RedDot Documentation

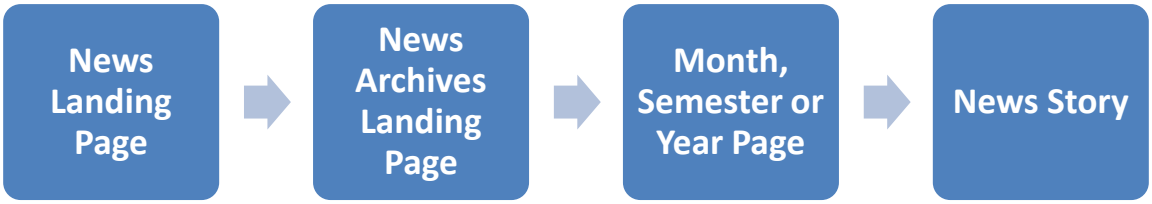
How to Add News Pages and Stories

Overview

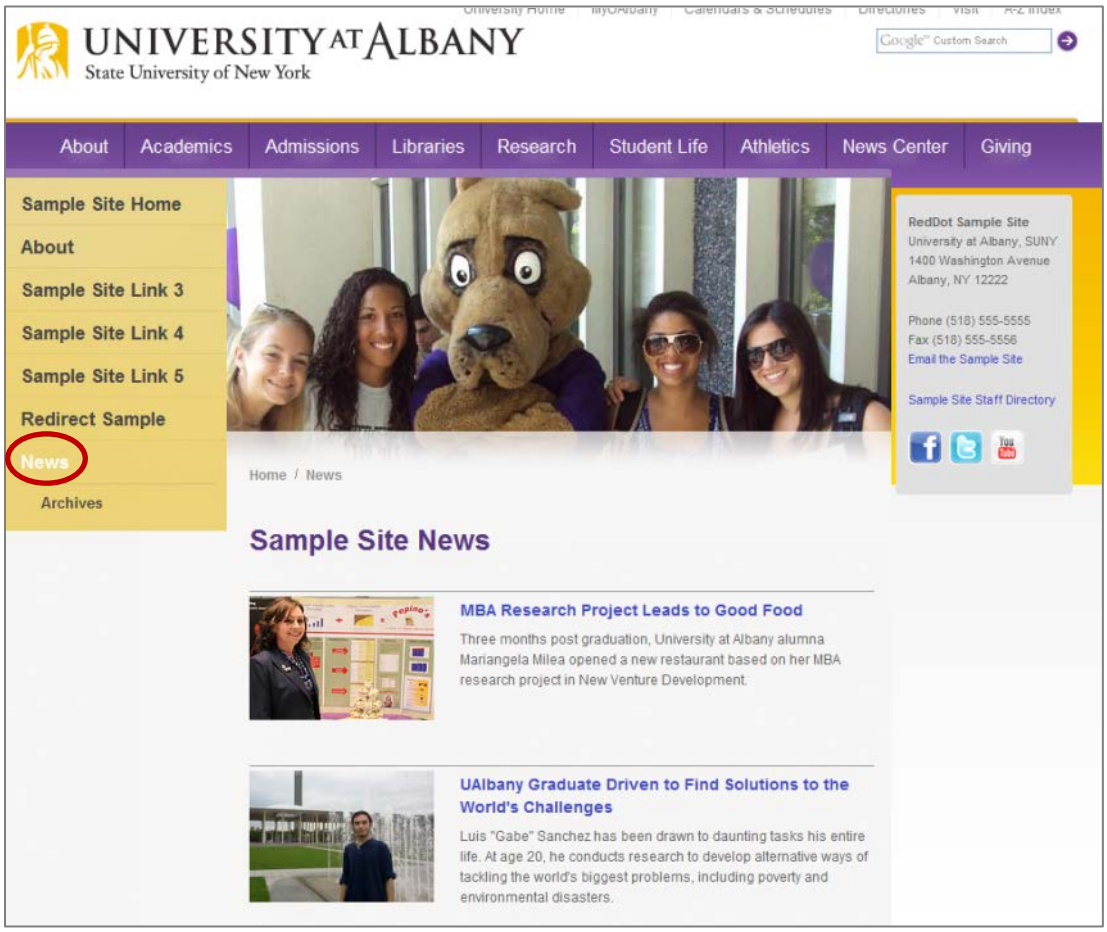
The **News stories** on your website can be comprised of:

- New stories that you create within your site
- Links to existing stories on the UAlbany NewsCenter or any other UAlbany department's site
- Links to stories outside of the UAlbany website
- Links to PDFs

The **News site structure** consists of the following:



- **News Landing Page** – This page is linked from the left navigation and holds the top stories that you want to highlight. You will "connect" to stories that are within your site or create links to external sites or documents.



