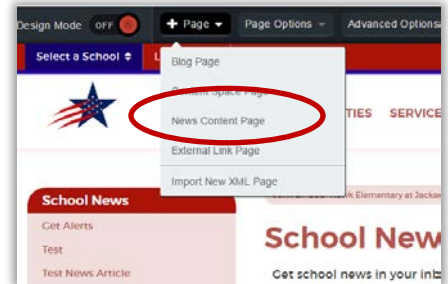


# ADD NEWS ARTICLES

## ADD NEWS CONTENT PAGE

After you log into your website, go to your main news page, where you see headlines and summaries of all your news stories or announcements.

1. Click the **+ Page** dropdown menu and select **News Content Page**.
2. In the new window, give your page a unique title. This title appears at the top of your news article page. Ignore the other boxes. Click Create Page.
3. Fill in your article information in the Page Content area.



**Title** (second title): The headline that appears on your main news page and under the page title you already entered.

**Featured Image:** Appears on your news page (see Image on Left for more info), on your homepage and school news page.

**Image title:** title for your uploaded image

**Summary:** One sentence teases to your story. Appears only on your main news page.

**Published Date:** Appears on the story. Your news page will show the story with the most recent publish date on top

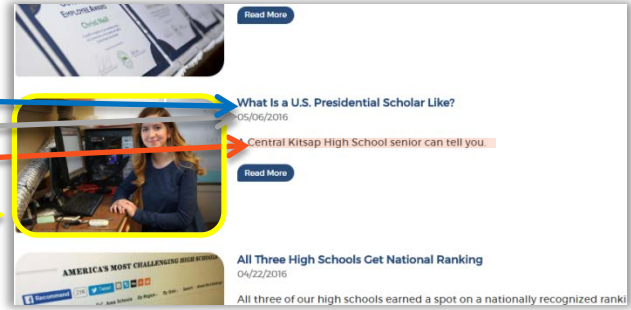
**Body:** Add your article here. See the page editing guides for more details on designing your page content, editing photos, etc.

A screenshot of the 'PAGE CONTENT' editing form. The form includes several fields: 'Title' with the text 'What Is a U.S. Presidential Scholar Like?'; 'Featured Image' with a file path; 'Image Title' (empty); 'Summary' with the text 'A Central Kitsap High School senior can tell you.'; 'Published Date' with a calendar icon and the date '06 May, 2016'; and 'Body' with a rich text editor containing a photo of a young woman. Below the form, there are checkboxes for 'Image on Left' (checked), 'Image on Right', and 'Image on Top'. At the bottom, there is a 'Link of Current Page' field with a URL: '/cms/One.aspx?portalId=11175&pageId=5928818'. The form also shows a word count of 1126 and a character count of 6060.

**Image on Left:** You won't see your featured image in edit mode. However, it will appear when you publish. Based on the checkboxes you choose, the picture will appear in the top left, top right or all the way across the top. You can add more pictures to the page if you'd like using the tools in the body section.

On the Main News page, this is where this information appears:

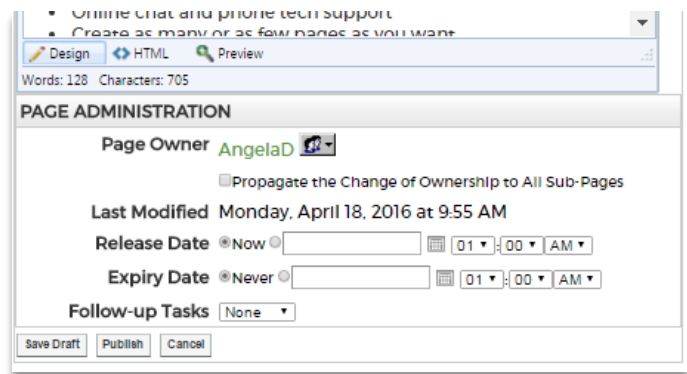
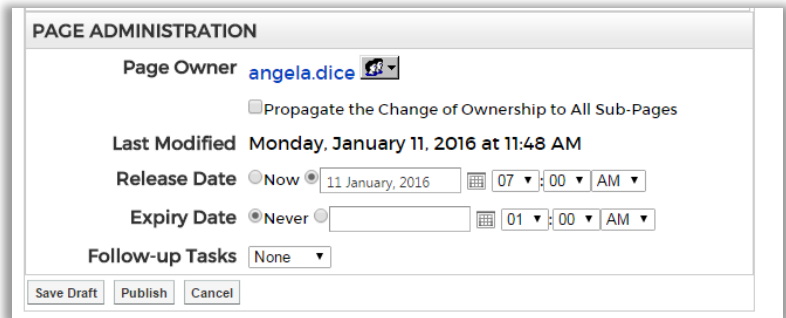
- Title
- Publish Date
- Summary
- Featured Image



## SCHEDULING AND ARCHIVING

You can write now and publish later. You can also set your article to automatically archive after a certain date.

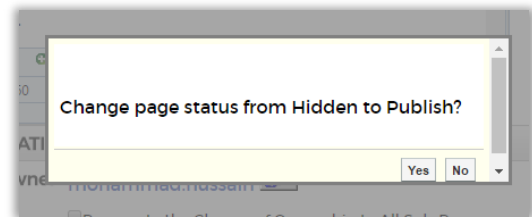
- **Page owner:** the primary person in charge of a page. Any follow-up tasks will be sent to this user.
- **Release Date:** Don't use the Now button. Click the circle button next to it and use the calendar icon and time dropdown menus to set when you want your article to be visible to the public.
- **Expiry Date:** Give your article a date to archive so that it's no longer visible to the public. Leave articles up for a maximum of two years.



## SAVING AND PUBLISHING

**Publishing a page:** After editing your page using the WYSIWYG editor, you will have three options:

- **Save Draft:** saves all the changes made to your page but the changes will not yet appear (or be made live) to visitors of the page. This allows you to keep working on the page over multiple sessions and reveal the changes only when you are ready.
- **Publish:** make your changes live immediately.
  - If the page is new, you'll have the option of changing the status to publish. Click **Yes** if you want the page to set the schedule or go live immediately. Click **No** if you want the page to be hidden (does not show up in your navigation, but anyone with a link can see it, used when you want someone to review it first).
- **Cancel:** Discard all changes.



## FINDING HIDDEN PAGES

If you chose Save Draft or left the page hidden, go back to your main School news page.

- Under **the Page Options** menu, choose **View Subpages**.
- Click on your story. You'll see **(Hidden)** after it. You will be taken to your story's page.
- Under **the Page Options** menu, choose **Check Out & Edit Page**.

