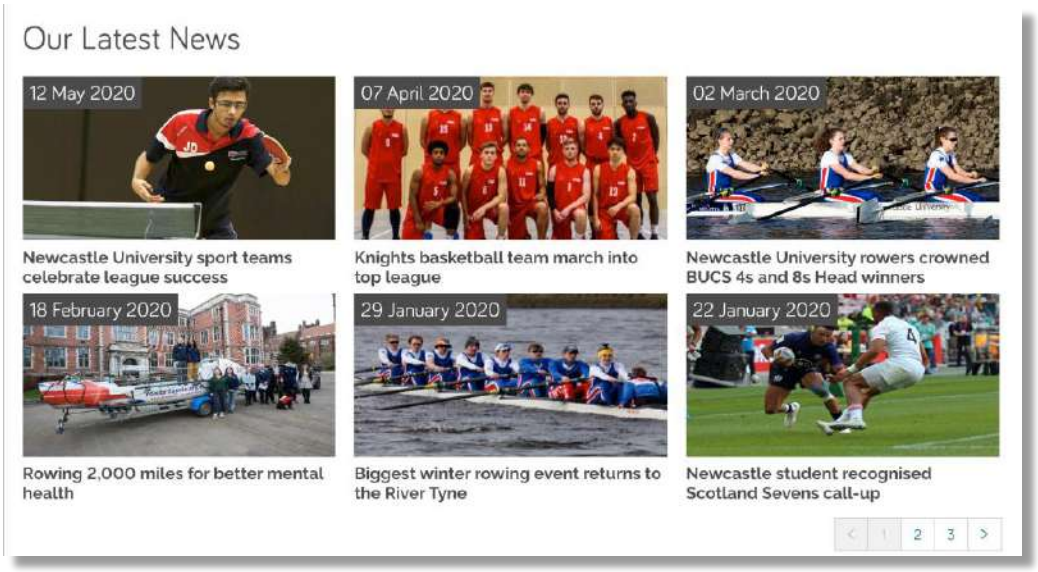
Guide: News and how to add new items to your website

News items are displayed on your website as a **grid** or **list**.

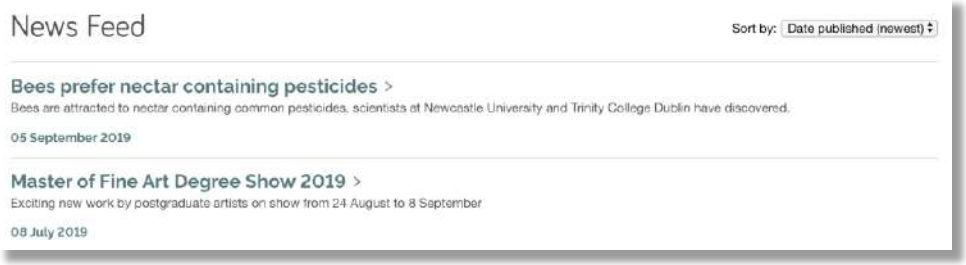
News can be set to **automatically expire from the website** on a specific date/time. An item can also be set to **publish in the future** on a specific date/time.

News Overview

The **grid layout displays each news item with an image** overlaid with the 'publish date' of the item. Below the image is the news item title (a short description can be included under the title):



The **list display is used when there's a lack of suitable images** to support a grid. The list displays the title of the news item, a short description, and the publish date. The list can be 'sorted' by date published:



Each **grid or list item links to a full page** containing the News Item content.

News page

In T4 each **news item is setup as a section.** The component **News Page Header**, placed in the section, generates the information in the list or grid.

The ‘News Page Header’ also provides the ‘title’, ‘published on date’, and header background image (in the example below a flat colour background image is used):

The **News Page Header** component is used to control the ‘**Publish on’** and ‘**Expiry date’** for your item**.**

Content below the page header can be created **using a variety of components** depending on content layout requirements, eg:

