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| **To upload articles correctly to the *LTown Talon* SharePoint site:*** From the LHS homepage, click on **LHS Intranet** under the SharePoint tab.
* Scroll to the bottom where you will find links to LHS Publications.
* Click on **LHS Talon**.
* Click on **Shared Documents** on the left.
* Click on the **October 2014 Issue** folder.
* Once in that folder, find the appropriate category of writing and save your article.
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| **To upload and save photos correctly:*** Remember photos should be uploaded individually in jpeg, tif or gif files.
* They CANNOT be in a Word document.
* Please upload pictures to the same folder as your article.
* **Make sure it is appropriately named...**
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