How to Add News Pages and Stories

Create the Month, Semester or Year Page

1. Navigate to your site's Archive Landing page

2. Click on the foundation Open Page red dot below the Minerva symbol in the logo. This will reveal additional red dots.

3. Click the Manage Child Pages red dot above the left navigation Home button. This will open the Edit Link Element window.

4. Select Create and Connect Page from the Edit Link Element menu. This will open the Edit Headline window.
5. Type in a **short page title** in the Enter the headline field. *The text that you enter here will display as a link in the center navigation.*

6. Click the **OK button** in the bottom right of the page. This will bring you back to the SmartEdit window.

7. Your new page should appear as a **blue link** in the center content area of your Archives page. Click on the **blue link in the center content area** to view the new page you just created.

8. You will see a page shell with the navigation and the banner image inherited from the Parent page. Next you will add the Page Headline.

9. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo.
10. Click on the **Manage Center Content** red dot just below the banner image. This will open the Edit Link Element window.

![Manage Center Content](image)

11. Select **Create and Connect Page** from the Edit Link Element window. This will open the Content Class Groups window.

![Edit Link Element](image)

12. Select **Content Pages** from the Content Class Groups window. This will reveal a list of Content Classes below.

![Content Class Groups](image)
13. Select **Basic Text** from the List of Content Classes. This will open the Edit Headline window.

14. Type a **title for the page piece** in the Enter the headline field. It should include the name of the site, the name of the page, followed by the name of the page piece. *This will not display on the page, but will show as the title in Search Results and page piece re-ordering.*

15. Click the **OK button** on the lower right of the page. This will bring you back to SmartEdit.

16. You should now see the Basic Text red dots in the center content area. Click on the **Edit Text** red dot. This will open the Text Editor.
17. Type in a **title for the page** in the text editor and highlight the text

18. Click on the **Normal dropdown box** in the toolbar menu and select **Heading 1**. This should make the text larger and bold.

19. Click the **OK button** on the bottom right of the text editor. This will bring you back to SmartEdit.

20. Click the **Close Basic Text** red dot

21. Add the **Contact Box** and any other right/left column boxes that appear on all pages of your site

22. Since our web templates do not display tertiary navigation in the left, we will need to change a setting so that we can **view links to the child pages of the month, semester or year page** in the center content area.

23. On the month, semester or year page click the foundation **Open Page** red dot below the Minerva symbol in the logo.
RedDot Documentation

24. On the lower right of the RedDot interface there is a group of four square buttons. Click on the **Form Mode** button, which the second from the right. This will open the Edit Elements via Form window.

![Form Mode button](image)

25. In the tenth field from the top, “**Do you want the child pages you create off of this page to appear in the center content area and not in the left navigation?**” click the dropdown menu and select **Yes**. On the question below that, “Do you want links to child pages to be visible to users when the page is published? Links will always be visible in RedDot,” set the drop down box to Show Links.

![Dropdown menu](image)

26. You will also need to go to the Form Field, “**Do you want to draw teaser content from the child pages you create?**” click the dropdown menu and select **Yes**.

![Dropdown menu](image)

27. Click the **Save** button on the lower right.

![Save button](image)

28. On the lower right of the RedDot interface, in the group of four square buttons, click on the **Editing Mode** button. It is the first on the left. Note: You may get an "Unsaved changes" box. Click the Yes button. This will bring you back to SmartEdit.

![Editing Mode button](image)
29. Next you will either create a **new news story** or **link to an existing news story** that is on an external site.