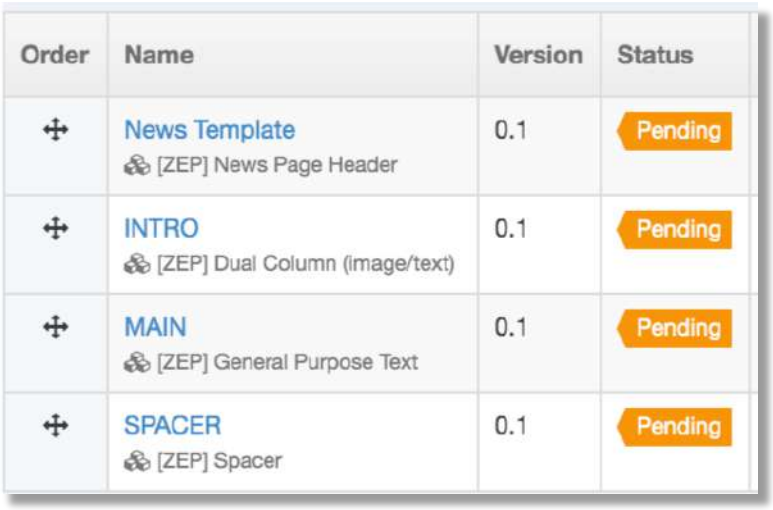
- Dual Column(Image/Text)
- General Purpose Text
- Quote
- Video

News Section Structure in T4

In T4 you'll **find your news content** in the 'News' section. This section contains a number of sub-sections:

1. News homepage – **contains the news grid** or list
2. News Items - **contains all published news**
3. a **News item page**
4. Archive News – expired news can be moved to this section
5. News Item template – **duplicate to create a news item**

The **news template** contains the **News Page Header** and **basic components for your event** content:



Order	Name	Version	Status
✣	News Template [ZEP] News Page Header	0.1	Pending
✣	INTRO [ZEP] Dual Column (image/text)	0.1	Pending
✣	MAIN [ZEP] General Purpose Text	0.1	Pending
✣	SPACER [ZEP] Spacer	0.1	Pending

Follow the steps below to **add a news item** to your News page.

Step 1. Duplicate the news item template

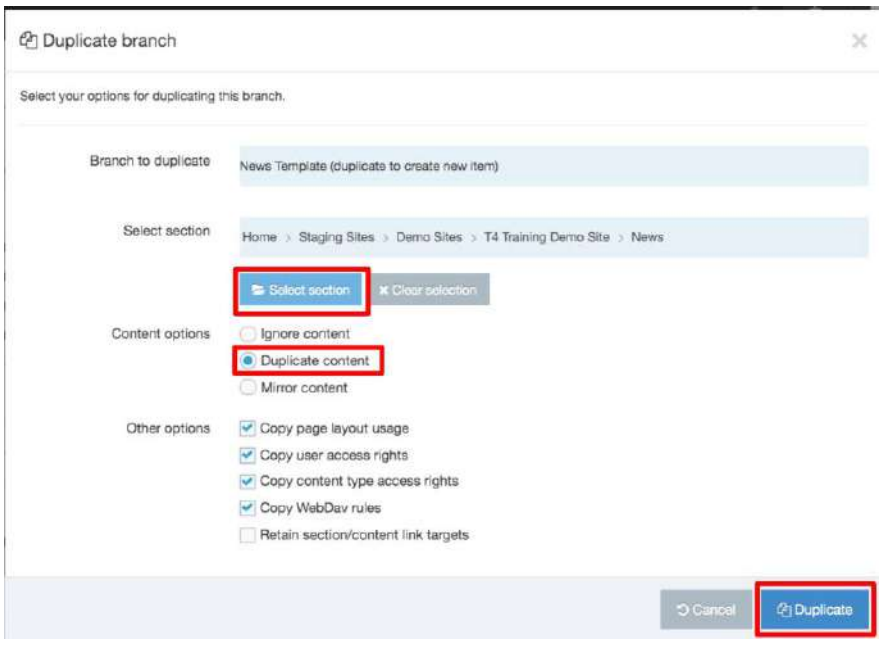
This process makes use of a **news page template** and some standard text. The template can be amended to include different imagery and text layout if desired.

Navigate to the '**News'** section. Use the 'plus' icon to expand the structure.

Find the '**News template'.** Move your cursor to the blue **'Actions'** button on the right and hover over it. Select '**Duplicate Branch'**:

Click the blue '**Select section'** button to choose where the new item will live.

Under **Content Options** select **'Duplicate content'.**



Select the **'News'** section as your destination folder. Click '**Duplicate'.**

A pop-up window will confirm 'All sections duplicated'. Click 'Cancel' to close the message and return to Site Structure view.

