



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

The screenshot shows a CMS interface with a top navigation bar containing 'UPLOAD' and '+ NEW' buttons. Below the navigation bar, there is a 'news' folder icon and a 'Filter' button. A dropdown menu is open from the '+ NEW' button, showing options: 'Folder', 'New Blog Post' (highlighted in yellow), 'New Page', and 'New Side Navigation'. Below the dropdown, there is a table with a 'Status' column.

- 3) You will be prompted to add information.

The screenshot shows the 'New Blog Post' form. It has the following fields and options:

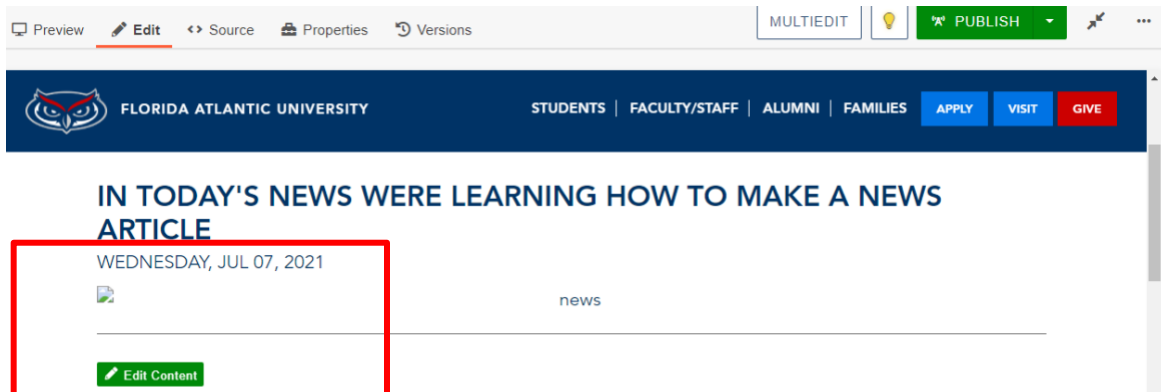
- Post Title:** A text input field with the value 'In today's news were learning how to make a news article'. Below it is the label 'Blog post title.'
- Post Author:** A text input field. Below it is the label 'Blog post author. Can be left blank.'
- Publish Date:** A date and time picker showing '07/07/2021 02:24:15 PM'. Below it is the label 'Choose a date for the article. (Default: Current Date)'.
- Post Link (Optional):** A text input field. Below it is the label 'Use if linking to an external page for content. Otherwise current page is automatically used.'
- Listing Page Post Information:** A section header for the following field.
- Post Description:** A large text area for the post description.

At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE'.

***NOTE:** its 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.



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.



7)

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