

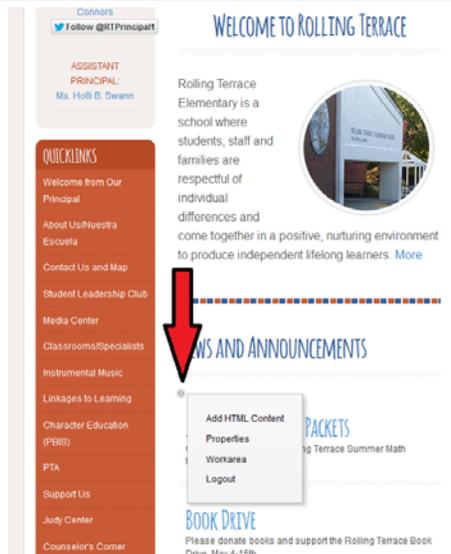
Basics of News Lists

In this document:

- A. Creating a news item
- B. Editing a news item
- C. Deleting a news item
- D. Setting start and end dates for news items

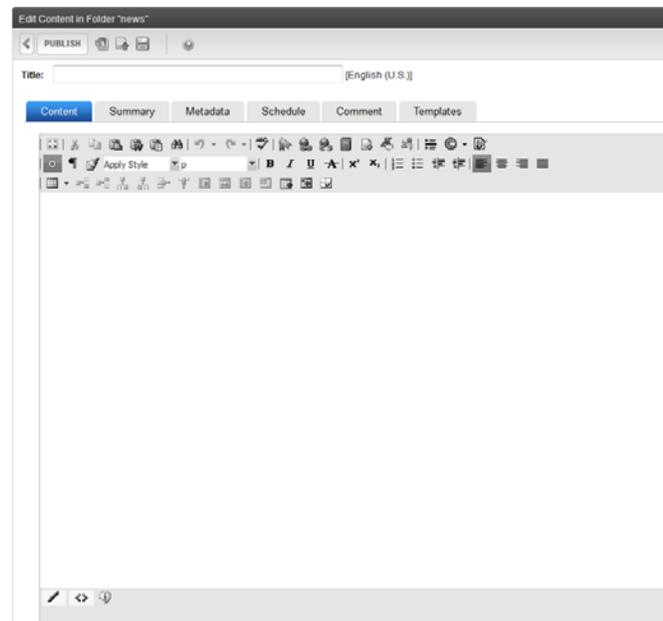
A. How do I create a news item?

1 To add a news item, hover your cursor over the dot in the upper left-hand corner of your announcements/news section. Then click on the Add New HTML Content text.



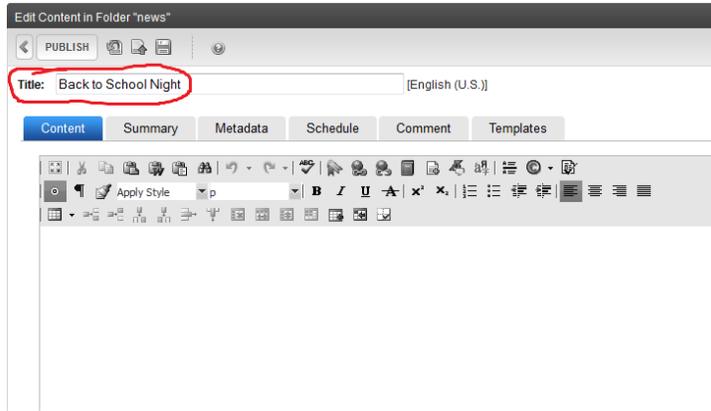
2. The *content work area* will appear.

Each news item is essentially a content block. However, the titles and summaries of these content blocks are displayed on your home page.



