

How to Publish a News Page

News pages are a way to publish timely information and news on your website, similar to how you would do a blog post. These articles can be featured on your landing page, or on other pages that display a News “pill”. News pages will be listed on topic pages in order of date published, with the most recent story at the top. Members can comment on or rate the story.

News stories have the following elements:

- *Title*
- *Author*
- *Date*
- *Short blurb (250 characters or fewer)*
- *Body text*
- *Optional image*

Note: If your story includes attached files, you should post the content as a Document page instead. Files cannot be attached to news articles.

Here is an example of a news page. The following steps will demonstrate how this page was created.

E-Readers are Coming to the Library!

By Mary Johnson

Published: January 10, 2012

Comments: 0

Rating: No ratings yet

Patrons will let their fingers take a walk on the wild side at the Capitol City Public Library (CCPL) eReader launch party and “Petting Zoo.” CCPL will celebrate the distribution of 200 brand-new eReaders to its 15 locations. The event will be held at the Central Branch, 1410 West St., on Wednesday, November 2 at 11 a.m.

Capital Area Library customers will be the first to get up close and personal with the Library’s [Nooks](#), Color Nooks (Barnes and Noble) and Kindles (Amazon). Two library staff members will be available to answer questions and to demonstrate how to operate the eReaders. A special appearance by Muffin the Library Cat is also scheduled.

The Capitol City Public Library Foundation, Inc. provided \$50,000 in financial assistance to purchase the eReaders from funds donated to the Foundation.

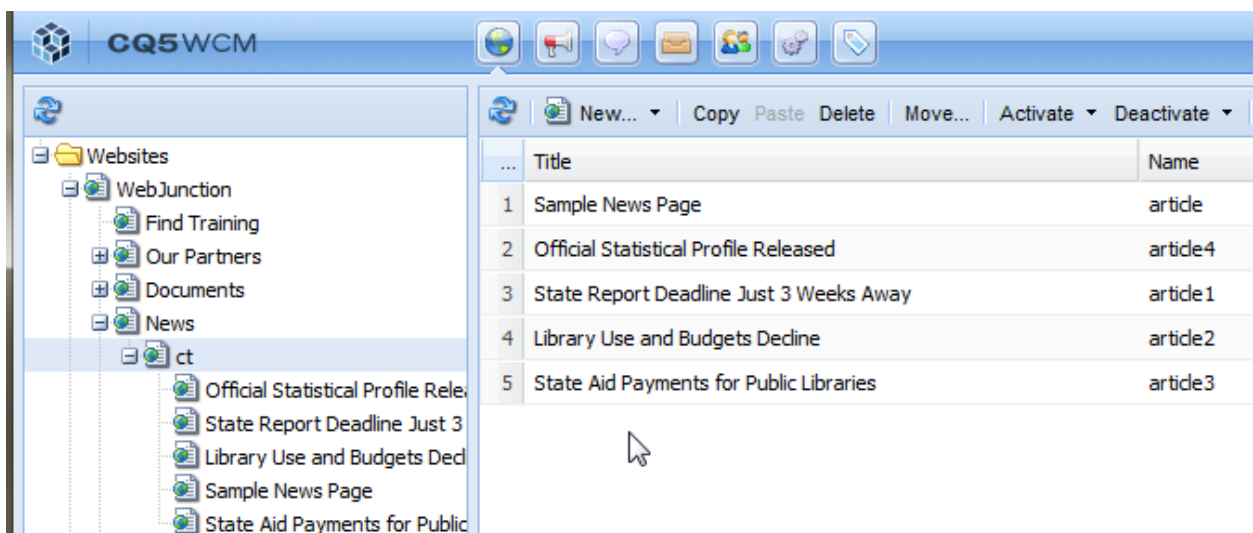
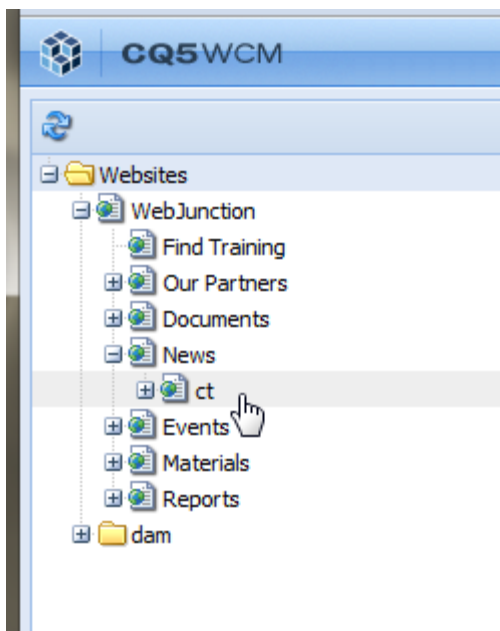
“It is a very exciting time for the Capitol City County Public Library and the Foundation is proud to be a part of providing Library patrons with this cutting-edge resource,” said Eric Jones, president, Foundation Board of Directors.

