How to Add News Pages and Stories

How to Create a New News Story

Before you begin, each News story needs to have the following components:

- **Headline** – 255 character limit including spaces
- **Story** – Plus any links and/or photos that will be within the story
- **Teaser image** – The teaser image will display on the News Landing page and the Archive page
  - **Width** - 163 pixels
  - **Height** – Variable, 112-212 pixels recommended
- **Teaser image alt tag** – For visually impaired visitors using a screen reader
- **Teaser text** - The teaser text will display on the News Landing page and the Archive page next to the image
  - **256 character limit including spaces**

To obtain character counts:

- Highlight the text in MS Word
- Click on the Review tab
- Select the Word Count option in the Proofing menu
- Use the line for "Characters (with spaces)"

1. Navigate to your site's month, semester or year News 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 **page title** in the Enter the headline field. This will be the headline of the News story. *The text that you enter here will display as a link in the center content area.*

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 **purple link** in the center content area of your month, semester or year page. There should also be a placeholder for an image with a red "X" to the left of the headline. Click on the **purple link headline 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 insert the center content area page piece.

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

10. Click on the **Manage Center Content** red dot just below the banner image. This will open the Edit Link Element window.
11. Select **Create and Connect Page** from the Edit Link Element window. This will open the Content Class Groups window.

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

13. Scroll down and select **Page Content- 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.*
15. Click the **OK button** on the lower right of the page. This will bring you back to SmartEdit.

16. You should now see a headline and a series of red dots in the center content area. Click on the **Body Text** red dot. This will open the Text Editor.

17. **Type or paste the news story content** into the text editor. *If you are pasting from another source remember to use the Paste as Text icon instead of right click or Control V.* Format the text, add any links and/or photos.

18. Click the **OK button** on the bottom right of the text editor. This will bring you back to SmartEdit where you should see the text for the news story in the center content area of the page. Next you will insert the teaser image.
19. Below the news story click on the **Insert teaser image to be used on the listing page for this page** red dot. **Note:**
*The image must be 163 pixels wide.* This will open the Asset Manager.

![Image instructions]

20. Click the **Select Asset from Local File System** link from the Asset Manager. This will open the Transfer Local File window.

![Asset Manager]

21. Click the **Browse** button. This will open the Choose File to Upload window.

![Choose File to Upload]

22. Navigate to the image file location, **select the image** and click the **Open button**. This will bring you back to the Transfer Local File window.

![Choose File to Upload]
23. Click the **OK button** on the Transfer Local File window. This will bring you back to SmartEdit. You should see the teaser image on the bottom of the page. *Note: The image will not display when the page is published, but it will be used on the Archive and News Landing pages.* Next you will add an alt tag for the image.

24. Click on the **Insert an ALT tag to be used for the teaser image** red dot. *Note: ALT tags help provide a description of the image to those who are visually impaired and using a screen reader to view the web page. This is required as part of the State Executive Order for website accessibility.* This will open the Edit Element window.

![Edit Element](image)

25. Add a **description of the image** in the stf_teaserImgAlt field. If there is text in the image, such as a logo, it should contain the words in the text. If it is a portrait it can be the person's full name. If it is decorative, provide a description.

![Edit Element](image)

26. Click the **OK button**. This will bring you back to SmartEdit. You should see the ALT tag on the bottom of the page. *Note: The ALT tag will not display when the page is published, but it will be used on the Archive and News Landing pages.* Next you will insert the teaser text that will appear on the Archive and News Landing pages.

27. Click on the **Insert teaser text to be used on the listing page** red dot. *Note: The teaser text will appear under the headline on the Archive and News Landing pages.* This will open the Text Editor window.
28. Type or paste in a few sentences about the news story. There is a 256 character limit. *If you are pasting from another source remember to use the Paste as Text icon instead of right click or Control V.*

29. Click the **OK button**. This will bring you back to SmartEdit. You should see the teaser text on the bottom of the page. *Note: The text will not display when the page is published, but it will be used on the Archive and News Landing pages.*

30. Click the **Close Intro Text** red dot to release the page piece.

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

32. Click the **Close Page** foundation red dot just under the Minerva symbol (if it is open after adding the boxes)

33. **Write down the foundation Page ID number** next to the Open Page red dot just under the Minerva symbol in the logo. You will need this number to connect the story on the News Landing page. In the example below, the Page ID number is 39798.

34. If you navigate to the month, semester or year archives page you will see the teaser image, headline and teaser text have been updated.

35. If you want this story to appear on the News Landing page, see the instructions for **How to Add an Internal Story to the News Landing Page**