

How to Add News for the What's New Section And Headlines on the Front Page

Headlines - visible in the centre of the home page

The News or Headline tool is to be used to publicize newsworthy events or accomplishments such as an award, grand opening, festival, anniversary, new menu, concert, closing, fundraiser, item of interest, professional advice etc. Only those Headlines that contain 'newsworthy' content are to be posted as news. The webmaster retains the right to determine whether the content of a Headline posting is newsworthy based on the following criteria:

1. The posting presents news rather than a promotion
2. The posting benefits the greater community
3. The posting has the potential to draw people to the region
4. The posting features an event
5. Price reductions and special sales are not considered newsworthy
6. News postings must tell an interesting story and are not to be used as an event calendar.

The news* and events* calendar are particularly powerful as the information gets rotated onto the home page giving your organization added exposure.

(* not to be used for "sales" or "discounts" - you can flag them as **false** under Featured and they will just show up on your sub site)

Example:

www.discoverbroadway.ca

Instructions:

-> go to www.thehillsofheadwaters.com ->tourism association

-> Member Log In

1. Log In and you will be taken to the 'member home' page which only Headwaters members can see.
2. Click on **edit content** at the top right of the screen
3. This will take you to the 'admin page'. On the left of the screen you will see 'to begin select a section to edit*', click the little down arrow and select **news-public**.
*this is called a drop down menu
4. A blank table will appear. Click **add new** to a news headline or story.
5. A blank form will appear and this is where that you add your information.
6. Add a Headline of the story - It can be up to 255 characters long, including spaces.
7. Add a summary up to 80 characters.
8. Add the news story. This is where you can add information that is the main content of your page. It can be any length you would like and you can use the buttons at the top of the field to format the text and link to other pages.
9. Add an Image to illustrate your story
dimensions in pixels: 120w any length 72dpi JPG or GIF format - 50k limit
Image Caption (80 characters)

10. **Featured - False / True**

False determines that the news item only shows up on your member sub site, **True** determines that the news item also shows up on the main Hills of Headwaters Headlines section which rotates in the centre on the front page of the site.

14. When you have completed all of the necessary information click **submit** at the bottom of the page. When it has successfully submitted it will take you back to the table that you started from, except that your new section or page will be there.

You should always open a new browser window and preview your work:

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work

Text Editing Tips

How to Copy and Paste

Highlight text - control c

Place cursor where you want the text - control v

OR

Highlight text - menu -> edit -> copy

Place cursor where you want the text - menu -> edit -> paste

OR

Highlight text - right click mouse -> edit -> copy

Place cursor where you want the text - right click mouse -> edit -> paste

Other Helpful Keyboard Commands

Control x - cuts the text

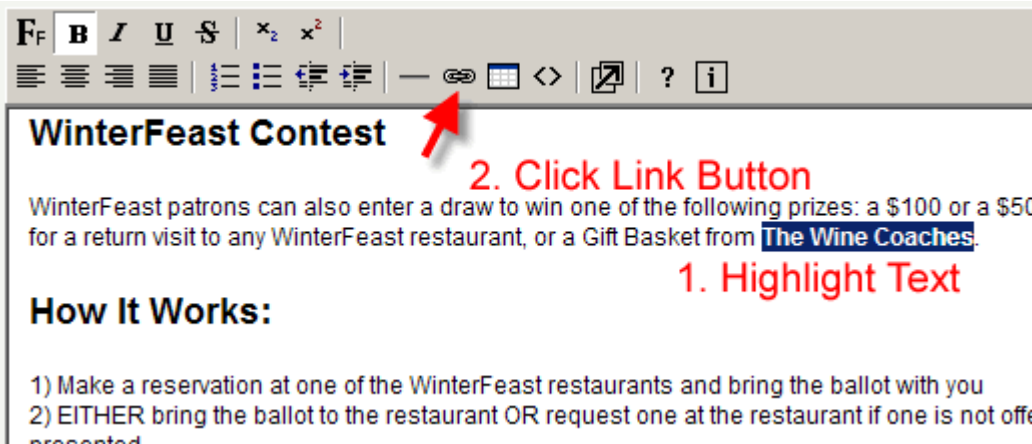
Control z - undo your last move

Control y - repeat your last move

Linking

Create the experience and lead people around by the hand - make it easy

Don't make them think, LINK them!



3. **Enter URL of page you want to link to (copy and paste)**

Tool tip -> Visit the Wine Coaches

4. **Click OK – Preview in browser, test your link!**