**Knightwatch Website Operation Guide**

# Making content

* Create a new document in a sub-folder of your choice.
* Write the document as if you were writing right onto the website.
* Use the “Styles” section in the top left of google docs to select from “Normal text”, “Heading 1”, “Title”, etc. These changes will be reflected in the website. Bold, italics, and underline should also transfer.
* Place images wherever your heart desires, however the first image will be used as a thumbnail image.

# Updating the website

* Download google drive as zip
* Convert

# Transferring ownership

* Transfer ownership of the content folder
* Archive old articles
* Read this article