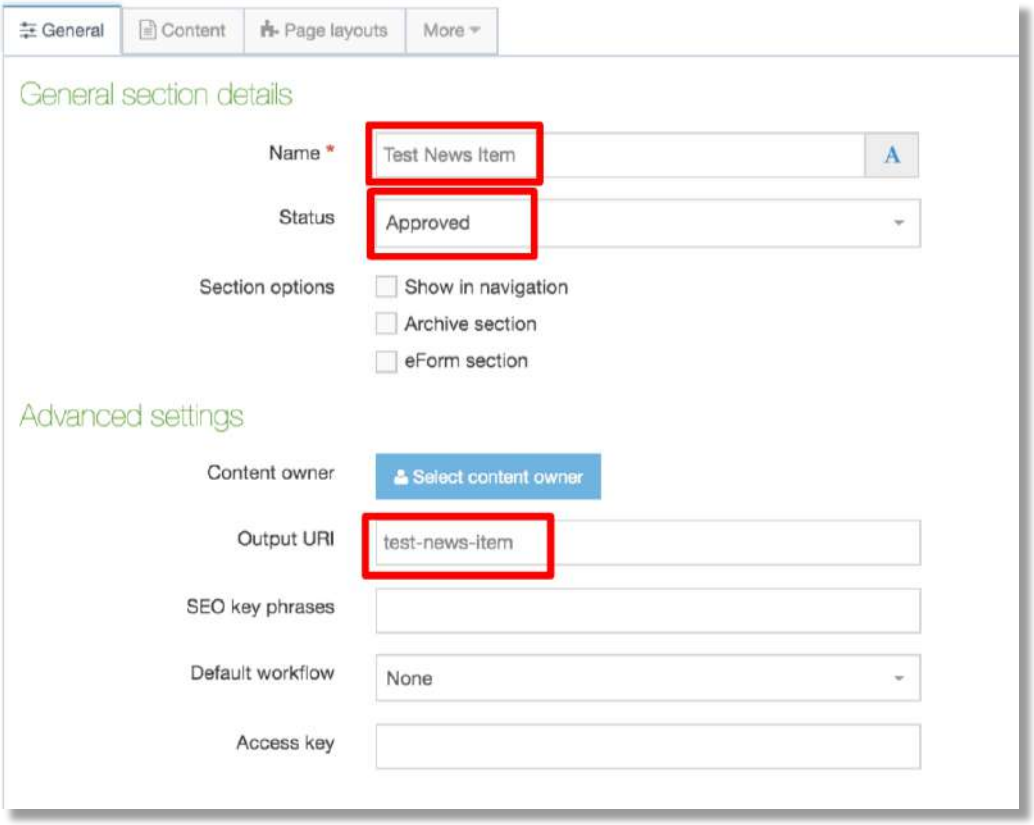
Step 2. Rename the duplicate news template

Navigate to the section you have just duplicated. It will be the last item in the 'News' section. Click the **section name**.

In the **General section details** tab**, '**change the Name of your page' to reflect the name of the news item. Change **Status** from 'Pending' to '**Approved'.**

Give the page an Output URI – this will form the URL of the new page**.**

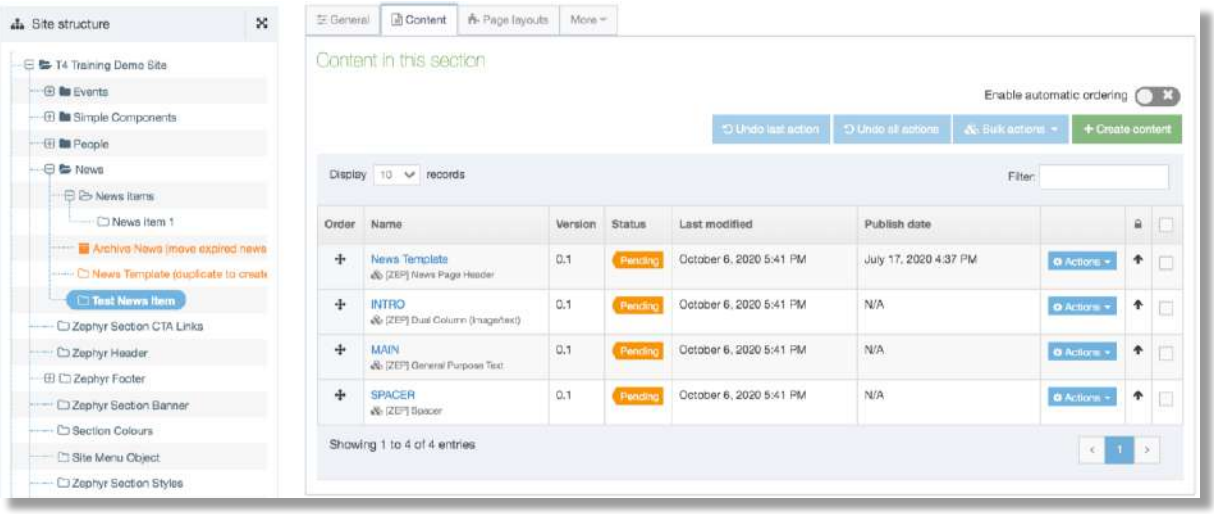
Save and Approve your changes.



