

# News Module Guide

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## Introduction to the News Module

The Foxbright CMS News Module provides a centralized location to manage all your news, press releases and articles. It gives the web user a standardized and nicely styled news page where news articles can easily be found based on article summaries. It also gives you the flexibility of whether or not to display the news article in a prominent “Headline News” section, provides for a streamlined method of uploading news article documents, and automatically moves the article to an archive area at a date that you set.

Creating the first news article to appear on your website consists of three steps:

- Creating the News Section(s)
- Creating the News Article(s)
- Creating a web page to display the articles on your website.

Note: Once the web page has been created, all newly created news articles appear instantly on the web page.

## Managing News Articles

Creating various news sections helps you organize your news articles into useful categories. As you think through which news sections to create, please keep in mind the following criteria:

- Each web page or upcoming news area can only show the news from a single news section, so keep your target audience in mind when you are thinking through the various news sections that you need.
- CMS users can be granted access to add news articles to one or more news sections.

### *Creating a News Section*

The following steps indicate how to create a news section. Use news sections to group like articles together.

1. Select the **News** tab from the CMS administrative panel.
2. Click on the **Edit News Sections** link located to the right of the News Section field in the Search News Articles area.
3. Click on the **Add News Section** button

4. In the **News Section Name** field, type in the name of the section you would like to create. This should be a unique and descriptive name for the type of news to be contained in this section.
5. In the Permissions section of the screen, select the CMS users that you would like to have access to the news section being created and click on the **Add** button.

Note: This can also be done after the news section is created. See [Managing News Permissions](#).

6. Click on the **Save** button. The News Section has now been added and is ready to be linked to News Articles.
7. Click on the **Return to News Article List** button at the bottom of the page.

### ***Creating News Articles – Required Fields***

There are several fields associated with each News Article. Some are required, some are optional. These fields allow you to customize various options such as whether or not you will use Sub-Titles, customize the Display Date, etc.

In this section, we lead you through the creation of a News Article using only the 'required' fields. These fields must be populated before you can save the News Article. Following this section, we identify and explain the use of the 'optional' fields associated with News Articles.

Note: An asterisk (\*) next to the field name indicates that it is a required field and must have content.

1. Select the **News** tab from the CMS administrative panel.
2. Click on the **Add News Article** button on the News Page.
3. In the **Primary News Section\***, select the news section this news article belongs to.

Note: Articles can be shared across as many news sections as desired; however, each article must "belong" to one section.

4. In the **Article Title\***, enter a descriptive title (headline.) This title will display on your News Page and should accurately describe the news article.
5. In the **Date\*** field, enter the date you want the news article to be displayed on the News Page.

Note: You can set this date in the future. The article will not be displayed on the News Page until that time.

6. In the **Archive Date\*** field, enter the date that this news article should be removed from the News Page and moved to the archives. This date is not displayed publicly and must be later than the Date field.
7. The **Summary\*** field allows you to type in an article summary, using complete editor functionality. While you can link to pictures, etc., keep in mind that this is a summary of the article and should be brief.
8. **Save** the article.

### ***Enhancing News Articles – Optional Fields***

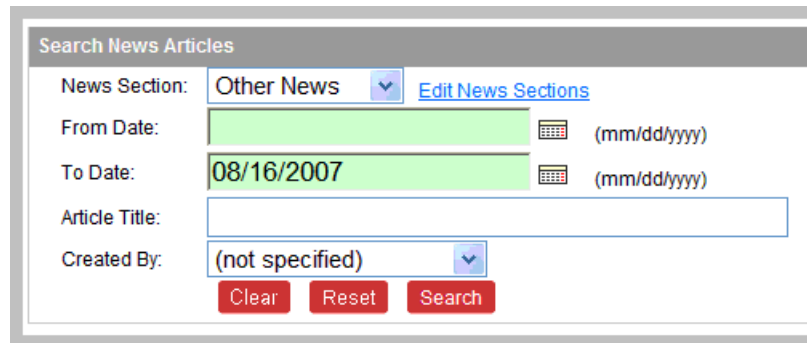
There are several 'optional' fields available that enhance the functionality / display of the News Article. In this section, we list the optional fields and explain how they are used. These fields can be populated when the News Article is created or at a later time using the Edit functionality.

