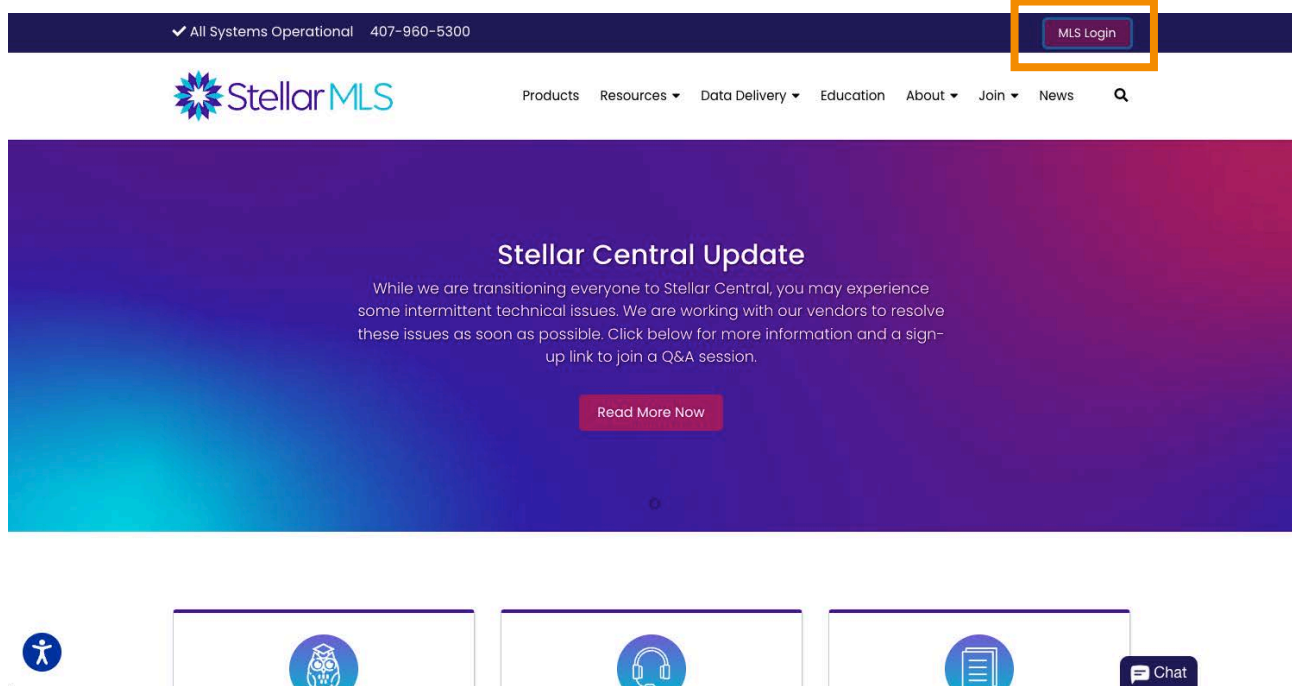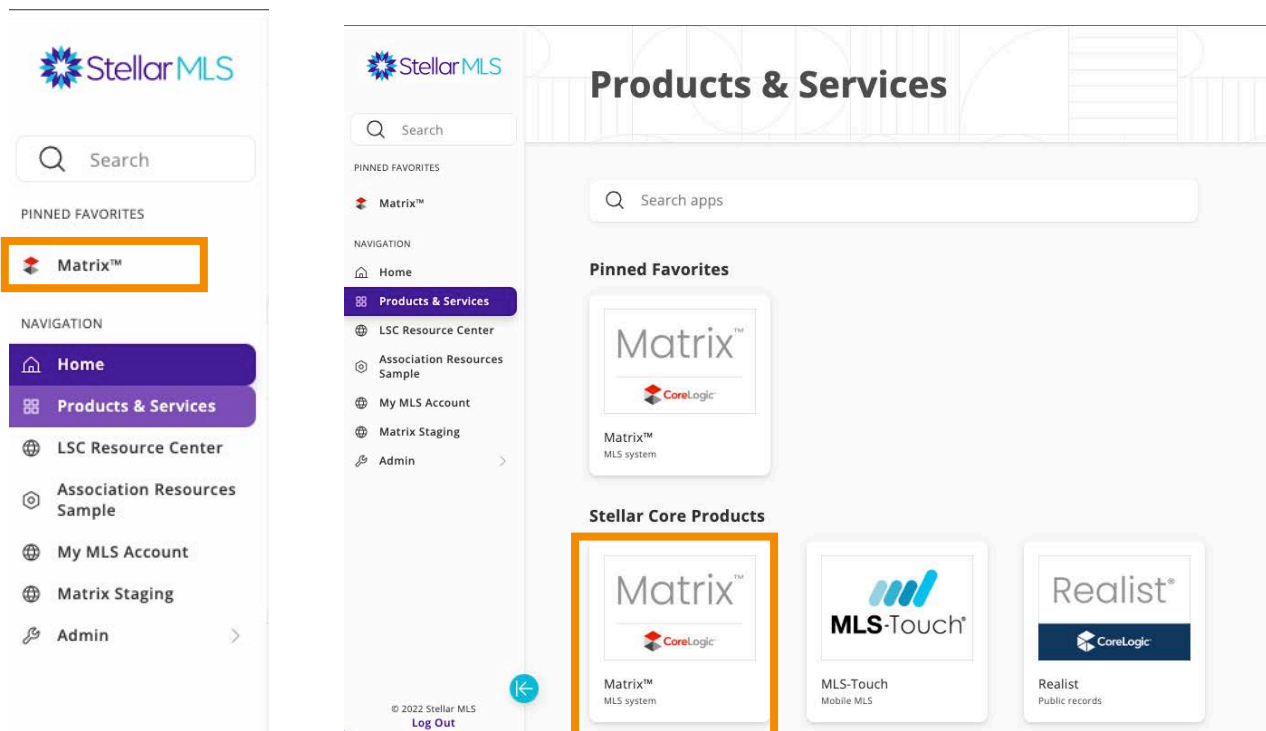# LSC Staff - How to Post in Matrix News

