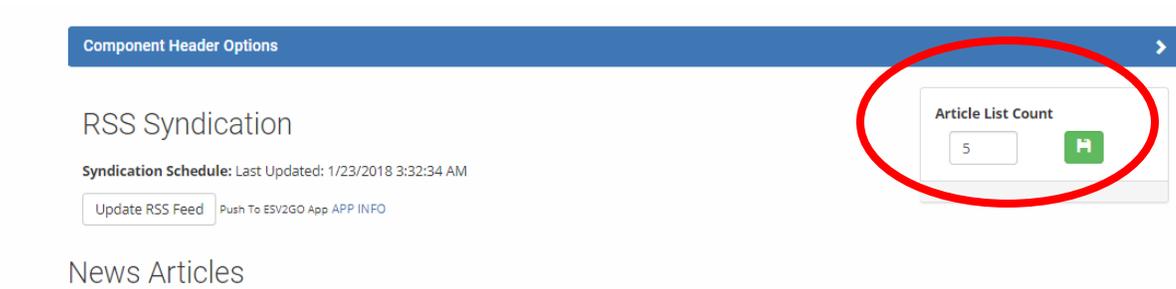


New Content: Adding News Articles

1. The article count list should not exceed 7 articles on a building homepage. (*There are 5 on the district main page.*)

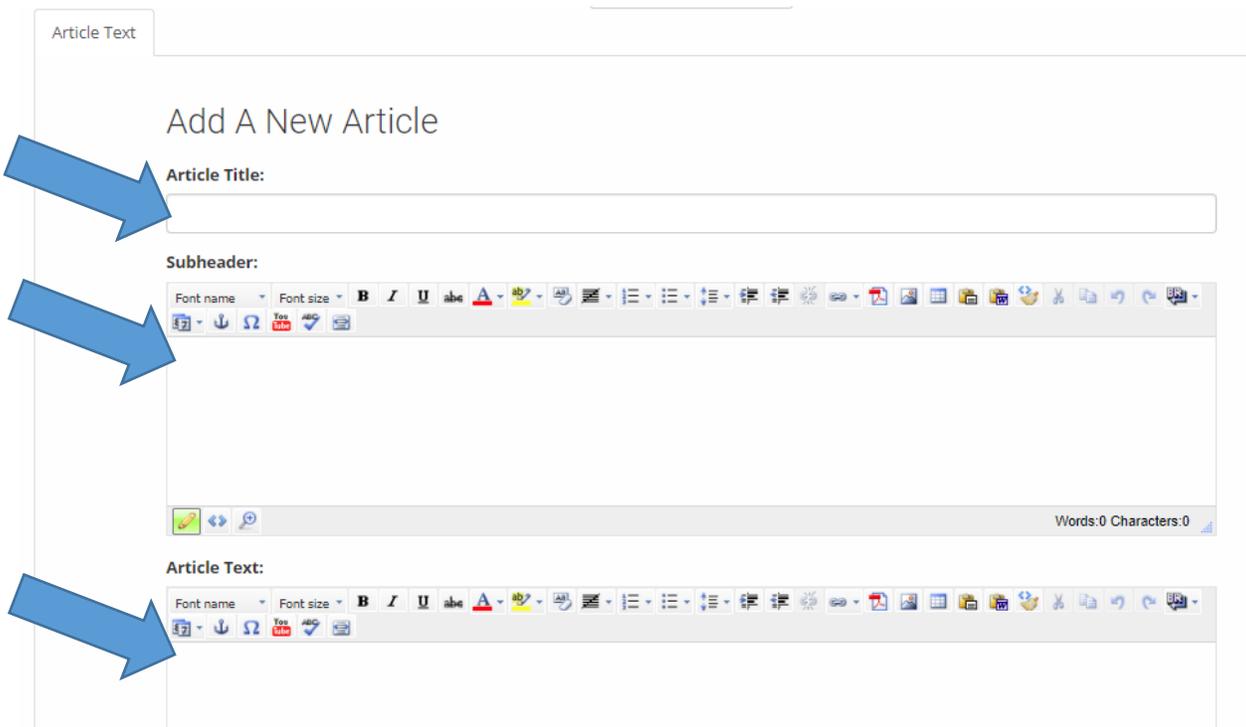


2. Click the "Add a New News Article" button.



3. Add text to each of the fields for Article Title, Subheader, and Article Text.

(Only add text or hyperlinks to the subheader and article text fields. Photos should only be added using the image or gallery features as of February 16, 2018.)



4. Add dates for visibility and expiration if needed. For most articles, no dates are necessary.

Date Visible:

Expiration Date:

5. Click on the SAVE button to save your article.



6. Once SAVE is clicked, you are taken back to the News Article List.

7. Click on the article title to reopen what you've just posted to add images or attachments.

News Articles

Click and drag articles to reorder how they appear on the page. Click on a article's title to edit the article.

A screenshot of a web interface for managing news articles. At the top left is a green button 'Add A New News Article'. At the top right is an orange button 'Load 20 More Articles'. Below these is a header for 'Top 20 News Articles'. The main area is a table with columns for checkboxes, 'view' buttons, article titles, 'hover for details' text, and 'Delete' buttons. A blue arrow points to the first article title, 'STEM Parent Information Night'.

<input type="checkbox"/>	Select All	Filter:	Show All	Delete Selected
<input type="checkbox"/>	view	STEM Parent Information Night	hover for details	Delete
<input type="checkbox"/>	view	Meyers Hosts MLK Debate Competition	hover for details	Delete
<input type="checkbox"/>	view	A Look Back on December 2017	hover for details	Delete

8. Click on the article title to reopen what you've just posted to add images or attachments. You will see the tabs available at the top to add images and attachments.

