Step 3: Create a media release

1. Select New – Media Release /

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- 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")

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- 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.

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