

Editing news items

Once you're logged in, if you have the right permissions you can add, edit and delete news items.

News items will automatically appear in the appropriate place in the site; where they appear will depend on which 'Type' you select.



The Admin area



Follow the 'Admin' link (on the top right of any page on the website); this will take you to the Admin area. Under 'Content Management', select the 'News' folder. This will give you a full list of all news items. You can change the sort order of the items in this list by selecting the list headings (eg. 'Title').

News


You can filter this list, or search for a particular item, using the 'Filter' options above the page list;

Once you've found the news item you want, select the  ('Edit') or  ('Delete') icon.


Adding new content

There are two ways to add news items; on pages which display news items (such as the homepage and the 'News' page), and through the Admin area.

On News pages

On pages which display news items, such as the homepage and the 'News' page, select the  ('Add') icon to create a new news item.

In the Admin area

Follow the 'Admin' link (on the top right of any page on the website); this will take you to the Admin area. Under 'Content Management', select the 'News' folder. This will give you a full list of news items on the website. Select the  ('Add New') icon.

The news item edit screen

Details

- **Type of news:** This determines where the news item will appear:
 - 'Press release' will appear on the 'News' Page and under 'News headlines' on the homepage
 - 'Public notice' will appear under 'Latest announcements' on the homepage
 - 'Newsletter' and 'Promotional Literature' are not used yet
- **Title:** will appear as the 'headline' of the news item and in search results
- **Post date:** the date of the news item
- **Description:** a brief summary; appears on summary listing (e.g. on the homepage), may appear in search listings, and will help users when searching
- **Display description as introduction to article:** select 'Yes' to show this description as part of the news item
- **Body:** create and edit news item content in here. Move your mouse over each button in the toolbar to see what it does
- **Attachment/Picture:** related content (documents and images) from the content library
- **Related Links:** if no content is added to the 'Body', the news item headline will link to the address you enter here

Metadata

- **Category:** select a category from the drop-down list; narrow this list down by typing a keyword into the text box above the list. Select 'Auto-Populate' for category suggestions based on the item's content and any categories you have already chosen. Remove categories by selecting the 'X' next to their name

Advanced

- **Resource available from/to:** select a 'from' date to embargo content; select a 'to' date to hide the news item on that date
- **Owner:** set the owner of the news item

Saving, previewing and publishing

- **Save and Preview:** saves a draft version of the news item, and takes you to a preview of the item to review your work before publishing it. Your changes will not be published to the 'live' website
- **Save and Publish:** saves the item and publishes it. You will only see this button if you have 'Approver' permission
- **Send for Approval:** saves your work and submits it for approval and publication. You will see this button if you don't have 'Approver' permission
- **Cancel:** discards any changes you have made.