RedDot Documentation

How to Add News Pages and Stories

Create a News Landing Page

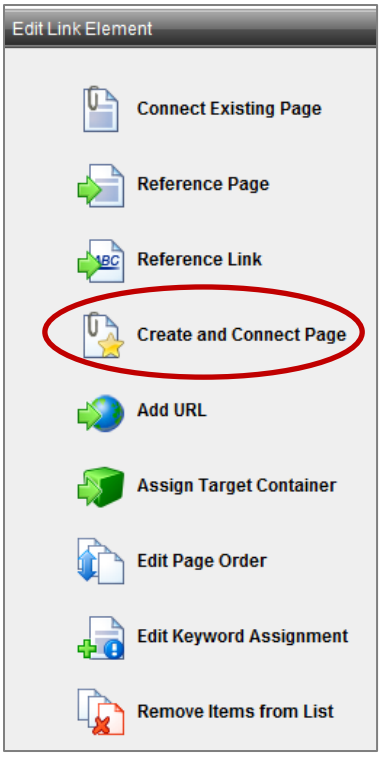
You will create the News Landing page in the left navigation of your website. It is the same process as creating any new child page.

1. Navigate to your site's **Home page**

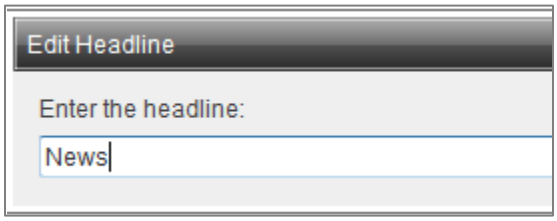
2. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo

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

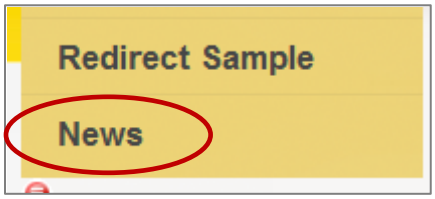
4. Select **Create and Connect Page** from the Edit Link Element menu. This will open the Edit Headline window.



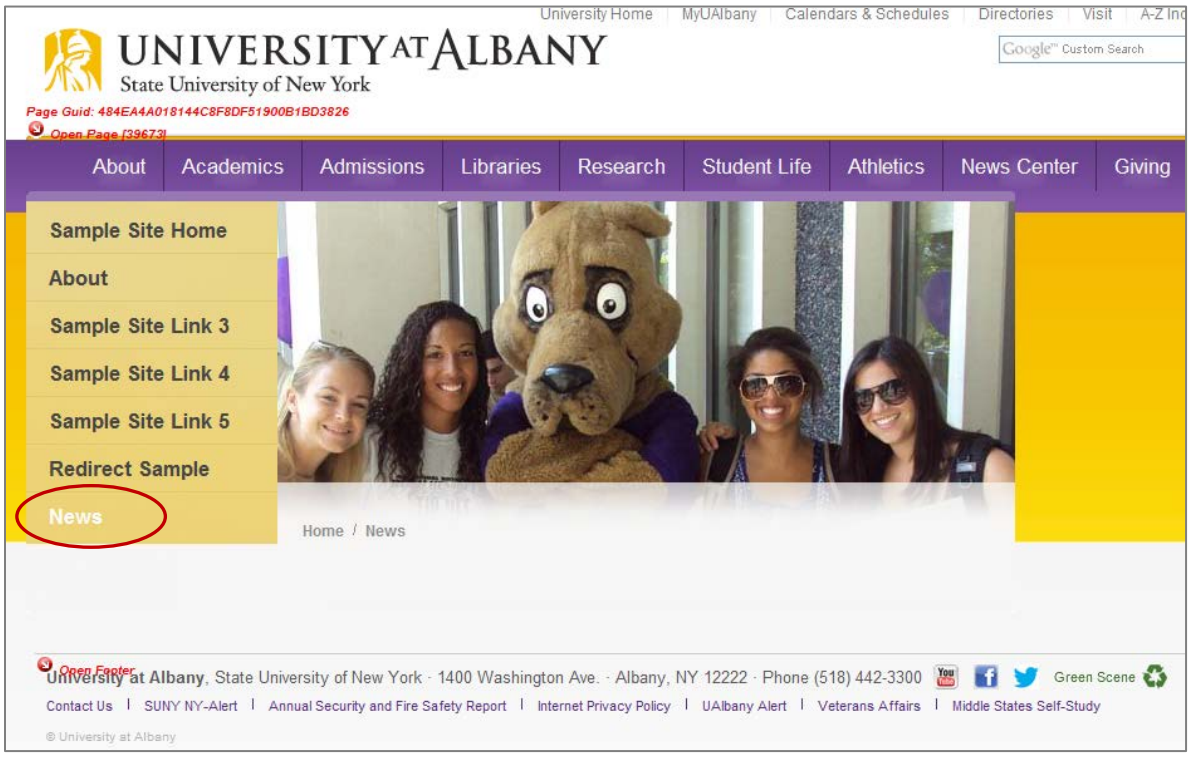
5. Type in a **short page title** in the Enter the headline field*. The text that you enter here will **display as a link** in the left navigation.*



