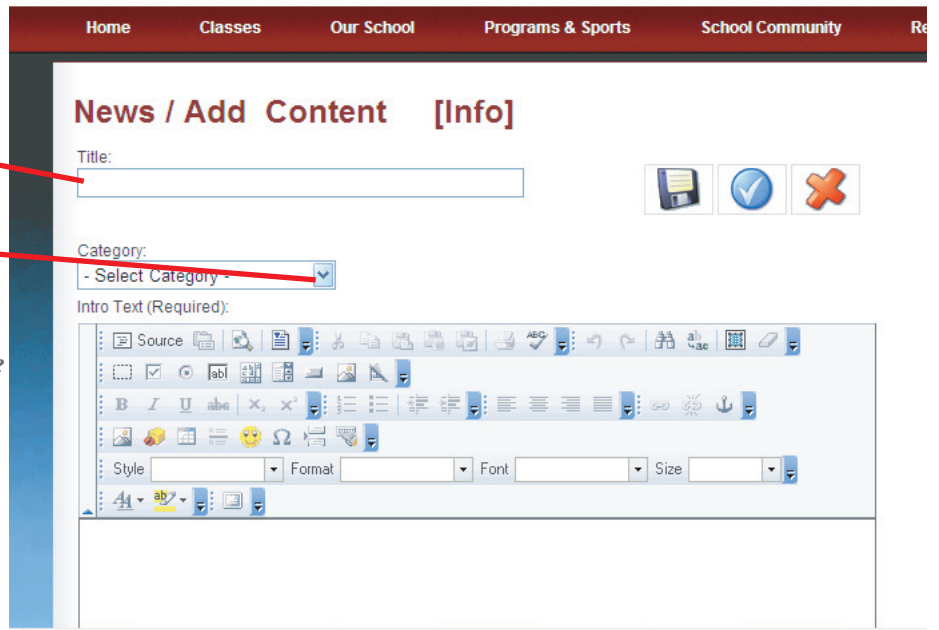
*Log in*

*Click on "Submit News"*

*or you may select "Contacts" if you have lost your login information or have any questions.*

*Enter the Title of your article,*

*Choose a Category:*



*School Headlines -*

*School wide administrative info and announcements*

*APTA Events -*

*APTA sponsored, committee information*

*Activities and Sports Section -*

*School Sponsored*

*Extra Curricular Activities, Academic Teams, Sports*

*Class Features - Grade specific school activities and information i.e. 8th Grade fundraiser, etc.*

*Alumni Updates - Anchorage Student Alumni activities and updates (mostly for alumni page)*

*Community Chest - Anchorage community events that are not sponsored by Anchorage School*

*Other*

*Simply type  
the main body  
of your article  
here*

Intro Text (Required):

*or it's most convenient to cut and "paste as plain text" from an existing document*

*You may also cut and "paste from Microsoft Word" or an existing Excel spreadsheet (if you have a table or lists.)*

*If your article is more than 10-15 lines long you may place those additional lines in this second box*

Main Text (Optional):

*If you take too long, the server may log you out so it's a good idea to click this button periodically to update and view your progress.*

*When you are finished make sure you click "save" to submit your article!*

*Don't click here unless you want to close without submitting your article*

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