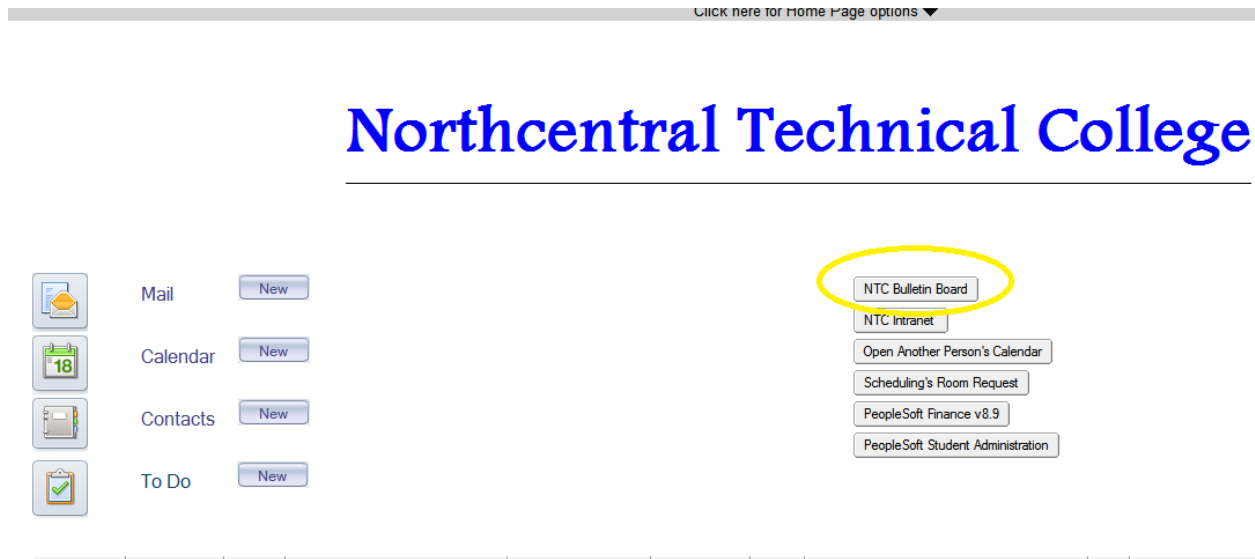
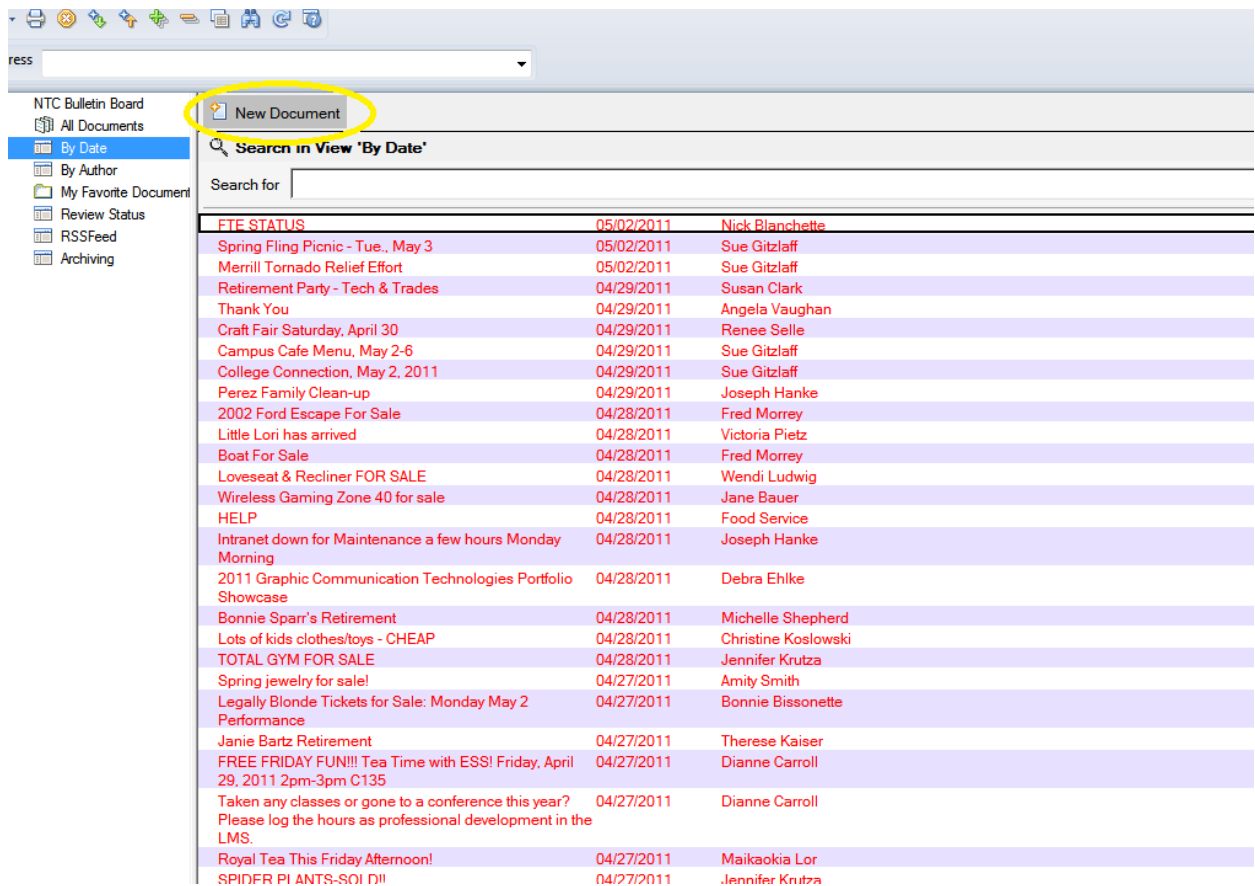


