

News Module

The screenshot displays a web application interface for the News Module. At the top, there is a navigation bar with tabs for 'News', 'Site Preferences', and 'Site Modules', and a 'View WebSite' button on the right. On the left side, there is a vertical navigation menu with icons and labels for 'Calendar', 'FormBuilder', 'News' (which is highlighted with an orange border), 'Instance Manager', 'Page Builder', and 'Resources'. The main content area is titled 'News' and 'Module Instance Manager'. It contains a 'Create New Instance' link, a table with columns for 'Instance Name' and 'Edit', and two rows of data: 'Recent News' and 'Meeting Minutes', each with an 'Edit' button next to it. A green callout bubble points to the 'Instance Name' column with the text: 'Select an Instance to add an article to by clicking on the Instance Name.'

Select an Instance to add an article to by clicking on the Instance Name.

- Select an Instance for a news article by clicking on the name of the Instance.
- If only one Instance is available for the Site, the system will automatically go to the Instance when “News” is selected from the left navigation.

Manage Articles

The screenshot shows the 'Manage Articles' interface. At the top, there are navigation tabs for 'News', 'Site Preferences', and 'Site Modules', along with a 'View WebSite' button. On the left, a sidebar contains icons for 'Calendar', 'FormBuilder', 'News', 'Page Builder', and 'Resources'. The 'News' section is active, displaying the category 'Meeting Minutes' and 'Showing 31 Articles'. Below this, there are two tables: 'News Articles' and 'Archived Articles'. Each table has columns for the article title and 'Publication Dates'. Callouts provide instructions: 'Click an article title to open the article for editing or to delete the article.' points to the article titles in the 'News Articles' table. 'Active articles' points to the 'News Articles' table. 'Archived articles' points to the 'Archived Articles' table. 'Publish Date' and 'Archive Date' callouts point to the date ranges in the 'Publication Dates' column of the 'Archived Articles' table.

News

Category: Meeting Minutes
Showing 31 Articles
Add a New News Article

News Articles	Publication Dates
July 24, 2006	Jul 24, 2006 - Sep 17, 2006
June 26, 2006	Jun 26, 2006 - Sep 17, 2006
June 5, 2006	Jun 05, 2006 - Sep 17, 2006

Archived Articles	Publication Dates
May 22, 2006	May 22, 2006 - Aug 18, 2006
April 24, 2006	Apr 24, 2006 - Aug 18, 2006
March 27, 2006	Mar 27, 2006 - Aug 18, 2006

- News articles are listed on the News Module landing page, which is also the Manage Articles screen.
- Active news articles are listed in the first table, “News Articles”.
- Archived news articles are listed in the second table, “Archived Articles”.
- The publish and archive dates for each news item is located to the right of the news article title.
- Click a news article’s title to open the article for editing.
- Editing and Adding news articles follow the same procedures.
- A news article may be deleted when it is opened for editing

Add an Article

News

Add Article

Enter a Title for the article

Title:*

Enter a Sub-Title for the article

Sub Title:

Enter the author publication credits name

Author:

Enter an Abstract, or short summary, of the article.

Abstract: Toggle Editor

(200 words max)

A short summary of the article's topic.

The editor toolbar is available to assist with links, images and formatting.

The Abstract is displayed below the sub-header on the Website News landing page.

Enter the full contents of the article.

Body: Toggle Editor

Enter the full article into the Body section.
The editor toolbar is available to assist with links, images and formatting.

The Article Body is displayed when a User clicks the Article Title or "more" link to view the complete article.

The article Title becomes the link on the Website that leads to the full article.

The article Sub-Title is a short, descriptive sentence displayed under the Article Title and Date on the Website.

Category* Meeting Minutes

Publish Date:*

Archive Date:*

Enter a publish date manually or use the pop-up Calendar icon to select a date.

Enter an archive date manually or use the pop-up Calendar icon to select a date.

Add News Article

Click "Add News Article" to save the article.

Cancel

- Select "Add an Article" from the left News navigation.
- Articles may be post-dated using the Publish Date field. The article will not be visible on the Website until midnight of the publish date.
- The Archive Date is the date the article will be removed from the main News page and placed into the Archive.