## How to Make a News Item on the City of Stamford Website



## 1) Go to My Dashboard, then go to Site Content > News

2) Click "Add Story".

Stories	Categories	Trash			•	
37 stories mate	<b>h</b> of 450		DELETE	IMPORT	EXPORT	ADD STORY
Search	Ŧ					
Search All News)	▼ Current Stories	<ul> <li>✓ (All Categories) </li> </ul>	<ul> <li>(All Departments)</li> </ul>	✓ (All Content)	~	
Search All News) All Content Groups)	Current Stories     v	✓ (All Categories) ✓	<ul> <li>(All Departments)</li> </ul>	<ul> <li>(All Content)</li> </ul>	~	
All News) All Content Groups)		<ul> <li>(All Categories) </li> <li>Status</li> </ul>	(All Departments) Post Date Expir	<ul> <li>(All Content)</li> <li>e Date Last Upd</li> </ul>	∼ lated By	

3) Select your Content Group and add a Title. NOTE: Keep title short so it's not cut off on homepage.

Content Group	
Road Maintenance 🗸	
Title	
Test	
196 character	rs
Subtitle (optional)	
Enter your subtitle	
200 character	<i>'S</i>
Introduction (optional)	
Enter your introduction	
300 character	75

4) To find an image for your news item to show on the homepage, click "Browse" and search through the image library. Under Site Management>Home News there are several stock photos for news items. Once you select an image, write the text for your news item under "Details".

	BROWSE				
	REMOVE				
tails (optional)					
stails (optional) ♥₩ ‰ ⊫ ê • つ	• ⊂ - ⊠ ≝ ∎ • Ω	• 🖏 🖱 🔘 в	<i>I</i> <u>U</u> χ <sup>2</sup> X <sub>2</sub> A	• 6) • 💉 •	
etails (optional) ♥ # % ℡ @ - ♡ F = = = ■ Ø F :	- C - ⊠ @ ⊞ • Ω ⊧ ≟ ∺ ≣ Apply CSS	• 👸 😤 🔘 B Class • p	I ∐ x² X₂ A ▼ Internal Links ▼	· 0) · 18 ·	
tails (optional) ♥ ♣ ☆ ௩ ₪ - ♡ E = = = ■ ■ ■ ₣ = The following roads an	- C - II II II - Ω II II II II II II - Ω II II II II II II II II II II II	• 😫 😤 🕒 B Class • p W.	I ∐ x² X₂ A	• ० • 💰 •	
tails (optional) ♥ ♣ ☆ ௩ ₪ • ♥ E Ξ Ξ ■ Ø ₣ 3 The following roads an	e being paved tomorro	• 🗞 🕾 🔘 B Class • p W.	I     U     x <sup>*</sup> ×₂     A       ▼     Internal Links     •	्र <b>छ</b> • ०) • 🔊 •	
tails (optional)	• C • ■ ■ ■ • Ω = = = = = Apply CSS e being paved tomorro	• 🕄 🔁 🗘 B Class • p W.	I ∐ x² x₂ A ↓ Internal Links	ଲି <b>ପ୍ର</b> . ର . ଷ୍ଟ୍ରୁ .	

5) Select a category if applicable and find the departments that are associated with the news item. This will allow the news item to populate specific department pages.

Press Releases	×
Departments (optional)	
Choose departments	
Select All	A
Access for All (A4A) Stamford	
Administration	
Affordable Housing Trust Fund Board of Trustees	
Animal Control	
Anti Blight	

6) To display your news item on the city homepage, click "Channels" and then click the "Display on Home?" button.

Website (optional)		
1 Post Date	Post Date and Time	0
2) Expire Date	Expire Date and Time	9
Display on home?		-
Pin to top?		
Schedule review?	No Review	~
Redirect URL		
Redirect URL Target		×

7) Once finished, press "Publish". Do not press save, as that does not publish your news item on the website.

		BACK	insert comments here	PREVIEW	PUBLIS
mmary					
Content Group					
_Default	~				
Title					
Test					
				196	characters