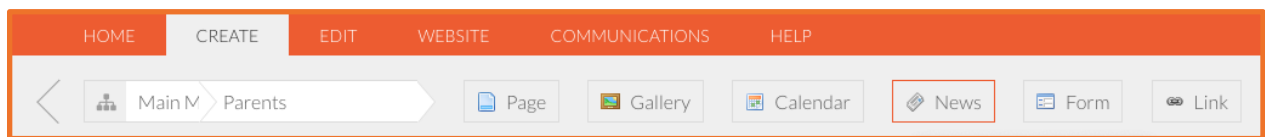# Creating a news story on your website and making news articles 'urgent' or 'pinned'

Most school or trust websites have a news area set up as default, however if you do not have a news area or wish to create a new one, then the first thing you will need to do is create a new news category.

Creating a news category

Go to **create** on the orange admin bar and then select **news** from the list of options.

HOME	CREATE	EDIT	WEBSITE	COMMUNICATIONS	HELP

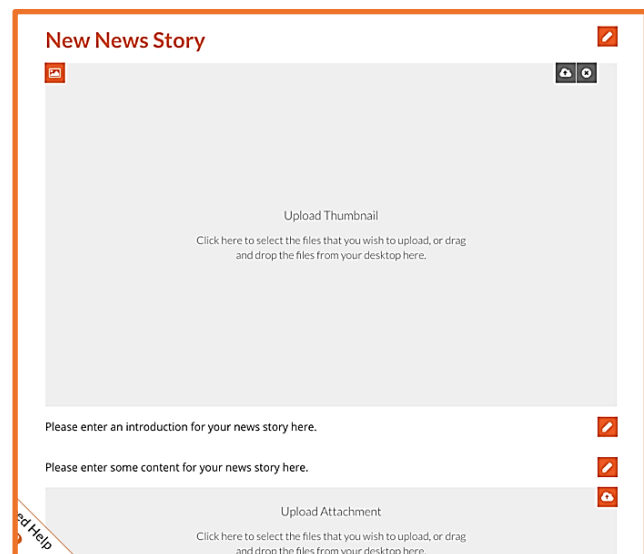Main M › Parents   📄 Page   🖼 Gallery   📅 Calendar   🏷 News   📰 Form   🔗 Link

The pop-up box will ask you to add a **category name** which will be the title of your news page, for example 'School News'. In the **category description** enter a brief description of your news area, for example 'Find out the latest news from around our school'. This will create the news category.

You will then need go to **save** on the **edit toolbar** and select **save now**.

Creating a new news story

When you are within the news category where you'd like to add your 'new' news story go to the orange admin toolbar and click **create** and then click **article**.

You can then add a title for your news story (where it currently says new news story) and upload a thumbnail image which will show in the main news feed.

New News Story

Upload Thumbnail

Click here to select the files that you wish to upload, or drag and drop the files from your desktop here.

Please enter an introduction for your news story here.

Please enter some content for your news story here.

Upload Attachment

Click here to select the files that you wish to upload, or drag and drop the files from your desktop here.

You can then write an introduction, add the main body of your text and upload any attachments if required.

Once you are happy with your story, go to **edit** and **save** on the orange toolbar. You can then choose whether to save now, save as a draft or send for approval to another user.

Cropping your news thumbnail images

When you upload a thumbnail image to your news article, you may wish to crop it to show a particular element of the photo in your news feed, or to ensure heads are not 'cutting off' when the image is saved.

To do this, click **upload thumbnail** in your news article and then, using the pop-up window, select the image you would like to use from your personal machine files. If you do not have an image to use, then the article will be saved using the default thumbnail, which is usually your school logo.

When you have uploaded the image, **hover your curser over the image** until **three icons appear in the top-right hand corner**.

 These icons, from left to right, are **crop**, **replace image** and **remove image**. Click on the **crop** icon to open the **crop thumbnail window**.

The thumbnail image may need to appear in several areas of your website and, if so, there will be different crop options available for you to set.