The steps to publish a news page are:

1. Create the page from the sample page
2. Create unique title for page
3. Tag the page
4. Edit the content
5. Preview and activate.

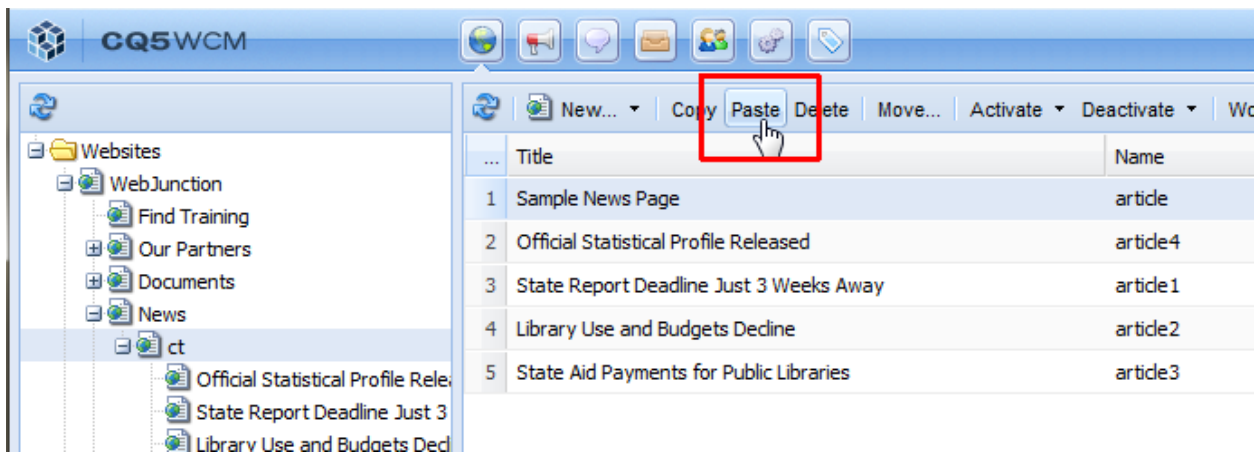
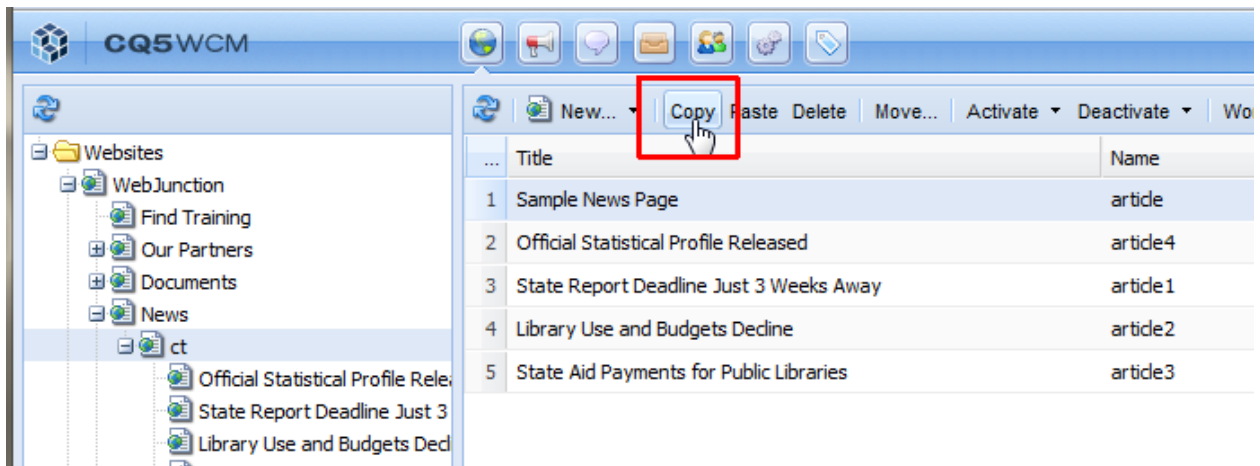
Create the Page from a Sample Page

Go to **WebJunction / News / [Partner Code]** and click the page to display the news pages in the center pane. For this example, we will use Connecticut.

