RedDot Documentation

How to Add News Pages and Stories

Create a News Archives Landing Page

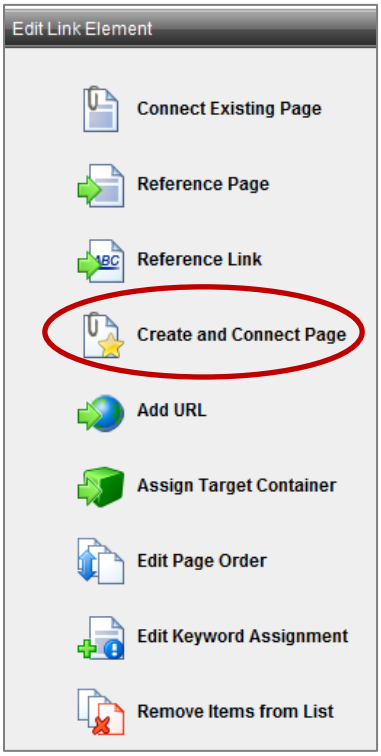
You will create the News Archive Landing page as a child (sub-navigation button) of the News Landing page in the left navigation of your website. It is the same process as creating any new child page.

1. Navigate to your site's **News Landing page**

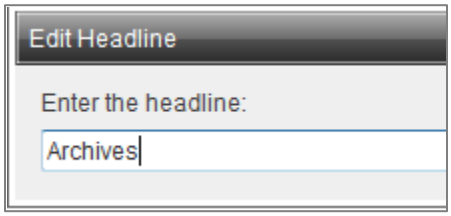
2. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo

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.

