

# Parish Council Website



A tutorial covering the basic steps in  
using the  
News System

November 2008

## Introduction.

Our "News System" along with the "Event Calendar" allows a customer with bespoke, hand-coded, fully maintained websites to add news and events at any time themselves without any specialised training.

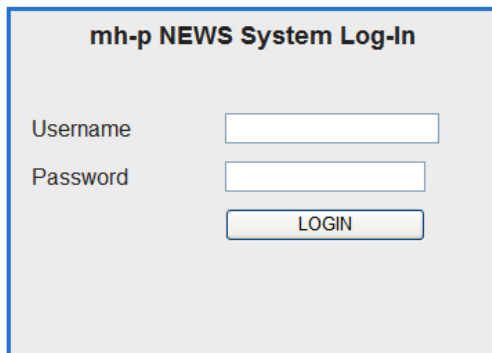
The "News System" is installed on our website and to log-in you need to go to [www.parishcouncilwebsite.co.uk/news/admin.php](http://www.parishcouncilwebsite.co.uk/news/admin.php)

Although the system is on our site, the news that you enter there will appear in two locations on your website – the News/Events Column on the home page and the News Page.

Please note that for the purposes of demonstrating the system the news will be displayed at [www.parishcouncilwebsite.co.uk/live-news.html](http://www.parishcouncilwebsite.co.uk/live-news.html) which you have to imagine is your website.

The News Column with a title/headline and a short snippet of text appears on the homepage and it adjusts its height automatically to the amount of news that is "live" and the overall height of the page. The title/headline of the article then links directly to a News Page where visitors can read the full article which may or may not be accompanied by a photograph.

The first thing you need to do is to log-in to the system at: [www.parishcouncilwebsite.co.uk/news/admin.php](http://www.parishcouncilwebsite.co.uk/news/admin.php)



The image shows a login form titled "mh-p NEWS System Log-In". It contains two input fields: "Username" and "Password". Below the "Password" field is a "LOGIN" button. The form is enclosed in a blue border.

Once you have logged-in to the system you will see your control panel where you manage your news articles.

Articles location		Cutaways		<a href="#">CREATE ARTICLE</a>	<a href="#">LOGOUT</a>	<input type="button" value="Delete"/>
USERNAME	ARTICLE TITLE	START DATE	END DATE	UP/DN		
Administrator	<a href="#">mh-p launches "Event Calendar"</a>	10/11/2008 16:57:00			<input type="checkbox"/>	
Administrator	<a href="#">mh-p launches "Last Page"</a>	10/11/2008 16:17:00			<input type="checkbox"/>	

Here you will see the articles that exist in your area of the News System.

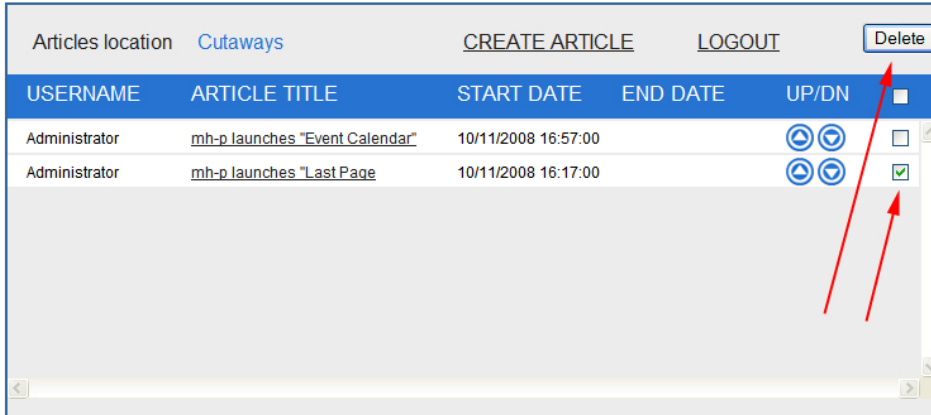
You'll notice that the Articles Location is given as "parishcouncilwebsite" (not Cutaways as shown in the picture), when you have your own account the name of your site will appear here.

Articles remain on the News Page until you delete them. This gives you the opportunity to create an archive and enables visitors to "catch-up" on news they may have missed. Articles remain in the News Column unless you set an End Date.

Articles location		Cutaways		<a href="#">CREATE ARTICLE</a>	<a href="#">LOGOUT</a>	<input type="button" value="Delete"/>
USERNAME	ARTICLE TITLE	START DATE	END DATE	UP/DN		
Administrator	<a href="#">mh-p launches "Event Calendar"</a>	10/11/2008 16:57:00			<input type="checkbox"/>	
Administrator	<a href="#">mh-p launches "Last Page"</a>	10/11/2008 16:17:00			<input type="checkbox"/>	

The Up/Down Buttons allow you to order the news items as they are listed in the News Column. You cannot change the order that articles appear on the News Page as this is controlled by the creation date of the article.

