

Government Manual

Add Sources of Information

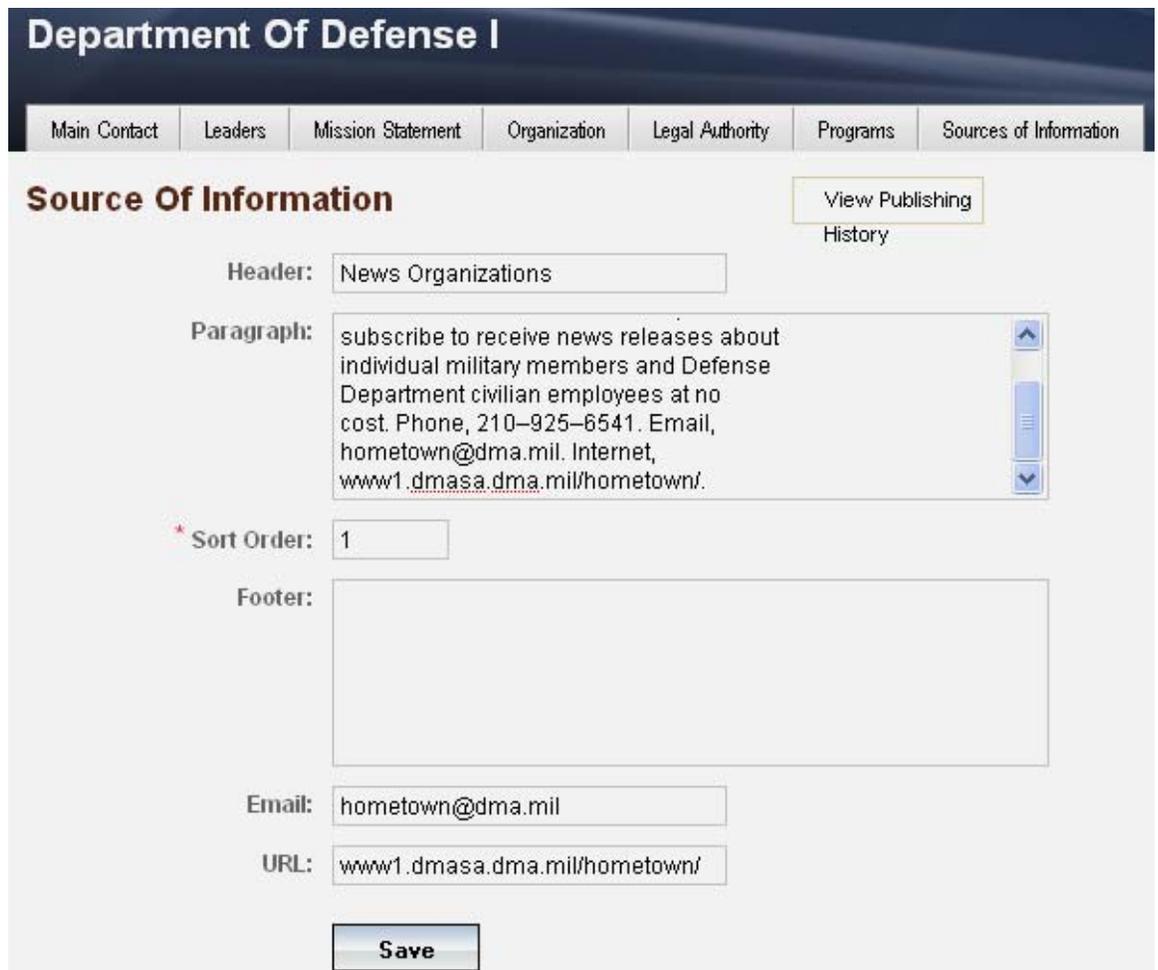
Step 1. Select *Sources of Information* from the Menu.



Step 2. Click on *Add*.



Step 3. Enter the following information: *Header, Paragraph, Footer, Email, and URL*



The screenshot shows a web form titled 'Source Of Information' within a 'Department Of Defense' interface. The navigation menu from the previous steps is visible at the top. The form contains the following fields and controls:

- Header:** A text input field containing 'News Organizations'.
- Paragraph:** A large text area containing the text: 'subscribe to receive news releases about individual military members and Defense Department civilian employees at no cost. Phone, 210-925-6541. Email, hometown@dma.mil. Internet, www1.dmasa.dma.mil/hometown/'. To the right of the text area are vertical scroll and zoom controls.
- * Sort Order:** A text input field containing the number '1'.
- Footer:** An empty text input field.
- Email:** A text input field containing 'hometown@dma.mil'.
- URL:** A text input field containing 'www1.dmasa.dma.mil/hometown/'.
- View Publishing History:** A button located in the top right corner of the form area.
- Save:** A button located at the bottom center of the form.

Step 4. Click on the  button.