Step 3. Update the components in your duplicate news item

Navigate to the **'Content'** tab in the new item. You'll see the components that make up the page.

Click on the name of the component '**News Page Header'** to edit it:



Update the '**Content'** tab of the News Header.

Add the name of your news item to the '**Page Heading'** field (this is the title for your news item).

Use the **Page Intro** field to add a short summary of the News item (this will display in the grid or list).

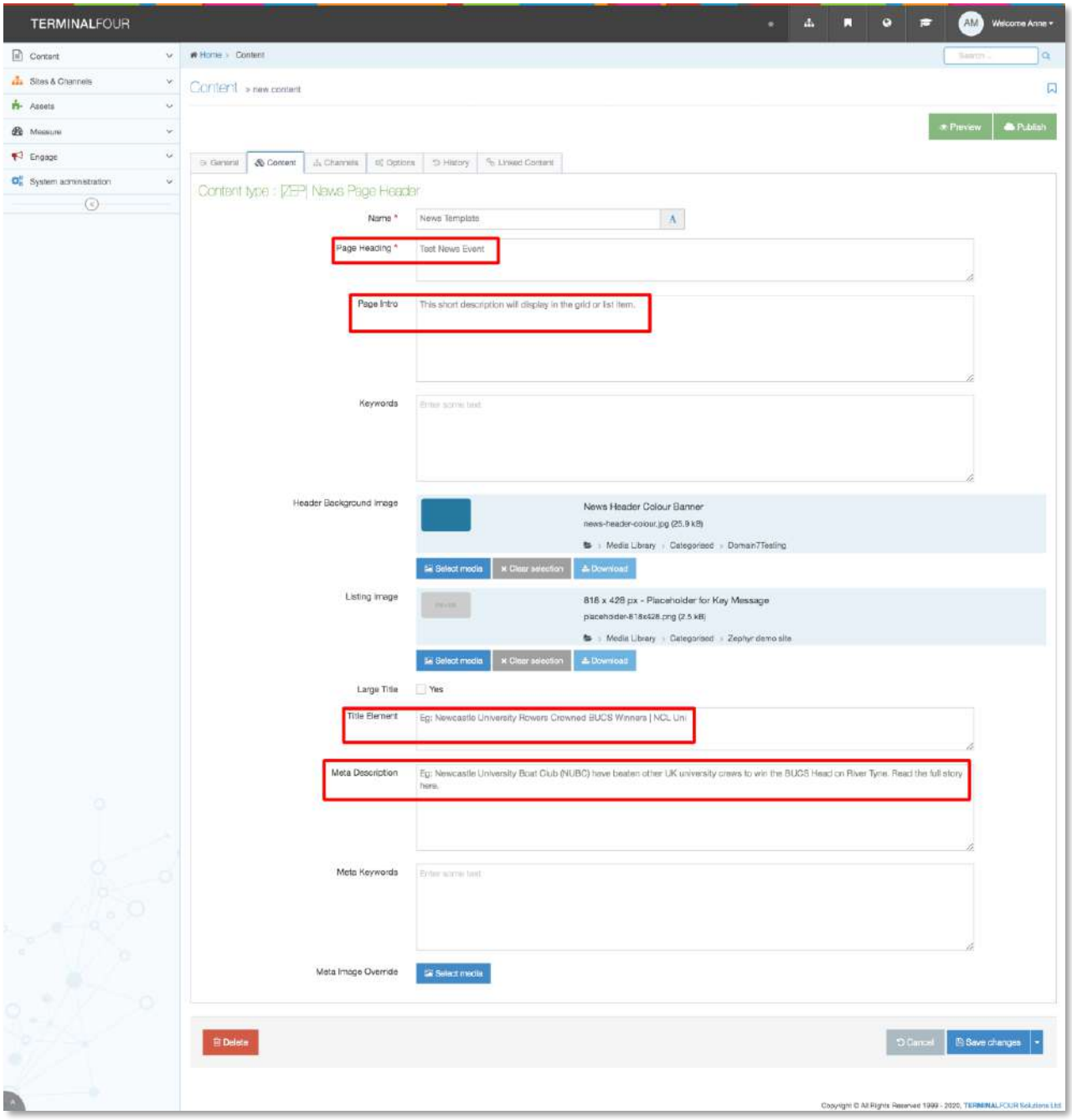
Header Background image: to change the background image click **Select Media** to browse the 'Media Library' for a new image. The background image dimensions are 1800 x 1213 pixels.