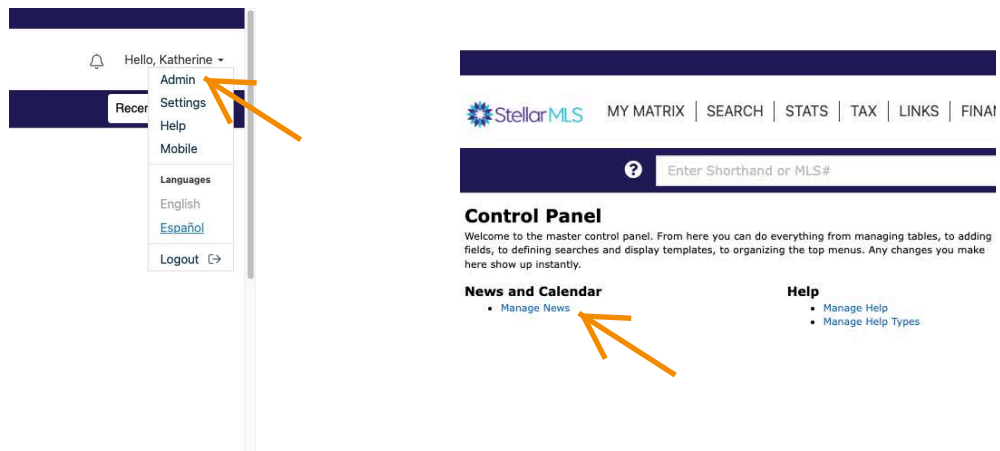**Step 1:** Visit StellarMLS.com and click 'MLS Login' to Login to Stellar Central.

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.**

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.

![Stellar MLS logo]
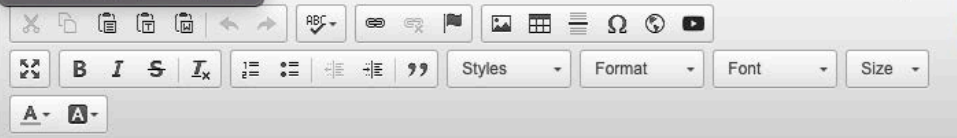
LSC Staff - How to Post in Matrix News

