News Pages

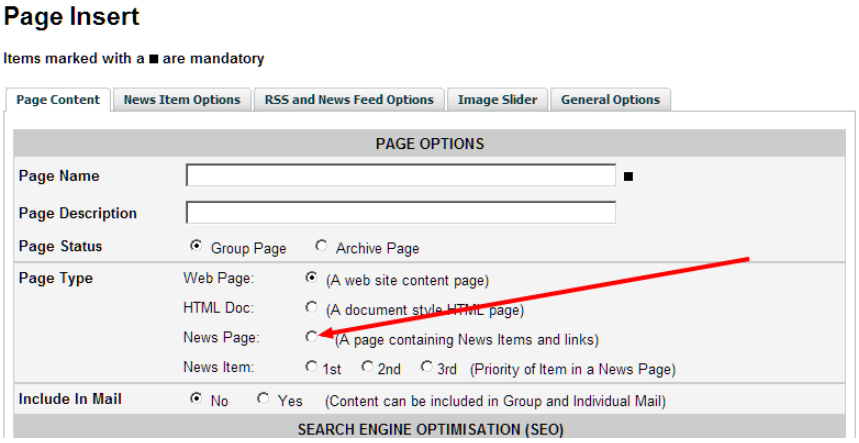
News Pages are content pages which contain a list of other content pages, in date & priority order. News Pages are usually used for holding lists of News Item pages. However you can use this type of page as a general listings page for any other type of page, for example showing a list of pages that together would form a organisation or group handbook.

You can create a series of news item pages (event news, handbook content etc.) and add these to a news page; the News Page module will place the latest story at the top of the page in a priority order.

Step 1 – Create the News Page

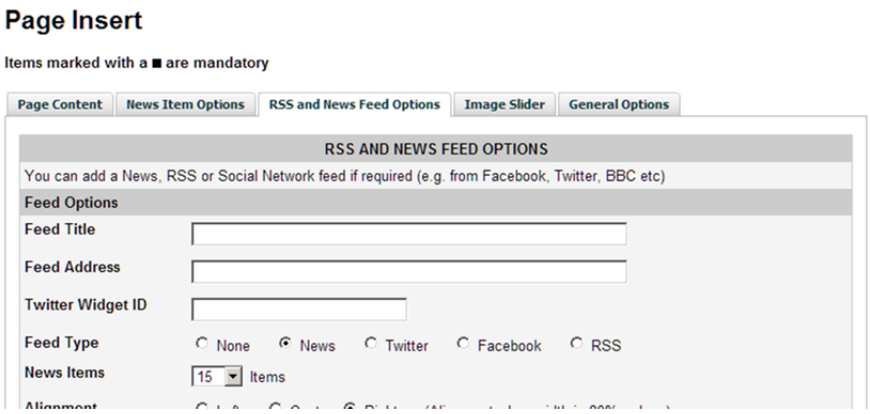
The first step is to create the **News Page** which will act as the main "container" for all the news item pages that are to be listed.

To create a News Page, click on the **New Page** button and enter the page name and description. Then select the **"News Page"** page type as shown below. At this point you can also add some page content which will appear at the top of the page to describe the overall purpose of this news page.



Number of News items to list

The number of news items that are to be listed on this News Page is selected on the **RSS and News Feed Options** tab. Make sure the **Feed Type** is selected as **News** to get the correct display format.



Now save the **News Page** in the normal way.

