



News Section

Add News Item

News Archive : Add News Item

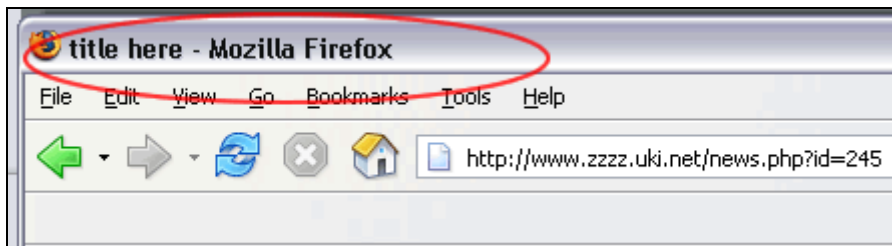
Title: *

Date: - -

Category: ▼

1. Go to the 'News Section – Add News Item' on the main menu.
2. Enter a title and a date. The date must be entered in number order as illustrated above, DAY/MONTH/YEAR. The title will automatically link to the large description.
3. Select a Category or add a new one.
4. Type a small description (a couple of sentences).
5. Type the full article into the large description box. You can insert pictures using the images selector. Images must be stored in the 'Image Manager' before trying to insert them into your page.
6. To add a file to the article (i.e. PDF, Word etc), Click the browse button. Find the file on your computer and select it. You can add up to three files to one article.
7. The last 3 options Page Meta Title, Page Meta Description, Page Meta Keywords will add additional text to your page that may help with search engine promotion.

Page Meta Title



The Meta title will display a title at the top of the browser window.

Page Meta Description

The Meta description will not display on your web site but will be hidden in the page code so that search engines will read it. Write a brief description about the



news article (1 to 2 sentences).

Page Meta Keywords

The Meta keywords will not display on your web site but will be hidden in the page code so that search engines will read it. Write a list of words that relate to your news article. Separate them with commas. For example: house, buying, mortgages. The keywords you select should appear in your article.

8. Click 'Submit News Item' at the bottom of the page to save your article.

Edit/Remove News Item

Editing News Section Items

1. Go to the 'News Section – Edit/Remove News Item' on the main menu.
2. Click the 'Edit' link above the item you want to change.
3. This will open the item and you can edit it.
4. Click 'Submit News Item' to save the changes.

Deleting News Section Items

1. Go to the 'News Section – Edit/Remove News Item' on the main menu.
2. Click the 'Delete' link above the item you want to remove.
3. You will be asked to confirm that you want to delete the item.
4. Click on the link to confirm and complete the deletion.



Edit/Remove Category

1. Go to the 'News Section – Edit/Remove Category' on the main menu.

Whats on -->

Delete A Category

Whats on

2. Select a category to edit from the drop down.
3. In the text box type the new name for the category.
4. Click 'Edit Category' button to save changes.
5. To remove a category, select a category to edit from the drop down and click the 'Delete Category' button to save changes



News Settings

Settings control how your links section displays on your website and which features are enabled. You can adjust these settings at anytime.

1. Go to the 'News Section – News Settings' on the main menu
2. **Display search box?** - To turn this on, tick the box. A search box will display on your site enabling your visitors to search your articles by category or by typing keywords.
3. **Make 'News Section' secure?** - To turn this on, tick the box. This option will only appear if you have 'Secure Pages' enabled. If this is on, visitors to your site will need a username and password before they can login and access your articles.

For more information about using this setting see our Secure Pages help sheet.

4. **Display 'News Section' on menu?** - To display on your menu, tick the box.

If you don't want this section displayed as part of your main menu un-tick the box. A link showing what the name of the page is, will appear 'Your News Section is located at: <http://www.yourwebsite.uki.net/news.php>'. You can use this link to access the news section whilst it is not linked from your main menu.

5. **Name of News Section** – Type the name into the text box. This will display on your menu button and as your page title.