- **Article Sub Title:** The sub-headline for the news article displays underneath the Article Title and provides more detail regarding the News Article.
- **Display Date:** This field is used if you want the date to display in a certain format. Type in the date in the exact format that you want it to be displayed. For example: "December 14, 2006" or "Dec 14, 2006", or "12:45 PM Tuesday, December 14, 2006".
- **Display in News Headlines:** Select whether or not to display this news item in the headlines news section. A headline news section displays headline information only from specified News Articles and must be created somewhere within your website in order for any headlines to display.
- **Headlines End Date:** Enter the date to remove the news article from the headline news section. This date is not displayed publicly.
- **Article Document:** If the main news article is in a document, it is possible to browse on your PC and upload it here. This document will be accessible via a link from the news article listing.
- **Article Document Title:** If uploading a document, you may enter a title for it. This text will be the link that opens up the document.
- **Article Detail:** To make the full text of the article available in the article detail pop-up (rather than in an attached document) enter or paste the

full text of the article here.

### ***Searching for News Articles***

1. Select the **News** tab from the CMS administrative panel.
2. Search for the news article by specifying as much information about the article as you know or by entering a date range in the **From Date** and **To Date** fields.



The screenshot shows a search interface titled "Search News Articles". It contains several input fields and buttons. The "News Section" dropdown is set to "Other News" with a link to "Edit News Sections". The "From Date" field is empty, and the "To Date" field is set to "08/16/2007". The "Article Title" field is empty. The "Created By" dropdown is set to "(not specified)". At the bottom, there are three buttons: "Clear", "Reset", and "Search".

**Figure NM - 1: Searching for news articles from before 8/16/07**

### ***Editing News Articles***

1. To change the News Article details, select the News Article listed on the News Page. If the article is not listed on the page, you can complete a search to find the article.
2. Click on **Edit** to the far right of the news article name.
3. Make all changes required on the **Edit News Article** page.
4. Select **Save** at the bottom of the page. These changes are immediately available on the CMS.

### ***Deleting News Articles***

1. To delete a news article, find the News Article on the News Page. If the article is not listed on the page, you can complete a search to find the article.
2. Click on **Delete** to the far right of the news article name. Using **Delete** immediately and permanently removes the news article from the CMS.

## Displaying News Articles

### *Creating News Pages – Required Fields*

There are several fields associated with each News Page. Some are required, some are optional. These fields allow you to customize various options such as whether or not you will show monthly headings or change the number of items displayed on a page.

In this section, we lead you through the creation of a News Page using only the 'required' fields. These fields must be populated before the News Page can display news articles. Following this section, we identify and explain the use of the 'optional' fields associated with News Pages.

Note: An asterisk (\*) next to the field name indicates that it is a required field and must have content.

1. Select the **Web Pages** tab from the CMS administrative panel.
2. Go to the area of your website where you would like to create the news page. Click on **Add Page** to create a new page.
3. Enter the **Page/Menu Name**.
4. Select a **Page Layout** format using the dropdown box. In most cases, it is preferable to use a **Two Column** format since it gives the most space for the news articles displayed.
5. Click on **Advanced Settings** to change the content type for the page.

Note: You must change the content type from HTML Content to **News Content** in order for the news articles to display.

6. Under the section labeled **Section Processor**, use the dropdown box to the right of the Center Content field to select **News Content**.
7. Click on **Save Page**.
8. From the Web Pages tab, **Edit** the page that was just created.
9. In the **News Page Title** field, enter the title that will appear above the news articles as they are displayed on the web page.
10. In the **News Section\*** field, select the new section that contains the news articles to be displayed on this page.
11. **Save and Preview** the page. The News Articles you created earlier should be displayed.

12. **Publish** the newly created page to make the news page available to the public.

### ***Enhancing News Pages – Optional Fields***

There are several 'optional' fields available that enhance the functionality / display of the News Page. In this section, we list the optional fields and explain how they are used. These fields can be populated when the News Page is created or at a later time using the Edit functionality.

- **Show Month Headings:** Select whether or not to divide the news items up by month.

Note: This feature is not functional in all CMS versions.

- **Items Per Page:** Enter the number of articles to display per page.

Note: In some versions of CMS, Items Per Page is controlled by the person viewing the page.

