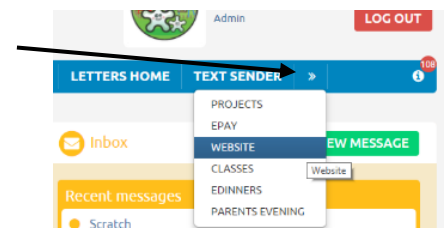


For Website Users: Adding Content to the News Pages

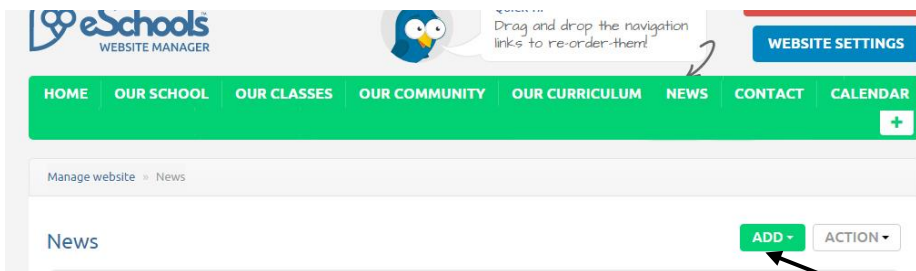
The News Section is a default section for all users of the Standard Website. As such, it can't be renamed or removed. It can however be used effectively to archive content and provide updates to the site Homepage, keeping your audience informed...

- Go to your website
- Login with an account that has access to edit the Website
- From your account dashboard, select Website in the ribbon menu (note that some users may have to click on the overflow arrows)



You are now in the Website Edit view. **Note** that your site categories are always shown on a **green** ribbon when you are in the Manage Website view!

- Select the News section. Your view should be something like this:



- For all new content in this section, select the Add button.

Note: Unlike other areas of the site, you only have the option to create a page here as Sub Categories are automatically created.
- In the new page window
 - Provide a relevant name
 - Select a layout from the options available
 - Select the date relevant to this News item.

Note: This date will create and organise the content into the auto-created Month and Year Sub-Category hence developing an archive of content.
 - Note the status button option. Green shows that your changes will be live. Click the button to turn this off if you want to build your content and publish at a later date.
 - Select how this item will be displayed on the homepage feed from either
 - an icon from an image you have saved on your PC. You will draw a square crop around this image as part of the upload.
 - an RGB colour square – you might choose to consider colours for specific content categories
 - Save and create your page content...

Now you can create your content using the modules on the left:

- **Text box**
- **Album:** For uploading a single or a collection of images
- **Resource:** For adding links to internal & external website content and downloadable content such as a set of pdf documents
- **Embed Code:** Great for adding video content, from the internet, to be displayed in the page
- **Pdf viewer:** a great way of uploading and sharing content in the page, that has already created i.e. Newsletters, event posters, letters, tables of clubs/dates, slide shows, saved on your PC as a pdf document.

Remember as you create your content, to make regular saves for each module and to select the **save changes** button for the page so you don't lose your work – particularly if you are creating new text entries 'on the fly'.

To ensure that your News content is highlighted for your audience on the homepage:

- Select **HOME** In the edit view (denoted as 'Manage school website' in your browser tab).
- Browse to the bottom of the page. Here you will see 3 columns of 'feed' content with dropdown menu options.
- Change one of these needs to show the **Latest News** feed. This will display the latest 5 news entries.
 - You might also choose to change another column to show the Latest news (extra 5 stories) option.
- Scroll to the top of the page and **Save Changes** then select **Preview** to see your edits live.

For support with this feature, contact elarning@theictservice.org.uk