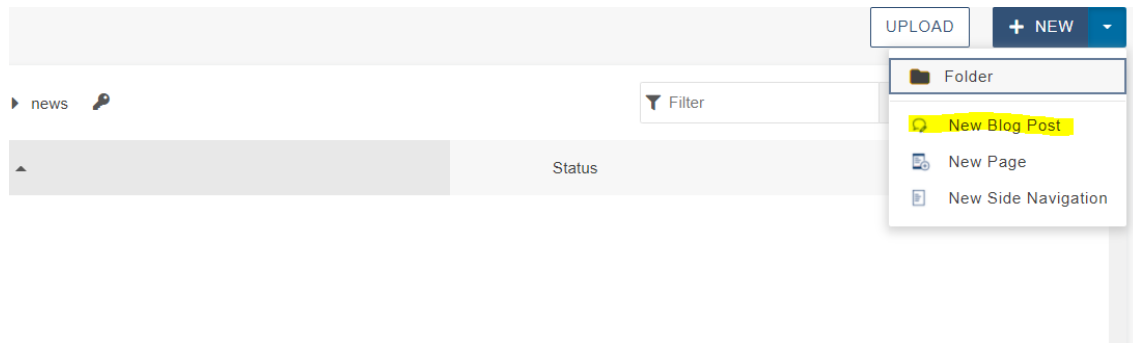




## How to Make a News Article

To make new articles follow the steps below:

- 1) Log in to CMS and locate your News folder
- 2) Click **NEW** on the top right and click Blog Post



- 3) You will be prompted to add information.

New Blog Post

Post Title   
*Blog post title.*

Post Author   
*Blog post author. Can be left blank.*

Publish Date    
*Choose a date for the article. (Default: Current Date)*

Post Link (Optional)   
*Use if linking to an external page for content. Otherwise current page is automatically used.*

Listing Page Post Information

Post Description

**\*NOTE:** its best practice to give a descriptive file name for your article. Example: how-to-make-a-news-article

CANCEL



Listing Page Post Information

Post Description

Description of the post that will show up on the listing page.

Post Content

Post Content: **B I U**

Add content to your new item.

Post Image

Choose an image file or enter URL

Post Image Description

Enter a description for the image

Add post description ( one to two sentences describing your article).

Then add post content ( full article).

Lastly, add an image if you have one.


- 4) The publish date is important, the recent dated articles will show up at top. (**\*NOTE** you can always go back and edit photo/description/date by clicking the **MutiEdit** Button).
- 5) Once you click CREATE the following will show up.

Preview Edit Source Properties Versions MULTIEDIT PUBLISH

FLORIDA ATLANTIC UNIVERSITY STUDENTS | FACULTY/STAFF | ALUMNI | FAMILIES APPLY VISIT GIVE

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WEDNESDAY, JUL 07, 2021



news

[Edit Content](#)

Staging Note: tags will be displayed when published

If you upload an image in the blog module you will have to go to your *images* folder and publish that image.



6) This is the final product.

## IN TODAY'S NEWS WE'RE LEARNING HOW TO MAKE A NEWS ARTICLE

WEDNESDAY, JUL 07, 2021



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7) This is how the article looks like in a homepage widget.

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