



**Little Black Book**  
Celebrating Creativity

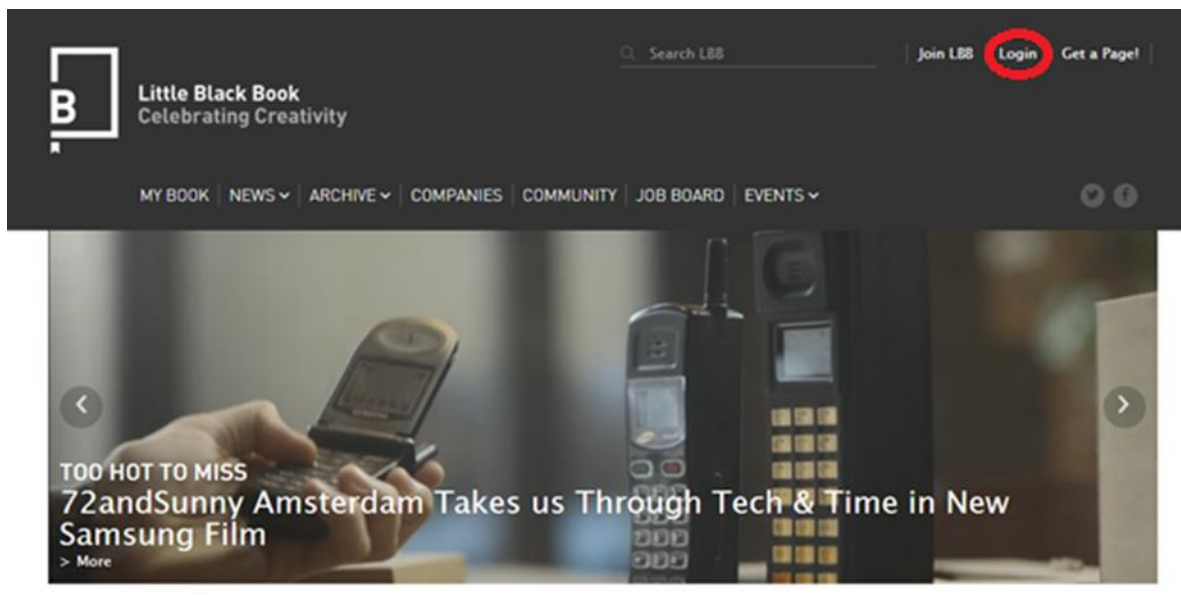
## How to Upload News to Little Black Book

What's included in this pack:

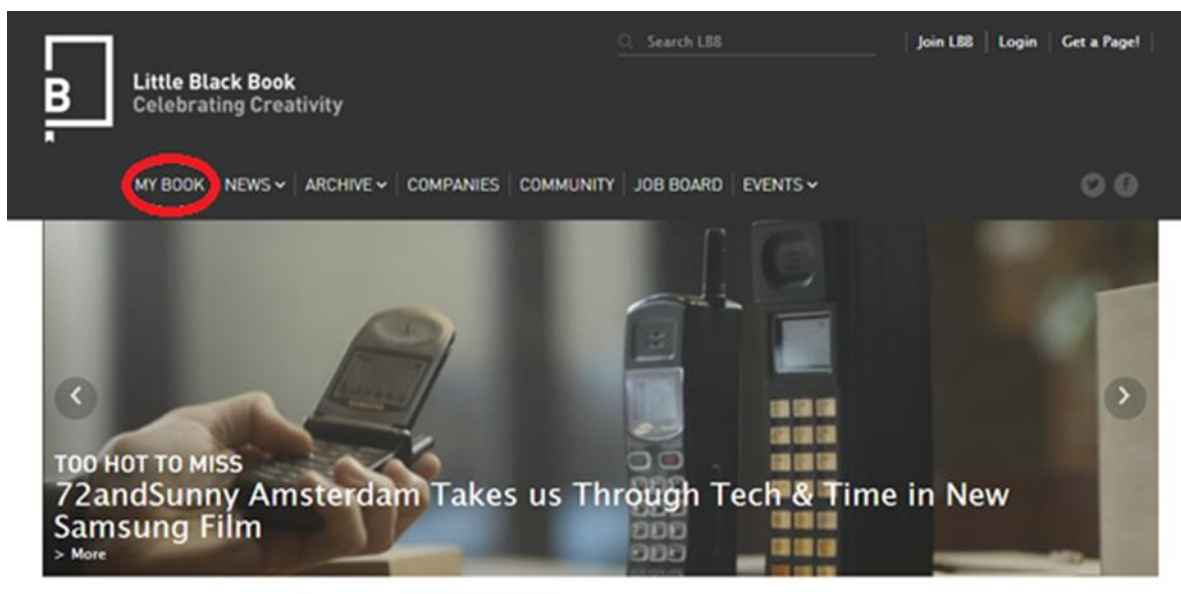
- Step-by-step guide to uploading your business news to your LBB page

