

## How to add a News Article

1: Prepare the copy for your article in a Word document. File this document on your local computer.

- You don't need to style the Word document – you'll add styling in the editor.

2: Prepare any images.

- The full width of a News Article is 540px, so images should be 540px wide at most.
- The editor will allow you to float images left or right in a article. An image in the copy of an article should be between 200 and 250px wide. Images can be any height.

3: Prepare a thumbnail image

- Thumbnail images get resized by the CMS, so you can upload any size image – however it is best to format a thumbnail image properly.
- Thumbnail images should be 150px wide by 100px tall.
- The thumbnail image will come from your local computer, so you don't need to upload it to Resources (as in point 4 below, for normal images).

4: Upload images to Resources (.../admin/resources.php)

- You should place news images into the “News-Images” folder in the “images” folder.

5: On the News Landing page (.../admin/allnews.php); click the CREATE NEW ARTICLE button

6: Enter a Title.

- The title should describe the News Article in 4 or 5 words

7: Enter keywords for the article.

- Keywords are used by Google to index the article.
- You should enter 3 to 4 keywords for an article.
- These can also be key-phrases.

7: Select the date for the article – this defaults to today's date


8: Enter the Description for the Article

- The description gets shown on News feeds (in the right column of Magazine pages and on the Home page)
- The description should give the pertinent details of the story in about 4 lines. It should not just be the first sentence of the full article. Basically a visitor to the site should be able to get the important info from the description without having to go and read the full article.

9: Categorise the Article

- Categories determine what pages the News articles get fed onto. For example, the African Fusion section has a News Feed that calls all News Articles categorised “African Fusion”. The Home page feed calls articles from All Categories.

10: Add the Content

- Copy the full content of the article from the Word document
- Paste it into the Content area using the “Paste as Plain Text” icon: 

VISIT [http://www.yourwebsite.co.za/style\\_test.htm](http://www.yourwebsite.co.za/style_test.htm) for guidance on using the WYSIWYG editor

## Adding an image

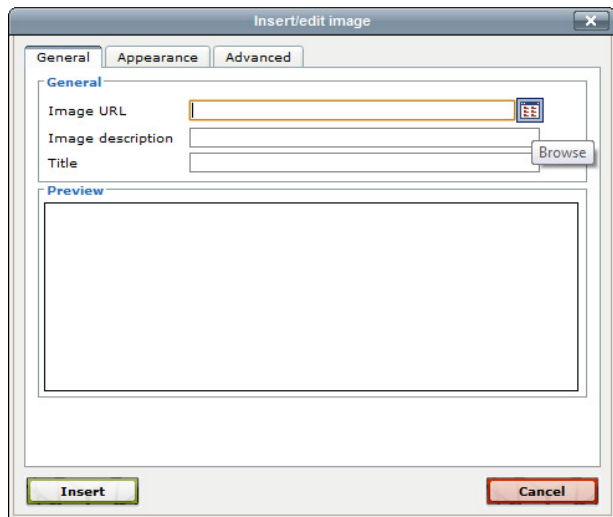
1: Place your cursor at the start of the first line of the text:



2: Click the “Insert/Edit Image” icon:



3: Click the Browse icon to select the image from Resources



4: Click on the Appearance tab and select “image-float-right” from the “Class” drop-down list. This will make the image float on the right of the text, with the text flowing around the image.

- If you are placing an image that will sit across the full width of the article, you don't need to float the image.

