Creating a news item

1. Click on the **Content** tab. The **News administration** screen should now be displayed.

ADMINISTERING DMNEWS OBJECTS

60 items

Object Status: All

Page 1 of 4

Filter: createdby | Matches Exactly | | Order: datetimecreated | Descending | Filter | Clear

Select	Edit	View	Stats	Label	Status	Last updated	By	Publish Date
☐				FarCry v2.3 Released	approved	08-Mar-2005	modius	07-Feb-2005
☐				FarCry v2.3 Release Candidate Available	draft	07-Feb-2005	brendan	22-Dec-2004
☐				Farcry v2.3 Alpha Released (i18n version)	approved	04-Aug-2004	brendan	04-Aug-2004
☐				FarCry v2.2 Released	approved	26-Jul-2004	brendan	26-Jul-2004
☐				FarCry Technology Whitepaper	approved	14-May-2004	modius	14-May-2004
☐				PLP's Demystified	approved	05-May-2004	daniela	04-May-2004
☐				Integrating FuseTalk with FarCry	approved	27-Apr-2004	brendan	27-Apr-2004
☐				FarCry v2.1.1 Released	approved	23-Apr-2004	brendan	23-Apr-2004
☐				Active Directory Integration	approved	12-Mar-2004	brendan	12-Mar-2004
☐				FarCry User Group meeting a great success!	approved	27-Feb-2004	brendan	27-Feb-2004
☐				FarCry User Group Meeting at MXDU	approved	17-Feb-2004	brendan	17-Feb-2004
☐				Database Indexing Strategies for FarCry	approved	05-May-2004	brendan	06-Feb-2004
☐				New FarCry walkthrough – extending core components	approved	22-Jul-2004	brendan	05-Feb-2004
☐				Categorisation/Keywords	approved	03-Feb-2004	gary	03-Feb-2004
☐	Add button			Nav Aliases Exposed	approved	30-Jan-2004	gary	30-Jan-2004

Add | Delete | Request Approval | Approve | Send to Draft | Dump

☐ Restrict By Categories

News administration screen

2. Click on the **Add** button. **News item wizard – step 1** should now be displayed.

Default

(INCOMPLETE)

GENERAL INFO

Title: ⟵ Title field

Publish Date:(go live) 10 | March | 2005 | 13 hrs | 0 mins ⟵ Publish date fields

⟵ No expiry date button

Expiry Date: ✗ 24 | March | 2005 | 13 hrs | 0 mins ⟵ Expiry date fields

Display Method: Standard Page ⟵ Display method drop down

<< Back | start | Next >>

Save | Cancel

News item wizard – step 1

Item	Action	Description
Title field	Enter a title for the news item	This is a mandatory field
Publish date fields	Choose a date and time for the news item to go live	The news item will only be displayed on the website after this time
No expiry date button	Shows/ hides the expiry date fields. Click on this if you do not want the news item to expire.	The news item will be displayed on the website until you remove it
Expiry date fields	Choose a date and time for the news item to expire (or click on the no expiry date button)	The news item will not be shown on the website after this time
Display method	Choose from the available display methods	This determines how the news item will be displayed on the website

3. Enter the relevant information then click on the **Next** button. **News item wizard – step 2** should now be displayed.

News item wizard – step 2

4. If you would like to associate files with the news item, click on the **Upload New File** button. **News item wizard – step 2 (upload files)** should now be displayed.

News item wizard – step 2 (upload files)

5. Enter the relevant details then click on the **Upload File** button. **News item wizard – step 2 (upload files)** should now be displayed again (with the uploaded file showing)
6. Click on the **Next** button. **News item wizard – step 3** should now be displayed.

News item wizard – step 3

7. If you would like to associate images with the news item, click on the **Upload New Image** button. **News item wizard – step 3 (upload images)** should now be displayed.

News item wizard – step 3 (upload images)

