LESSON 5

News module

When you are logged in and modifying your website, you will be presented with the Site Admin page. (As discussed in lesson 4)

At the bottom of this page you will see three information boxes: News, Diary and Mailing.

Selecting the 'View News Items' will take you to the 'My News' section. Select the 'Add news article'; this will bring up the news item template. This works exactly the same as the page templates; you enter your text and images and then upload to the website.

These fields are compulsory:

- News Description – this is your headline
- Short News Description – use this box to catch the readers attention
- News Description – add further paragraphs about your news item
- News Category 1 – select your category from the drop down box

Other information such as contact details, images and web links can be added as well at the bottom of the template.

Once you have added your news, click the arrow at the bottom of the form. Your article will then be added to the news service for the whole of the district community website, including the scrolling banner at the bottom of the district home page, and recorded in your News section of your admin screen.

Modifications can be made by selecting the 'Modify' icon to the right of the entry on the 'My News' page. The entry can also be deleted by selecting the delete icon.