How to Make a News Article

To make new articles follow the steps below:

1) Log in to CMS and locate your News folder
2) Click **NEW** on the top right and click Blog Post
3) You will be prompted to add information.

*NOTE:* It's best practice to give a descriptive file name for your article. Example: how-to-make-a-news-article
4) The publish date is important, the recent dated articles will show up at top. (*NOTE you can always go back and edit photo/description/date by clicking the MutiEdit Button).

5) Once you click CREATE the following will show up.

- Add post description (one to two sentences describing your article).
- Then add post content (full article).
- Lastly, add an image if you have one.

If you upload an image in the blog module you will have to go to your images folder and publish that image.
6) This is the final product.

IN TODAY’S NEWS WE’RE LEARNING HOW TO MAKE A NEWS ARTICLE
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7) This is how the article looks like in a homepage widget.