

# Parish Council W.B.C.M.S.



A tutorial covering the basic steps in  
using the  
News Module  
in  
WBCMS.

November 2008

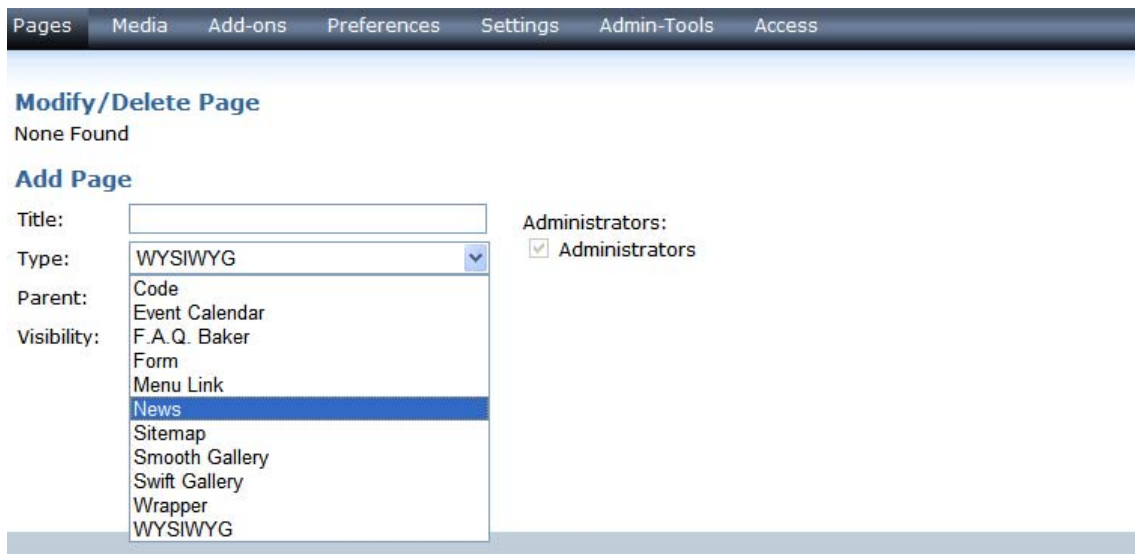
## Introduction.

The “News” module allows you to quickly and easily add items of news to your website.

The “News” module is not limited to news; it can also be used to publicise forthcoming events simply by using the news module on a page called Events.

## Adding News

Login to your account as usual and click on Pages.



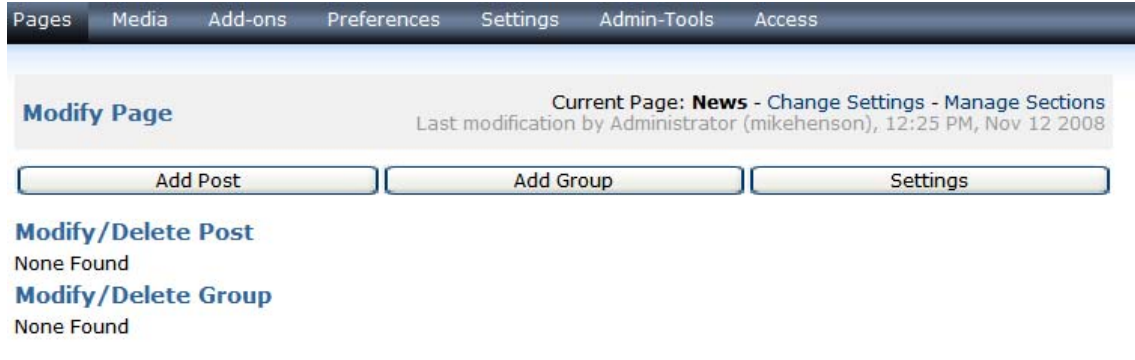
The screenshot shows a web management interface with a navigation bar at the top containing 'Pages', 'Media', 'Add-ons', 'Preferences', 'Settings', 'Admin-Tools', and 'Access'. Below the navigation bar, the main content area is titled 'Modify/Delete Page' and shows 'None Found'. Underneath, there is an 'Add Page' section. This section includes a 'Title:' text input field, a 'Type:' dropdown menu with 'WYSIWYG' selected, a 'Parent:' dropdown menu with 'Code' selected, and a 'Visibility:' dropdown menu with 'F.A.Q. Baker' selected. To the right of these fields, there is an 'Administrators:' section with a checked checkbox next to 'Administrators'. The 'Type:' dropdown menu is open, showing a list of options: 'Code', 'Event Calendar', 'F.A.Q. Baker', 'Form', 'Menu Link', 'News' (highlighted), 'Sitemap', 'Smooth Gallery', 'Swift Gallery', 'Wrapper', and 'WYSIWYG'.

Enter a Title: News

In the Type drop down menu select News

Click on the Add button

The Modify Page window opens.



Pages Media Add-ons Preferences Settings Admin-Tools Access

**Modify Page** Current Page: **News** - Change Settings - Manage Sections  
Last modification by Administrator (mikehenson), 12:25 PM, Nov 12 2008

Add Post Add Group Settings

**Modify/Delete Post**  
None Found

**Modify/Delete Group**  
None Found

**Settings:** We suggest that you don't venture into this area unless you're an experienced designer or developer. If you want to have your news on the homepage we will edit this area and then explain to you how to modify it, should you need to in the future.

