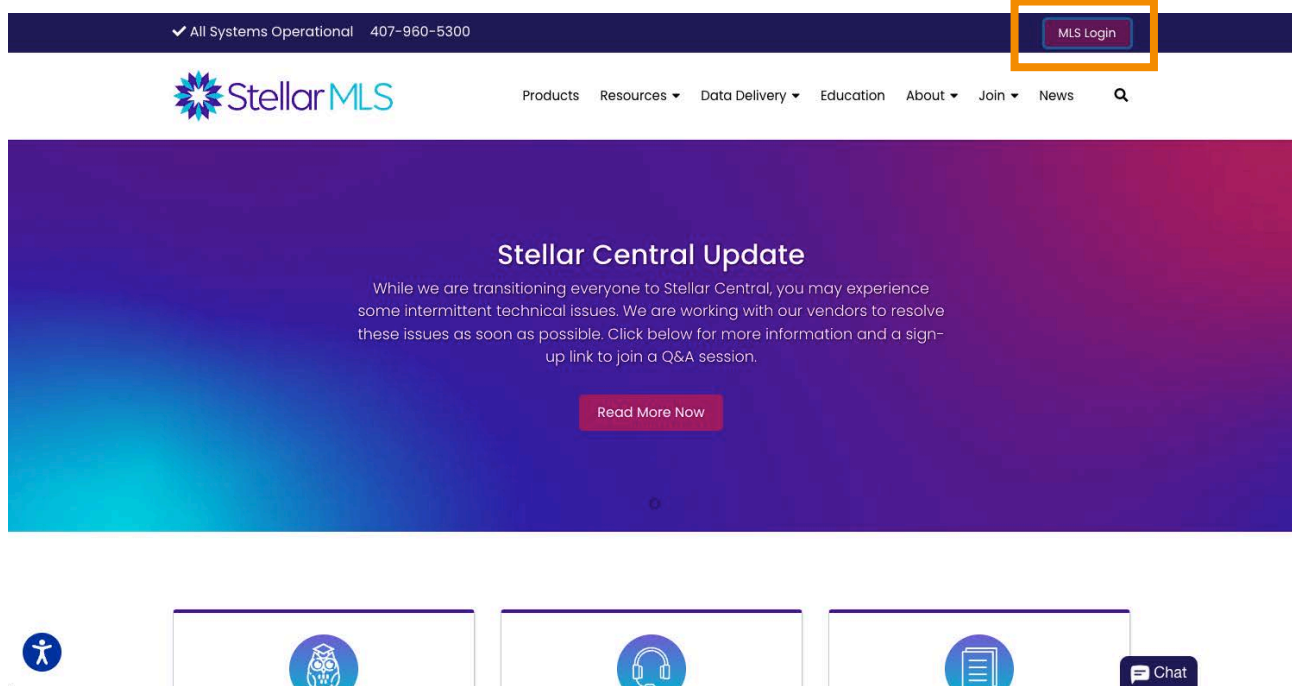
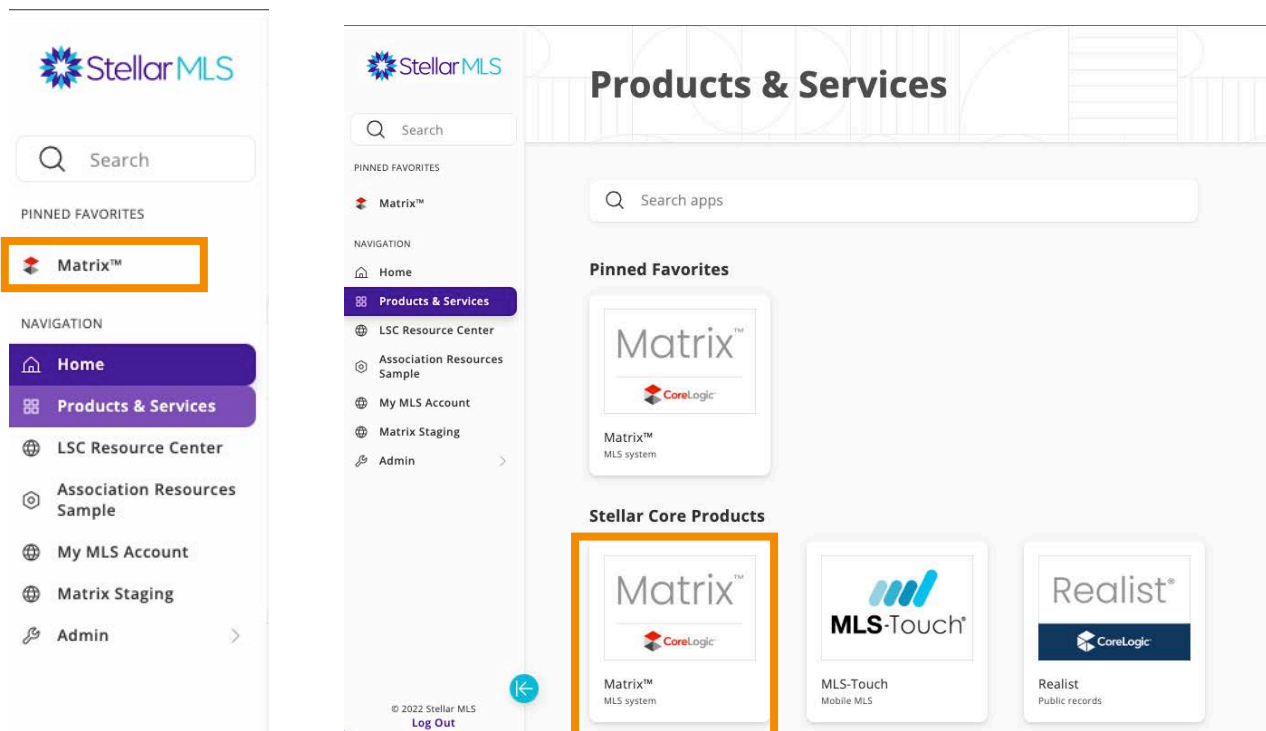