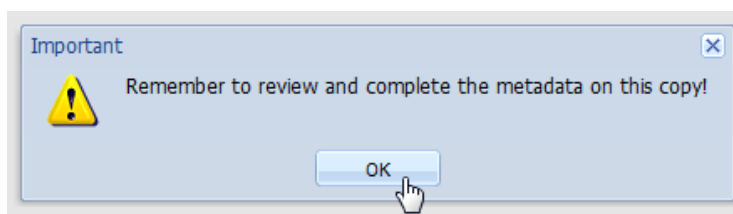


Right-click on **Sample News Story**, which is the sample page that we will be using to create news story pages on WJ-Connecticut.

Click **Copy**. Then click **Paste**.



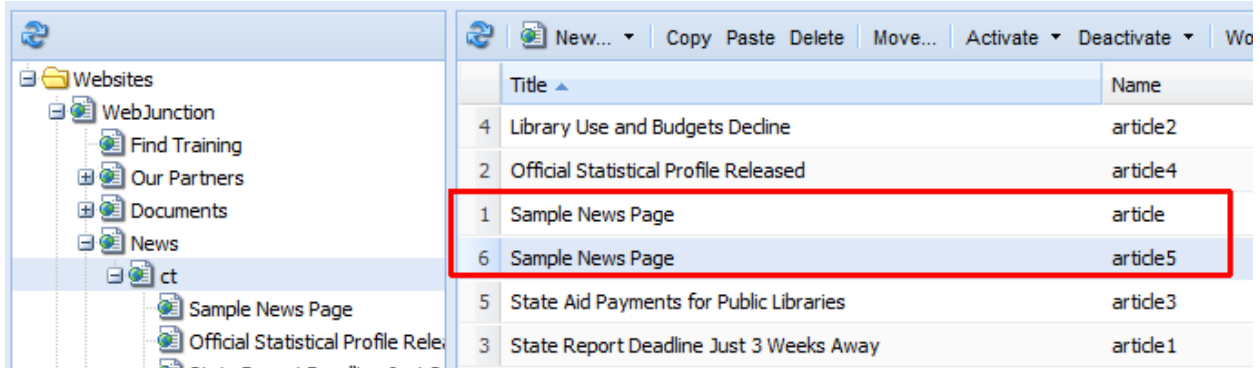
A reminder message will display “Remember to review and complete the metadata on this copy!” Click OK.



Now you will see your copy listed. The Title of the news story will be the same as the original (Sample News Story), and the Name will be the name of the original with the last character one digit higher than the previous copy; so,

