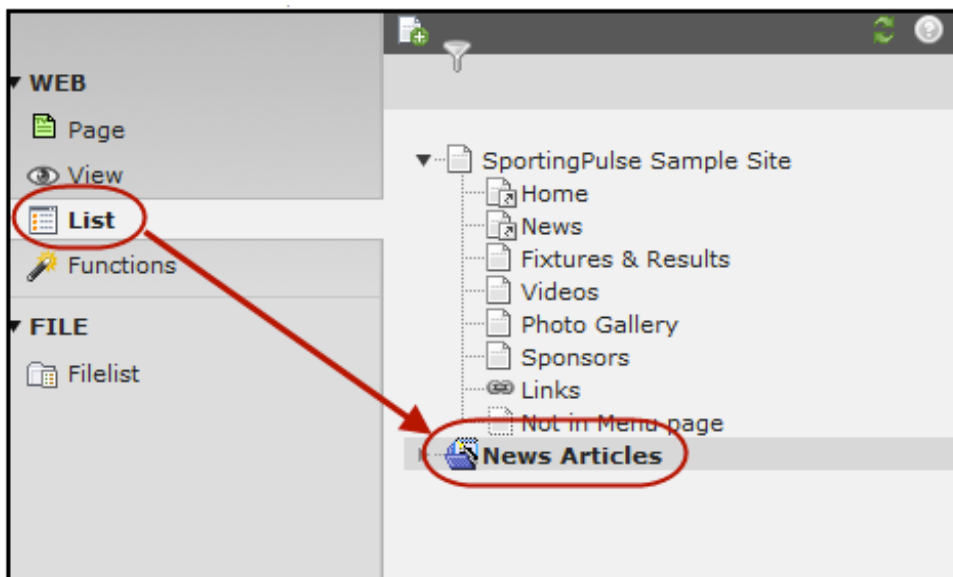


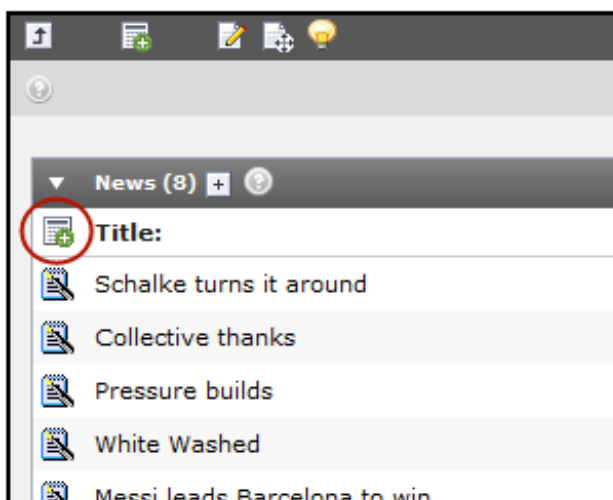
## Adding News Articles

Last Modified on 11/01/2016 12:07 pm AEDT

1. Click List in the left menu, then click the title of the 'News Articles' folder.



2. Click 'Create new record'.



3. You will be presented with a blank page in which you can add your news article. Follow the steps below.

Path: /WNBL/News Articles/  
 News NEW - [PID: 67] News Articles

General Relations 4

1 Title: [text input]

2 Type: News

3 Restrict editing by non-Admins: [checkbox]

4 Date/Time: 12:35 8-1-2008

2 Author: [text input]

3 Subheader: [text input]

- Title: You must always enter a title for a news article - normally this is simply a headline as you would like it to appear on your website.
  - Author: The Author field is not mandatory, but a descriptor is often useful.
  - Subheader: The sub-header can simply be a copy of the first paragraph of the story or might be an inducement to the reader to simply “read on”.
  - Relations: This section tags where the article originates from and must be used and allows you to add a picture that will be displayed with the article.
4. Now add the main body of the text of your article.

2 Subheader: [text input]

2 Text:

Paragraph: Default Text: Default

No font No size Normal B I U [icons]

1 [text area]

2 [toolbar]

- Click Save/Close.

Related Articles

[template("related")]

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