## LSC Staff - How to Post in Matrix News

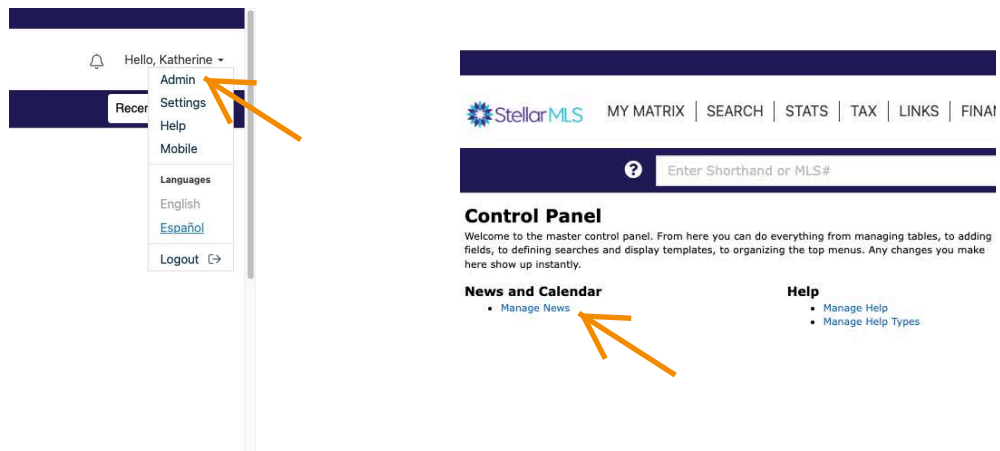
**Step 1:** Visit [StellarMLS.com](https://StellarMLS.com) and click 'MLS Login' to Login to Stellar Central.



**Step 2:** Click on **Matrix** in your pinned favorites, or click 'Products and Services' and find **Matrix** under Stellar Core Products.



**Step 3:** Click on **Admin**, then click on **Manage News**.



**Step 4:** To create a new post click on **Add**.

---

## Manage MLS News

Here you can add and edit news items for display on the main page. You can use the filter to display news items that have expired for editing.