8. Enter the relevant details then click on the **OK** button. . **News item wizard – step 3** should now be displayed again (with the uploaded image showing).
9. Click on the **Next** button. . **News item wizard – step 4** should now be displayed.
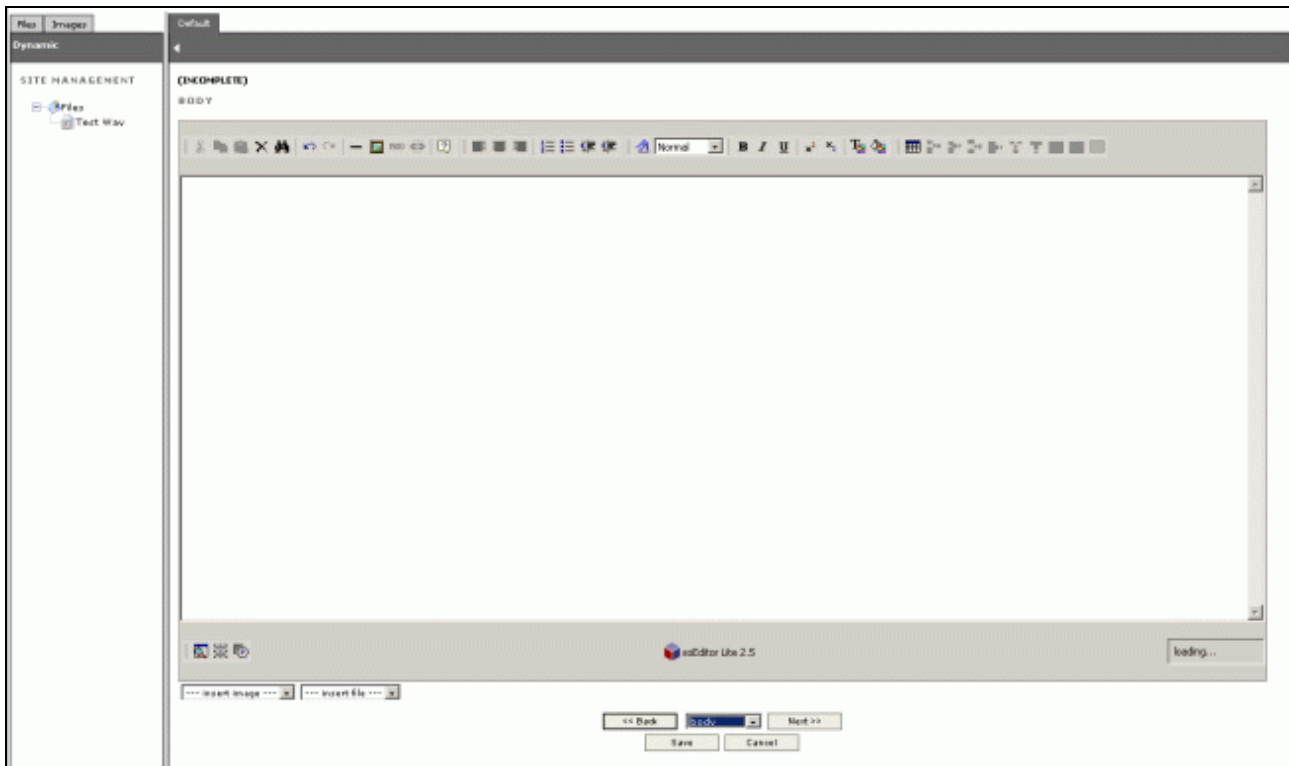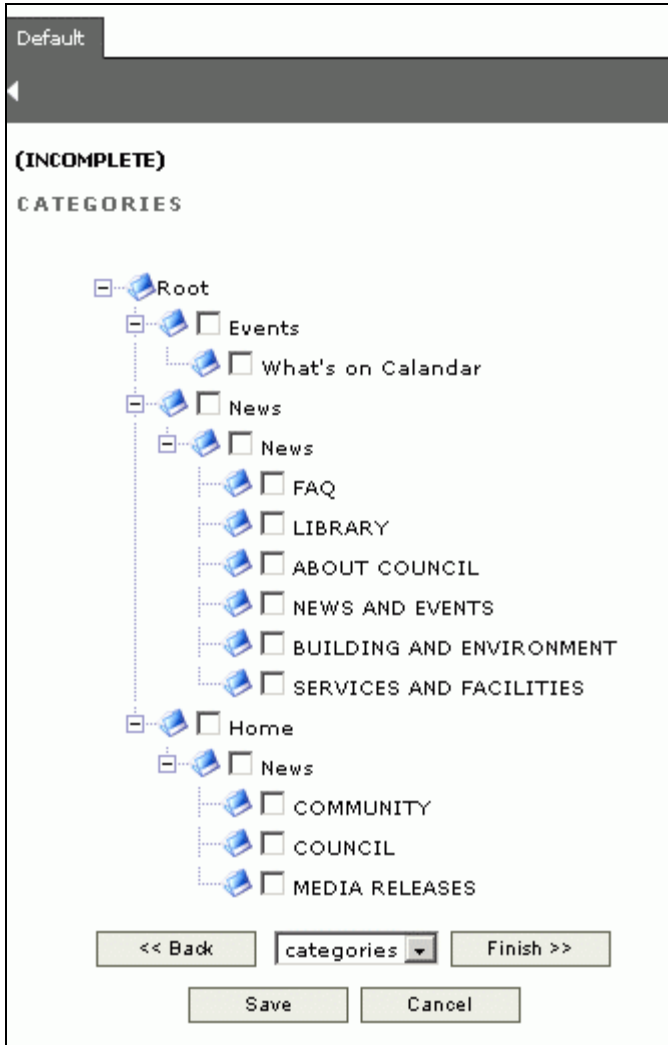

News item wizard – step 4

10. If you have entered any thumbnail images (in Step 3 of the wizard), you can add one to the teaser by choosing it from the teaser image drop down. Enter any teaser text, then click on the **Next** button. **News item wizard – step 5** should now be displayed.

News Item wizard – step 5

11. Enter and edit the body content in the same way as for an HTML page (See **Creating an HTML page**).
12. Click on the **Next** button. **News item wizard – step 6** should now be displayed.

News Item wizard – step 6

13. Select the relevant categories for the news item, then click on the **Finish** button. The **News item administration** screen should now be displayed (with the new news item listed).