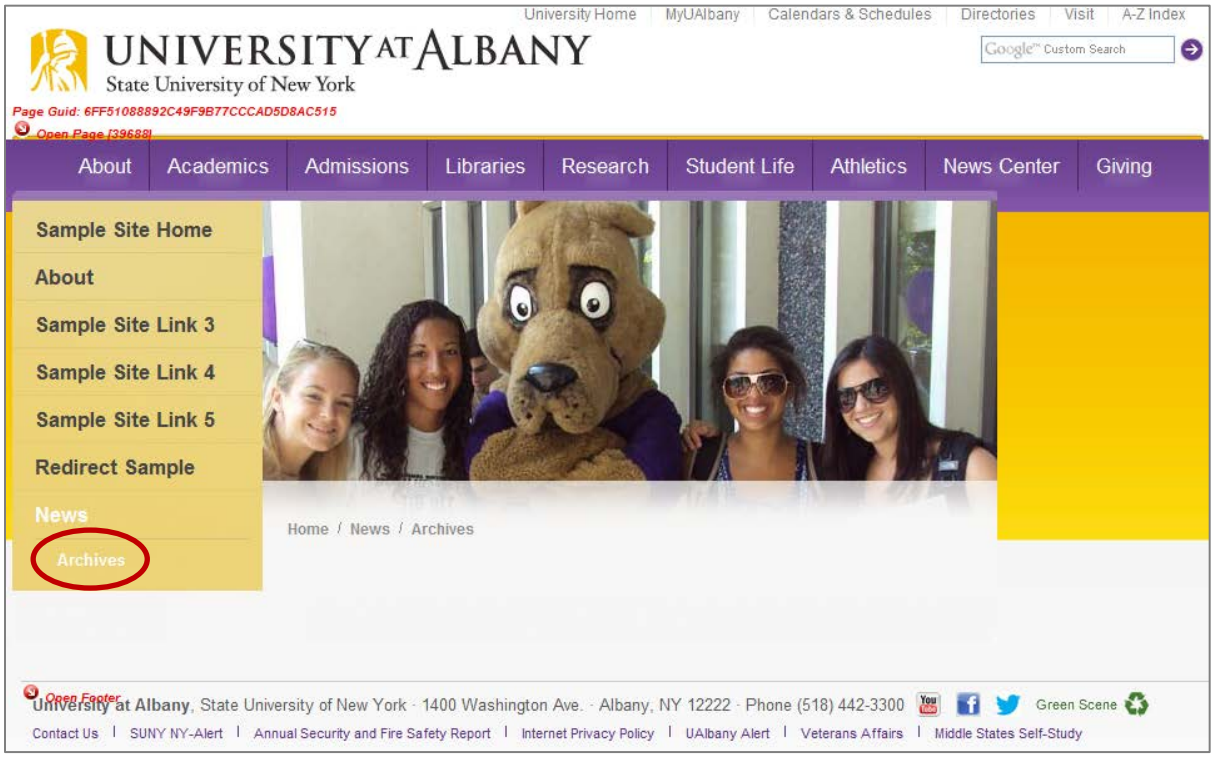


5. Type in a **short page title** in the Enter the headline field*. The text that you enter here will* ***display as a link*** *in the left navigation.*

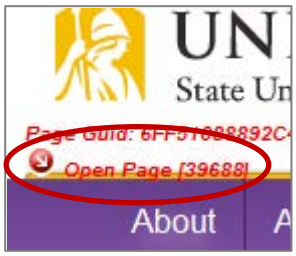


6. Click the **OK button** in the bottom right of the page. This will bring you back to the SmartEdit window. You will now see your new page in the left navigation menu as a sub-navigation button of News.

7. Click on the **new Archives link in the left navigation** to view the new page you just created. You will see a page shell with the navigation and any banner images inherited from the Parent page. Next you will add the Page Headline.

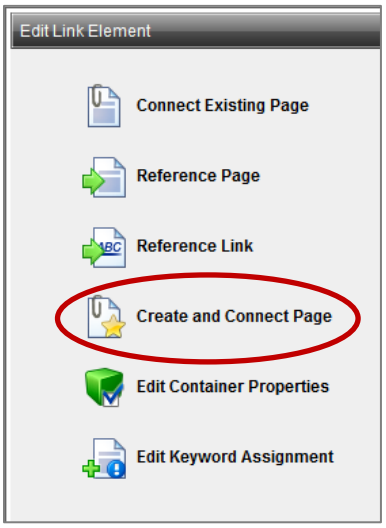


8. Click on the foundation **Open Page** red dot below the Minerva symbol in the logo. This will reveal additional red dots.

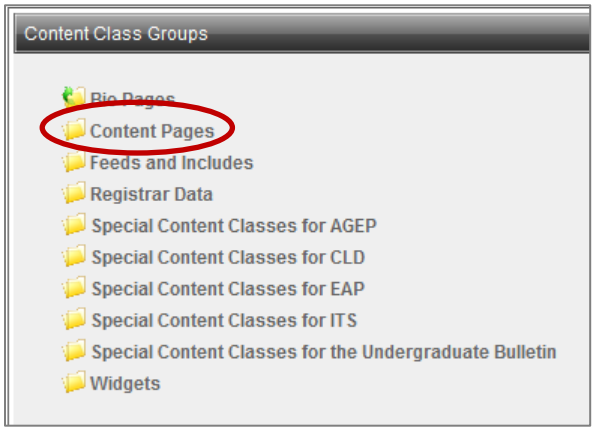


9. Click on the **Manage Center Content** red dot just below the banner image. This will open the Edit Link Element window.

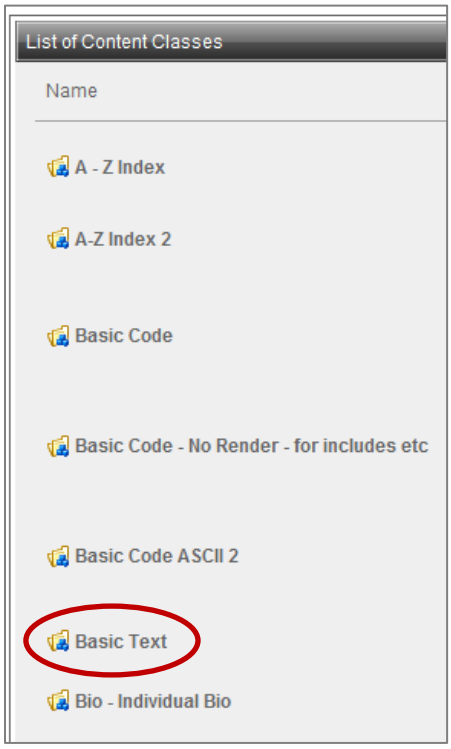
10. Select **Create and Connect Page** from the Edit Link Element window. This will open the Content Class Groups window.