The **main thumbnail** is the one which will appears directly within the news article, the **list thumbnail** will appear within the main news feed category and the **home thumbnail** will appear in the news feed on the homepage.

If you have the News & Events app enabled, then you may also have an **app thumbnail** option to edit as well.
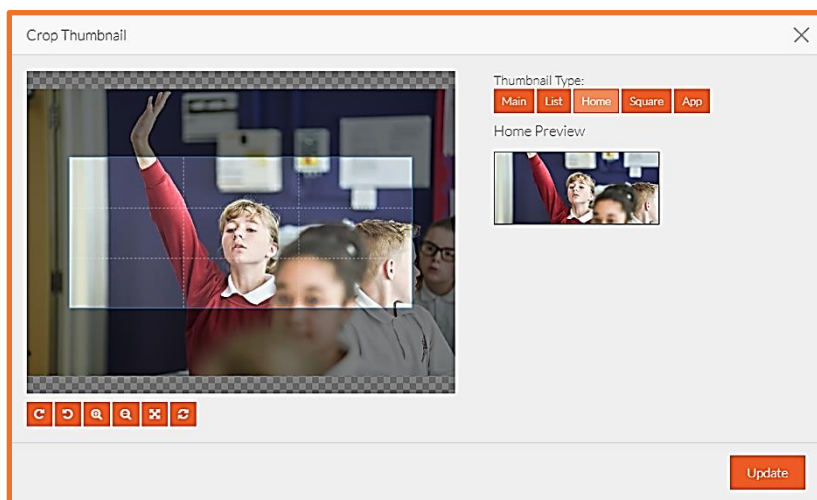
Within the crop thumbnail window, you will be able to **adjust the image** for each area of your website and **move or drag the crop tool** to select the version you would like to use. A **preview** of the cropped image will appear on the right-hand side. You can also rotate and zoom in and out of the image as required using the orange buttons beneath the image.

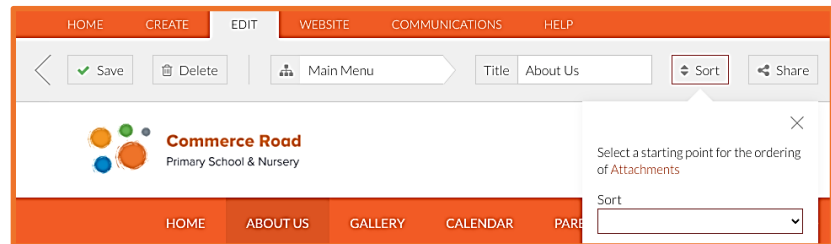Once you are happy with how the crop looks on all versions of the thumbnail, click **update** to apply the new crop dimensions.

News Article Edit Menu

Sort

To **reorder** your **attachments**, you can either drag them into position, or choose the order using **sort** option under the **edit** menu on the orange admin bar.
The options available are:

- **title a – z**
- **title z – a**
- **newest date**
- **oldest date**



Share to social media

To enable social media sharing, the website will need to be **authorised to post to Facebook and/or Twitter**. This will need to be done by an **administrator** of the website and the settings can be accessed under the **website tab** on the orange admin toolbar.

Once social media sharing has been set up, you will be able to share **News Articles**, **Blog Posts**, **Photo Albums** and **Pages** directly to your social media accounts, either at the point of creation or, at a later date.