- **Show Details Inline (Yes/No):** Set to Yes if you want to display the articles within the existing window. Set to No if you want to display the articles in a pop-up window.

- **RSS Enable, RSS Stream Title, RSS Stream Description**

Note: Please see [Using RSS to View News Articles](#) section of this document for a detailed explanation of the RSS functionality.

### ***Creating Headlines News Page***

There are several fields associated with each Headlines News Page. Some are required, some are optional. These fields allow you to customize various options such as whether or not you will show monthly headings or change the number of items displayed on a page.

In this section, we lead you through the creation of a Headlines News Page using only the 'required' fields. These fields must be populated before the News Page can display news articles. Following this section, we identify and explain the use of the 'optional' fields associated with Headlines News Pages.

Note: An asterisk (\*) next to the field name indicates that it is a required field and must have content.



1. From the **Web Pages** tab, find the area of your website where you would like to create the news page, and click on **Add Page**.
2. In the **Page/Menu Name\*** field, enter a descriptive name. This Name will display on your Headlines News Page.
3. Select a **Page Layout\*** format using the dropdown box. In most cases, it is preferable to use a **Two Column** format since it gives the most space for the news articles displayed.
4. Click on **Advanced Settings** to change the content type for the page.

Note: You must change the content type from HTML Content to **News Headlines** in order for the news articles to display.

5. Under the section labeled **Section Processor**, use the dropdown box to the right of the Center Content field to select **News Headlines**.
6. Click on **Save Page**.
7. From the **Web Pages** tab, click on **Edit** for the page that was just created.
8. In the **Title\*** field, enter the title that will appear above the headline news articles as they are displayed on the web page.
9. In the **News Section\*** field, select the new section that contains the news articles to be displayed on this page.
10. **Save and Preview** the page.

Note: News Articles must have Display in News Headlines option to set to Yes before they are displayed on the Headlines News Page. See [Enhancing News Articles – Optional Fields](#) for more detail.

13. **Publish** the newly created page to make the news page available to the public.

### ***Enhancing Headlines News Pages – Optional Fields***

There are several 'optional' fields available that enhance the functionality / display of the News Headlines Page. In this section, we list the optional fields and explain how they are used. These fields can be populated when the News Headlines Page is created or at a later time using the Edit functionality.

- **Show Month Headings:** When set to No, no month headings are displayed. When set to Yes, the News Headlines are grouped by

month and the month is displayed above the Headlines. The default is No.

Note: This feature is not functional in all CMS versions.

- **Maximum Items to Show:** This field manages the number of articles to display per page. The default is 5.

Note: In some versions of CMS, Items Per Page is controlled by the person viewing the page.

- **Show Details Inline (Yes/No):** When set to No, the CMS displays the details in a pop-up window. When set to Yes, the details are displayed in an existing window. The default is No.
- **Inline Details Page:** This field is required if you set Show Details Inline to Yes. If Show Details Inline is set to Yes, you must add a 'dummy' page to your website. Then you must edit the News Headlines page and enter the URL for the 'dummy' page in the Inline Details Page field.
- **Show More News Link (Yes/No):** The default is No. However, if you want a link to another News Page and make it available from this headline news page select Yes.
- **More News Link Text:** This field is required if you set Show More News Links to Yes. If so, Enter the **text** to describe the link.
- **News Page for More News Link:** This field is required if you set Show More News Links to Yes. If so, you must select the news page to link to using the dropdown box.
- **RSS Enable, RSS Stream Title, RSS Stream Description**

Note: Please see [Using RSS to View News Articles](#) section of this document for a detailed explanation of the RSS functionality.

11. Click on **Save and Preview**.
12. **Publish** the page to make the Headline News page available to the public.

### ***Changing Headlines News Display Options***

1. To change the way the Headlines News is displayed on the Website, click on the **Configuration** tab and select **Application Options**.

2. On the **Options – Manage Configuration Settings** screen, use the dropdown box next to **Category** to select **News Settings**.
3. Select the **Change** option to the far right of the News Headline Format name that you are changing display options.
4. On the **Options - Add Configuration Setting** screen. Using the dropdown box next to the **Value** field, select the Display Option format you want to apply to your Headlines News page. The 5 display options are:
  - Date Title
  - Title Date
  - Date Title (two lines)
  - Title Date (two lines)
  - Title
5. Select **Save**

## Managing News Permissions

All user roles, other than the Web Administrator, **must be assigned access to specific News Sections** in order to manipulate content. In other words, if a Content Publisher is not 'assigned' a News Section, they do not have access to and cannot make changes to the content.

