

News

Allows you to create news articles and post images with those stories.

View Articles Tab

Displays all articles that have been entered

Creating a New News Article

1. Click on New.
2. Select whether or not the article is hidden.
3. Keep Article at Top – you only want to select yes on this if you have a reason for keeping it at the top. If you select yes to this and then load a newer article, it will keep this one on top even though it's no longer the most recent article.
4. Enter the Date Written: will default to today's date (for internal use only).
5. Enter the Date Released; this date refers to when the story will show up on the site, and it also shows up at the top of the news article.
6. Select the Article Type – press release or general news; it does not matter what they select. This is only for internal organization as it does not have any bearing on where the article is displayed on the site.
7. Select the Author if applicable. Authors will only show up internally unless a task has been opened for the authors to display on the site.
8. Highlight the appropriate category.
9. Teaser
 - a. Enter the first few lines of text for the story in the text editor.
 - b. Upload a photo using the orange Select button, and select the image placement. This image placement refers to where the image will be placed when the user is on the inner news page. This does not refer to how the images look on the homepage.
 - c. Enter a caption for the picture, if applicable.
10. Body
 - a. Follow the same steps as for the Teaser section; you will have to upload the photo again, even if it's the same photo.
 - b. Make sure to put the full story text here, including whatever text you used for the teaser.
11. Additional body sections – If this is available you will notice that it is identical to the top Body section
 - a. This is available if you are planning on uploading a secondary news image.
 - b. If you do upload a secondary image, you will need to break up your text for the story between the two text boxes. Wherever you split up the text is where the second picture will display.
12. Optional Attachment – this is used to upload related documents to the news article (a registration form for a clinic for example). Just use the orange Select button to upload the applicable file.
13. Save.

Categories Tab

Creating a New Category

1. Click on New.
2. Enter the name of the category.
3. Save.

Authors Tab

Creating an Author

This is for internal use only and does not display on the site unless a task has been opened for this information to display on the site

1. Click on New.
2. Enter the name
3. Enter the job
4. Use the orange Select button to upload a photo
5. Enter background information.
6. Save.