

## How to Post a Classified Ad on ArkansasMatters.com

You must be logged in to post a Classified Ad. If you are not logged in you will be asked to do so. If you are not registered, you will need to register first. After you have successfully logged in, you will be able to begin creating your listing.

Use your internet browser to go to

<http://www.arkansasmatters.com/content/marketplace/classifieds> Click the "Click Here" link under the "Post Your Own Ad" Heading (indicated with a blue arrow on the screen shot below).

Arkansas Today	Resources	Marketplace
News Weather As seen on 4 Razorback Nation / Sports Health Matters About KARK	Viewers Club Professionally Speaking Community Projects Community Calendar Community Forum	Local Entertainment Recipes / Mr. Food Contests Programming Guide Church Listings Special Features
Search <input type="text"/>		



Post Your Own Ad	Classifieds Categories
Want to post an Ad? <b>It's FREE!</b> <a href="#">Click Here</a>	<b>Announcements</b> - <a href="#">Auctions</a> - <a href="#">Lost &amp; Found</a> - <a href="#">Miscellaneous (1)</a> - <a href="#">Reunions</a> - <a href="#">Tutoring</a> - <a href="#">Yard Sales</a> <b>For Sale</b>

An alternative method would be to use your internet browser to go directly to <http://www.arkansasmatters.com/content/marketplace/classifieds/post>

The following form will be displayed.

**Classifieds Post - Edit Item** KARK 4

We need some more information before we can allow you to start posting to this section. Please fill out the form below to continue.

E-Mail:  (required)

City/State:  Arkansas  (required)

Zip Code:  (required)

Phone:  (optional)

Input your e-mail address, city/state, and zip code. You may also enter a phone number if you wish. When you have completed the form, click the submit button.

After you click submit, a new form will be displayed.

The screenshot shows a web browser window with the title "Classifieds Post - Edit Item" and the KARK4 logo in the top right corner. The main heading is "Enter your Information". Below the heading, there is a "Category:" dropdown menu with "Announcements" selected. Below that is a "Title:" text input field. Then a "Price: \$" followed by a text input field. Below the price field is a large "Description:" text area with a vertical scrollbar on the right. At the bottom of the form is a "Submit" button.

Enter the following information about your listing: category, ad title, price (if applicable), and description.

Categories include Announcements, Items for Sale, and Wanted. Announcements and For Sale also have subcategories to better target the listing. Announcements include Lost & Found, Miscellaneous, Reunions, Tutoring, and Yard Sales.

Once you have successfully entered all of the information you wish to include in your listing, click the submit button.

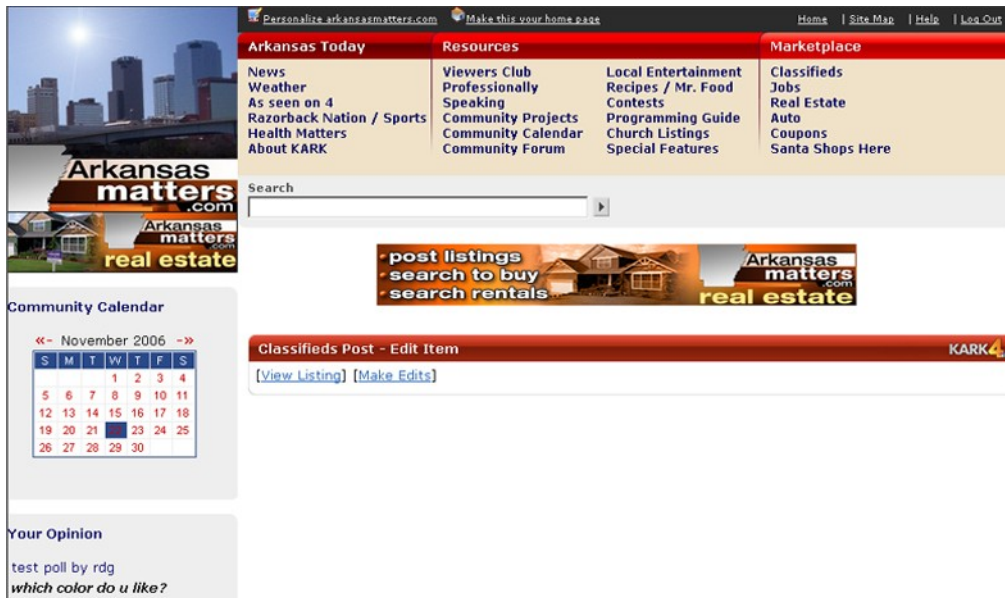
After you click submit, a form will display that allows you to upload images if you wish to do so.

The screenshot shows a web browser window with the title "Classifieds Post - Edit Item" and the KARK4 logo in the top right corner. The main heading is "Upload Pictures". Below the heading, there are six "Upload File #1" through "Upload File #6" sections. Each section consists of a text input field and a "Browse..." button. At the bottom of the form, there is an "Upload" button followed by the word "or" and a "Continue >" button.

If your listing would be enhanced by images, use the browse buttons to find the images on your computer. Once you have selected all the images you wish to upload (no more than 6), click the Upload button. If you do not wish to include any images, click the Continue button.

This will take you to a page displaying the information you have entered, so that you can confirm it is correct. You can edit the information and add or delete images. Once you are satisfied that the classified ad is exactly how you want it to appear, click the Finish button.

Your listing will be posted and you will be forwarded to the following page:



From this page you can view the final version of your listing as it appears on the website, or you can edit the listing. If you wish to delete the listing, it is done from this page as well, using the Make Edits link.