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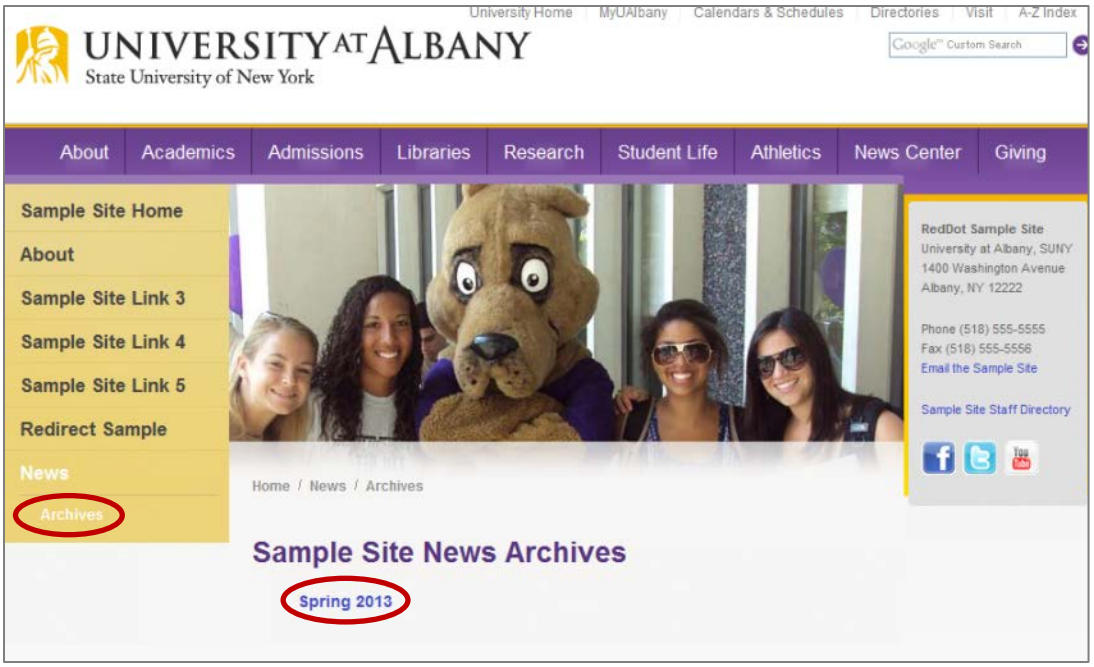
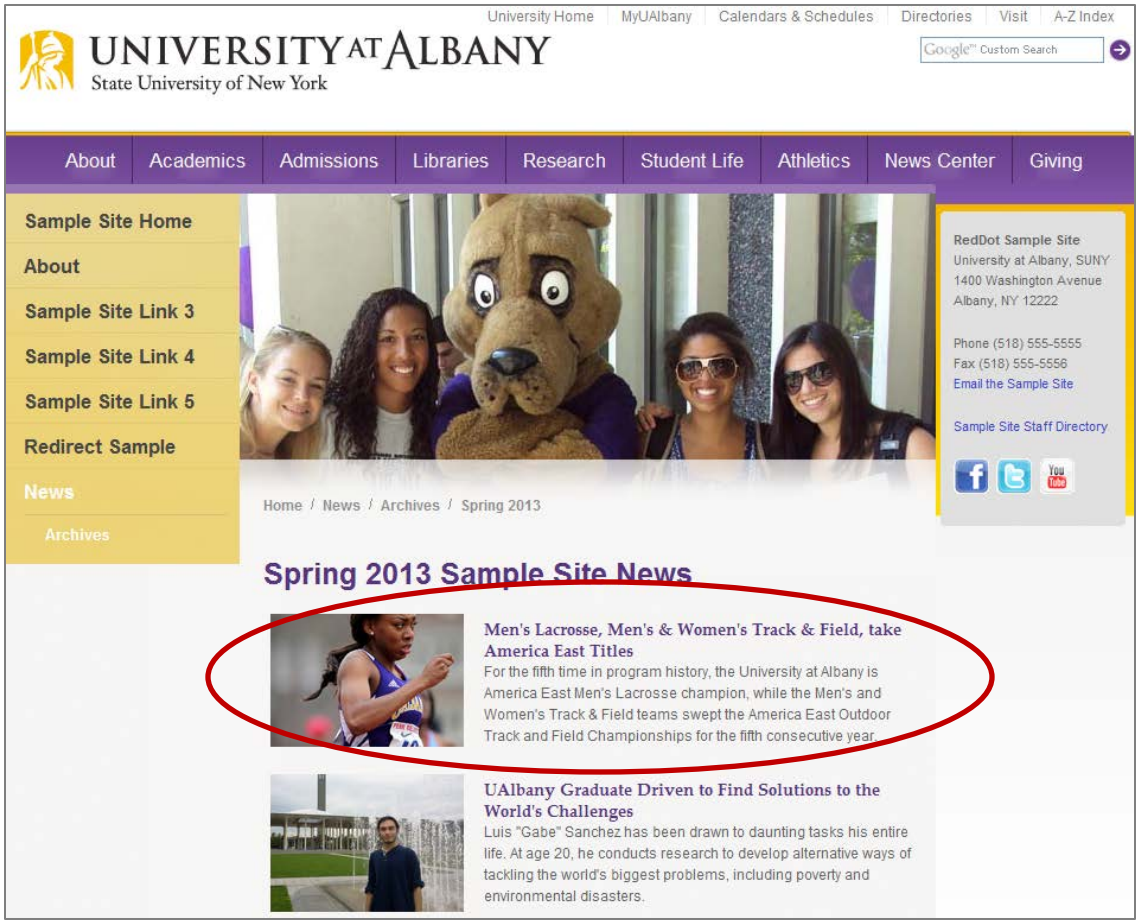
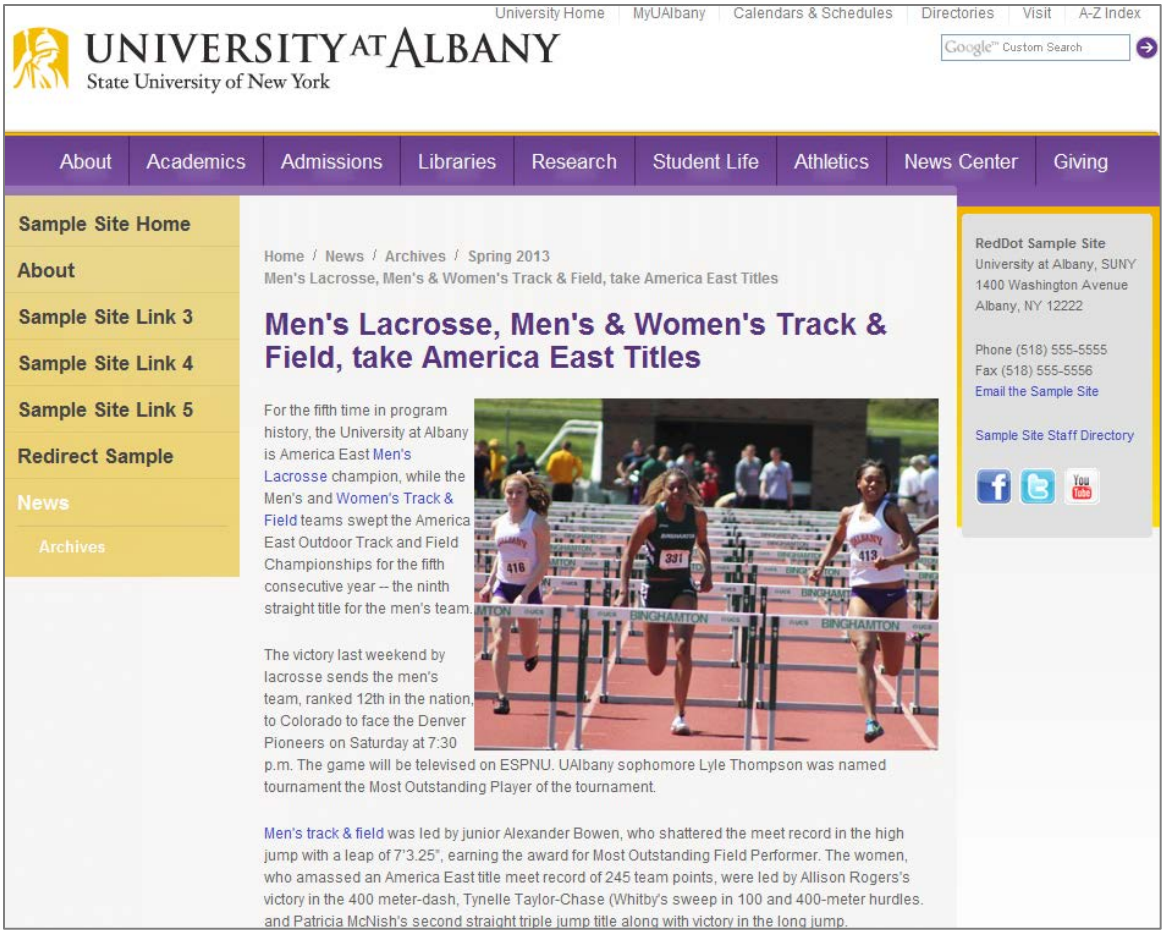
- **News Archives Landing Page** – The Archive Landing page is a child of the News Landing page. It will display as a **left sub-navigation button**. This page holds the links to the Month, Semester or Year News pages.



- **Month, Semester or Year Page** – The Month, Semester or Year page is a child of the Archives page. The navigation displays in center content area. You can choose the time period for the collection of news stories based on the amount of news your department generates. This page holds the **teaser image, headline and teaser text** for the News stories. New stories will be children of this page.



- **News Story** – The News story is a child of the Month, Semester or Year page. Links to these pages will display in the center content area of the page. These pages contain the full news story.