

News Tool Documentation

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Introduction to the News Tool

The news tool is a module that works within the Content Management System (CMS). Please refer to your CMS manual for system requirements and login instructions.

The news tool will allow you to add, edit and remove news items from your web site. News items will post to your web site and automatically archive themselves when a specific timeframe has elapsed, if you have instructed the news item to do so.

In this manual you will be walked through how the news tools works.

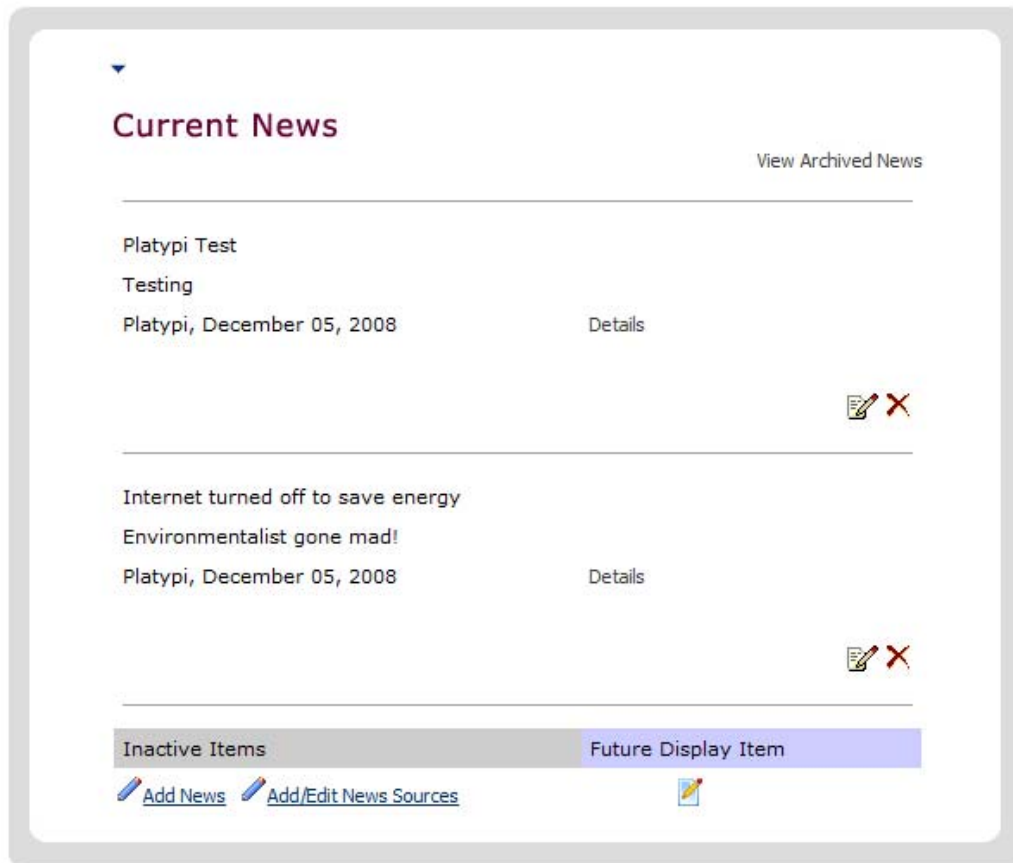
The Process

To access the news tool you will log into your web site CMS and then visit the News page within your web site. This will show your news items already posted to the site but there are extra administration tools and icons viewable to you now that you have logged in.

In the screen shot below you will see at the bottom you have the ability to Add News and Add/Edit News Sources.

A news source is defining where the news came from. Is the news piece from a newspaper, is it an internal press release, or a magazine?

We recommend that before you click on the Add News link, that you quickly check the Add/Edit News Sources to see if the source you want is in the list. If not then add it in and continue to Add News.



