

WHAT'S NEW (NEWS)

This application allows you to share news and updates about your organization. Information entered into this application is displayed in the What's New column of your organization's home page, on the News page for your organization, and optionally on the County home page.

View Whats New Categories. This page displays all of the What's New categories that have been created for your organization. To add a category, click the Add link.

Add a Whats New Category. Use this form to add a News category for your organization, following the guidelines established in the General Information section of this document.

View News Items. This page displays all the news items that have been entered for your organization. Use the sorting options to locate specific items. To Add, Edit or view Details for a News Item, press the corresponding link or button.

Add a News Item. Enter a Headline and Short Body Text. The headline and short body text both display on home page - the headline as a link and the short body text as "teaser" text designed to entice the reader to click on the link. Enter an expiration date (beyond which the item will not display on the web), using the format shown. Select a category from the Category dropdown list, the contents of which you created previously. Your news items will be sorted on the web page by category.

The screenshot shows a web browser window titled "Add a News Item - Microsoft Internet Explorer". The address bar shows a URL starting with "http://www...". The page has a blue header bar with the text "ADD A NEWS ITEM". Below the header, there are links: "Home", "Administration", "What's New", and "Contact". A note states: "An asterisk (*) indicates a required field. CAUTION: Text entered beyond the limitations shown will not save or display." The form contains the following fields and controls:

- Headline:** A text input field with a note: "Limit: 70 characters, or approximately 2 lines."
- Short Body Text:** A text input field with a note: "Limit: 200 characters, or approximately 4 lines."
- Expiration Date:** A date input field with a note: "Format: MM/DD/YYYY. Eg: 11/11/00."
- Display on County Home Page?:** A dropdown menu with "No" selected.
- Category:** A dropdown menu with "Current Bids" selected.
- Buttons:** "Add News" and "Clear Form".

News Item Details. This page displays all the current information for the news item and provides access to add other details about the item. From this page, you can enter one or more detailed “long body” paragraphs, upload and link to related files, and provide the user with a link to another web page for more information. Click the Add button to associate the current news item with one or more of the details. Once a detail has been associated with the news item, the Edit and Delete (where applicable) buttons for the detail appear.

Add a What's New Paragraph. Use this form to enter a “long body” paragraph and assign it an order of appearance number. You can add as many paragraphs as needed to tell your story.

Update or Delete a What's New Paragraph. Use this form to update an existing paragraph or delete it altogether.

Add a What's New Upload. Use this form to upload additional information to the web server that you want to share with your readers. Describe the upload briefly, then browse through your file system to locate the appropriate file. If your file is a web image (.gif, .jpg, .jpeg, .png), you can optionally select it to display at the top of the story detail page when the web visitor clicks the What's New link. The image will be resized to fit the page. A link to all uploaded files will appear below the body of the Whats New story on the story detail page.

ADD A WHAT'S NEW UPLOAD

[Back](#) [Administrative Menu](#) [What's New Menu](#) [Logout](#)

An asterisk (*) indicates a required field. NOTE: To display an uploaded image on the What's New page, click the "Image" checkbox.

Description:
(Limit: 100 characters or approximately 2 lines)

Filename:

Display Image? Yes ☐ No ☐ Image ☐

Edit What's New Upload. Use this form to make changes to your upload information. If you choose to upload a different file, it will replace the existing file on the web server.

Delete a What's New Upload. Use this form to delete the uploaded file entirely. It will be removed from the web server.

Add a What's New Related Link. Use this form to link to another web page. Be sure to precede the web page with: http:// . You can link to another site or to a page in the County site. Enter the URL, a Link Name, and an optional Description.

Edit a What's New Related Link. Use this form to edit the link or delete it entirely.

NOTE: Do not use the What's New application for events. Use the Event Calendar application instead.

If you have additional questions please email or call:

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