

## 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.*)



Component Header Options

### RSS Syndication

Syndication Schedule: Last Updated: 1/23/2018 3:32:34 AM

Update RSS Feed Push To ESV2GO App APP INFO

Article List Count

5

2. Click the “Add a New News Article” button.



News Articles

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

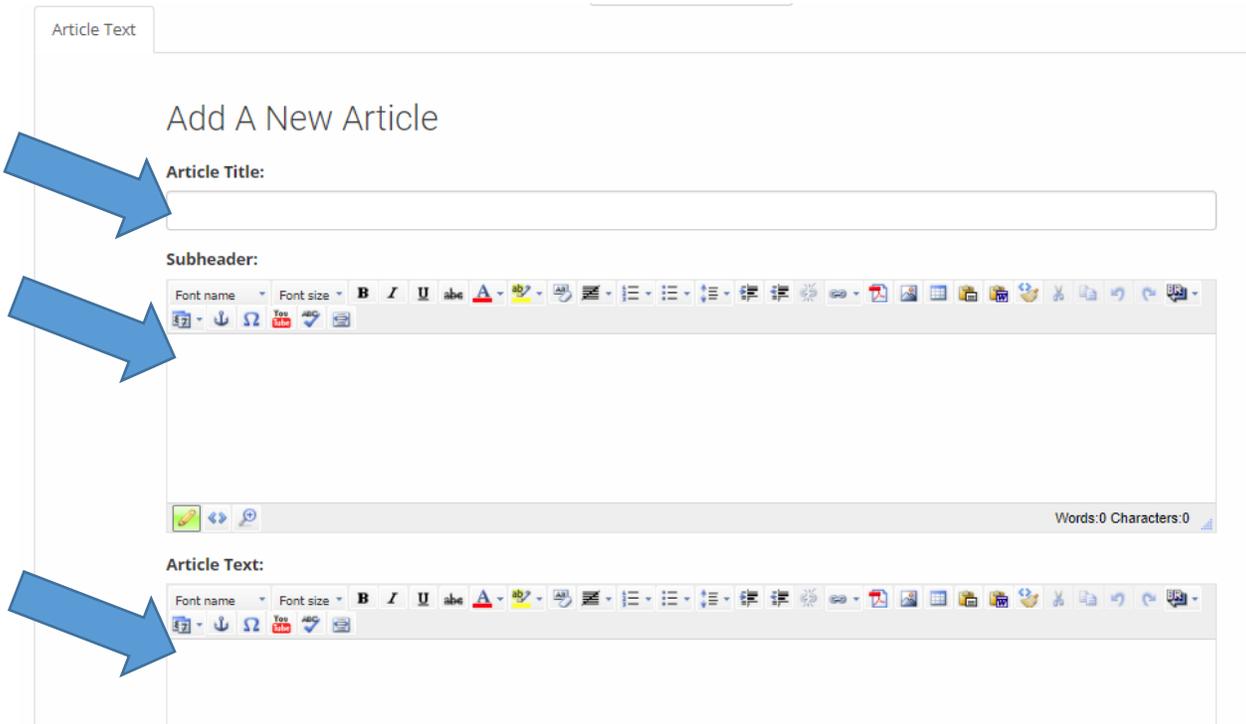
Add A New News Article Load 20 More Articles

Select All Filter: Show All Delete Selected

<input type="checkbox"/>	<a href="#">view</a>	STEM Parent Information Night	hover for details	Delete
<input type="checkbox"/>	<a href="#">view</a>	Meyers Hosts MLK Debate Competition	hover for details	Delete

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.)*



Article Text

## Add A New Article

Article Title:

Subheader:

Article Text:

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.

[+ Add A New News Article](#) [Load 20 More Articles](#)

Top 20 News Articles

Select All Filter: Show All

<input type="checkbox"/>	<a href="#">view</a> STEM Parent Information Night	hover for details	<input type="button" value="Delete"/>
<input type="checkbox"/>	<a href="#">view</a> Meyers Hosts MLK Debate Competition	hover for details	<input type="button" value="Delete"/>
<input type="checkbox"/>	<a href="#">view</a> A Look Back on December 2017	hover for details	<input type="button" value="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.

[← 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:**

Required for ADA compliance

**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:**

Required for ADA compliance

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" with a left-pointing arrow. Below this, a navigation bar contains four tabs: "Article Text", "Images", "Attachments" (which is the active tab), and "Placement". The main content area is titled "Attach A New Document". It features a form with the following elements: a label "Attachment Title:" followed by a text input field; a label "Document:" followed by a "Choose File" button and the text "No file chosen"; and a green "Add" button with a plus icon. A blue arrow points to the "Attachment Title" input field. Red circles highlight the "Choose File" button and the "Add" button. Below the form, the text "Existing Documents" is visible.