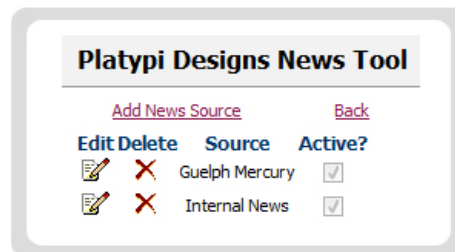
Add/Edit News Sources

As mentioned before a news source defines where the news came from. Is the news piece from a newspaper, is it an internal press release, or a magazine?

To add or edit a News source, click the 'Add/Edit News Source' link at the bottom of the News main screen.



This will bring up the sources already entered and the options of deleting or editing those. To create a new News source, click on the top 'Add News Source' link.

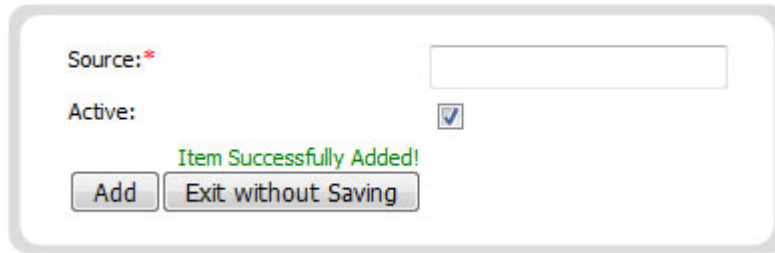


Adding a News Source

Fill out the name of the 'Source' and to make the source active, make sure the 'Active' box is selected. Examples of news sources could be the name of the newspaper, organization, internal news, magazine, etc.

A screenshot of a form titled 'Add'. It has a label 'Source: *' followed by a text input field. Below that is a label 'Active:' followed by a checked checkbox. At the bottom, there are two buttons: 'Add' and 'Exit without Saving'.

You will know when your news sources have been added successfully when you see the screen below. At this point you can click the Exit without Saving button to return to the main Add News Source screen.



Source:*

Active:



Item Successfully Added!

Editing a News Source

To edit a news source, click on the edit icon next to the source you would like to edit.



[Add News Source](#) [Back](#)

Edit	Delete	Source	Active?
		Guelph Mercury	<input checked="" type="checkbox"/>
		Internal News	<input checked="" type="checkbox"/>

Edit the desired information and click the 'Update' button.

You will know when your news source has been updated successfully when you see the screen below. At this point you can click the Exit without Saving button to return to the main Add News Source screen.



Edit

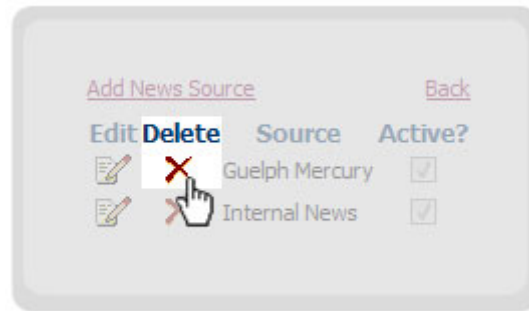
Source:*

Active:

Item Successfully Updated!

Deleting a News Source

To delete a news source, click on the red 'X' next to the desired source. A prompt message will appear for confirmation of deleting the source; select 'Ok' to delete.



Add News

After adding or reviewing the news sources you want to have in place, you are then ready to Add News.




Adding a News Item

To add a News item, click the 'Add News' button:



The following screen will appear.

Platypi Designs News Tool

News Date:* 

Source:

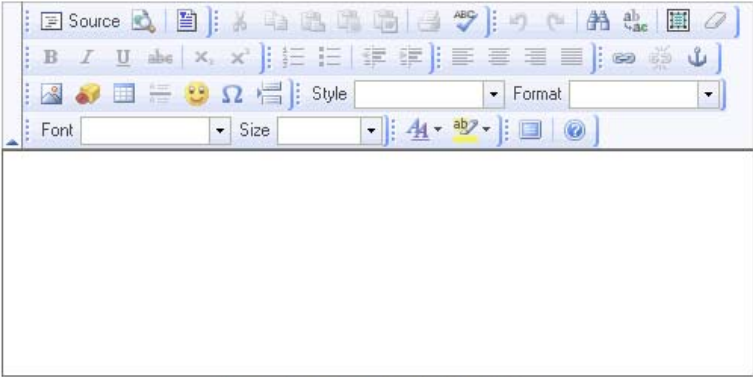
Photo: **File Location:**

File Name:
[Upload New File](#)