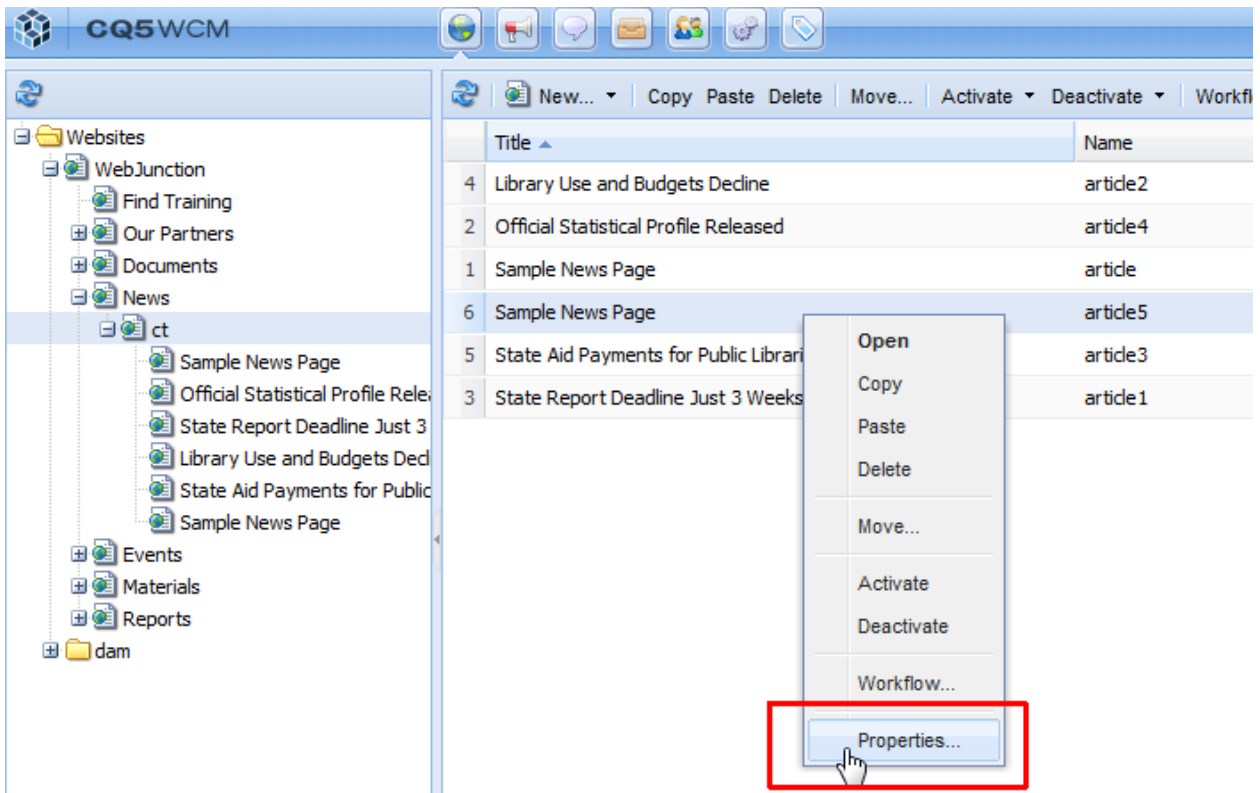
- **article**
- **article1**
- **article2**

and so on.



Create Unique Title for Page

Right-click on newly created Page and choose **Properties...**



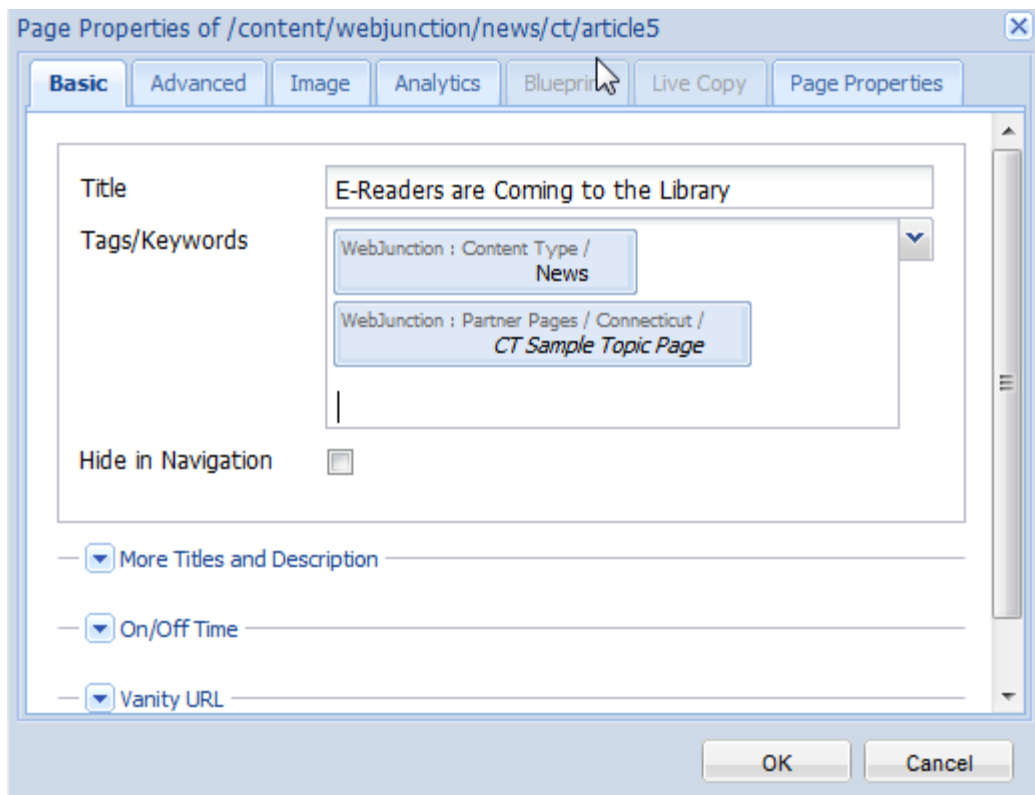
Under the **Basic** tab,

Change Title to the actual title of the story itself, such as **E-Readers are Coming to the Library**. The Title is what will display at the top of the user's browser window when they are viewing the news story page, and how the story will be listed on topic pages.