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.
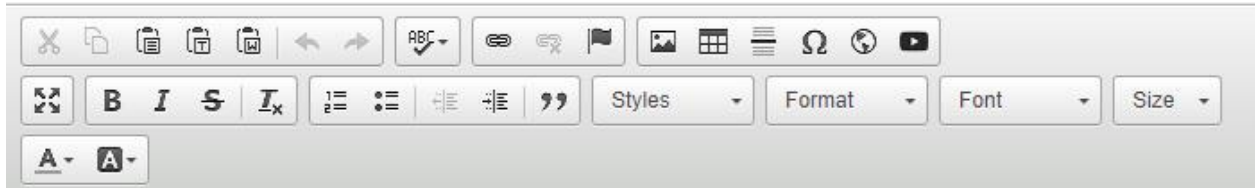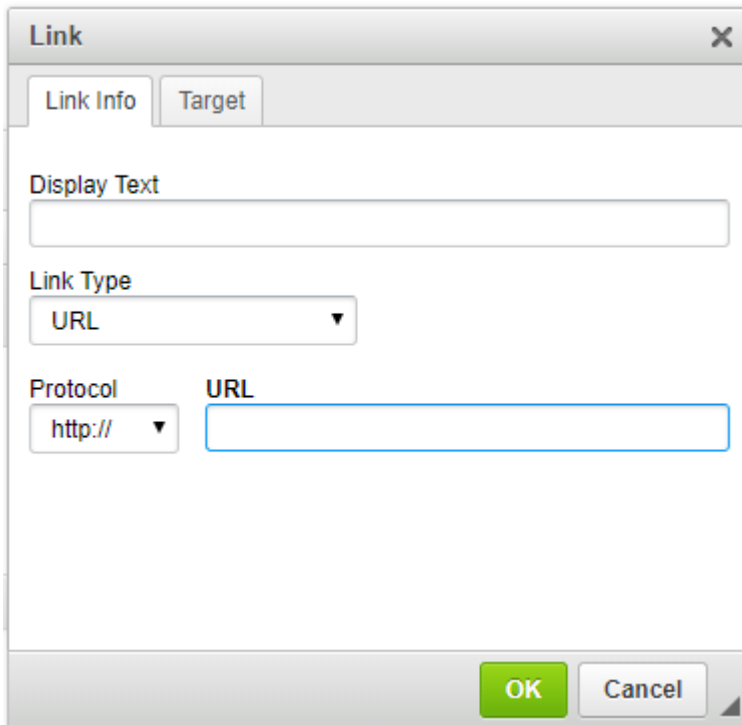
- To activate the copy function, highlight the text you wish to copy, then click on the 'Copy' icon.

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".
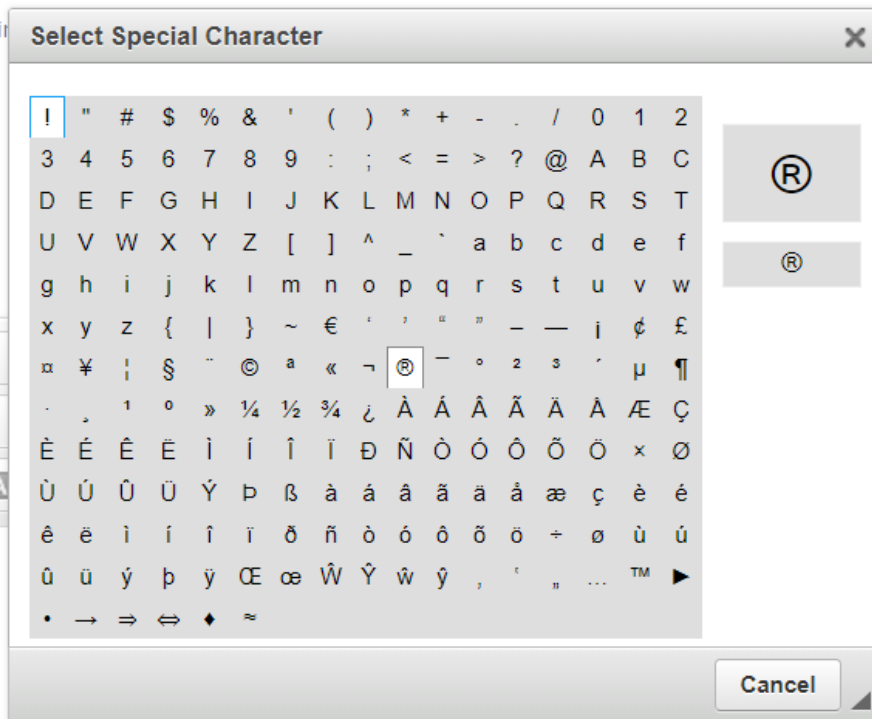
LSC Staff - How to Post in Matrix News
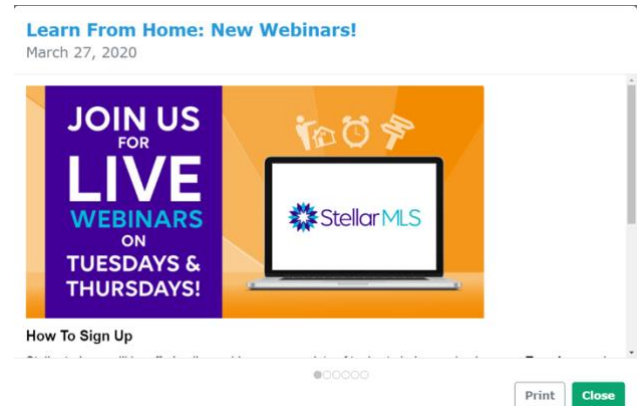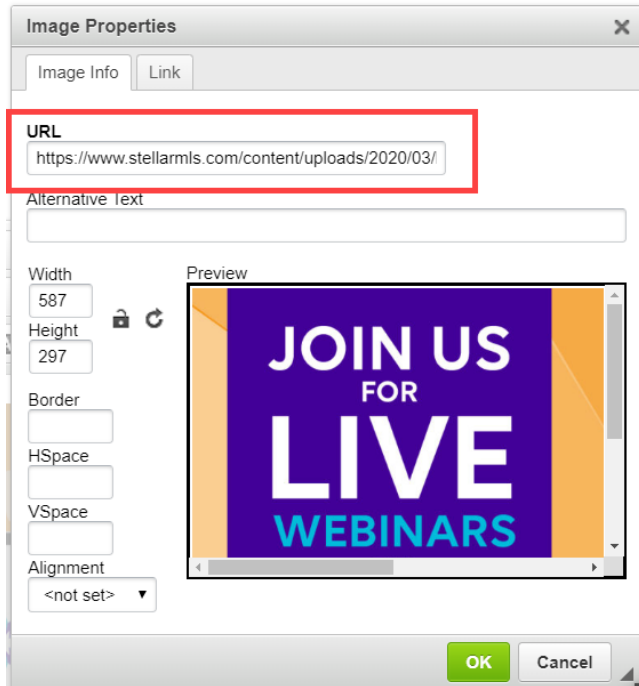
Insert a Special Character Ω