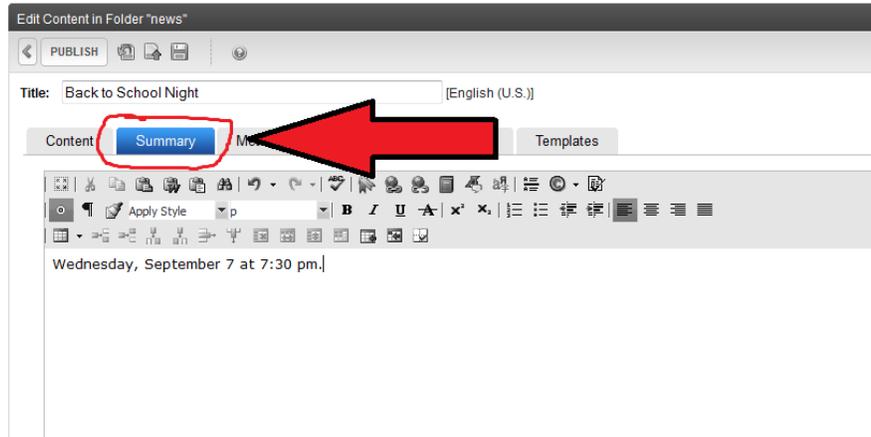
3. First, type in a title.

Important: The title will become the link in the newslist on your home page.



4. Next, click the "Summary" tab. Type in a summary.

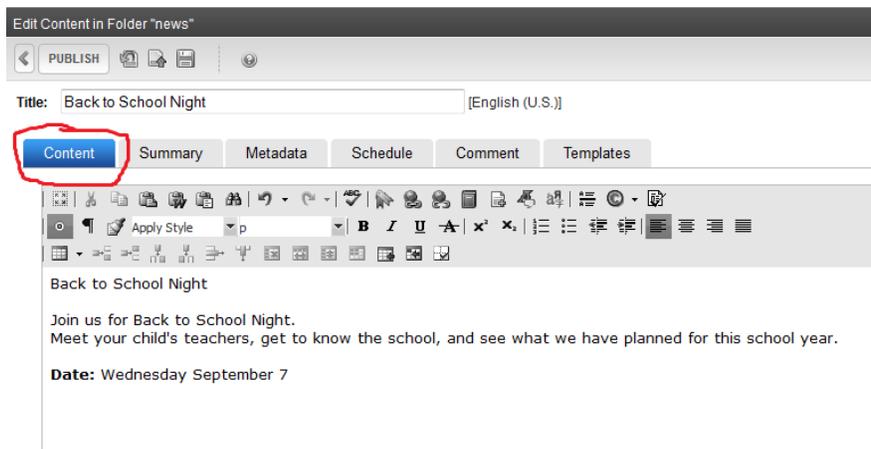
Important: The summary will become the blurb in the newslist on your home page.



5. Next, click the "Content" tab and add your content.

You can add text, images, and links as you would any other content block.

Important: If you leave the content blank, your news item will link to a blank page.



6. To save your change and publish it to your web page, click the publish text as described in *How to Edit a Web Page*.

7. The title and summary of the news item is on your school's home page.

The title links to the news item content.

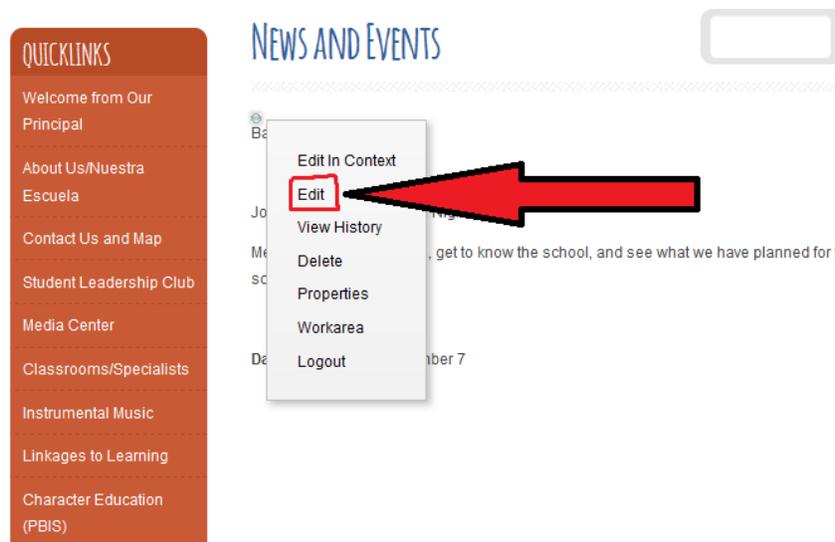
The screenshot shows a school website with a navigation menu on the left containing items like 'Welcome from Our Principal', 'About Us/Nuestra Escuela', 'Contact Us and Map', 'Student Leadership Club', 'Media Center', 'Classrooms/Specialists', 'Instrumental Music', 'Linkages to Learning', 'Character Education (PBIS)', 'PTA', and 'Support Us'. The main content area features a news item titled 'BACK TO SCHOOL NIGHT' with a sub-headline 'Wednesdya, September 7 at 7:30 pm.' and a 'More' link. To the right, there are widgets for 'AREA WEATHER' showing 88°F and a 'Severe Weather Alert', and 'E-BOOKS' with a 'Click here for TumbleBooks' link. A decorative horizontal line is present above the news item.

