

# How to Add News for the What's New Section And Headlines on the Front Page

**Headlines** - visible in the centre of the home page

The News or Headline tool is to be used to publicize newsworthy events or accomplishments such as an award, grand opening, festival, anniversary, new menu, concert, closing, fundraiser, item of interest, professional advice etc. Only those Headlines that contain 'newsworthy' content are to be posted as news. The webmaster retains the right to determine whether the content of a Headline posting is newsworthy based on the following criteria:

1. The posting presents news rather than a promotion
2. The posting benefits the greater community
3. The posting has the potential to draw people to the region
4. The posting features an event
5. Price reductions and special sales are not considered newsworthy
6. News postings must tell an interesting story and are not to be used as an event calendar.

The news\* and events\* calendar are particularly powerful as the information gets rotated onto the home page giving your organization added exposure.

(\* not to be used for "sales" or "discounts" - you can flag them as **false** under Featured and they will just show up on your sub site)

**Example:**

[www.dufferingarden.ca](http://www.dufferingarden.ca)

**Instructions:**

-> go to [www.thehillsofheadwaters.com](http://www.thehillsofheadwaters.com) ->tourism association

-> Member Log In

1. Log In and you will be taken to the 'member home' page which only Headwaters members can see.
2. Click on **edit content** at the top right of the screen
3. This will take you to the 'admin page'. On the left of the screen you will see 'to begin select a section to edit\*', click the little down arrow and select **headlines-public**.  
\*this is called a drop down menu
4. A blank table will appear. Click **add new** to a news headline or story.
5. A blank form will appear and this is where that you add your information.
6. Insert the **current date** - your article will show up immediately on the front page, your What's New section and go out in the Hills of Headwaters [RSS feed](#). (what is an [RSS feed](#)?)
6. Add a Headline of the story.
7. Add a one line summary of the article.
8. Add the news story. This is where you can add information that is the main content of your page. It can be any length you would like and you can use the buttons at the top of the field to format the text and link to other pages.

9. Add an Image to illustrate your story: dimensions in pixels: 120w any length 72dpi JPG or GIF format - 50k limit  
Image Caption (80 characters)
10. **Featured - False / True**  
**False** determines that the news item only shows up on your member sub site, **True** determines that the news item also shows up on the main Hills of Headwaters Headlines section which rotates in the centre on the front page of the site.
14. When you have completed all of the necessary information click **submit** at the bottom of the page. When it has successfully submitted it will take you back to the table that you started from, except that your new section or page will be there.

**Always open a new browser window or tab and preview your work:**

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work

## Text Editing Tips

### How to Copy and Paste

Highlight text - control c

Place cursor where you want the text - control v

OR

Highlight text - menu -> edit -> copy

Place cursor where you want the text - menu -> edit -> paste

OR

Highlight text - right click mouse -> edit -> copy

Place cursor where you want the text - right click mouse -> edit -> paste

### Other Helpful Keyboard Commands

Control x - cuts the text

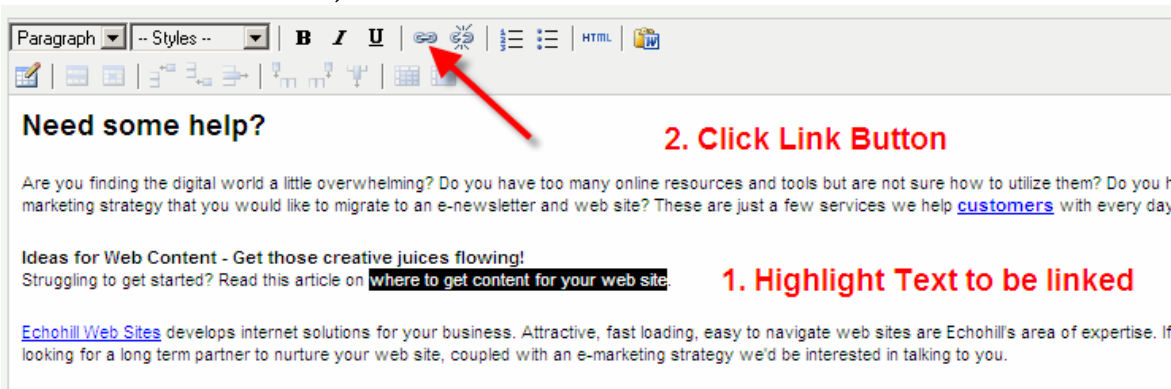
Control z - undo your last move






Control y - repeat your last move

## Linking

Create the experience and lead people around by the hand - make it easy

Don't make them think, LINK them!



Paragraph -- Styles -- **B** *I* U     HTML 

**Need some help?** **2. Click Link Button**

Are you finding the digital world a little overwhelming? Do you have too many online resources and tools but are not sure how to utilize them? Do you h marketing strategy that you would like to migrate to an e-newsletter and web site? These are just a few services we help [customers](#) with every day

Ideas for Web Content - Get those creative juices flowing!  
Struggling to get started? Read this article on **where to get content for your web site.** **1. Highlight Text to be linked**

[Echohill Web Sites](#) develops internet solutions for your business. Attractive, fast loading, easy to navigate web sites are Echohill's area of expertise. If looking for a long term partner to nurture your web site, coupled with an e-marketing strategy we'd be interested in talking to you.

**3. Enter URL of page you want to link to (copy and paste)**

**4. Click Insert Link – Preview in browser, test your link!**