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

Place curser 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.

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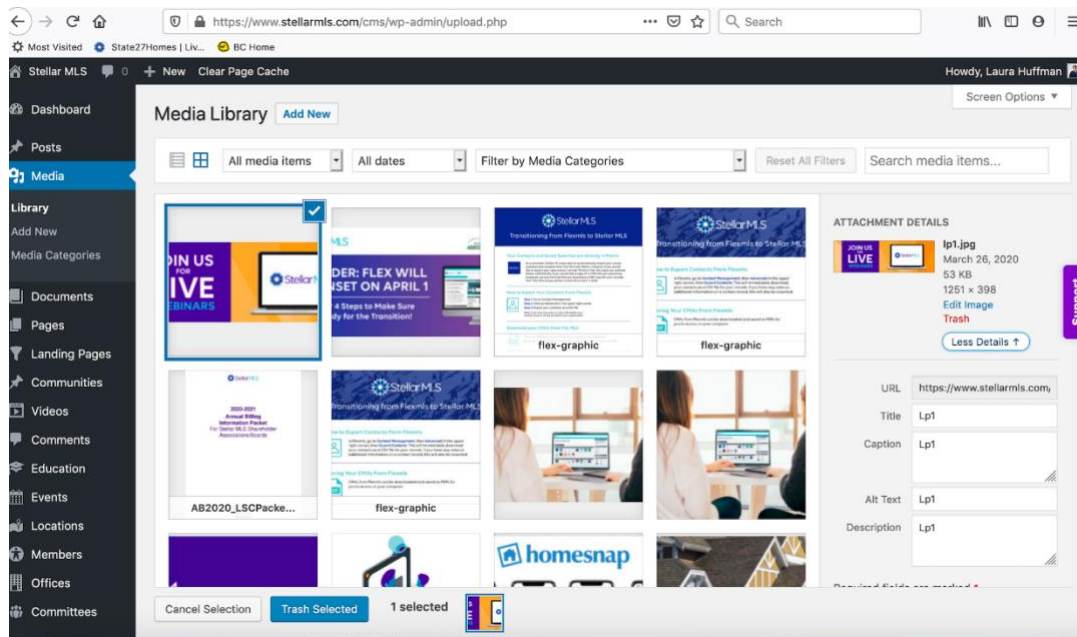
- Often, if an image is published online somewhere, you can simply right click on it to get the URL. Paste the link into the URL box. Below is an example using Google Chrome.
  - Make sure to only use your own images or images that you have the rights to use either by purchasing or by crediting the owner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