Uploading your business news:

1. Go to [lbbonline.com](http://lbbonline.com) and **LOGIN** to your company page



2. After logging in, click on the **MY BOOK** tab





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3. Click **BUSINESS**

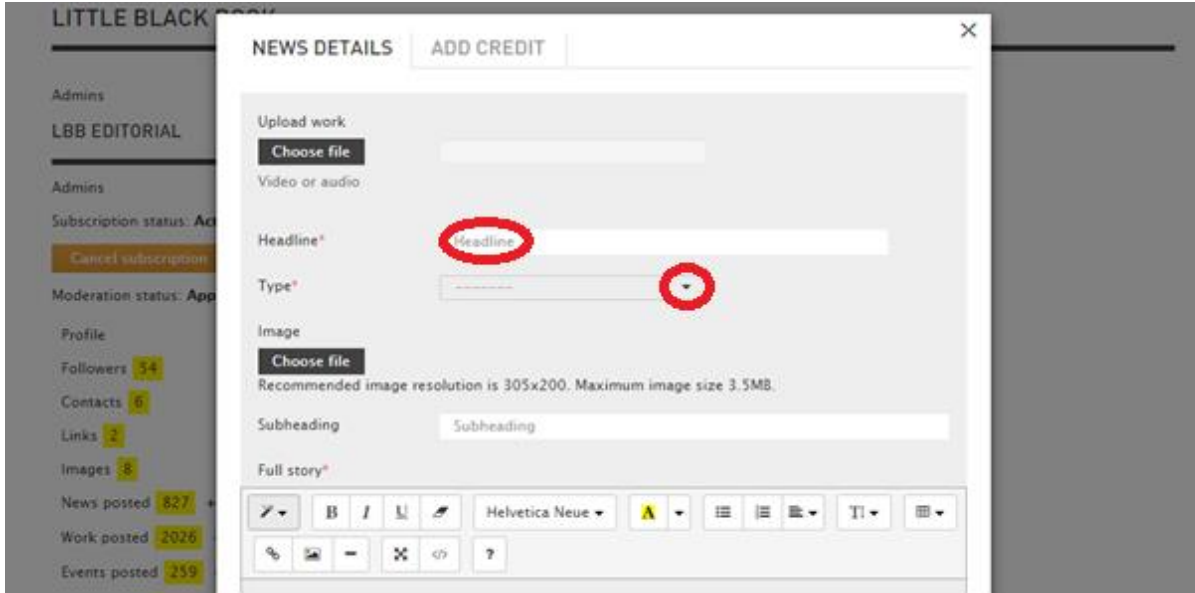
The screenshot shows the top navigation bar of the Little Black Book website. The header includes the logo, search bar, user profile (admin3), and links for Logout and Get a Page! Below the header is a secondary navigation menu with categories: MY BOOK, NEWS, ARCHIVE, COMPANIES, COMMUNITY, JOB BOARD, and EVENTS. The main content area is titled 'MY BOOK' and features a 'FEED' section with tabs for 'FEED', 'BUSINESS', and 'PERSONAL'. The 'BUSINESS' tab is highlighted with a red circle. Below the tabs, there are two article previews: 'The Quarry's Scot Crane Cuts the Legendary John Hammond for Guinness' and 'Hearts made from LEGO™'. On the right side, there is an 'ADMIN3' sidebar with options like 'My Book', 'Latest News', 'People', and 'Companies', along with a 'Messages' notification showing 2 unread messages.

