



Add News Articles

Last Modified on 22/09/2023 2:24 pm AEST

NOTE: This add on has to be enabled for your organisation. To check if this is available for your website, check your website Dashboard.

1. Hover over CONTENT.
2. Hover over NEWS.
3. Click on CREATE ARTICLE.
4. Input a title for the news article.
6. Input information for related to the news article. This can include links and pictures.

Add News

A screenshot of the 'Add News' form interface. At the top, there is a text input field containing 'News Article'. Below this is a rich text editor toolbar with two buttons: 'Add Media' and 'Add Form'. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and other editing functions. Below the toolbar, the text 'news article information' is entered into the main content area. On the right side of the editor, there are two tabs: 'Visual' and 'Text', with 'Text' currently selected.

7. If the news article needs to be linked to a [category](#) or [tag](#) then these can be added on the right hand side.

For categories, tick the relevant one from the list, for tags start typing the relevant tag to find the list of tags you created.

The image shows two sections of a CMS interface. The top section is titled 'Categories' and has a dropdown arrow. It contains two tabs: 'All Categories' (selected) and 'Most Used'. Under 'All Categories', there is a list of categories with checkboxes: 'Juniors' (checked), 'Slider', 'test_cat', and three 'Uncategorised' items. Below the list is a link '+ Add New Category'. The bottom section is titled 'Tags' and has a dropdown arrow. It features a text input field containing 'ju', an 'Add' button, and a dropdown menu showing 'Junior News'. Below the dropdown is a link 'Choose from the most used tags'.

8. If you want this article to have a main/featured image, this can also be added on the right hand side.

The image shows a section titled 'Featured image' with a dropdown arrow. Below the title is a button labeled 'Set featured image'.

9. Once done, click PUBLISH at the top of the webpage.

10. Repeat for any other news articles.

To view these news articles:

1. Hover over CONTENT.
2. Hover over NEWS.
3. Click ALL ARTICLES.

News [Add News](#)

All (14) | Published (14) | Cornerstone content (0)

Bulk actions All dates All Categories All SEO Scores All Readability Scores

<input type="checkbox"/>	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	Add Ons Available	stadmin	test_cat	APAC News	Published 2023/06/07 at 12:36 pm
<input type="checkbox"/>	Stack Commerce Launched	stadmin	test_cat	APAC News	Published 2023/06/07 at 12:35 pm
<input type="checkbox"/>	Demo Site Launched	stadmin	test_cat	APAC News	Published 2018/12/07 at 3:39 pm
<input type="checkbox"/>	Fixture Integration Edit Quick Edit Trash View	stadmin	Slider	APAC News, info-hub	Published 2018/12/07 at 3:30 pm
<input type="checkbox"/>	Online Shop Now Available!!	stadmin	Slider	info-hub	Published 2018/12/07 at 3:17 pm
<input type="checkbox"/>	Keep your Fans Updated with Club News	stadmin	test_cat	info-hub	Published 2018/12/05 at 3:38 pm
<input type="checkbox"/>	Silver GameDay Website from \$3,500 ex GST	stadmin	Slider	info-hub	Published 2018/10/29 at 2:12 pm
<input type="checkbox"/>	Online Shop Now Available!!	stadmin	Slider	info-hub	Published

Related Articles