English Title:*

English Abstract:

Basic Text Box Rich Text Editor

English Content: 

[Show custom editor options](#) | [Refresh Editor](#)

English News File: **File Location:**

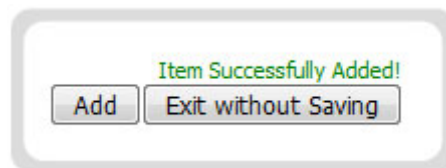
File Name:
[Upload New File](#)

Active:

The items noted below refer to the screen shot for Add News which is above.

1. Click on the Calendar icon and select the date of the news item. This date can be set in the future if you're preparing to have a news item release in the future. Please see Future News Items of this manual for more details.
2. From the drop down menu you can select a 'Source' or News Source for the article. If the news source that you want doesn't appear then it has not been set up in the Add/Edit News Source area of this tool. Please refer to Add/Edit News Source of this manual for details. This is optional.
3. If you have a photo already in your library that you want to use for this news item you can select it from the drop down menus or you can choose to upload a new image if you like. This image will be included in the news item. This is optional.
4. Add in the news item title. This will be the title that is displayed on the home page if your news items show up on the home page, as well as the title used on the News page. This is required.
5. The abstract will be used on the News page underneath the News Title to tell people what the news item is about. This is optional.
6. The Content box allows you to enter in the news item content. You can do all the same editing to content as you can when editing a page within your web site. This tool is the same as the one that is used in the CMS. This means you can add in links to emails, pdfs, web sites as well as add in images and so forth. Please refer to your CMS manual to understand how to add/edit text in the CMS.
7. If you have a complimentary document or a full article in pdf file format you can select the file to be attached to the News item. This is optional.
8. If you select active, that means the news item posts to the web site and goes live if the date is for today or in the past. If the date is in the future the item will post when that date arrives. If you are just working on a news item but don't want it to post until you're ready, remove the check mark from the active box until you're ready to have the news item post.
9. Click on the 'Add' button.

When the news item has been added you will see the following message.

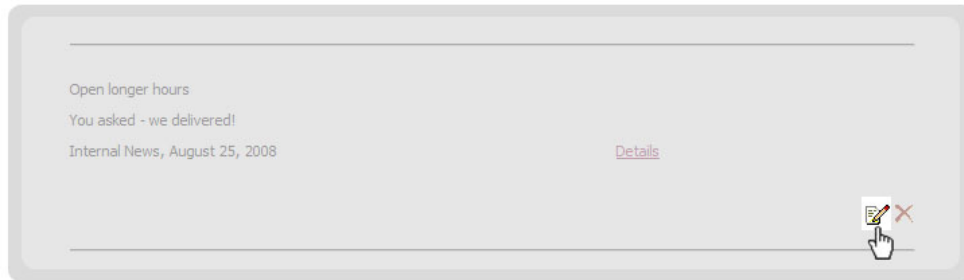


At this point you can click the Exit without Saving button to return to the main News screen.

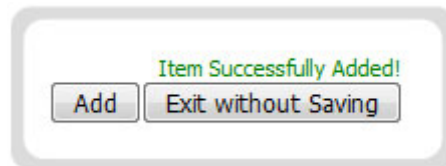
Editing News Item

On the News page you will see that each news item has two icons on the right hand side when you are logged in.

If you need to edit a news item, click on the 'Edit' button.