Changing the order of the articles in the News Column allows you to bring items to the top for greater exposure.



To remove one or more items of news from News Page and thereby the system simply place a tick in the box and click on the Delete Button. Please note that deleted news items cannot be recovered.

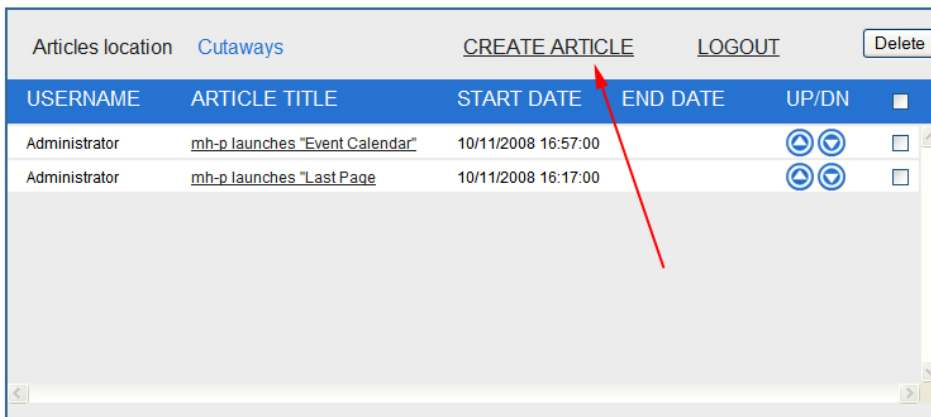
To remove an article from the News Column click on the title of the article to open the Edit/Creation page.

END DATE & TIME    2008    Nov    14    17 : 08 : 00


Tick the box next to END DATE & TIME to activate the setting then set a date and time that has already passed and click the Submit button.

It's good practice to set an End Date for each article you create.

The item will no longer be displayed in the News Column but will remain on the News Page until the article is deleted.



Click on CREATE ARTICLE

TITLE	<input type="text"/>
SNIPPET	<input type="text"/>
ARTICLE	<div style="border: 1px solid black; padding: 5px;">    <input type="text"/> </div>
POST DATE TIME	<input type="text" value="2008"/> <input type="text" value="Nov"/> <input type="text" value="21"/> <input type="text" value="10"/> <input type="text" value="56"/> <input type="text" value="00"/>
<input type="checkbox"/> END DATE TIME	<input type="text" value="2008"/> <input type="text" value="Nov"/> <input type="text" value="21"/> <input type="text" value="10"/> <input type="text" value="56"/> <input type="text" value="00"/>
<input type="checkbox"/> PICTURE	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="SUBMIT"/> <span style="float: right;"><a href="#">BACK TO ADMIN PAGE</a></span>	

**TITLE:** Enter a headline or title for your article or announcement. We recommend that you keep it short and punchy.

**SNIPPET:** Write a short snippet of text to attract the attention of your visitors. The shorter your snippets the more news you'll have displayed in your news column before the scroll bar appears.

**ARTICLE:** Write the full copy of your article or announcement. You'll see that you can enhance your articles by making text bold or italic, create numbered or bulleted lists and hyperlink words to other websites. If you type a URL starting www the system will automatically link this for you.

**POST DATE:** The default is today's date and time. You can create items in advance of publication and if you wish to do that simply set the date and time when you'd like the article to appear on your website.

**END DATE:** This sets the date when the article is to be removed from the News Column. Tick the box and then set the date and time.

**PICTURE:** You can add a picture to your article which will appear on the News Page only. Tick the box, browse to the picture on your computer and click on Submit.

Pictures are restricted to jpg format and a maximum of 1mb in size. If your picture is greater than 1mb the article will still be published but without the picture. The system will re-size your picture in terms of width and height.

## Tips.

When entering text into the news system it's best to type the words in directly rather than pasting.

The reason for this is that all documents contain code, you can't see the code but it's there none-the-less and this code tells Word, Internet Explorer or any other package how to display the text.

The code contains information about pagination, font size, font type, font style, colour, carriage returns, new paragraphs and so on.

When you paste this text into another system it takes that code with it and often ignores the code that the receiving system is working to so what happens, everything goes to pot.

If you want to use text that is from another word processing package sanitise it first by pasting it into Notepad.

You'll find Notepad in the Accessories folder of your Windows Computer. Notepad is a plain text editor, what that means is that when you paste text into it, it strips out the offending code. All you need to do then is to copy the text from Notepad and into here.

When you write your article keep the sentences and paragraphs short; this makes it easier to read on the page.

Finally, write in pyramid format. Start with the important information of what, where and when and follow up with the how and the why.