To begin, **navigate to the item you wish to share**, if you are not already there. Then click on the **share button** on the edit menu at the top of the page.
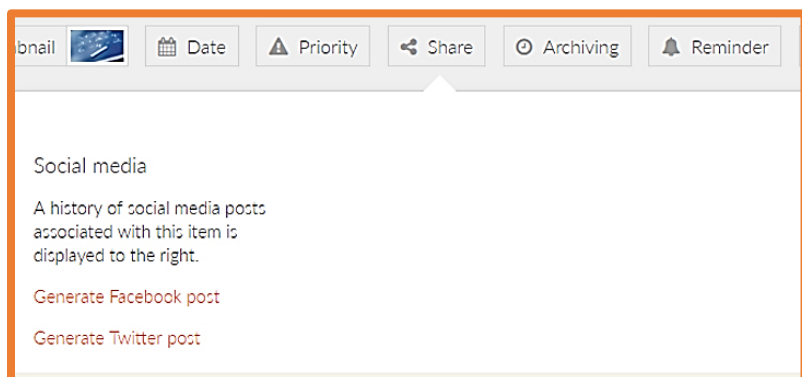
You will be offered the option to **generate a Facebook post** or **generate a Twitter Post**. In both instances, the text will be pre-populated based on the page content, but you will be able to adjust the wording to ensure the post makes sense.
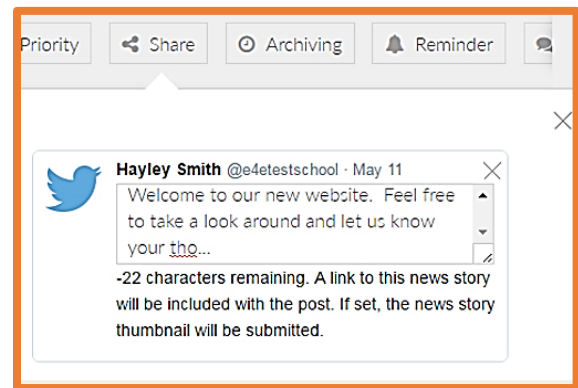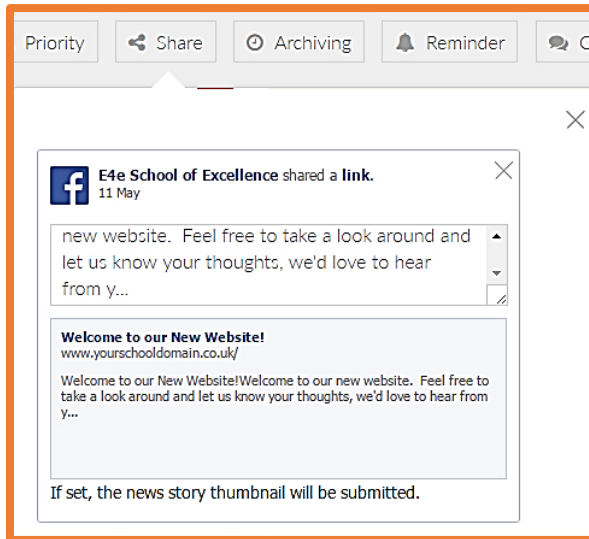
When you are ready, **save the page**. You will be prompted to **check the post(s)** and select how you would like to proceed.
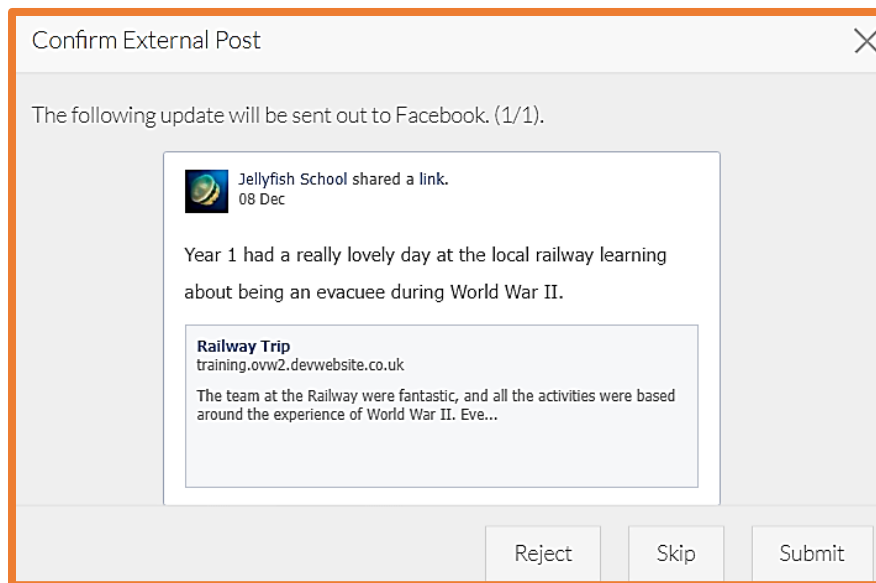
|	
Reject	Publishes any changes to the item of content and stops the Facebook post from being submitted.
Skip	Publishes any changes to the item of content and holds the generated post, preventing it from being submitted to Facebook. The next time the page is saved, you will be asked to confirm the post again.
Submit	Sends the post to Facebook. A copy of the post is also stored on the Edit tabs Share drop-down.