Step 2 – Create your News item pages

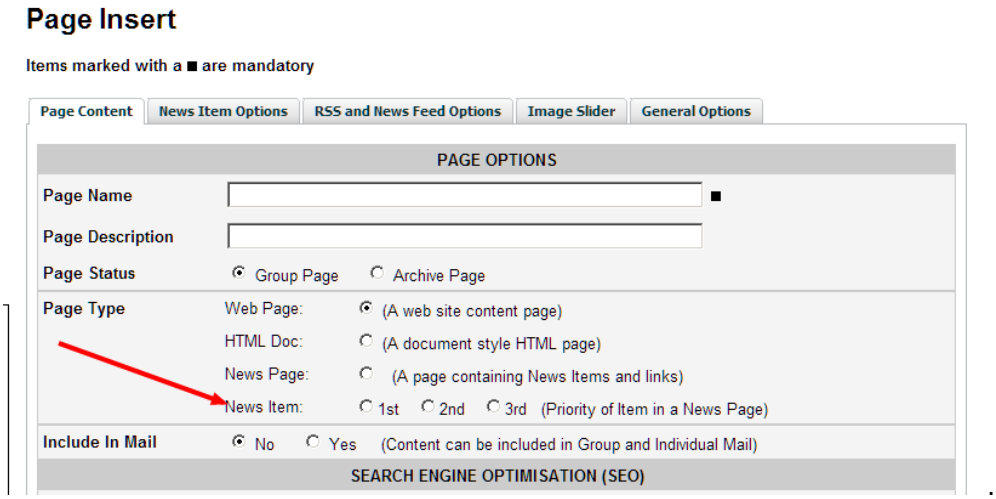
The second step is to create each of the **News Item** pages that are going to be listed in the News Page "container", such as your news stories or the pages of the handbook etc.

To create a News Item, click on the **New Page** button and enter the page name and description. Then select one of the "News Item" page types as shown below. At this point you will add the page content for the news item.

Note about News Item page types

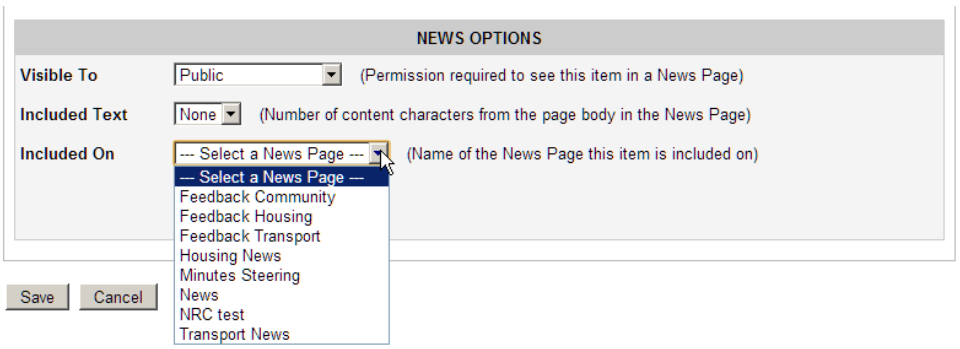
There three News Item **Page Types** available that are designated 1, 2, and 3 with highest priority being 1. Type 1 will force this News Item to remain at the top of the News Page list with other priority 1 News Items until the pull date is reached. The same rules apply to priority 2 News Items. It is strongly recommended that you use priority 1 News Items sparingly and use priority 3 for the majority of your news items.

Below is a screen shot showing the News Item **Page Type** selection.



As you create each News Item, you can link it to the News Page upon which it will be listed with other related News Items.

To do this, select the **News Item Options** tab and select the name of the news page on which this page is to appear from the **Included On** page list. All the news pages you have defined for your web site will be included in this drop down list, so be careful to select the correct one for your news item.



At this point you can also select who will be able to see the news item in your news page. You have the choice in the **Visible To** drop down selection of making the news item visible to everyone (public), members only or officers (this option can be used as an approval step).