Figure NM - 2: News Section Assignments and Permissions Screen

### ***Modifying a Single User's Assignments/Permissions***

1. Select the **Users** tab from the CMS Administrative panel.
2. **Search for the user** whose permissions you would like to modify.
3. Click on the **Permissions** option to the far right of the user name.
4. Select the **News Tab**.
5. In the News Section Assignments area, **select the news section(s)** you want to grant the user the right to add news articles to and **click Add**.
6. Optional Permissions:
  - **Can Add and Delete News sections:** Default is NO. To grant the user the additional right to delete news sections, select YES.
  - **Can Manage All News Sections:** Default is NO. To grant the user full access to Add, Edit and Delete news articles, select YES.
7. Click **Save**.

### ***Modifying Multiple User's Assignments/Permissions***

Note: Using this method, you may only grant the users rights to add news articles to the specific sections. If they require additional rights, you must modify each user's individual permissions as noted above.

1. Select the **News** tab from the CMS administrative panel.
2. Click on **Edit News Sections**.
3. **Find the news section** to which you would like to grant users the right to modify, and select the **Edit** option to the far right of the screen.
4. **Select the users** from the list of "Available Editors" and click on **Add**.

Note: You may select multiple users by holding the down the control key while selecting the names from the list.

5. Click on **Save**.

## Using RSS to View News Articles

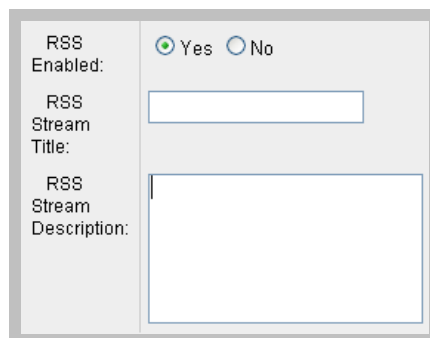
RSS feeds use a technology called XML to deliver headlines and summaries to your desktop or Web browser. This allows users to automate how information is obtained from their favorite websites, which often is much quicker than manually accessing each individual site.

### Enabling RSS

1. Select the **Web Pages** tab from the CMS administrative panel.
2. Locate the page configured for the News and click **Edit**.

Note: Often this is your main page which is positioned at the top of the Website tree.

3. Scroll down until you come to **RSS Enabled** option. Select Yes. The default is No.



The image shows a screenshot of a web form for configuring RSS. On the left side, there are labels for 'RSS Enabled:', 'RSS Stream Title:', and 'RSS Stream Description:'. To the right of 'RSS Enabled:' are two radio buttons, 'Yes' and 'No', with 'Yes' selected. Below 'RSS Stream Title:' is a single-line text input field. Below 'RSS Stream Description:' is a larger multi-line text input field.

Figure NM - 3: Page Content for Headlines

4. In the **RSS Stream Title** field, fill out the text box with the desired title you want displayed at the top of the page opened by pressing the **RSS button**.

Note: The button will be available in your **Headlines Box** following the completion of these steps.

5. In the **RSS Stream Description** field, fill out the text box with the desired description you want displayed below the feed address of the page opened by pressing the RSS button,.
6. Click on **Save and Close**.
7. **Publish** the page to have your changes implemented.

## Disabling RSS

1. Select the **Web Pages** tab from the CMS administrative panel.
2. Locate the page configured for the News and click **Edit**.

Note: Often this is your main page which is positioned at the top of the Website tree.

3. Scroll down until you come to **RSS Enabled**. Select **No**.
4. Click on **Save and Close**.
5. **Publish** the page to have your changes implemented.

## Subscribing to RSS Feeds

1. Once RSS has been enabled, an orange button labeled RSS appears in the News box.



Figure NM - 4: Location of RSS Button

2. Click on the **RSS button**.
3. A window opens revealing several options for where the feed can be managed and viewed. This window also displays the URL which may be needed depending on the RSS reader you choose to use.



Figure NM - 5: Available RSS Readers

4. **Click on the RSS reader** you prefer to use.
5. Follow the steps **provided by the selected feed reader**.