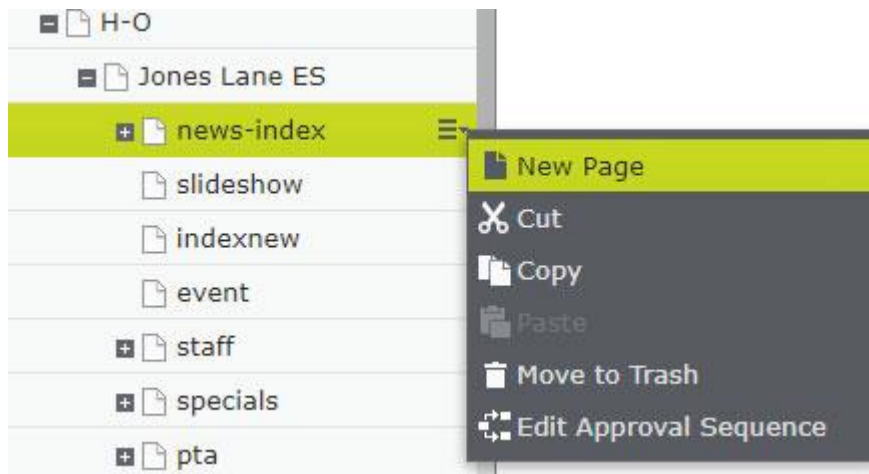**WEB SERVICES**

OFFICE OF COMMUNICATIONS

MCPS Content Management System (Episerver) Training

How to Add, Delete and Schedule News Items

How to Add a News Item

1. Navigate to your school's folder in the Navigation Pane and select the **news-index** page.

2. Click the menu button on news-index page and then select **New Page**.

3. The New Page screen will open. Select **School News Detail Page** and enter a name for the news item in the **Name** field. Example: Field Day

4. The page name you entered in step 3 will be used as the default title for the news item, and in the URL for the news item. Example: /schools/joneslanees/news-index/field-day/
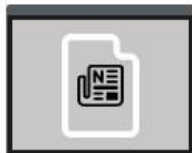
New Page:

... > Elementary Schools > H-O > Jones Lane ES > news-index

Name New Page
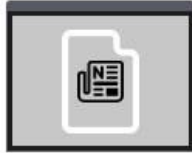
School News Folder
News folder for organizing
news pages.

Other Page Types
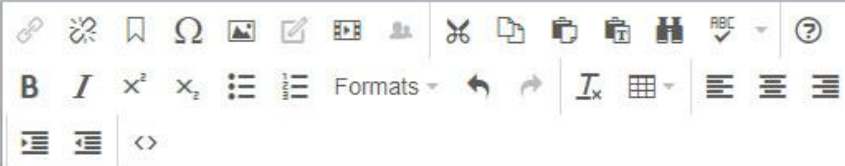
School News Folder
News folder for organizing
news pages.

School News Detail Page
News article page for schools.

5. If you are in 'On-Page Editing' view, switch to 'All Properties' view.

Options ⌄

6. Select the **Content** tab.

7. Enter a title for the news item. If you don't enter a title, the page name will be used as the title. The title will be displayed on your school's homepage under 'News & Announcements', and will hyperlink to the news detail page. Example: Calling All Field Day Volunteers

8. Select the date you would like the news item to be published. If you don't select a date the news item will be published as soon as you click **Publish**.

9. Enter the Summary text. This will be displayed on your school's homepage below the title.


10. Enter the Main Body text. This will appear on the news detail page after you click the Title link from the school's homepage. You can add rich text, and upload documents and images to this field.