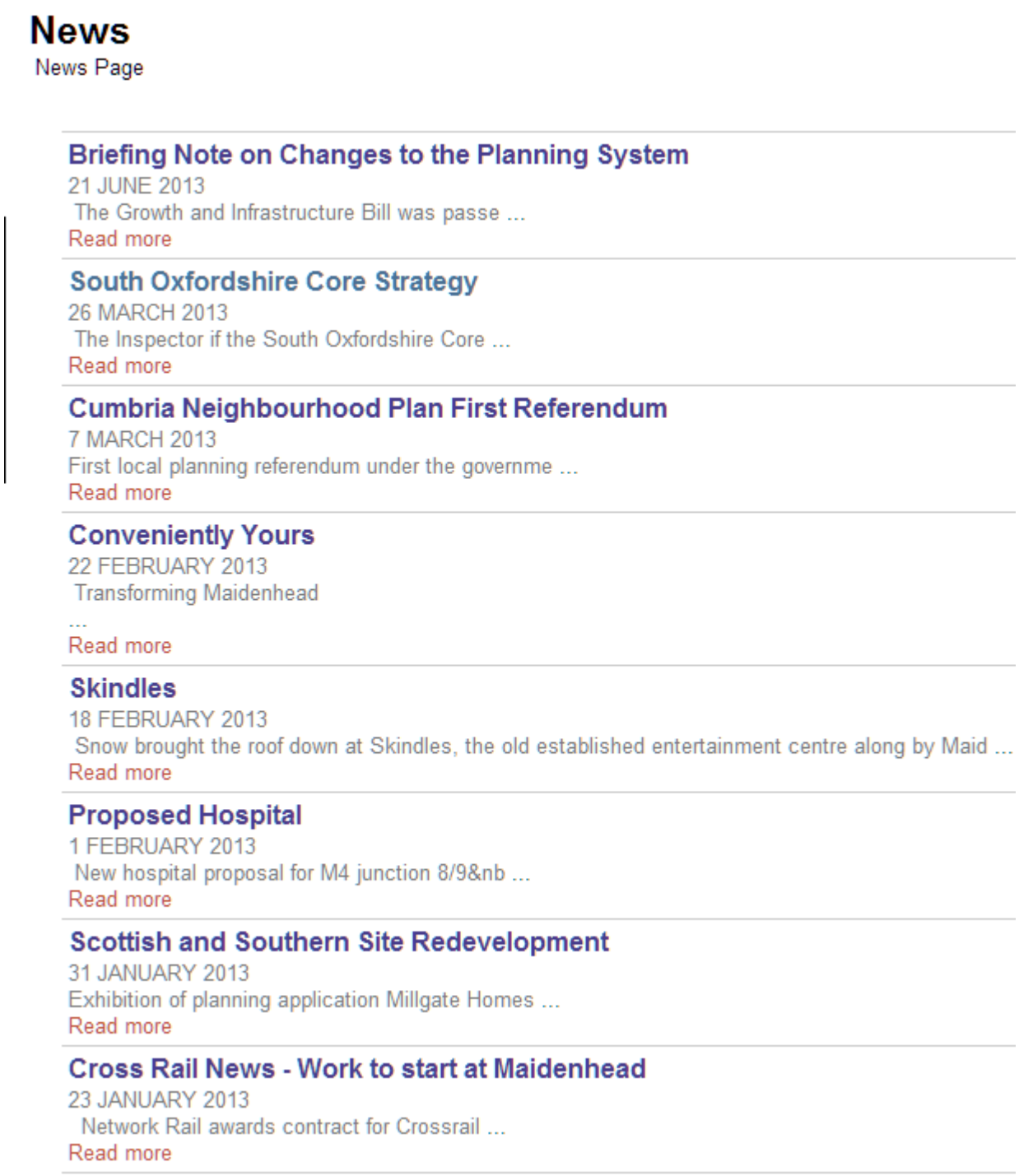
In the **Included Text** option you can select the amount of teaser text that is to be displayed for this story in the News Page. Typically this would be around 100 characters so that the teaser text makes sense to the user but does not take up too much space in the list.

Finally you can select three **Date Options** related to this News Item as indicated below:

Item Date is the date an item was originally published. This is displayed on the page to help the end user if you quote from an existing article in the news. This is the date which is displayed on the originating sourc (website, newspaper, magazine) when the news was first published. Remember that whenever you reproduce material created by others, it is good practice to always acknowledge the source from which it was derived; otherwise it's your own news.

Publish From date (if there is an embargo) this will publish the story from 00.01 am on that date. Usually the publish date will be the same as the Item Date above.

To (the pull date). This is when the story will be withdrawn from the News Page and no longer be listed.

Example page

On the page the title is also a link to the news story as well as the usual read more link in red. The News Items in a News Page are always published in Item Date order.