B. How do I edit a news item?

1. To edit a news item, click on the title (link) of the news item.

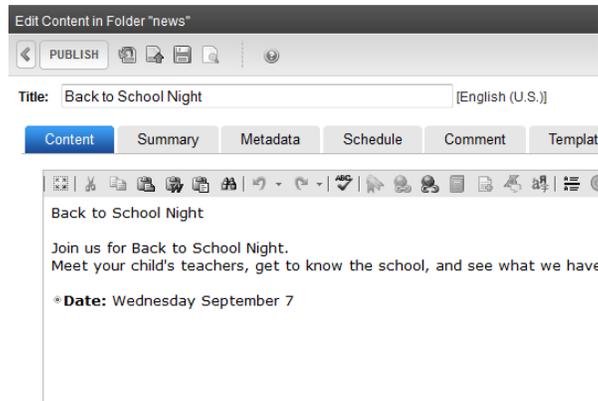
This screenshot is identical to the one above, but with a red circle drawn around the 'BACK TO SCHOOL NIGHT' title in the news item section, indicating that this is the element to be edited.

2. Once on the news item's page, hover over the  in the upper left-hand corner of the content area, and click on the edit text.



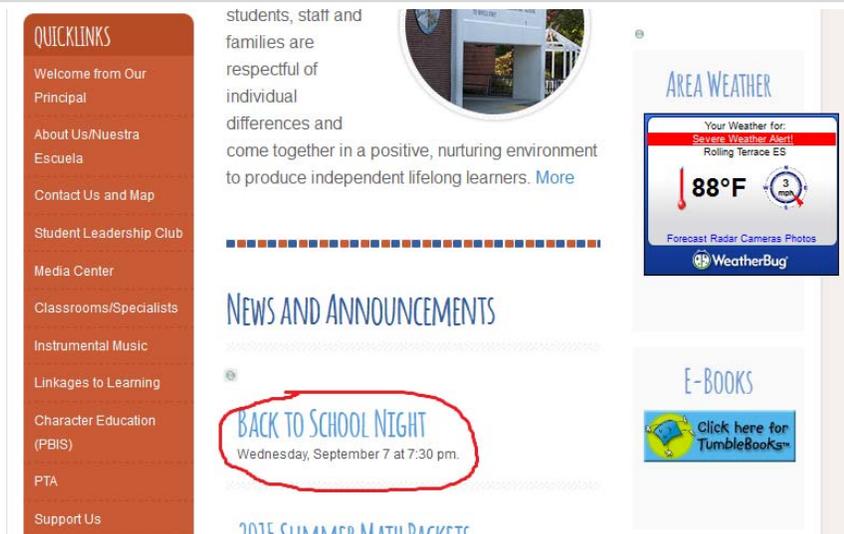
3. The *content work area* for that news item will open.

Follow the steps in *How to Edit a Web Page* to edit and publish your changes.



C. How do I delete a news item?

1. To delete a news item, click on the title (link) of the news item

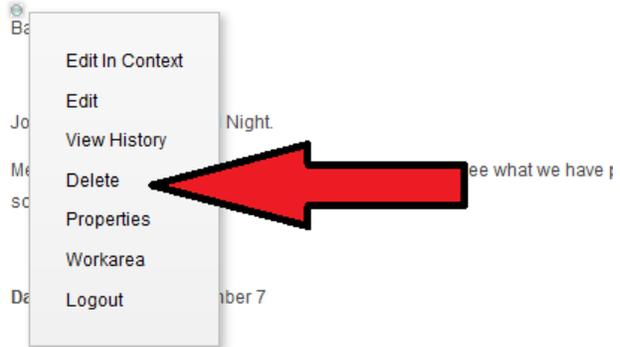


2. Once on the news item's page, hover over the  in the upper left-hand corner of the

content area, and click on the delete text.