Tag the Page

Select the **Page Tags** for the pages you wish to display the news story on.

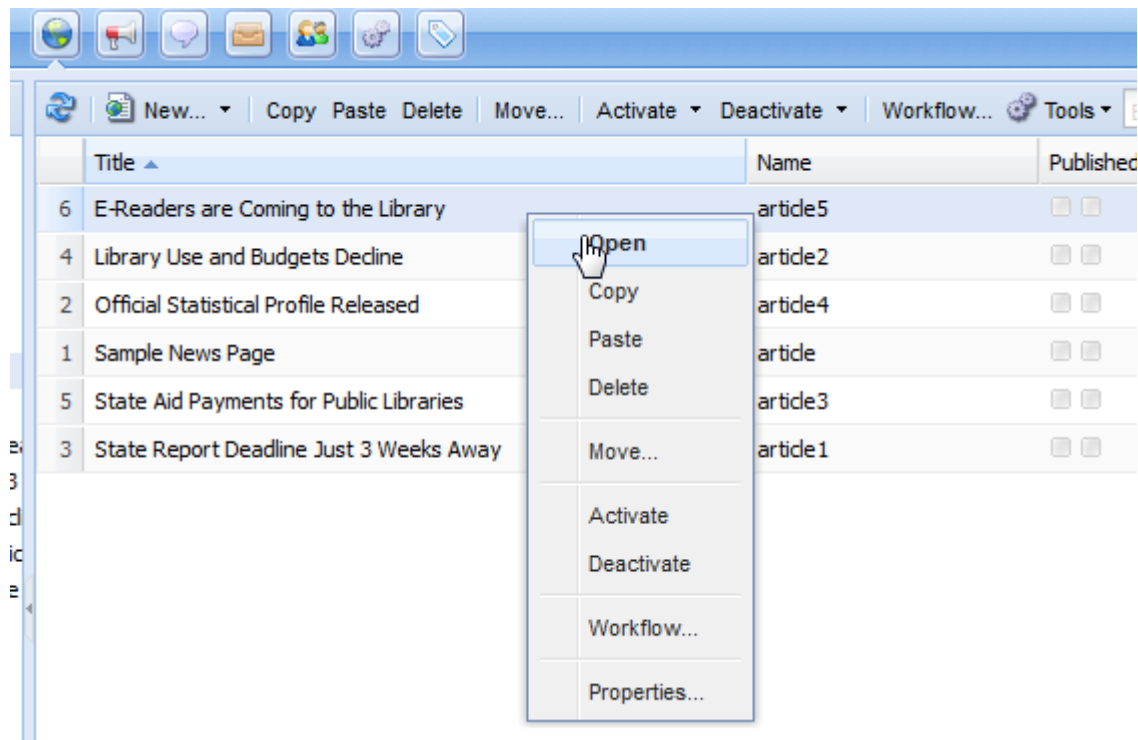
1. Click the arrow to the right of the Tags/Keyword box.
2. Click the WebJunction tab.
3. Navigate to Partner Pages / <partner code>
4. Select the page or pages that you wish to tag the news page to.



Click **OK** to close dialog box.

