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 <u>Nooks</u>, 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.

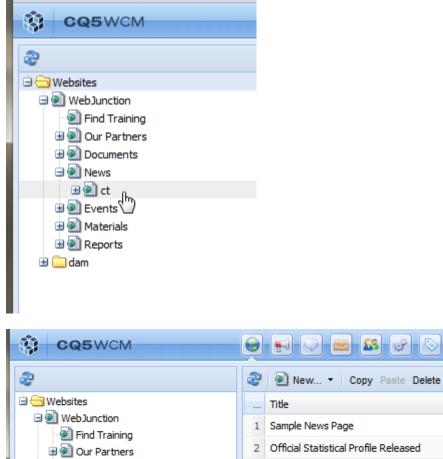
The Capitol City Public Library Foundation, Inc. provided \$50,000 in financial assistance to purchase the eReaders from funds donated to the Foundation.

"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.



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State Report Deadline Just 3

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4 Library Use and Budgets Decline article2	2	Official Statistical Profile Released	article4
	3	State Report Deadline Just 3 Weeks Away	article1
5 State Aid Payments for Public Libraries article3	4	Library Use and Budgets Decline	article2
	5	State Aid Payments for Public Libraries	article3

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**.

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

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⚠	Remember to review and complete the metadata on this copy!
	ok (h)

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,

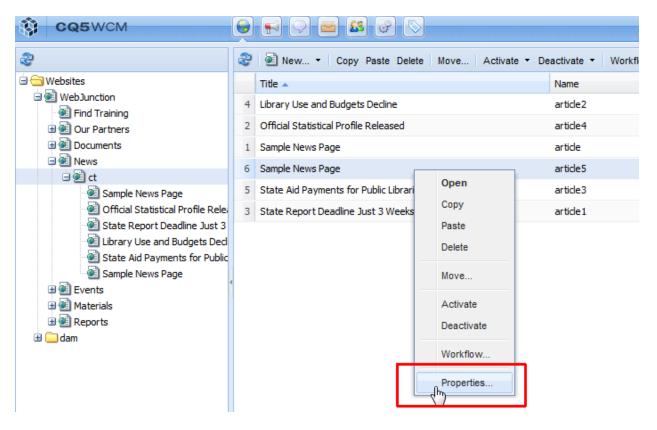
- article
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and so on.

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Sample News Page	5	State Aid Payments for Public Libraries	article3
Official Statistical Profile Released	3	State Report Deadline Just 3 Weeks Away	article1

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.

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Click **OK** to close dialog box.

Add Text to your News Page

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

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	5	State Aid Payments for Public Libraries	Delete	article3	
а	3	State Report Deadline Just 3 Weeks Away	Move	article 1	
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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.**

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<i>By Author's Name</i> Published: November 29, 2011 Comments: 0 Rating: No ratings yet	Cut	
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- 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.

- $\circ \quad \text{Select the } \textbf{date}$
- 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.

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		OK Cancel	

News		×				
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RSS Description						
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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.	÷				
	OK Cancel					

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.



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.