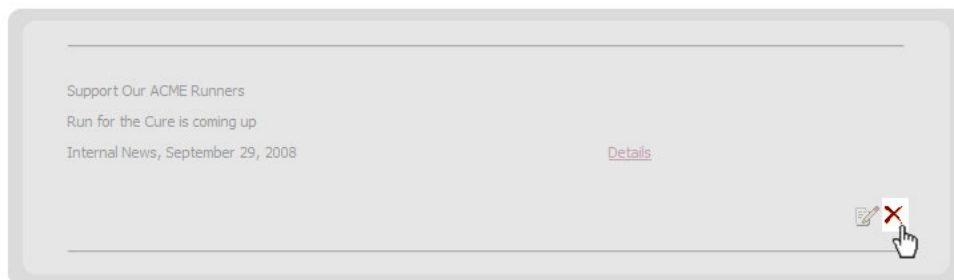
The next screen you will see is the same one as you see in Add News but with all of the entered information for that news item. Please make the necessary changes and click the 'Update' button. You will know when your news item has been updated successfully when you see the message below. At this point you can click the Exit without Saving button to return to the main News screen.



Deleting News Item

On the News page you will see that each news item has two icons on the right hand side when you are logged in.

If you need to delete a News item, click on the red 'x' and confirm that you want to delete it.



Viewing Current and Archived News Items

Current News Items will automatically move into the Archived News area by default after one year, unless the News Items tool has been set to archive items in a specific amount of time.

To set up an expiry time the News Item tool, please review Setting the Expiry Time of News Items in this manual.

You can view the News items that have been archived by visiting the News main page and then clicking on the 'Archived News' link at the top right hand side of the tool. Archived news items have the same icons to edit and delete as current news items.

To get back to viewing the current news items, In the Archived News Items page, the link on the right will change to 'View Current News'. Click on this link to get back to the current news items listing page.

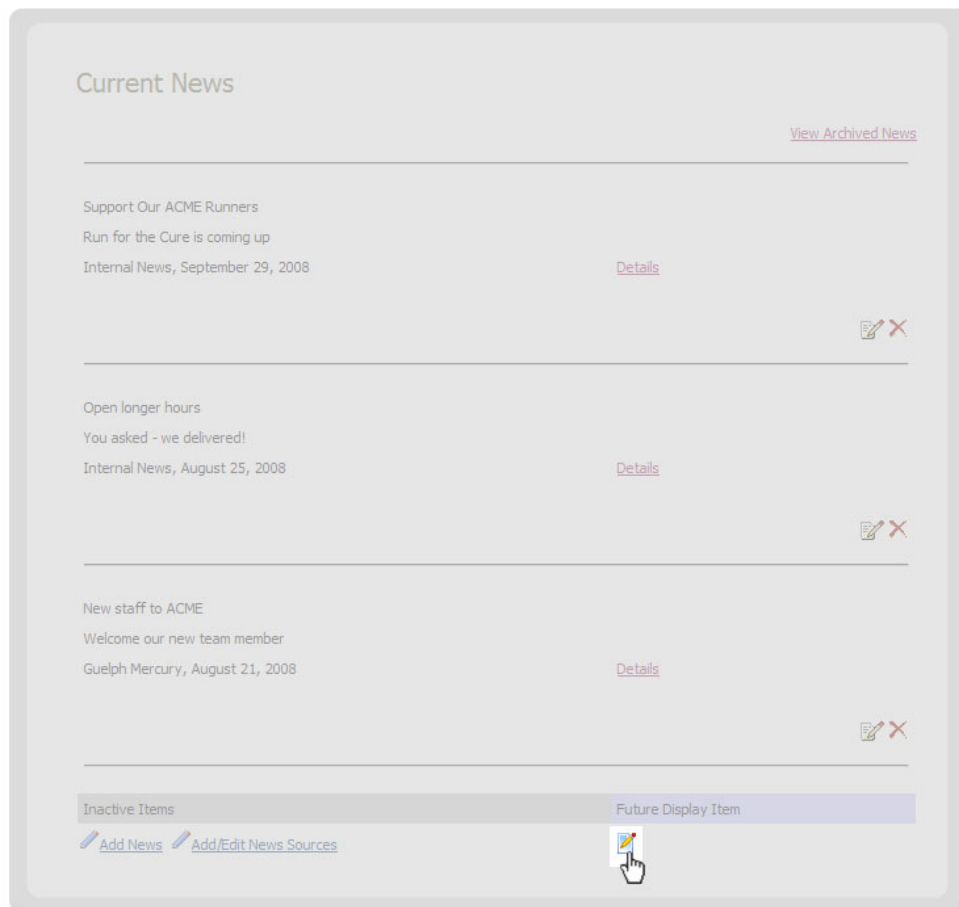


Setting the Expiry Time of News Items

You can specify the number of months that you would like a news item to remain “current”. Current news items will display immediately on the News page. News items that exceed the expiry time will move automatically to Archived News.

