

Quick Guide - Creating a news article

When you are in the backend of the website you will most likely need to create new articles under the *News* section, make sure you click the arrows on the side of the parent items to drill down.

Click on the three dots on the *2017* folder to create a *News* article from the right side pane that opens. See image below.



Once the new article is open, make sure you fill in all the fields in both the *Basic* and *Content* tabs.

Enter content into the *News Content* section and add call to action information in the Lower Text section.

A screenshot of a form for creating a news article titled 'Aug News Test Under'. The form has three tabs: 'Content' (highlighted with a green box), 'Basic', and 'Properties'. The 'Content' tab contains the following fields: 'Title' with the value 'Flood Aug Storm news 4' and a note 'Used by news details page title and event tile'; 'Published Date' with the value '2016-08-19 09:39:21' and a note 'Used by news date filter, news tile and news tile'; 'Region' with the value 'Hunter' and a note 'Used by location search'; and a 'News Content' section with a rich text editor containing the text 'News on 26 AUG 2016' and a note 'News content in news detail page'.

Your News article, by default will be applied NSW state-wide (homepage), simply leave the *Region* field blank and NSW will be selected by default. You have the option to select one or more Regions if the article you are creating is relevant to those locations. This way your article will appear in the location search section when a user searches a location in that Region. This allows the news information to display in areas that are convenient and relevant to the user. You can select more than one Region by holding down [ctrl] and clicking or [shift] to select options directly above or below.

In the *Basic* tab, make sure you add a *description* (copy and paste or type information about the article, normally around 1 paragraph).

Aug News Test Under


Content

Basic

Properties

Page Title

Teaser Image



News tiles image

Teaser Description

Formats

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TEASER DESCRIPTION - NSW SES has responded to over 130 call for assistance event. A majority of the jobs have related to leaking/damaged roofs and sandbags cancelled by the Bureau of Meteorology as of 5:11am this morning, though a flood for the following river

News tile teaser description for news tiles

Add a news *teaser image* by clicking the grey plus icon, the *Select media* pane will open to the right. News images are found under Pictures > News > News teaser images

Welcome NSW SES Commissioner

Basic


Content

Properties

Page Title

Welcome NSW SES Commissioner

Teaser Image



Teaser Description

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Formats ▾

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Select media

Upload

Pictures / +

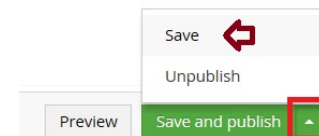
community

Volunteer Profile P...

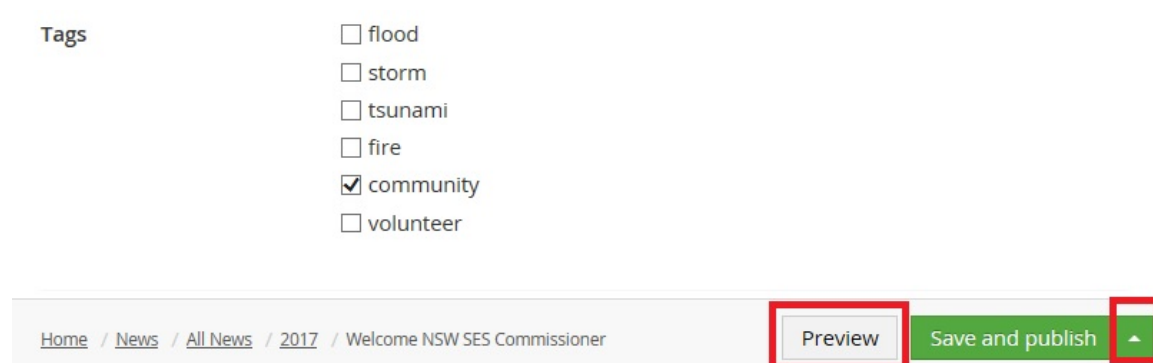
News

Once you find the right folder Pictures > News > News teaser images, you can use a shock photo already uploaded or you can upload your own images from your computer by clicking the upload button. *News teaser images have a special dimension, refer to the image requirements here when creating your own: [NSW SES Website Image Dimensions 2017](#)

Once you have filled in all content areas you can save and publish your article, this will publish the article to the NSW SES website. www.ses.nsw.gov.au. Click *save and publish* or just save using the arrow on the green button to the bottom right.



A preview button will allow you to check your article in the backend before it is published.



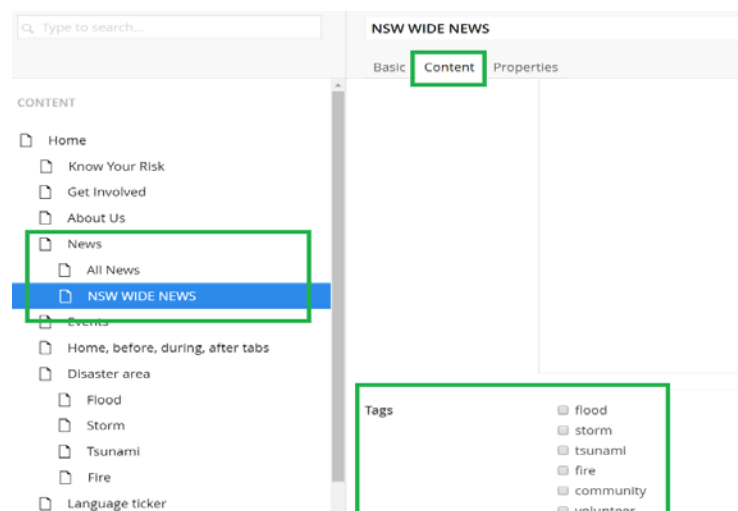
Tagging news items

Keyword tagging is used in the following pages, to automatically pull news related to these pages:

- Community landing page
- Volunteer landing page
- Flood, Storm, Tsunami

Key words used in news page must correspond to the exact keywords used in the respective landing pages

The following tags are available for tagging. Tagging is found at the bottom of the *Content* tab section.



The following fields are used for the news **tiles** only