11. To set a news item to expire on a specific date, select Tools – Manage Expiration and Archiving from the top of the Properties view.
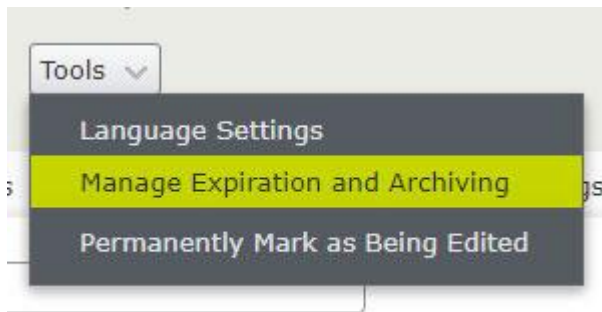
12. The Manage Expiration and Archiving window will appear. Select the date you want the news item to stop appearing on the site. Then click **Save**.
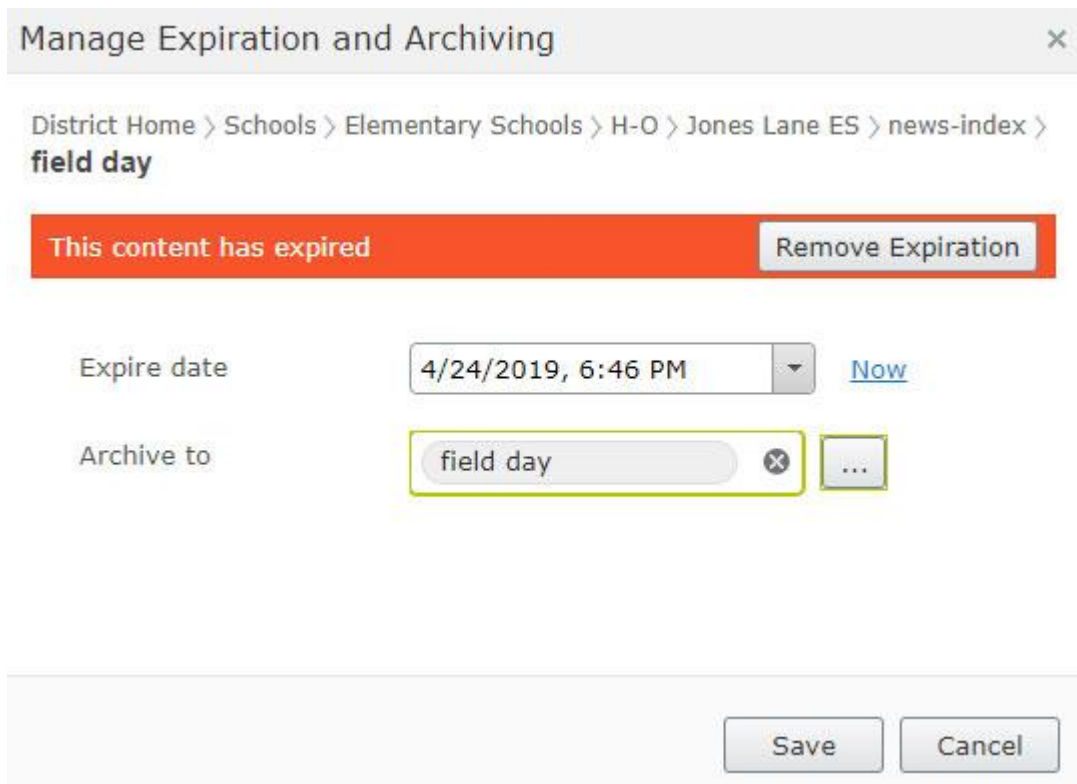
13. When you are finished creating and editing the news detail page, click **Publish**.

14. Articles on the homepage will be listed in order by Publish Date.
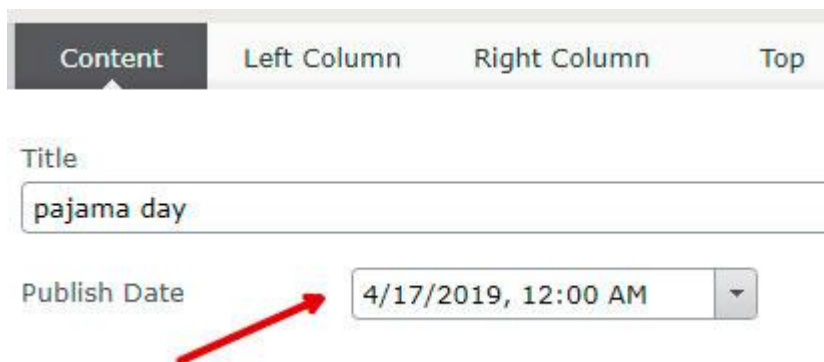
How to Edit a News Item

1. Navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the **news-index** page to expand the news folder.

2. Select the news detail page for the news item you want to edit.
3. You can edit the news item's title and main body from the On-Page Editing view by clicking on the active areas.

4. To edit the summary which appears below the Title on the school's homepage, switch to the Properties view.

5. On the Content tab, enter text in the Summary field.

6. To change the sort order of the news items on the homepage, select the Content tab and change the **Publish Date**. News items are sorted by Publish Date with the most recent listed first.
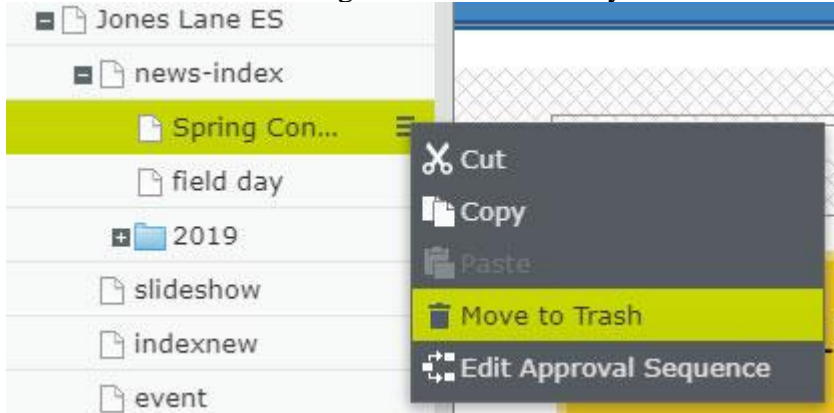

7. When you are finished making your changes, click **Publish**.

How to Delete a News Item

1. Navigate to your school's folder in the Navigation Pane and select the plus (+) sign next to the **news-index** page to expand the news folder.

2. Select the News Detail Page for the news item you want to delete and click **Move to Trash**.

How to Change the Number of News Items Displayed on the Homepage

1. Navigate to your school's folder in the Navigation Pane and select the **news-index** page.

2. If you are in 'On-Page Editing' view, switch to the 'All Properties' view.

3. Select the **Block View** tab.

4. Enter the number of news items you would like to see on the homepage in the **Number of Articles to Display** field.

5. Click **Publish**.