4. Click on the **+ POST NEW ARTICLE** button

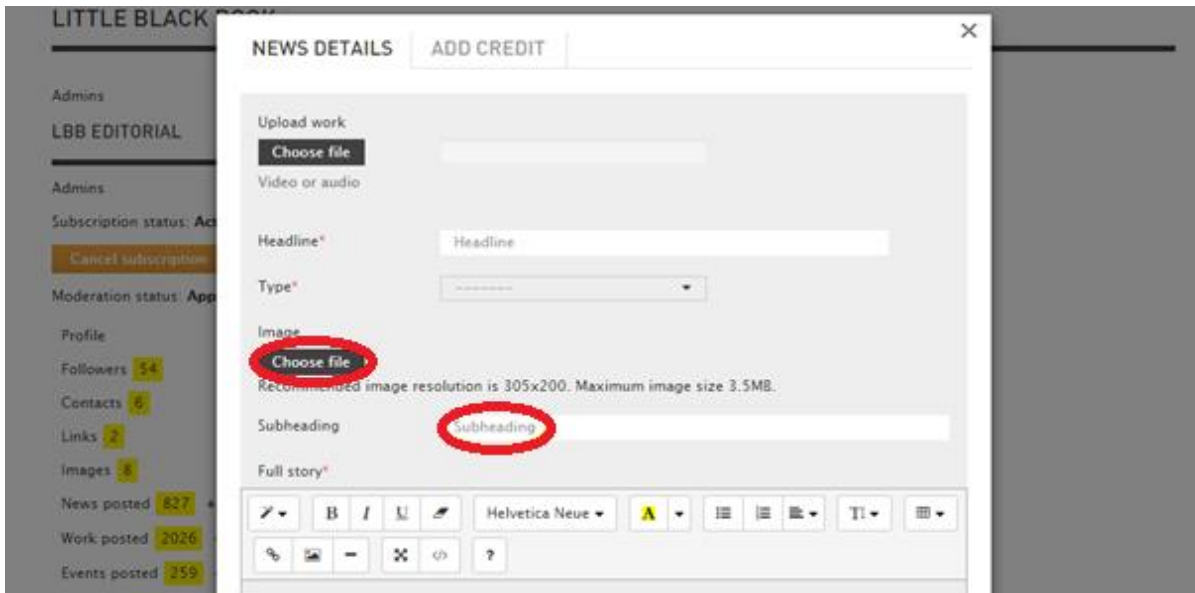
The screenshot displays the user profile page for 'LBB EDITORIAL'. The page is titled 'LITTLE BLACK BOOK' and shows the user's name 'LBB EDITORIAL' and their role as 'Admins'. The subscription status is 'Active' with a 'Cancel subscription' button. The moderation status is 'Approved'. The profile section lists various statistics: Followers (54), Contacts (6), Links (2), Images (8), News posted (827), Work posted (2026), and Events posted (259). The '+ POST NEW ARTICLE' button is highlighted with a red circle. Other buttons include '+ ADD WORK' and '+ LIST AN EVENT'.