News Items: Filter:

Subject	Last Modified By	Last Modified	Start Date	Expiry Date	Priority
Register for MyFloodStatus Webinars! May 2 or 9   9:30 AM ET	035800199	04/27/2022	04/27/2022	05/09/2022	Informational

**Add**




**Step 5:** Fill in **Subject**, **Start** and **Expires** dates, and select your message **priority** (message type).

Click inside the message box to create your message. You can select font type, font size, and font style, as well as add images, videos hyperlinks, and more!

Once your message is ready, click on **Add** to activate.

### Add Edit News


Here you can add news items with a subject, message and an optional hyperlink to link to on the web.

Start Date: 04/28/2022 

Subject:  English

Subject:  Español

Expires:

Priority:  Normal (popup) 

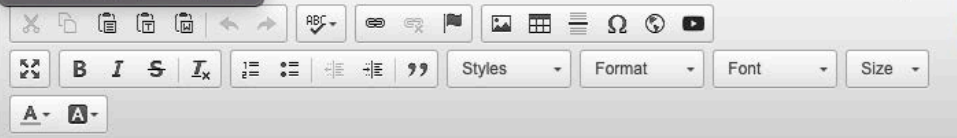
Priority:  Urgent (Bright yellow popup)


Priority:  Informational (no popup)

Message:  [Add a Hyperlink](#)

English

Español

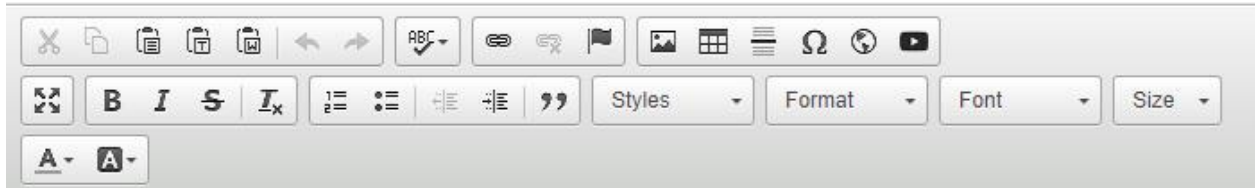




Add Cancel

## LSC Staff - How to Post in Matrix News

Below you will find additional instructions on how to use the toolbar when creating a Matrix News post:

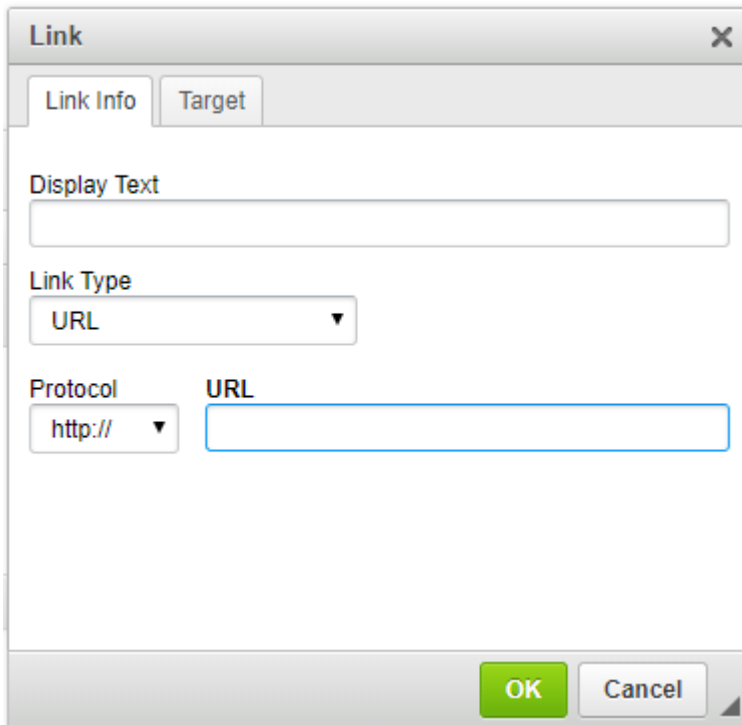


- Hover your mouse over each icon to see a brief description of its function within the message field.
- To activate the scissor function, highlight text you would like to “cut”. Click on the scissor icon to remove (cut) the selected text.
- To activate the copy function, highlight the text you wish to copy, then click on the ‘Copy’ icon.

