



Objective: Post a News Story

- > When your department needs to make an announcement, promote academic work or show why prospective students would want to study with you, news is the way to do it.
- > Why is news important?
 - It keeps your page recent, which makes Google and other search engines happy.
 - It gets your content into the Flame, which means fewer mass emails in your inbox.
 - It shows everyone on campus what great work you're doing.

Show site structure

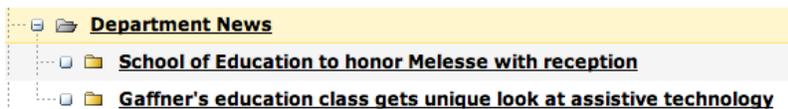
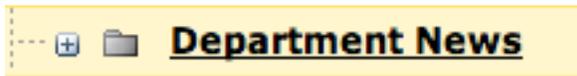
Site Structure			
Home			0 0 0
Sample Data			1 0 0
Home			9 0 1
Web Training			3 0 0
Style Assets			0 0 0
My Example Site			1 0 0
Scott's Test Section			2 1 0
Create Your Page Here			1 0 0
Move Your Page Here			0 0 0
Department News			1 0 0
Upcoming Events			0 0 0

- Add Section
- Modify Section
- Delete Section
- Move Section
- Duplicate Branch
- Preview Section
- Direct Edit
- Bookmark Section
- Add Content
- Modify Content
- Delete Content
- Publish Section
- Publish Branch



How To Create a News Story

1. From the site structure, find the section called **Department News**.
2. Mouse over the yellow arrow box to the right of the section name and click **Add Section**.
3. Name the section **what you plan to use as a headline** and click **Add**.
4. When you are taken back to the site structure, expand the Department News folder and find the section you created.





Did you know?

- > The title of your section will also serve as the URL for your story.
- > Your section name, content name and content title (which will be your headline) should always be the same.



How To Create a News Story (Continued)

1. Click on the name of your new section, then click the **Content Tab** in the top left corner of the section info page.
2. On the content page, click **Add Content**. You will be taken to a list of content types.
3. Select the **News Story** content type. This will open the news template.
4. Give your content a **name** and a **title**. This should be the same as the name of the section.
5. In the **Main Body**, either type or paste the text of your story.
6. In **Description Text**, type a short summary of your story. This will display in your department's news feed.
7. If you have a photo for your story, click **Select** to the far right of **Main Image** and choose your image from the media library.
 - a. Make sure your image is no wider than 450 px and no deeper than 310 px.
 - b. If you are using a variant, make sure your original image is not larger than 50KB.
8. If your story has a photo or video, click the "yes" or "no" radio buttons.
9. If you would like your story included in the Wesleyan Flame, check the **Add to Newsletter** box.
10. Click **Add** to save your story.

The screenshot displays the 'General' tab of the Content Manager interface. At the top, there are three tabs: 'General', 'Content', and 'Page Layouts'. Below the tabs, the text 'General information about the section.' is visible. A 'Name' field is present, followed by a large 'Add Content' button with a green plus icon. To the right of the 'Add Content' button, there is a dropdown menu set to 'Alphabetical (A-Z)'. Below the 'Add Content' button, a 'Content Training' section lists various content types: Contact Container, Contact Container - Hub Left Col, Content Block, Event - TWU, Featured Paragraph, General Content, General Content - Right Side, Left Side Info Box, News Banner, News Story, Promoted Paragraph, and Right Side Callout A. The 'News Story' content type is selected, and its details are shown: 'Content Type: News Story', 'Name * i', 'Title i', and 'Main Body * i'. A rich text editor toolbar is visible at the bottom of the 'Main Body' field, containing various formatting and editing tools.



Objective: Post an Event

- > When your department needs to get something on the University calendar, posting an event is how you get it done.
- > Why are events important?
 - You want people to show up, right? This lets them know your event is happening.
 - They also show up in the Flame, which will help get the word out about your event.



How To Create an Event

1. From the site structure, find the section called **Upcoming Events**.
2. Mouse over the yellow arrow box to the right of the section name and click **Add Section**.
3. Name the section **what you plan to title your event** and click **Add**.
4. When you are taken back to the site structure, expand the Upcoming Events folder and find the section you created.
5. Click on the name of your new section, then click the **Content Tab** in the top left corner of the section info page.
6. On the content page, click **Add Content**. You will be taken to a list of content types.
7. Select the **Event-TWU** content type. This will open the news template.
8. Give your content a **name** and a **title**. This should be the same as the name of the section.
9. In the **Main Body**, either type or paste the description text for your event.
10. Select the **Start and End Date** for your event by clicking on the date/time boxes and adjusting the slider bars.
11. If you have a photo for your event, click **Select** to the far right of **Main Image** and choose your image from the media library.
 - a. Make sure your image is no wider than 450 px and no deeper than 310 px.
 - b. If you are using a variant, make sure your original image is not larger than 50KB.
 - c. **Do not upload an event flyer in place of text**. This does not meet accessibility standards.
12. If you would like your event included in the Wesleyan Flame, check the **Add to Newsletter** box.
13. Click **Add** to save your event.



Did you know?

- > Events will stop displaying on the calendar after the start date has passed, so if you have an event that lasts for more than one day, the best practice is to create an event for both the start and end dates.