6. Click the **OK button** in the bottom right of the page. This will bring you back to the SmartEdit window. You will now see your new page in the left navigation menu.

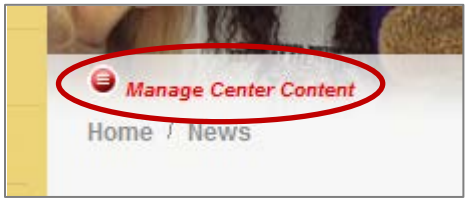


7. Click on the **new News link in the left navigation** to view the new page you just created. You will see a page shell with the navigation and the banner image inherited from the Parent page. Next you will add the page piece that will hold the **news story teasers**.

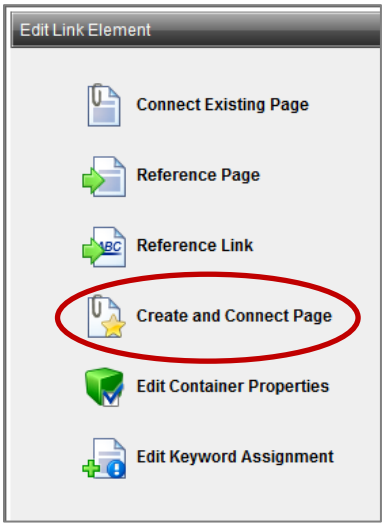


8. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo. This will reveal additional red dots.

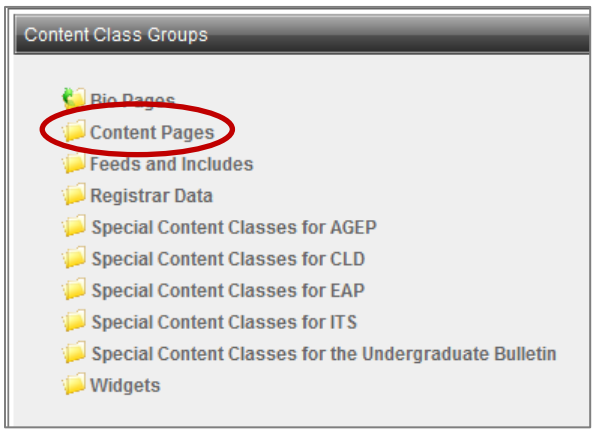
9. Click on the **Manage Center Content** red dot just below the banner image. This will open the Edit Link Element window.



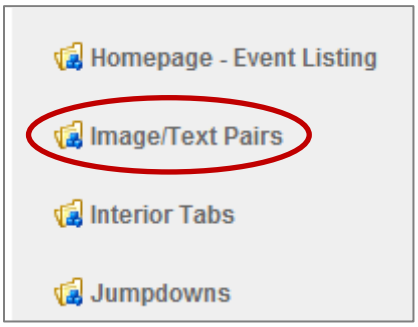
10. Select **Create and Connect Page** from the Edit Link Element window. This will open the Content Class Groups window.



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



12. Select **Image/Text Pairs** from the List of Content Classes. This will open the Edit Headline window.



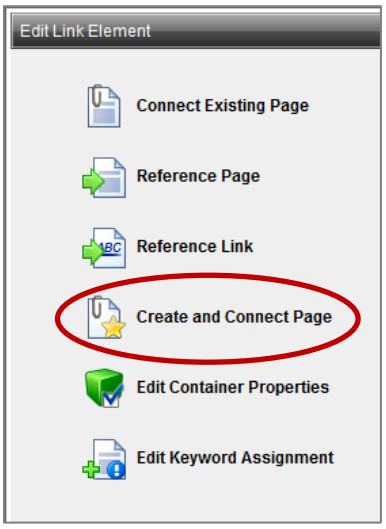
13. In the Enter the headline field, **leave the default headline** and **type in the name of the site and page** in front of it.

