Training – College News

HOW THE NEWS WORKS

The index page of the "news" section will display all news stories for the current year. It will display the date the article was written, the title, a thumbnail image (if added), and a summary of the article. The title will link either to the news article within the site or to an external link (such as Saluki Times) that is defined by the article creator. The news area also publishes an xml feed for the news.

CREATE A NEWS SECTION (FOLDER)

📁 NEWS FOLDERS

Description

News should be organized by year**.** There will be a main "news" folder and within that folder there should be folders named "2012, 2011, 2010, etc.

Requirements

Each FOLDER must contain one main file that is named index that will be the main page for the section and will display a short summary of all news articles. **It is very important that folders and files within the CMS be in the proper structure.**

▸ TO ADD NEWS FOLDER:

Click *NEW* in the *System Menu*, then NEWS, then NEWS FOLDER. This will create a folder with a home page(index) and a news story by default.

Enter FOLDER information:

System Name: Name the FOLDER the year that the news you will be entering was created.

Parent Folder: Choose the folder where you want to save the new FOLDER. This should be the "news" folder, whether it is in the root of the site or in a containing folder.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: the *Title* is NOT relevant for a FOLDER but it is required so make the title the same as the *Display Name.*

Include in Left Navigation: Include or do not include the FOLDER *Display Name*

in the left navigation.

Include in Top Navigation: Include or do not include the FOLDER *Display Name* in the top navigation.

*Publish checkbox***:** Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Click *SUBMIT*

CREATE A NEWS ARTICLE

NEW ARTICLE

Description

News stories can be news stories that are written within your department or can be summaries with links to the story on another website.

Requirements

Each story must either contain text for the news story or link to an external website. A new story must be created in order for the summary and link to appear on the section's index page.

TO ADD NEW ARTICLE:

Click *NEW* in the *System Menu*, then NEWS, then NEWS ARTICLE.

Enter ARTICLE information:

System Name: Name the ARTICLE something logical and consistent. You may choose to organize your stories by naming them the date the story was created. **The system name cannot have any capital letters or spaces. Use a hyphen (-) to indicate a space if needed.**

Parent Folder: Choose the folder where you want to save the new ARTICLE. This should be the folder of the year the story was created.

Display Name: The *Display Name* is the text that will appear in the main navigation and will appear on feeds and the index page.

Title: The *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: "Page Title | Department Name | SIU".

Summary: The summary is the text that will appear on an index page or in a feed as the summary of a story. This should only be 1 or 2 sentences in length.

Author: Enter the name of the author. Not required.

Start Date: Enter the date the article was written.

Include in Left Navigation: Include or do not include the FOLDER in the left navigation.

Include in Top Navigation: Include or do not include the FOLDER in the top navigation.

Banner Image: The banner image is the same as the banner image on regular CONTENT PAGES. See the "Basic Training – College Templates" document.

Heading: The title of the news article.

Thumbnail Image and Thumbnail Alternative Text: The thumbnail will appear on the index page for news and will also appear in the RSS feed on your home page. The thumbnail will automatically be scaled to 130px wide. Adding large images for the thumbnail is possible but not advised, as it slows page load time if the image is larger than 130px wide.

News Image: Use this area to enter images to your news article with the option to add multiple images and add captions to the images.

External Link: The external link is used if you want the index page and feed to show links to external news stories (such as the Saluki Times), rather than a link to the actual article page. Entering a link in the "External Link" area will override the link on the index page and feed so users will never see the article page and will never see the text in the "Main Content" area.

Main Content: This is the article text.

Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Content Group, Sidebar, & Call to Action: See "Basic Training – College Templates" for instructions on editing these areas.

News and Events: See "Training – College News and Events Block" for instructions on editing this are.

Click *SUBMIT*