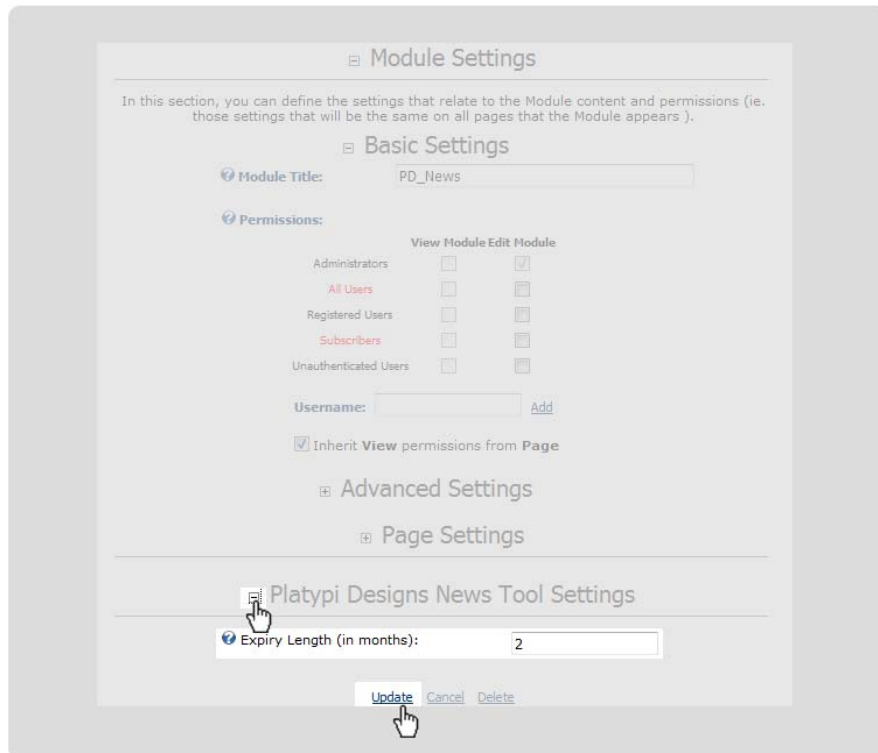
The expiry time refers to all news items, not just individual news items. When you set the expiry time all news items will follow the expiry time you have determined.

To have the News items only display for a certain amount of time, click on the Setting icon at the bottom of the News tool.



For the most part you rarely go into this area as these are the settings that affect the News Tool over all and our team members would have set the tool up for you.

However to change the expiry time you will look to the bottom of the Settings page, click on the plus sign next to the 'Platypi Designs News Tool Settings'. Enter the expiry length in months and click update.



Future News Items

When you are adding a news item, you can set the date to anything you like. This means that your news item could be set to post in the future. This would be helpful if you know that you have a press release that is going to the public on Friday but you have the PR ready for the news tool earlier that week. You can prepare the news item to post for Friday and know that it will launch.

When you save your news item with a future date, you will see when you return to the news main page that the page will display your future dated news item in purple. This means that it has not been posted to the web site. When that date comes up the news item will post but if you need to make changes to it, you can do so at any time by clicking on the edit icon.



Adding the News Feed to your Home Page

The news tool has 2 parts. There is the official News page that allows web site visitors to review the current news and click into archived news as well. The other part is a News Feed that can be added to the home page that will display current news items in a box. When you add a new news item in this tool the news page will change as well as the home page news feed.

Depending on how your news tool was set up you may or may not have the news feed part added to your home page.

If your news items don't display automatically to your home page and you would like them to please contact us and we will be sure to discuss the options with you and help you get this piece on your home page.