



## GUIDE FOR CREATING A NEWS ITEM

### Step 1. Login to website back-end Content Management System

“Admin” Link is at footer of website. Choose “Website Admin Login” link

### Step 2. Create

Click **Content > Articles**

Either create a **new article** or open a previous one and “**Save as Copy**”

**Articles: Edit**

Save Save & Close Save & New **Save as Copy** Close

**Message**  
Article successfully saved.

Title \*

Content Images and Links Options Publishing

**Articles: New** Joomla!

Save Save as Copy Save & New Cancel

Title \*  Alias

Content Images and Links Options Publishing

Edit Insert View Format Table Tools

Paragraph Paragraph Image Image Page Break Read More Widgetkit

This part shows on short summary

The remainder of the article will show when clicked from summary

[widgetkit id="36" name="Seniors 2017-03-04 Cleve vs 1 st xv"]

Status: Published

Category \*  
- Uncategorised  
- Blog  
- News  
- Minis News  
- Seniors News  
- Women & Girls News  
- Juniors & Colts News

Tags  
Type or select some options

Notes on above:

1. Title
2. Everything above the red “Read More” dotted line will show on the landing page. The whole article is shown when opened.
3. Choose category for posting
4. Save
5. Select “Featured” if it is to show as one of the three on the landing page.
6. Select published when it is to be live. Unpublished can be used for preparation

## Step 2. Images

- Images can be attached to an article. One is on the Landing Page (Intro Image) with the summary and one in the article body (Full Article Image)

The screenshot shows a web editor interface. At the top, there is a text input field labeled 'Title \*' containing the word 'title'. Below this is a horizontal navigation bar with four tabs: 'Content', 'Images and Links' (which is highlighted in yellow), 'Options', and 'Publishing'. Under the 'Images and Links' tab, there are two main sections. The first is 'Intro Image', which includes an eye icon, a grey rectangular area, a yellow 'Select' button, and a close 'X' icon. The second is 'Image Float', which is a dropdown menu currently showing 'Use Global'.

Notes on above:

- Three standard images have been created
  - /images/logo-Infomal-400.jpg
  - / images/match-report.jpg
  - /images/weather-alert.png

## Step 2. Publishing dates

Specific dates/times can be selected for:

- **Start publishing** – date it will appear
- **Finish publishing** – when it will automatically disappear – like a weather alert or function
- **Created date** – for choosing a date in the past on when the article was creted – like past match reports.