**Groups:** If you want to sectionalise your news you can click on the Add Group button and give the group a title, you can even add an image for the group. If you want to add an image please refer to the Media section in the main tutorial.

**Add Post:** This is where you add, modify or delete your articles of news which are commonly referred to as "posts" or "postings".

Click on the Add Post button and the main Add/Modify Post page appears:

Pages Media Add-ons Preferences Settings Admin-Tools Access

### Add/Modify Post

Title:

Group:  ▼


Commenting:  ▼

Active:  Yes  No

Start date:  ⌚ ✕


End date:  ⌚ ✕

Short:

Source: 

Style:  Format:  Font:  Size:

Long:

Source: 

Style:  Format:  Font:  Size:

### Modify/Delete Comment

None Found

Enter a Title: Village Fete

Select a Group: Leave as "none" unless you have any set up

Leave Commenting: Disabled

Leave Active: Yes

Start Date: This is always set at today's date and time but if you change this to a date in the future the news item will not appear until that time.

End Date: Click on the clock icon and set a date when you want the news item to be automatically removed. If it's an event then the date/time that the event finishes is the most logical ☺

Short: Enter a snippet of text to catch people's attention:

*"Dr Who to open our fete on August 9th at 12 noon"*

Long: Enter the long description here:

*"We're delighted to announce that former Dr Who, Fred Bloggs, will be opening our Annual Village Fete.*

*Fred, who played Dr Who before William Hartnell took over the role, is a well known character and we're excited that he's agreed to visit us.*

*This year we'll also have fairground rides for the small children as well as the usual Bring and Buy Stall, Cakes by the W.I. and exhibitions by our playgroup and horticultural society.*

*The Fete will close at 4pm with our Annual Raffle and the awards for the Allotment of the Year and the Garden of the Year, so make a date in your diary now!"*

If you want to add an image to your news article/post please refer to the Media section in the main tutorial.

The page should now look like this:



The screenshot shows a website administration interface. At the top, there is a navigation bar with the following tabs: Pages, Media, Add-ons, Preferences, Settings, Admin-Tools, and Access. Below this, the main content area is titled 'Modify Page'. It indicates the 'Current Page: News' and provides links for 'Change Settings' and 'Manage Sections'. A note states 'Last modification by Administrator (mikehenson), 1:02 PM, Nov 12 2008'. Below this, there are three buttons: 'Add Post', 'Add Group', and 'Settings'. The next section is 'Modify/Delete Post', which displays a list of posts. The first post is 'Village Fete', with 'Group: None', 'Comments: 0', and 'Active: Yes'. To the right of the 'Active: Yes' text are four small icons: a circular arrow, an upward-pointing triangle, a downward-pointing triangle, and a trash can. Below the post list is a section titled 'Modify/Delete Group' with the text 'None Found'.

Your "Village Fete" article is now in the list.

If you need to amend it just double click the title.

As you add further news items they will appear on the list in chronological order.

If you wish to change the order of the articles you can use the up/down buttons.

As explained earlier you can place news and events all on the same page or you can separate them to their own pages.

News can also be displayed on the home page but if you need this facility we will have to set it up for you.

Here is how the website's homepage might look if news was added to it. You'll notice that the name of the page carrying the news of the Village Fete has been changed to Forthcoming Events as you would not want two news pages.

## YOUR PARISH COUNCIL

Welcome  
Forthcoming Events

### Welcome to the official website of YOUR PARISH COUNCIL


We hope you find the website informative

If you have a comments, observations or suggestions we'll be delighted to hear from you.

### News Headlines

**Man Bites Dog** **1:23 PM, Nov 12 2008**  
A man was seen yesterday biting a dog in the High Street.

[Read More](#)



Click on News Item:

## YOUR PARISH COUNCIL

Welcome  
Forthcoming Events

### Man Bites Dog

**Posted by Administrator (mikehenson) on Nov 12 2008**

A statement issued by the veterinary surgeon said that the dog was "as well as could be expected under the circumstances and showed no apparent signs of having contracted any disease from the encounter"

Last changed: Nov 12 2008 at 1:23 PM

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Click on Forthcoming Events:

## YOUR PARISH COUNCIL

Welcome  
**Forthcoming Events**

**Village Fete** 1:02 PM, Nov 12 2008  
Dr Who to open our fete on August 8th at 12 noon

[Read More](#)

**mh-p**

Click on Event Item:

## YOUR PARISH COUNCIL

Welcome  
**Forthcoming Events**

**Village Fete**  
**Posted by Administrator (mikehenson) on Nov 12 2008**

We're delighted to announce that former Dr Who, Fred Bloggs, will be opening our Annual Village Fete.

Fred, who played Dr Who before William Hartnell took over the role is a well known character and we're excited that he's agreed to visit us.

This year we'll also have fairground rides for the small children as well as the usual Bring and Buy Stall, Cakes by the W.I. and exhibitions by our playgroup and horticultural society.

The Fete will close at 4pm with our Annual Raffle and the awards for the Allotment of the Year and the Garden of the Year, so make a date in your diary now!

Last changed: Nov 12 2008 at 1:02 PM

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**mh-p**