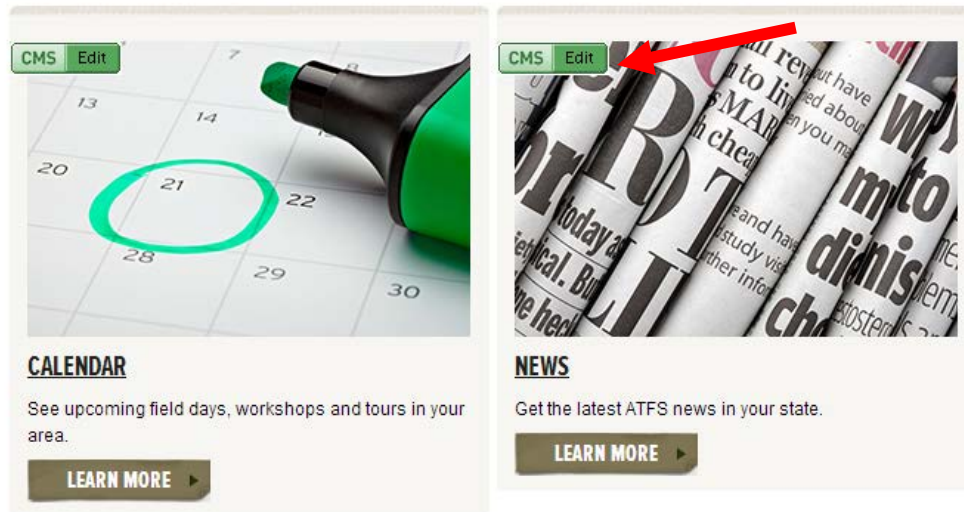


Adding and Updating a News Item

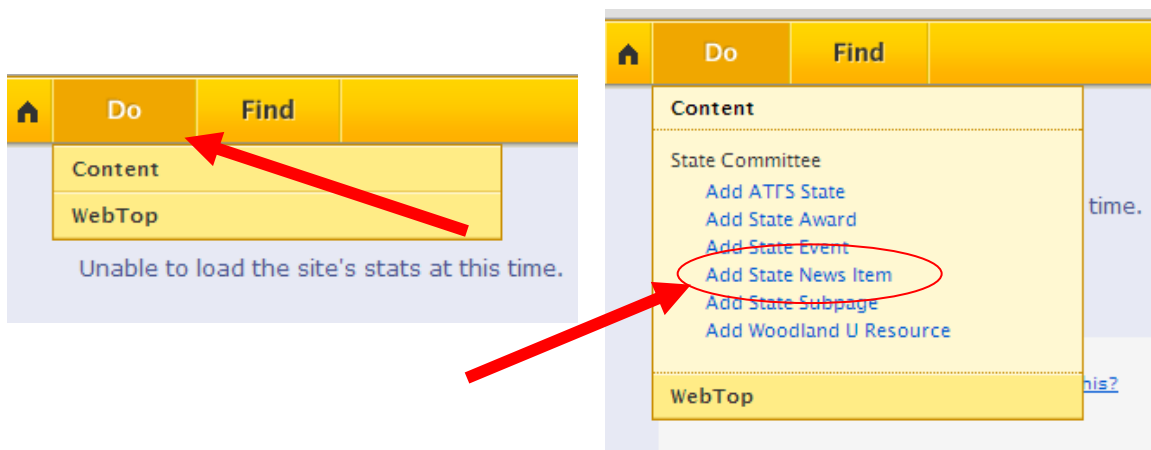


The News page (on the right in the above picture) is for updates about events, press releases, committee business, forestry news or anything of interest to your Tree Farmers. Unlike the calendar on the left, the News page contains longer articles.

The page above is in preview mode (the “edit” button is green). This means that only people signed into the CMS can see it. If you don’t have news to share, you should leave this page in preview mode.

Adding and Updating a News Item

To create a new news item you must go back to the CMS homepage where you logged in. Type <http://www.treefarmssystem.org/cms> into your browser. The news items you create here will automatically show up on your news page.



Click on the “Do” menu and select “Add State News Item” (as shown above). This will create a new “News Item” and open a special Content Editor window (see below) that has all the fields you need to create a perfect News Item.

The screenshot shows a web browser window titled "Add New State News Item - Google Chrome". The address bar displays the URL: https://www.treefarmssystem.org/contentmgr/article_details.php?type=6940&. The page content is organized into tabs: "Content", "Sidebar", "Meta Data", and "Attachments". The "Content" tab is selected. Underneath, there is a "Status" dropdown menu currently set to "Published". Below the status are two input fields: "Title" and "Date". A "State" dropdown menu is positioned below these. The main editing area is split into two sections: "Abstract" and "Content". Each section has a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and HTML. A "Save" button is located at the bottom left of the editor.

How to Complete Your News Item:

The Content Editor has a lot of fields for a new News Item. Here’s how to complete them:

- **ID:** This number identifies this News Item. Each piece of content in the CMS has an ID number. If you create a lot of News Items, take note of their ID numbers. You can search by the ID number in the CMS to find the content later.
- **Status:** You can select if you want to **publish** or **preview** the News Item. Use preview if you are still working on the item or are not ready to make it public.
- **Title:** Think of this field as the headline. Make it informative and enticing, just like a newspaper headline.

- **Date:** This is important because it puts your News Items in chronological order.
- **State:** VITAL! If you do not choose the correct state, your news item will not appear on your news page.
- **Abstract:** This is a summary of your article, which will appear on your main News page. It should be only one or two sentences and summarize the article. If you have any important information, such as deadlines or location changes, feature them here so people will see them even if they don't click on the News Item.
- **Content:** This is where you post the full article. *See the tutorial on the Content Editor for more information on how to add links, photos and other formatting.*

Updating a News Item

To update an existing news item, go to your News page. Your item should be listed here. Look for the "edit" button. It will be green if the item is in preview and yellow if it is published. Click "edit," and it will bring you back to the News Item Content Editor where you can make changes.

Always hit Save after adding or editing content