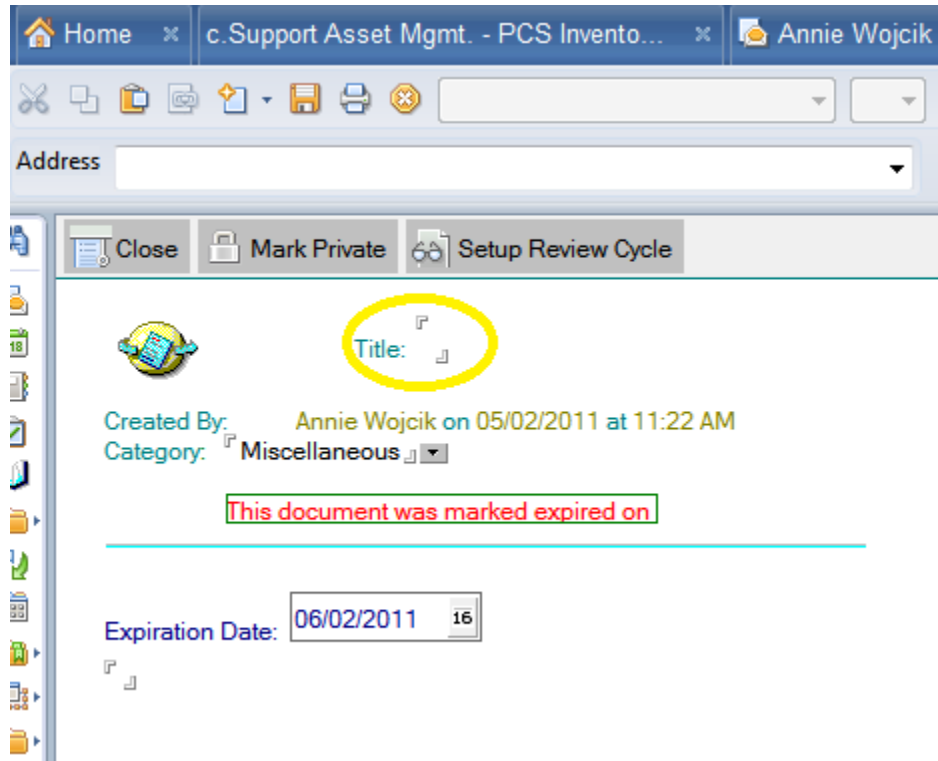
1. If you have the NTC Welcome page, you will see a button called "NTC Bulletin Board".



2. Select the New Document button.



3. At the insertion point, type in your topic name.



4. Select a Category from the drop-down list of keywords; for example, Wanted to Buy or For Sale (or type in a New Keyword at the bottom of the Select Keywords dialog box to add it to the list).

5. Enter an Expiration Date that will put it in the archive on the date selected.

6. After you enter all of the information, select the Close button. You will then be prompted to Save the document, select yes.

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via our help desk website <http://myhelpdesk.ntc.edu>.

Thank you!