### How to Insert a Hyperlink



Start by highlighting the text you want to link, and then: Click the ‘Link’ icon (shown above). Enter the image URL and click “OK”.

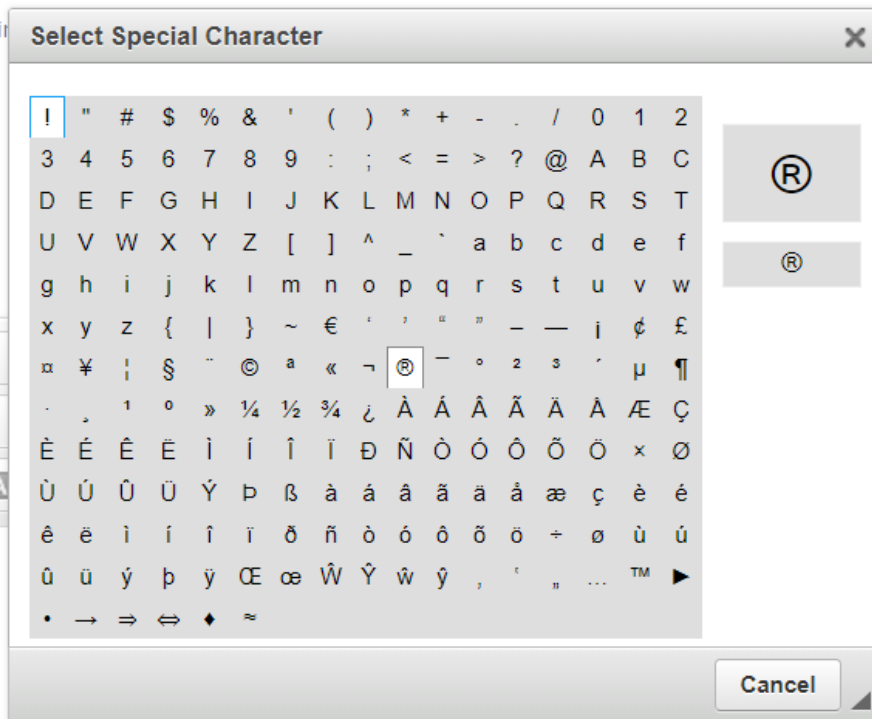
A screenshot of a dialog box titled "Link". It has two tabs: "Link Info" (selected) and "Target". Under "Link Info", there is a text input field for "Display Text". Below that is a "Link Type" dropdown menu set to "URL". Underneath, there is a "Protocol" dropdown menu set to "http://" and a text input field for the "URL". At the bottom of the dialog, there are "OK" and "Cancel" buttons.

## LSC Staff - How to Post in Matrix News

### Insert a Special Character

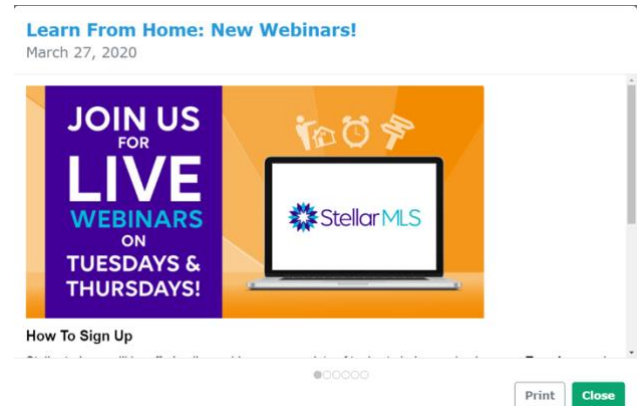
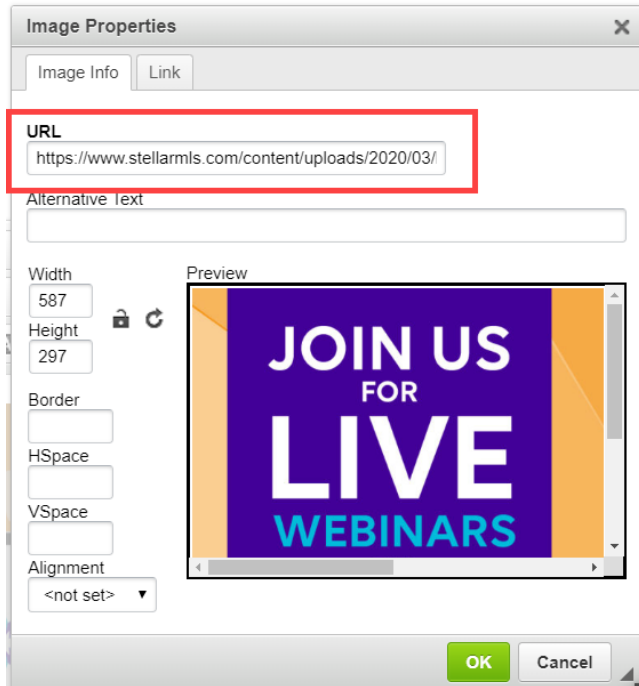
Add special characters such as REALTOR®, e-Pro®, etc.