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

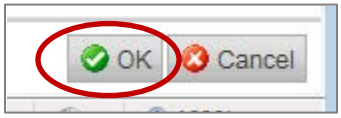


12. Select **Basic Text** from the List of Content Classes. This will open the Edit Headline window.



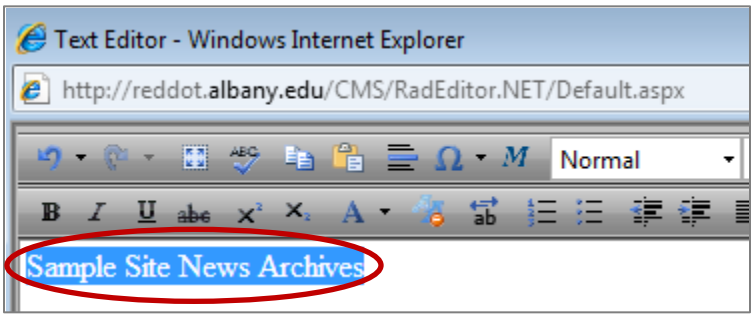
13. Type a **title for the page piece** in the Enter the headline field. It should include the name of the site, the name of the page, followed by the name of the page piece. *This will not display on the page, but will show as the title in Search Results and page piece re-ordering.*

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

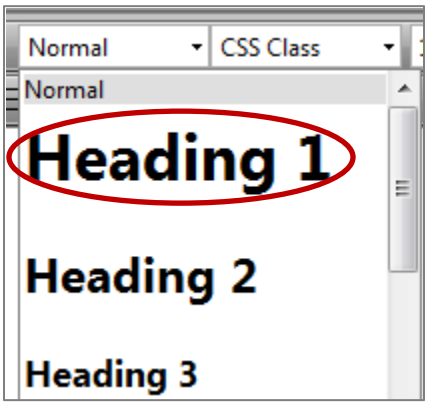


15. You should now see the Basic Text red dots in the center content area. Click on the **Edit Text** red dot. This will open the Text Editor.

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



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



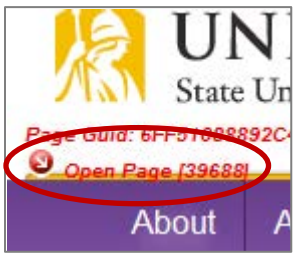
18. Click the **OK button** on the bottom right of the text editor. This will bring you back to SmartEdit.

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

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

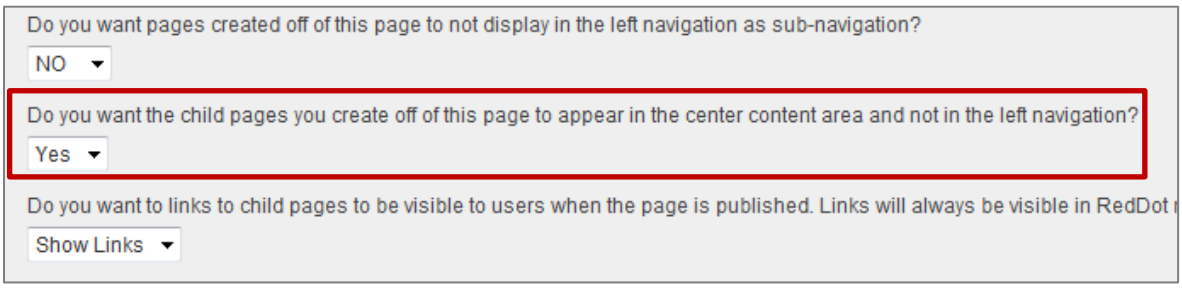
21. Since our web templates do not display tertiary navigation in the left, we will need to change a setting so that we can **view links to the child pages of the Archives page** in the center content area.

22. On the Archives page click the foundation **Open Page** red dot below the Minerva symbol in the logo.



23. 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.

24. Scroll to the top of the form. 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**.



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

26. 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.

27. Next you will create a child of the Archive page to hold stories for a **month, semester or year** depending on the amount of news your department generates.