If your website has a **News Grid** 'upload a Listing Image' for the grid item. Click **Select Media** to browse the 'Media Library' for a new image. The image dimensions are 818 x 428 pixels.

Large Title**:** leave this unchecked (use for school/unit landing pages only)

Add a **Title Element** and **Meta Description** to provide a short title and description for search engine results pages.

Use the 'Meta Image Override' if you want to add an image to share on social media.



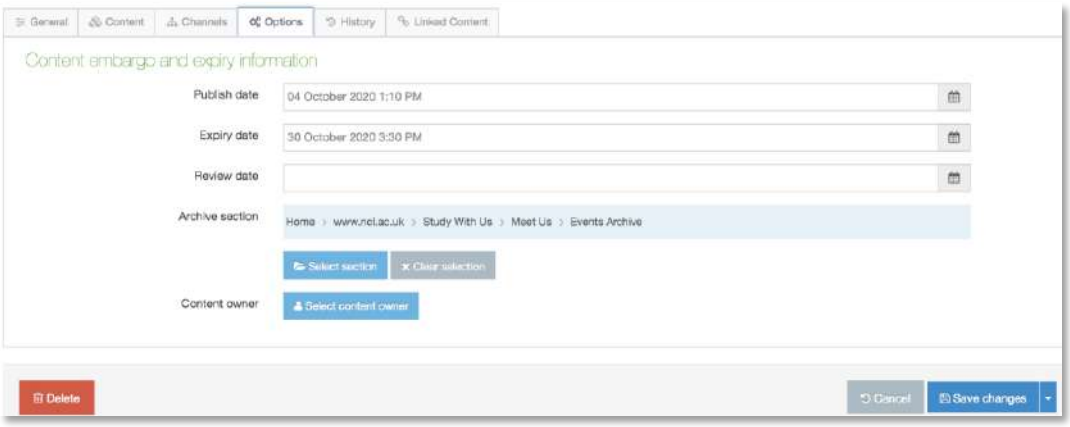
Set the Publish and Expiry dates

Next, **click the Options tab** within the News Header to **add the 'publish and expiry' dates**.

Add the Publish date: add the current date/time to publish the event the same day. If the news **item is under 'embargo'** add a date in the future.

Set an **Expiry date** if required. This will automatically remove the item from the news page.

Save and Approve your changes using the 'blue button' bottom right.



Edit and approve the remaining components. Add or remove components as needed.

Approve all components including the Spacer (this component adds space between your content and the page footer. It should be the final component in the page).

Step 4. move the news item into the 'News Item' section ready for publish

'Approved' news items are moved into the 'News Item' section to be published at the next system publish. T4 Version 8 **system publish happens at 14.00 and 02.00** daily.

BEFORE you move the item **make sure** that status of **all components is 'Approved'**.

To move the news item find it in the 'Site Structure'. Hover your cursor over the blue '**Actions'** button. Select 'Move Section'. Select the **'News Item's'** folder as the destination.

News expiry

News will be removed from the website if an 'expiry date' has been applied in the Options tab. Expired items can be **moved to the Archive** section.

Publish Now

To **make a news item appear on the website straight away**, publish the item and **re-publish** the **News** section (the news grid/list page). To do this:

1. Use the 'Site Structure' to **locate the news item to be published** and use the blue 'Action' button on the right to **select 'Publish Section'** (T4 will confirm that item has been added to the Publish queue)

2. find the 'News' section in the Site Structure and use the blue 'Action' button on the right to **select 'Publish Section'** (T4 will confirm that item has been added to the Publish queue)

The item should appear on your News grid/list page.