A screenshot of an article edit page. At the top right is a button 'Return to Article List'. Below it are four tabs: 'Article Text', 'Images', 'Attachments', and 'Placement'. The 'Images' and 'Attachments' tabs are circled in red. The main content area shows the title 'Edit 'STEM Parent Information Night'', the creation date 'Created on 1/23/2018 at 8:20 AM by [Zigmund, Leah]', and the last modified date 'Last Modified 1/23/2018 at 8:27 AM by [Zigmund, Leah]'.

Return to Article List

Article Text **Images** **Attachments** Placement

Edit 'STEM Parent Information Night'

Created on 1/23/2018 at 8:20 AM by [Zigmund, Leah]
Last Modified 1/23/2018 at 8:27 AM by [Zigmund, Leah]

9. A. In the Images tab, the Thumbnail Image is displayed on the building homepage. The Embedded Image is displayed once the article title is clicked on.
- B. To add the Thumbnail Image, click Choose File and browse for the saved image. Alternative Text **must** be added in the required field to save the image. It should be a word or few words to describe the photo. Thumbnail image width should be sized to 125 district-wide for consistency from page to page.
- C. Repeat the same steps for the Embedded Image options. Embedded image width should be sized to 500 district-wide for consistency from page to page.
- D. Click UPLOAD/SAVE Images when complete.

[RETURN TO ARTICLE LIST](#)

Article Text **Images** Attachments Placement

Article Images

 Edit Your Default Values for Thumbnail & Embedded Images

Upload New Thumbnail Image:

No file chosen

Scale New Thumbnail Image

Resize Thumbnail Image Width:

Applies to newly uploaded images only. Feel free to use your own value.

Required Thumbnail Alt Text:

Upload New Embedded Image:

No file chosen

Scale New Embedded Image

Resize Embedded Image Width:

Applies to newly uploaded images only. Feel free to use your own value.

Required Embedded Image Alt Text:

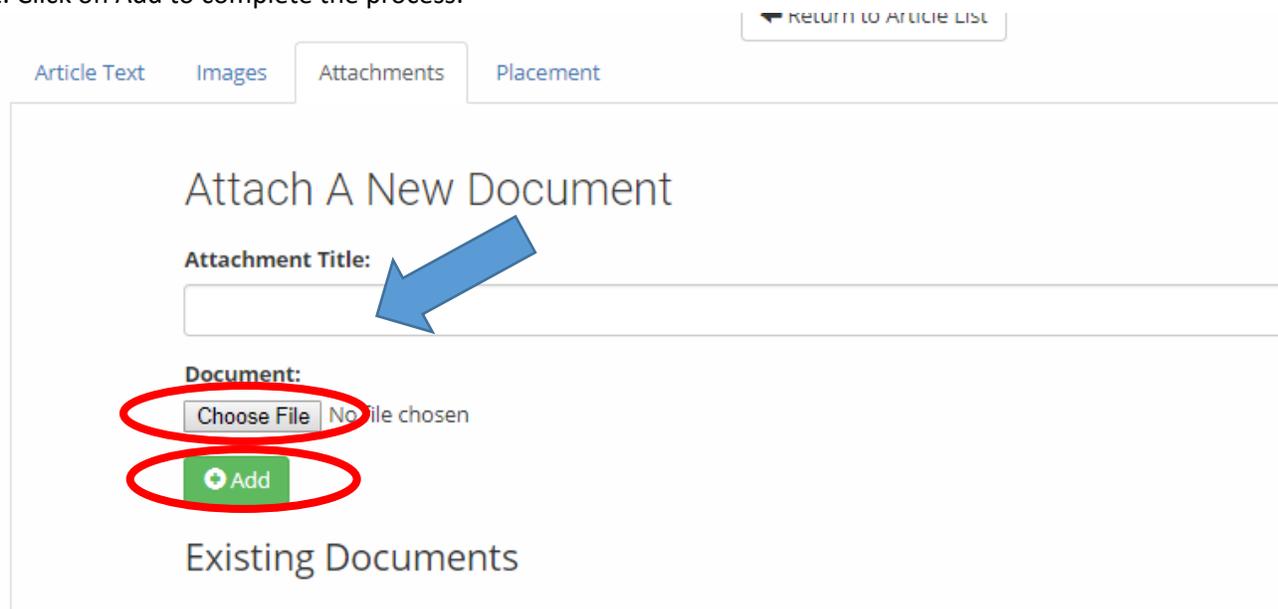
10. A. In the Attachments tab, any files uploaded are listed at the bottom of the full article once it is clicked on. This is where to add files such as flyers, permission slips, etc.

B. *Any file uploaded must be saved as a PDF before uploading.* This is critical for ADA compliance. PDF files are viewable with free software available for download Adobe Acrobat Reader which is posted on each building webpage.

C. Add an Attachment Title if needed. If no title is entered, it will display the file name as the title.

D. Click on Choose File and browse for the attachment.

E. Click on Add to complete the process.



The screenshot shows a web interface for adding a document. At the top right, there is a button labeled "RETURN TO ARTICLE LIST". Below it are four tabs: "Article Text", "Images", "Attachments" (which is selected), and "Placement". The main heading is "Attach A New Document". Underneath, there is a label "Attachment Title:" followed by a text input field. A blue arrow points to this field. Below the title field is a label "Document:" followed by a "Choose File" button and the text "No file chosen". Both the "Choose File" button and a green "Add" button below it are circled in red. At the bottom of the form, there is a section titled "Existing Documents".