Removing Social Media Posts

Select **Share** from the **Edit** tab. A drop-down will appear containing links to generate posts and all posts which have previously been submitted to Facebook and Twitter.

Select the cross icon to the right of a post to delete. The post will instantly be removed from your social media account.

*TIP: Deleted posts will appear greyed out on the **Share** drop-down. This is a quick way of identifying if an item of content has been shared previously and if it has been removed.*

Setting a news story as 'urgent' or 'pinned'

A story can be set to 'urgent' so that it displays prominently on your website homepage in a banner such as when there is a school closure or can be '**pinned**' to the top of your news feed so that is visible even when new stories are added afterwards.
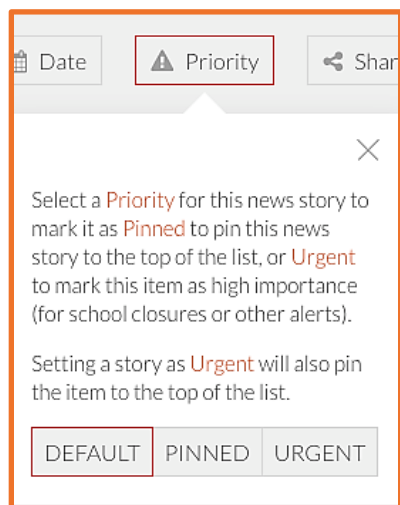
Both options can be accessed when within the news story by going to **edit** on the orange admin toolbar. You will then need to click on the **priority** button.

Each news story will be automatically set as 'default' but you can change this to pinned or urgent by selecting the relevant button.

Setting a story as urgent will also pin it to the top of the list for you and will show as a homepage banner or pop-up (depending on your design – as default it is usually a coloured bar).

Once you have made your selection, go to **edit** and **save now** to implement the changes.

To remove a pinned or urgent story, simply return to this option, set the priority to **default** and save the page.

Please note we only recommend having one or two pinned stories at any one time, or your news feed may risk looking out of date, with newer stories pushed further down the list.

Displayed Date

When an article is published, the current date is used as the displayed date, by default. You can modify this date to change the order of news articles.

To change the dates, click the **Date** button on the **Edit** tab, then select or type a date to modify the news article's displayed publish date. Publish your change by pressing **Save**.
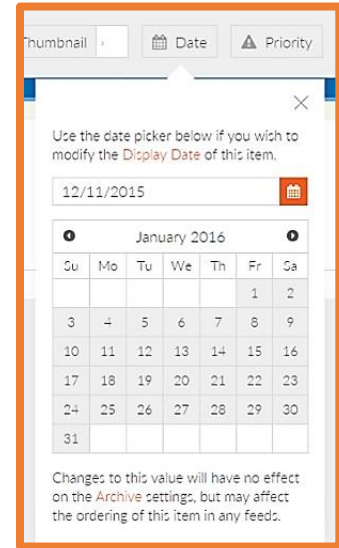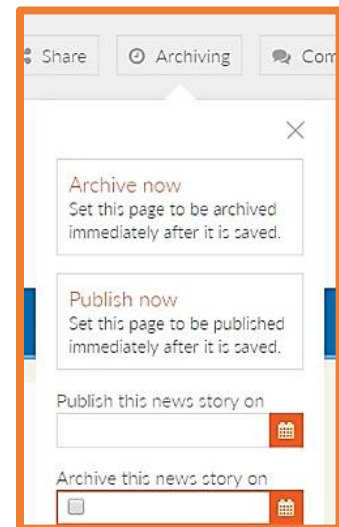
Archiving and Publishing Dates

Archive News Articles

You can schedule an archive date. This will remove the item from public view on the website but, as an editor, you will still be able to access it through the site map. You can later delete the item or re-publish it.