5. Add a **headline** and choose a news category from the **type** drop-down menu

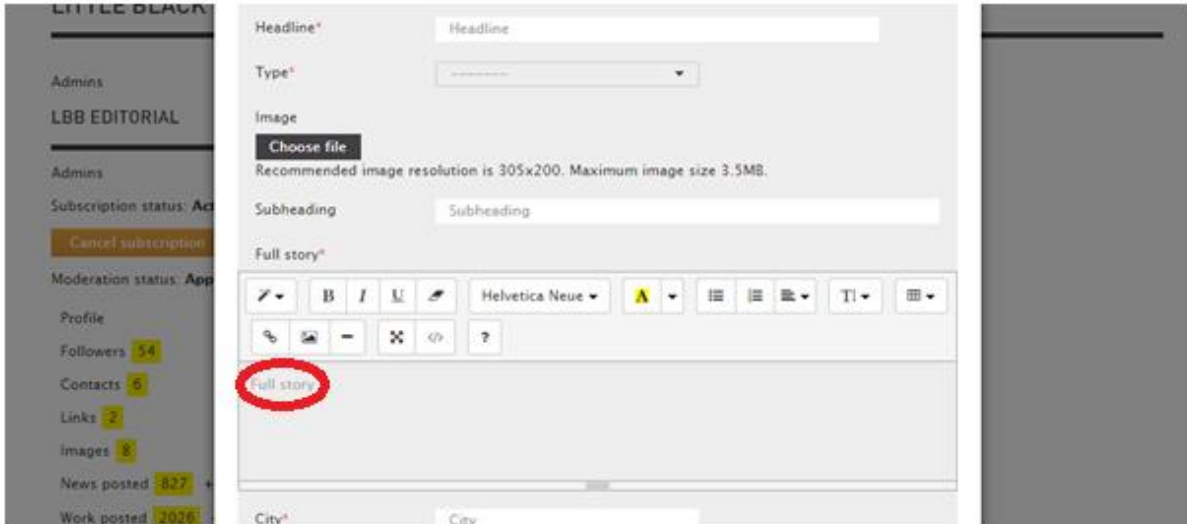


6. Add a supporting image (dimensions 305 x 200) by clicking **choose file**. Then add a short **subheading** – approx. 10 words

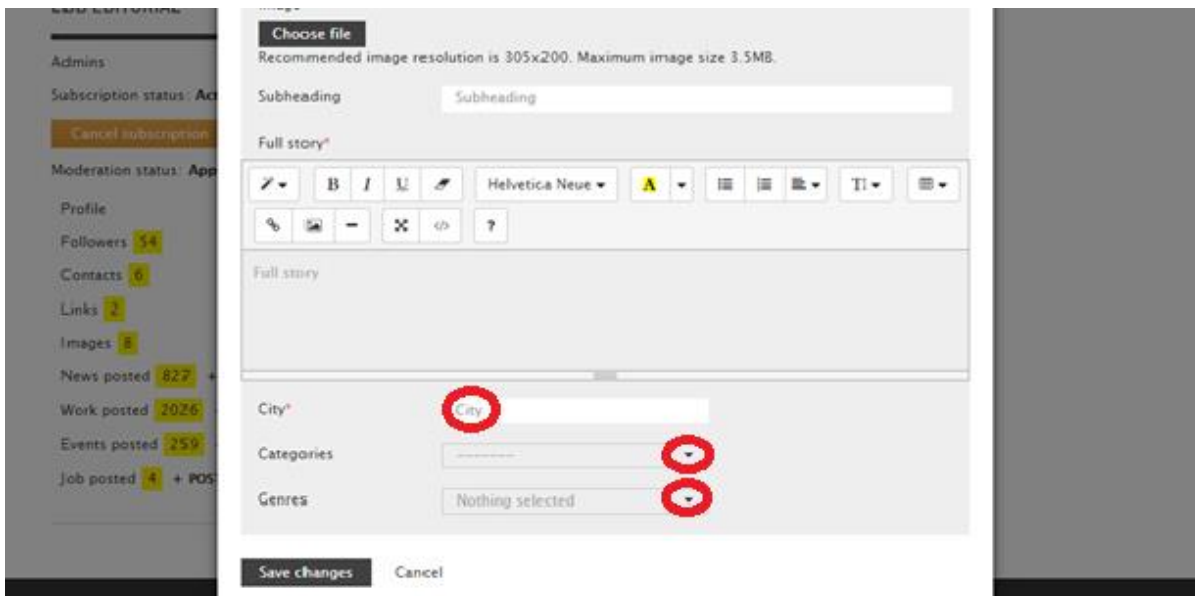




7. Paste your news story into the **Full Story** textbox. The story can be as short as you wish, but please aim to provide at least one descriptive paragraph.