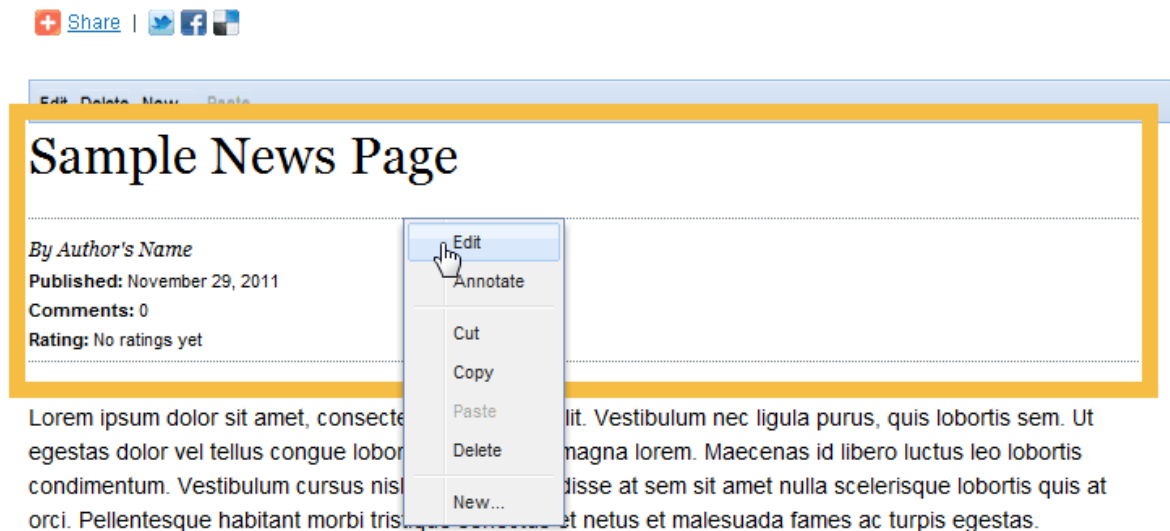
Add Text to your News Page

Right click on page and select **Open**.



Add Author, Title, Date, Blurb

To edit the title, author, date, and blurb hover mouse over the title area until the blue frame appears around the component, then right click. The frame will turn orange. Select **Edit**.



- Type in the **author name**
- Type in the **title** of your news story. This should match the title that you created in CQ for the page.

- Select the **date**
- Type a **short blurb** for the story, which is what will appear on pages that list your news story, such as your home page or a topic page.
- The time and the location will not display on the website, *so you can ignore those fields.*
- Click **OK**. You should see the updated text on your page now.

The screenshot shows a 'News' dialog box with two tabs: 'News' and 'Thumbnail Image'. The 'News' tab is active. The fields are as follows:

Author	Your Name
Title	* Type the Title of Your News Story Here
RSS Title	
RSS Description	
Dateline	* 12/09/11 7:27 PM
Dateline Location	Dublin, Ohio, USA,
Blurb	* Type a short summary (no more than 250 characters) of your story here. This is what will appear on the News feed.

At the bottom, there are 'OK' and 'Cancel' buttons. Red circles highlight the Author, Title, Dateline, and Blurb fields.

The screenshot shows the same 'News' dialog box, but with the fields filled in:

Author	Mary Johnson
Title	* E-Readers are Coming to the Library!
RSS Title	
RSS Description	
Dateline	* 01/10/12 6:44 PM
Dateline Location	Dublin, Ohio, USA,
Blurb	* Twenty-five e-readers have been acquired for patron use at the Central Branch of the Capitol City Library.

At the bottom, there are 'OK' and 'Cancel' buttons.

Add Text of News Story

To add the text and optional image for your story, hover over the sample text until the blue frame appears and then right click. The frame will turn orange. Select **Edit**. Use the Text Editor box to type or paste your text, and to style the text. Make sure you are copying over the sample text in the box.



Edit Delete New... Paste

E-Readers are Coming to the Library!

By Mary Johnson

Published: January 10, 2012

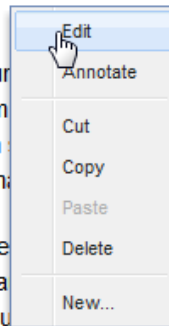
Comments: 0

Rating: No ratings yet

Replace this text with your news story content

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum egestas dolor vel tellus congue lobortis. Mauris sed magna lorem condimentum. Vestibulum cursus nisl turpis. Suspendisse at sem orci. Pellentesque habitant morbi tristique senectus et netus et ma Vivamus pharetra justo eget augue euismod mattis. Sed tortor ne justo. Nunc pellentesque mi tortor. Aenean suscipit enim rutrum a Mauris pharetra quam risus. Donec in massa non lacus cursus vu turpis ligula, faucibus eu ullamcorper eu, vehicula sed tellus. Quisque eget lacus dui.

A subheading



Preview and Activate

Click the **Preview** icon at the bottom of the Sidekick menu to see how the page will look live. If all looks okay, then select **Activate Page** from the Page tab of the Sidekick menu.