Quick Reference Guide

**News Sections**

All sites are built with a news section for you to create article pages that automatically compile on your news page. This guide will help you create, edit and maintain the news section.

The main index page for the news section is simply a feed of the RSS items of your 25 most recent news stories. In addition to this recent stories listing, this page also contains links to the archive sections.

The archive sections are sections contained within the news section that contain the stories created with a year. When you create new article pages, you will actually create them under the appropriate year folder so the articles live in the archive. The RSS item will display on the archive year page as well as the main news index page.

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Creating a New Article Page

1. Articles must be created in one of the year folders. For new articles, go to the current year folder and click the new button (1) at the top and then choose New Article.

2. Fill out the New Article Page fields as much as possible, being sure to scroll all the way down to the bottom, then click create (2).

Note:

- Article Title: this will be your page title and the headline for the RSS item
- Article Teaser: this is the description for the RSS item that will appear on the news page and the news archive page
- Keywords: part of the meta-data of the page, not visible or used anywhere else
- List Image: this is the image for the RSS item that will appear on the news page and the news archive page. Be consistent across all your news items, either all of them need to have images or none.
- File Names: be sure to fill in your file name with only lowercase letters, no special characters and underscores instead of spaces, and keep the .pcf at the end.

3. The page it creates is just like a usual content page with the various editable regions. You can put in your test and the visuals like banners, callouts and pull quotes.

4. After you’ve built your page, the last step before publishing your page is to edit the RSS item (see page X).

5. After editing the RSS item, publish the page and then the year archive index page. See page 12 on publishing.
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Editing an RSS Item

The RSS item is what controls the listing on the news page. Before publishing a new article page, it’s smart to edit the RSS item and change the link to [auto] so that it keeps the list from breaking. This is also where you can change the title or description in listing item or change order of the news list.

1. With the article page checked out, click on the properties button (1a) and click on the RSS (1b) in the list on the right.

2. Click on the item in the list (2).

3. Now you can edit the information listed in the RSS, like the title or description and link.

Notes:

- **Link:** The link field (3a) automatically populates when the page is created, you will need to remove the URL and replace it with [auto] so that it keeps it from breaking if the page or section is moved.
- **Author:** automatically populates with who created the page, but doesn’t display anywhere.
- **Publish Date:** is used to order the news list, this doesn’t display anywhere, but the year must match the folder that it is created in
- **Media Content:** is the image that is in the RSS item, make sure you upload your images before linking to them here
- **Tags** and **Extra XML:** are not used, leave these blank

After you’ve made your changes hit save (3b) at the bottom of the screen.

4. After you are finished editing the RSS item, you must Rebuild the Feed (4) to test and production.

5. If you didn’t make changes to the actual article page, you don’t need to publish the page, so you can check it back in. But you will also need to publish the index page for the year archive page. See page 12 on publishing.
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Past Year Articles

Building Pages
If you would like to add articles to any of the year folder other than the current year, you do so normally, but you won’t be able to see the RSS items on the archive index page until the feed is rebuilt.

A few things to note:

• You need to make sure that the year in the publish date in the RSS item matches the year of the folder it lives in.
• Also in the RSS item, be sure to change the link from the URL to [auto].
• Once you save your changes, you need to rebuild the feed to test and production like you normally do.

Updating the Archive Page Feed
The past year archive pages don’t update with a publish like the current year does. Those require UTS to do some work on the servers to remove the RSS feed and rebuild it with a new publish. So if you have a bunch of articles to edit or create in a past year, make all your changes, then submit a ticket to the help desk to have her rebuild those year’s RSS feeds.
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Creating an RSS Item

Occasionally you may want to add an item to the news list from an outside source like a story at the University level, an article from a different unit or an external site. To do that you can create just an RSS item without having to create an article page.

1. On the index page for the current year section, click on the **properties button (1a)** and click on the **RSS (1b)** in the list on the right.

2. Click on the **new button (2)**

3. Fill out the Item Properties:
   
   - **Title**: This will be the title of the RSS item, use the name of the headline of the article you’re linking to
   - **Description**: This is the description for the item that will appear on the news page and the news archive page. If you are linking to an external site, be sure to include the name of the site to set the context for where they are going.
   - **Link**: copy and paste the URL of the article
   - **Publish Date and Time**: it will automatically fill in for you
   - **Media Content**: if you are using images in your news feed, be sure you have previously uploaded an image then click the add button and navigate to it.
   - **Tags and Extra XML**: leave blank

   After you’ve made your changes hit **save (3b)** at the bottom of the screen.

4. After you are finished building the RSS item, you must **Rebuild the Feed (4)** to test and production.

5. Once the feed is rebuilt, you will also need to publish the page to test and production. See **page 12** on publishing.
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Publishing

After creating or editing an article page, you must publish before anything changes on the actual site. All pages, images and documents must be published to both the test and production servers.

You must publish to the test server first so that you can preview your changes and make sure everything is accurate. Keeping them both up-to-date and in sync is not only best practice, it is also a fail-safe for us. If there was a situation that the production environment was severely compromised, we could copy from the test.

Publishing Your Page, Image or Document

1. If you are publishing a page, click the green publish button (1a) at the top of the page.
   
   If you are publishing an image or document, in the pages view, click the Publish option (1b) on the right side of the page.

2. In the publish screen, first change the target publish (2) to test.

3. Enter a version description (3) with notes as to what you edited and an indicator of which server you are publishing to.
   
   EX: added banner image - test

4. When your page is finished publishing, you will see a green success bar at the bottom with a View in New Window link (4). That link will open that page on the server you just published to. Click that to open the page on the server you just published to check it there and make sure everything is correct. If not, make your change and publish to test again.

5. Once everything is correct, repeat these steps again and publish to the production server. This time, for the version description, you can simply state "push to production" since there shouldn't be any changes from the last publish to the test server.
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Publishing (continued)

Publishing the Archive Year Index Page

Anytime an article page or RSS item is edited, added or deleted, you must publish the index page of current year’s folder. Your changes will not change on the news archive page without publishing this index page.

1. From your article page you just published, change over to the pages view (1).

2. In the filter box (2) at the top of the list, type index to find the index page easily.

3. Click the Publish (3) option on the right side of the page.

4. In the publish screen, first change the target publish to test (4).

5. Enter a version description (5) with notes as to what was changed and an indicator of which server you are publishing to.
   Example: rebuilding RSS feed - test

4. In this case, you don’t have to wait for it to actually finish publishing, so as soon as that publish window closes you can click the publish button again, and repeat these steps to publish to the production server. This time, for the version description, you can simply state “push to production.”
**CMS HOW TO**

**Creating an Archive Year News Section**

Each year you will need to create a new archive folder for your news stories to live in.

1. First navigate to your news section, click on the **New Button** (or drop down menu beside it) and choose **New Archive Section**.

2. In the New Archive Year section, fill in:
   - **Folder Name**: 2018
   - **Section Title**: 2018 News Archive

3. Everything else can be left as is and then hit **Create (3)**.

4. Once the page is created you need to **publish** it to both test and production servers.

5. The last step is to add it to the Archive List on the main news index page. Open that page, and in the main content editable region add 2018 (hyperlinked to the new 2018 index page you just created) with four spaces separating it from the 2017 link. Then save and publish that page to both test and production servers.