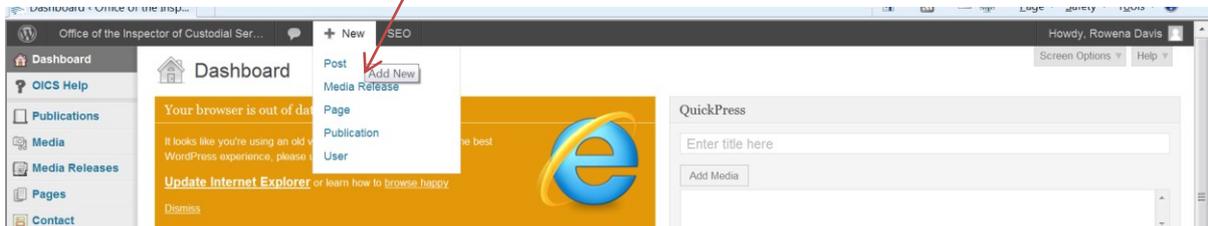
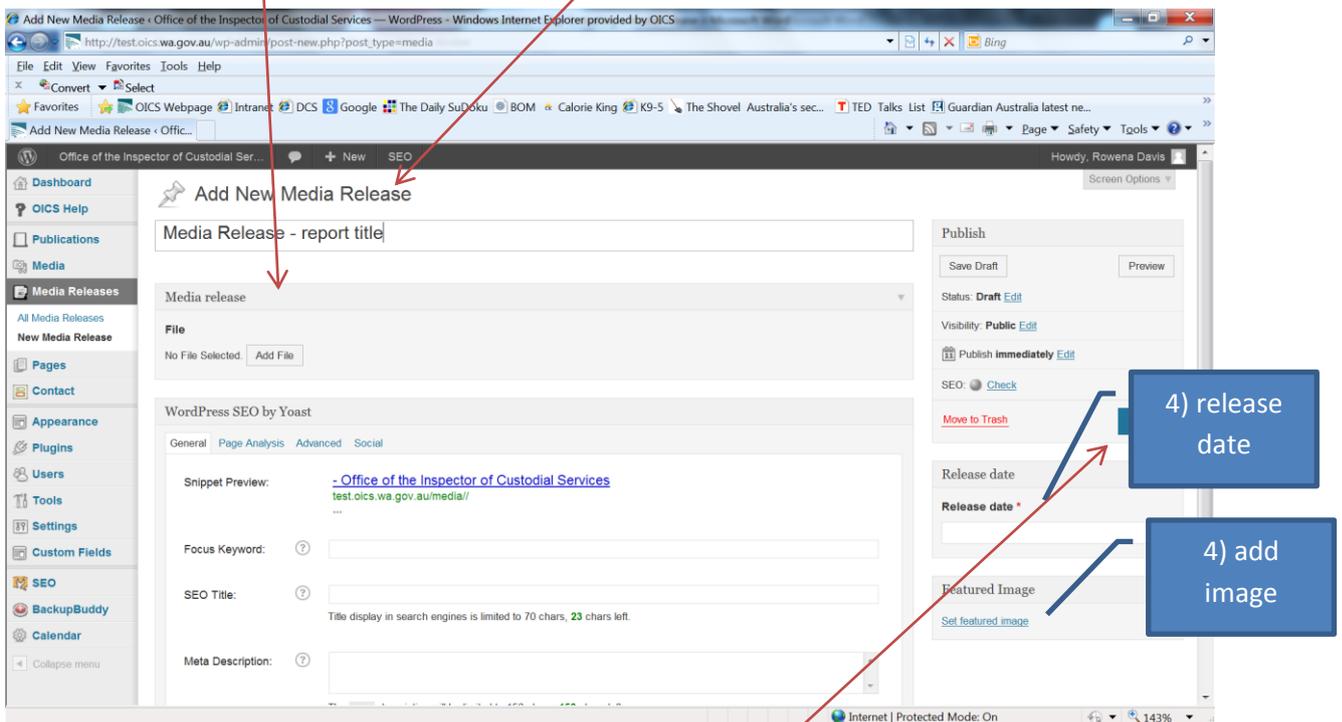


Step 3: Create a media release

1. Select New – Media Release



2. Enter a title (suggest Media Release – report title)
3. Add media file - either upload the file or select it from the library. (Refer to Uploading PDFs or images to the media library")



4. As per other entries, select the release date and featured image
5. Submit the publication for review (blue button)
6. Return to the parent publication

7. Scroll down to media release and select the appropriate release
8. Click on the + icon (it will move into the right hand column)
9. Save the draft.

