

How to Add/Edit News updated 3/15/2022

Manage -> News

Edit already existing news on the Right with the Blue Edit link.
or Click Add News.

Headline

Subheading- if you have one

Summary- a sentence is fine. Can be copied in or typed in.

Offices: needed only if an office has a news related page in their section. ex:

Harvest

Tags: Start typing, if the tag exists it will appear in blue. Click it, Add a comma after the (#) to add another tag. Start typing, click it when blue, etc.

Diocesan news, Death Notices, Press Releases, etc.

Kicker, non factor

Column: pick the appropriate one.

Published date: use the calendar icon to help place the date.

Featured image: select images. Add from local computer- upload new image, or use one already on the site- browse server. 1720wx960h minimum. Scroll slightly after selecting or adding in new to click on the "Select image(s) blue button. Your image should appear on the editor mode.

^ Featured Image

You can select up to 1 media items (0 left).

Name: 1-1-hth_0797.jpeg



Remove

Replace

Edit

Byline

Body field; Just like all the others on the site. Copy in text from another source. Highlight and click the Tx button on the editing bar. Add headings, link media, etc. Images can be inserted then proceeded or followed by text. Remember images here need to be added at the predetermined size.

Scheduling options: allows you to plan ahead for a news post, or remove it after a certain amount of time.

Article type: News (Diocesan) Harvest or School

Section: Where it lives- Sitewide (Diocesan) Harvest or Lifelong Faith Formation

Check Published Box

Return to the Top Right and Click on Promotion Options. Select "Promote to front page". This is for news in the right side three boxes. For the Featured News area click "Feature on the front page" near the article type and section.

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