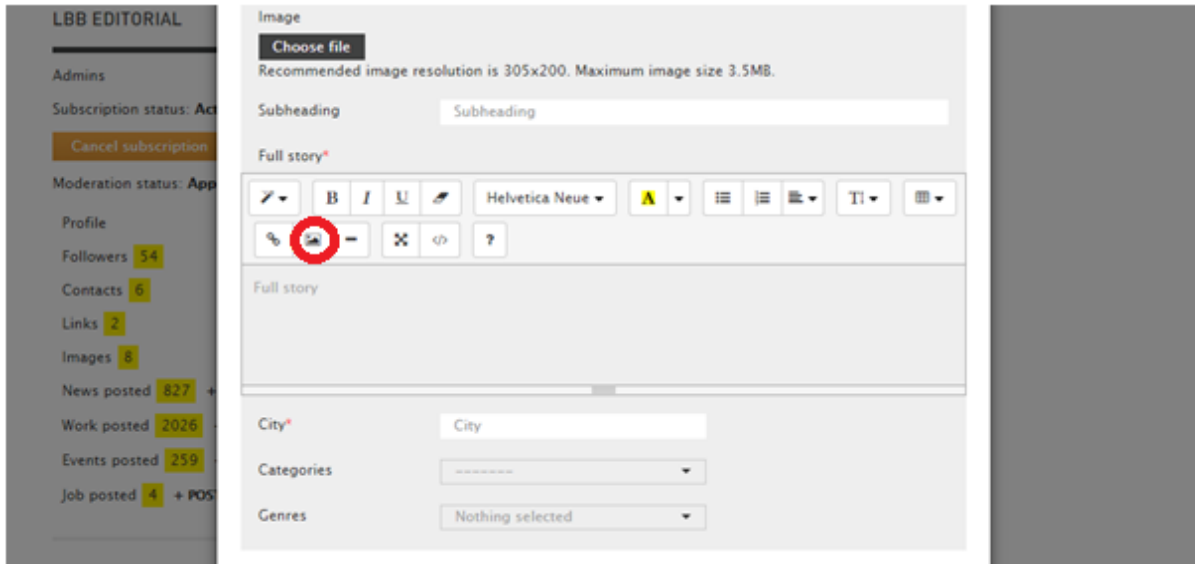


8. Select the **City** the work was made in, and the **Category**, **Subcategory** and **Genre** the news falls under

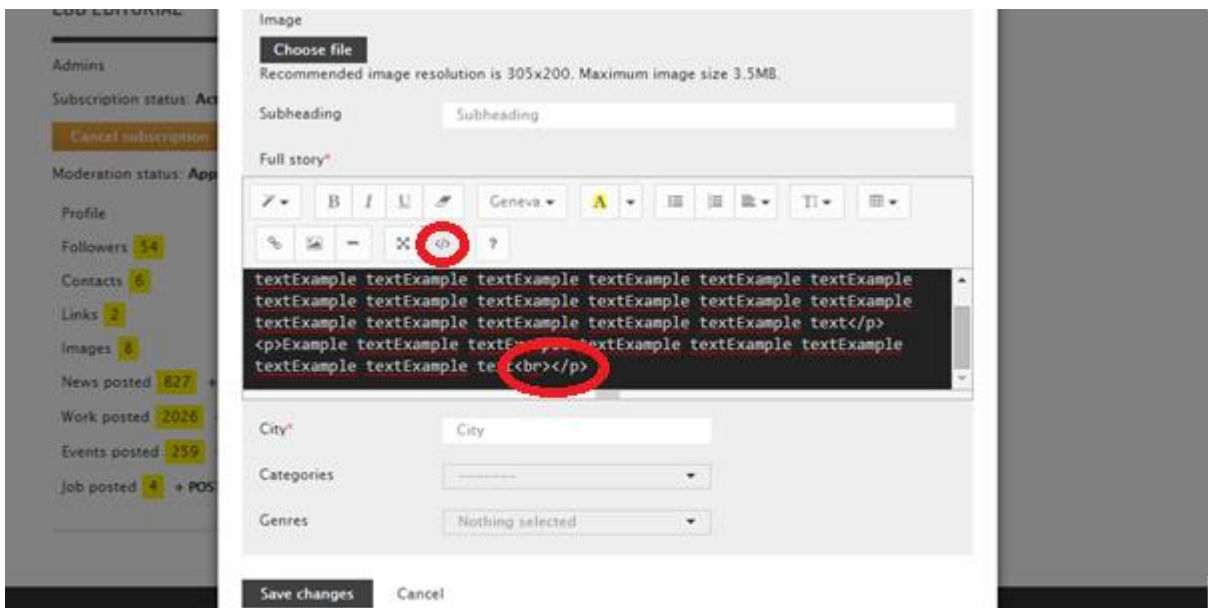




9. To include other images in the story, click the **picture icon** above the text box. Make sure images are no wider than 500 pixels

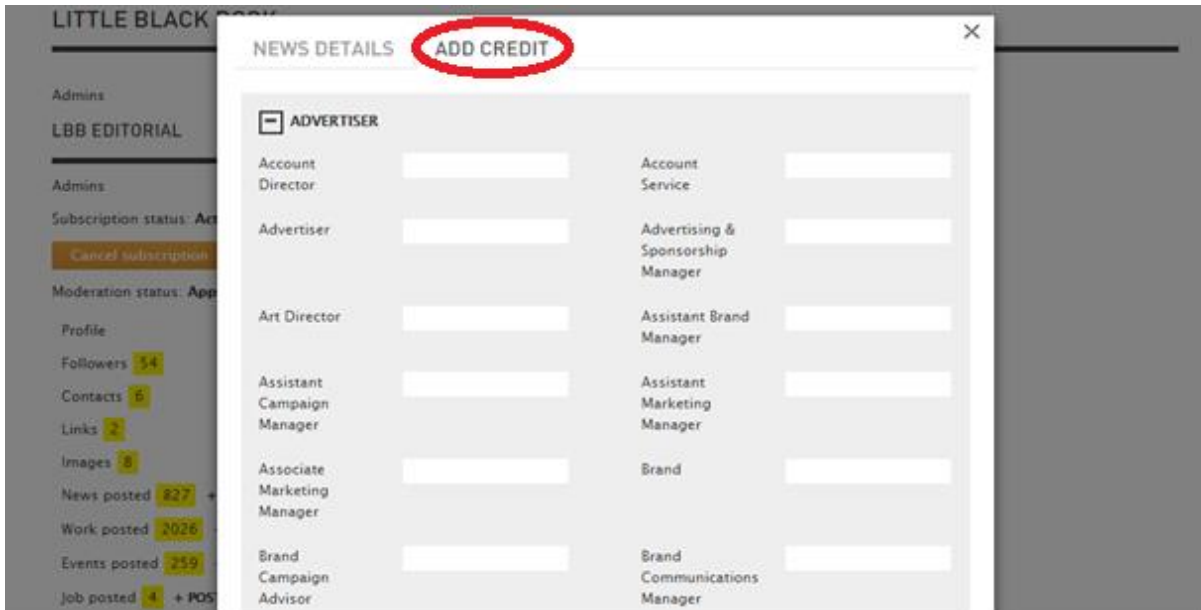


10. For Youtube and Vimeo videos you can embed the file into the story itself by pasting in the emded code. Click on the **source code symbol** and then paste the embed code in the space between `<br>` and `</p>`





11. As with work uploads, click **ADD CREDIT** and fill in those who you think are relevant



12. Return to the **NEWS DETAILS** tab, scroll down and hit **Save Changes**. Your news will then be checked by the editorial team and published.

