

發佈文章步驟

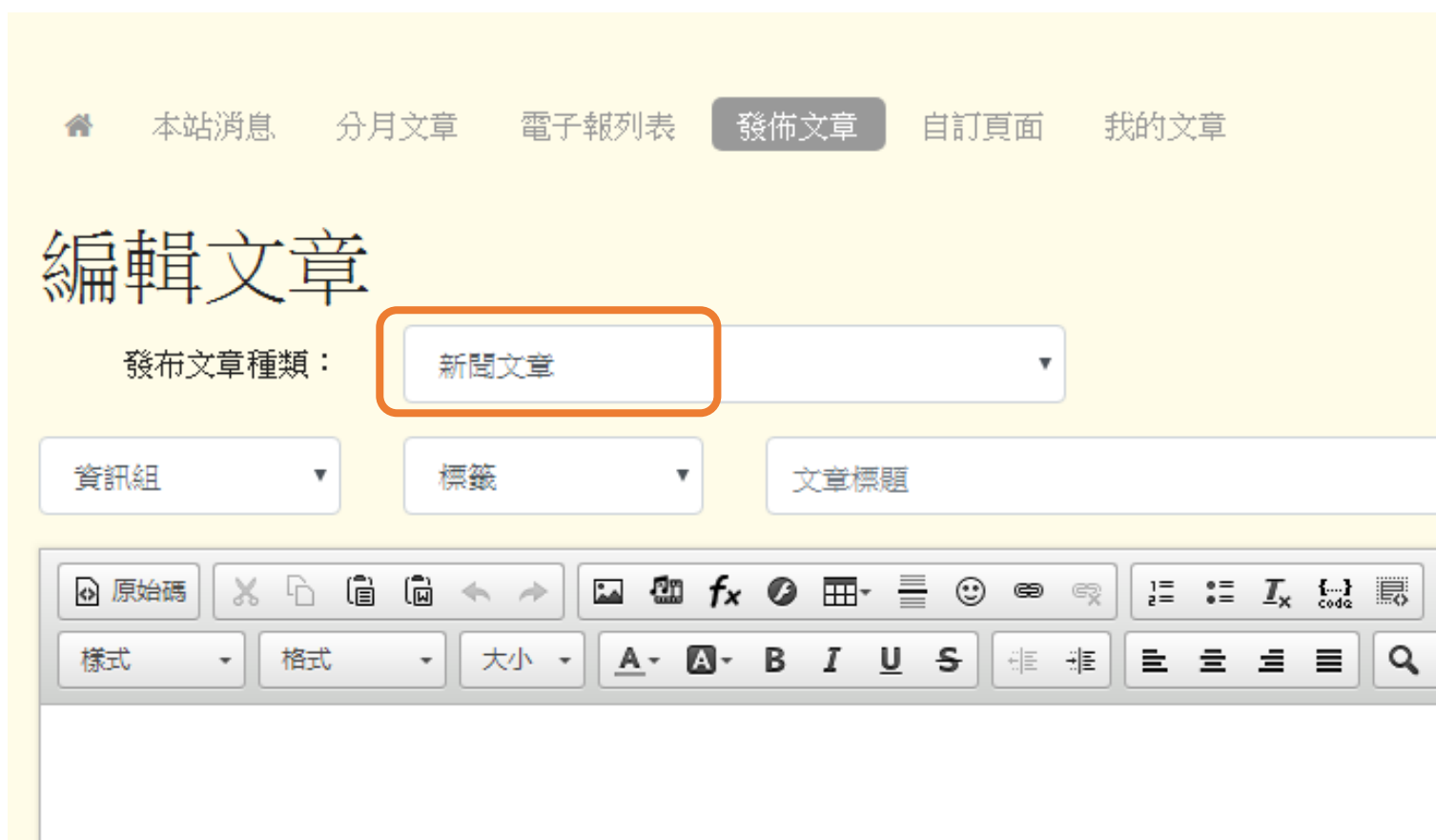
1.登入帳密後，從主選單→點選「**本站消息**」



2.點選「發佈文章」



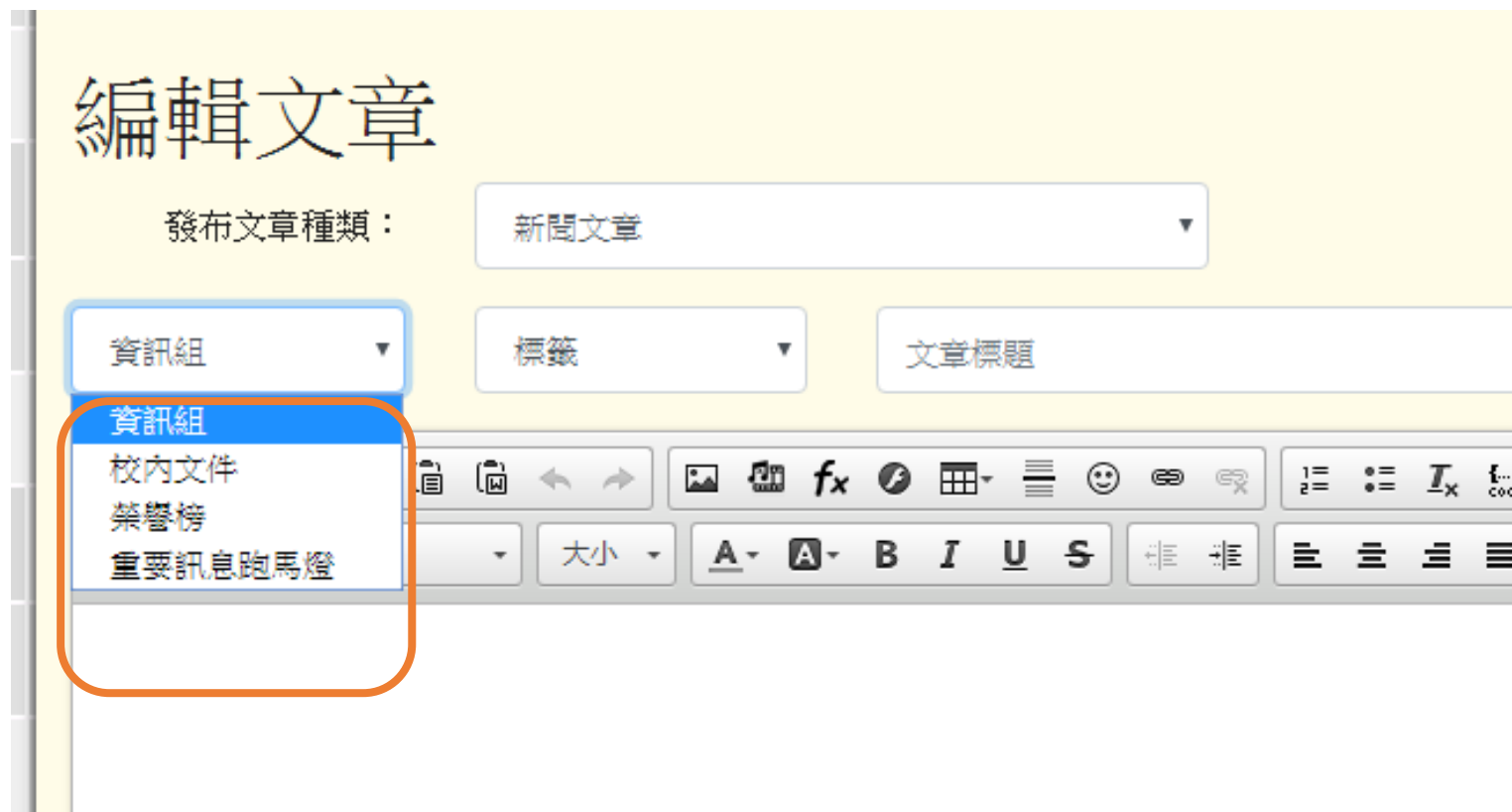
3.發布文章種類→維持「**新聞文章**」，不需更改



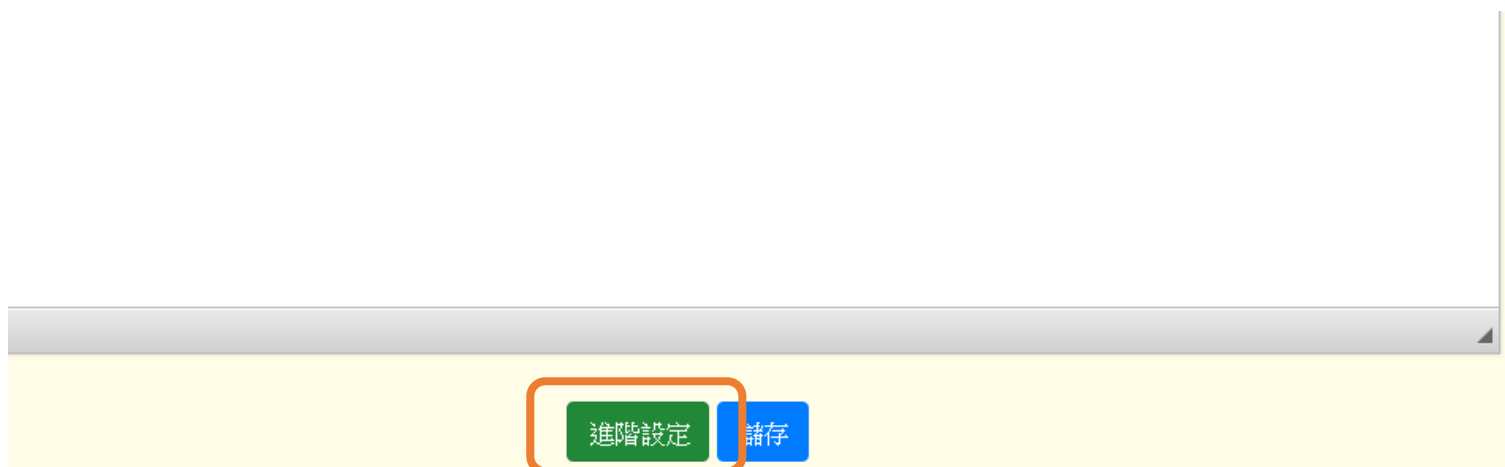
4.可選「發佈單位」或「校內文件、榮譽榜、重要訊息跑馬燈」

校內文件：僅限登入後才能閱讀

榮譽榜、重要訊息跑馬燈會呈現在首頁「鹽中速報」



5.若需插入附件，請先選「**進階設定**」



6.選擇「附檔」插入附件即可



The screenshot shows a document editing interface with a horizontal menu bar at the top. The menu bar contains four tabs: '發布時間' (Release Time), '權限' (Permissions), '封面圖' (Cover Image), and '附檔' (Attachments). The '附檔' tab is highlighted with an orange border. Below the menu bar, the text '上傳附檔:' (Upload Attachments:) is displayed. Underneath this text is a button labeled '選擇檔案' (Select File) and the text '未選擇任何檔案' (No files selected). At the bottom right of the interface, there are two buttons: '進階設定' (Advanced Settings) in green and '儲存' (Save) in blue.

發布時間 權限 封面圖 附檔

上傳附檔：

選擇檔案 未選擇任何檔案

進階設定 儲存

7. 繕打你要的「文章標題」及「內容」，內容完成後，按下方「儲存」可送出。

The screenshot shows a web editor interface. At the top, there are three buttons: '資訊組' (Info Group), '標籤' (Tag), and '資訊組發布文章' (Info Group Publish Article). The '資訊組發布文章' button is highlighted with an orange box and a red arrow points to it from the text above. Below the buttons is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The main content area is a large white box with an orange border containing the text '文章測試'. A blue arrow points from the text above to this content area. At the bottom of the page, there are two buttons: '進階設定' (Advanced Settings) and '儲存' (Save). The '儲存' button is highlighted with an orange box and a purple arrow points to it from the text above. The status bar at the bottom left shows 'body h1'.