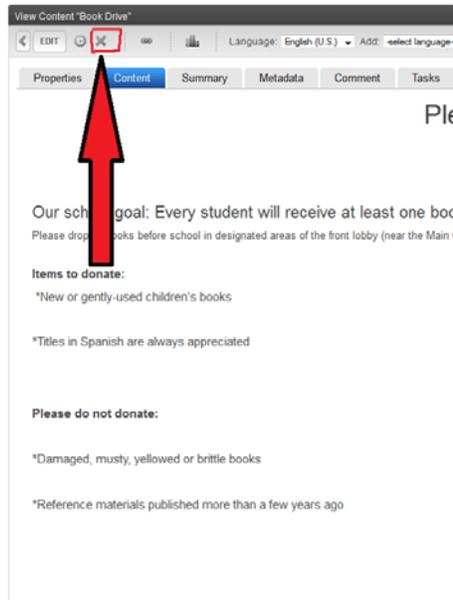


NEWS AND EVENTS

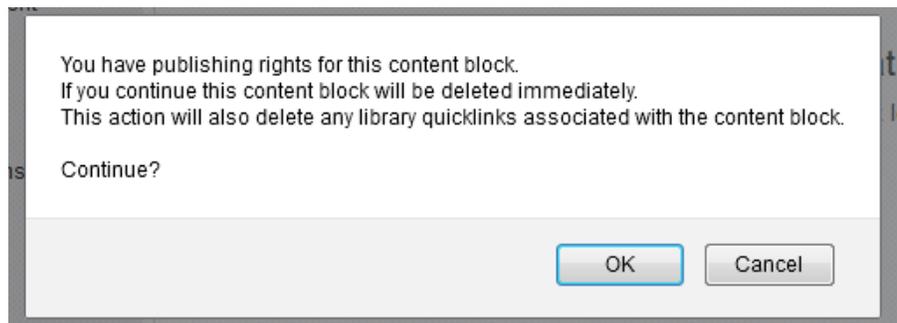


3. The *content work area* for that content block will open.

Click on the delete icon.



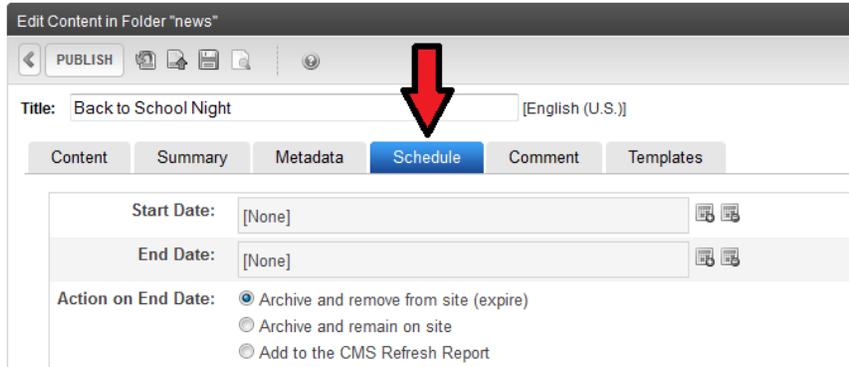
4. A warning box pops up. Click OK if you want to delete.



5. Your news item is now deleted from Tron. The news page is blank. If you return to your home page, the news item is not longer displayed

D. How do I set a start and/or expiration date for a news item?

1. In the *content work area* for your news item, click on the “Schedule” tab.



Edit Content in Folder "news"

PUBLISH

Title: Back to School Night [English (U.S.)]

Content Summary Metadata **Schedule** Comment Templates

Start Date: [None]

End Date: [None]

Action on End Date:

- Archive and remove from site (expire)
- Archive and remain on site
- Add to the CMS Refresh Report

2. Select a start and/or end date. Important, you must select "archive and remove from site (expire)" for the news item to no longer appear in your newslister after the end date.

3. Click the publish text.

Note: If you have scheduled a news item to appear in the future, it will not appear on your home page until the time and date you specified. You can preview it by following the steps in the *How to Edit a Web Page* document.