To set an item to archive, click the **Archiving** button from the **Edit** tab. In the **Archive this news story on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to archive immediately using the **archive now** option.

Setting an Article Publish Date

You can also schedule an item to publish in the future. This is handy if you have something that needs to go live over the holidays or at weekends.

To set a publish date click the **Archiving** button on the **Edit** tab. Then, in the **Publish this news story on** field, select a date from the calendar or type a date in DD/MM/YYYY format.

You can also set the item to publish immediately using the **publish now** option. Useful if you are re-publishing an archived item.
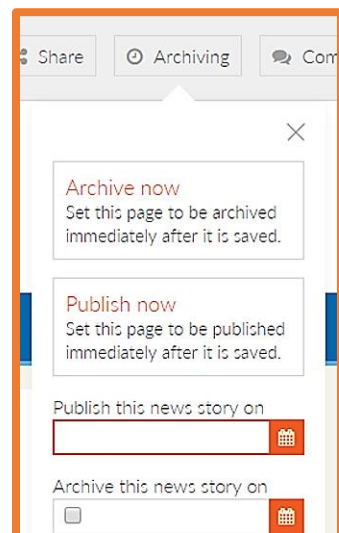
Reminder

This option can be switched on if required, at no additional cost. Just contact our Support Team to request the update.

Once it has been switched on, you will be able to **set a reminder date and email address** for many of the items on your website. This is a great way to help you manage updates.

Comments

If this is allowed by your administrator, you can set individual items to **allow commenting**.

SEO

This option allows you to add in **Keywords** and **Meta-descriptions** for the items on your website.

Custom Fields

This area is usually reserved for custom functionality. However, you will find the option to add a **friendly URL** here.

Friendly URLs allow you to set an easier to understand link for your page. For example, you might make your friendly URL whole-school-gallery which would result in a friendly address being created of www.myschoolsite.co.uk/ whole-school-gallery

Saving

When you have made changes to your page, you will need to save them by going to **edit** and **save** on the orange bar.

Depending on your permissions, you will then be able to either **save now** which will publish the item directly to the website, **save as a draft** if you aren't ready to publish and want to come back to it later or **send for approval** if you need another user to approve your changes prior to publishing.

Deleting

To remove a page from your website, you will need to select **delete** on the **edit** tab and then choose to either **delete now** or **send for deletion**.

Delete now will remove the page from your website immediately whereas **send for deletion** will send a deletion request to a user who has the relevant permissions to approve the deletion.

When this option is selected, a window will appear prompting you to choose the user you would like to send the request to. You can click **publishers** or **administrators** on the left-hand side to display a list of users. Clicking on a user's name will display a third column which contains a button titled **send to this user**. You can click this button to send the deletion request.

The selected user will be notified by email and will be able to log into the website and view the deletion request via the **My Tasks** button.

Restoring

If you ever need to recover a deleted page, photo gallery, photo album, blog category, blog post, news category or calendar, you can do this via the **instant restore** option on the **home** tab.
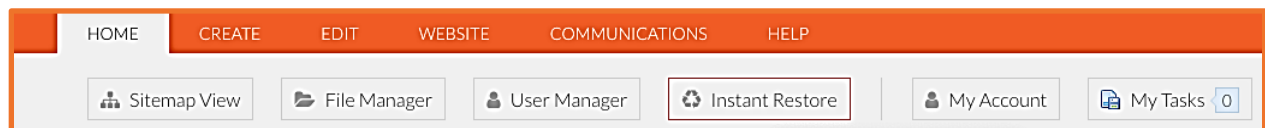
Clicking **instant restore** will bring up a window with the item types listed down the left-hand side.

Select from the list to bring recently deleted items and click the **restore** button in the right-hand panel to recover the page to its original location.