14. Click the **OK button**. This will bring you back to the SmartEdit window. Next you will add the **headline**.

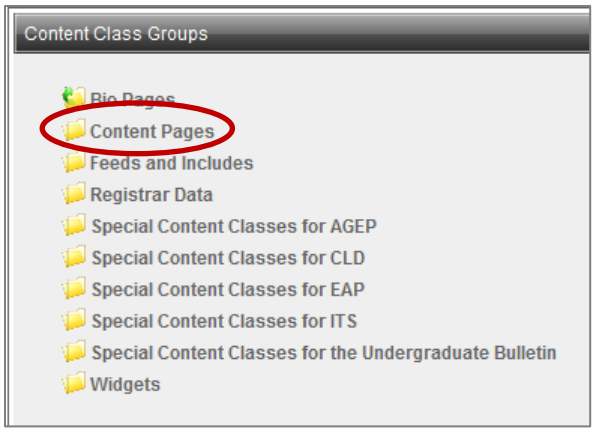
15. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo

16. Click on the **Manage Center Content** red dot just below the banner image. This will open the Edit Link Element window.

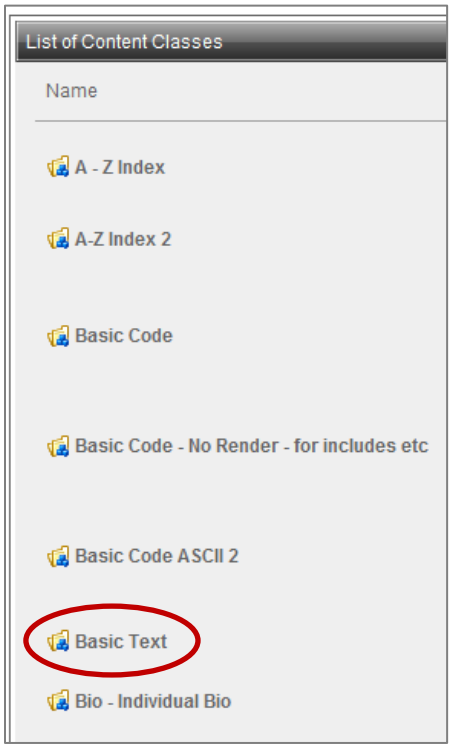
17. Select **Create and Connect Page** from the Edit Link Element window. This will open the Content Class Groups window.



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



19. Select **Basic Text** from the List of Content Classes. This will open the Edit Headline window.

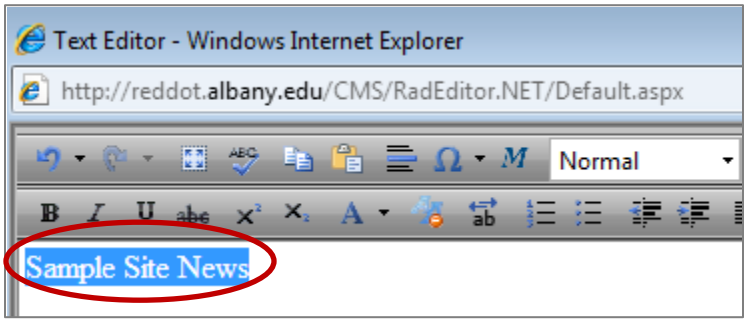


20. Type a **title for the page piece** in the Enter the headline field. It should include the name of the site, the name of the page, followed by the name of the page piece. *This will not display on the page, but will show as the title in Search Results and page piece re-ordering.*

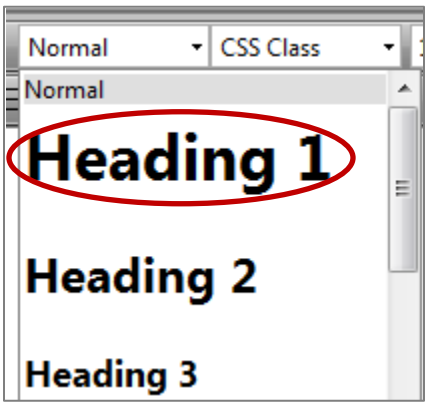
21. Click the **OK button** on the lower right of the page. This will bring you back to SmartEdit.

22. 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.

23. Type in a **title for the page** in the text editor and highlight the text



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



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

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

27. Add the **Contact Box** and any other right/left column boxes that appear on your site

28. **Note**: When you add a new left navigation button you will need to **publish all pages in your site** for it to display on the left navigation on each page. A shortcut for publishing all pages is to be sure to place the Contact Box on every page. You can then publish the Contact Box and any page containing it will publish as well.

29. Next you will create the **Archives Landing page**. It will be a child page of the News Landing page.