Place cursor where you would like the special character to appear in the body of your text, click the icon for Special Character, click on the Character to insert in the body of the text.



## LSC Staff - How to Post in Matrix News

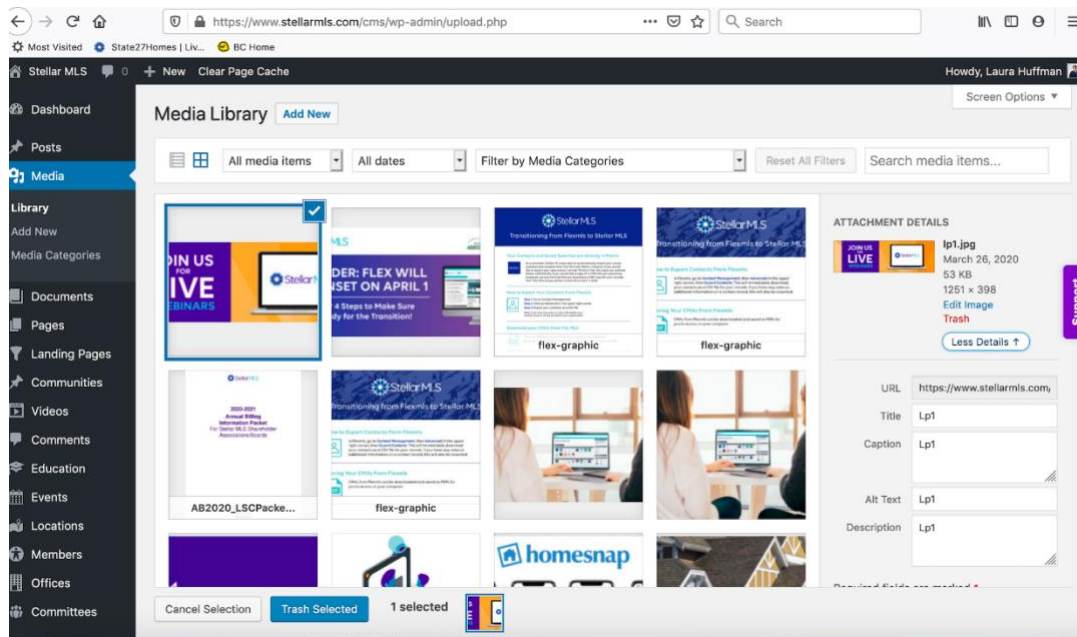
### How to Add an Image into your Matrix News



To enter a photo or image into the event message, the photo or image must be hosted on another website. This means photos and images from your computer may not be used, but rather, copied and pasted from a website.

### Tips for Adding Images:

- If you have an image on your computer that you would like to use, simply upload the image to a photo-hosting site like [www.photobucket.com](http://www.photobucket.com) or the media library of your own website.
- Below is an example from the Stellarmls.com website, run on WordPress, and you can see it offers a media library that will generate a URL once the image is uploaded to the library.



- Often, if an image is published online somewhere, you can simply right click on it to get the URL. Paste the link into the URL box. Below is an example using Google Chrome.
  - Make sure to only use your own images or images that you have the rights to use either by purchasing or by crediting the owner of the photo.

