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## NEWS:

From here you can modify your news article content. You can add & delete as well as modify your news articles.



- [News Listing](#)
- [Article](#)

## NEWS LISTING:

### ARCHIVED:

A checkmark will be displayed if the article is archived.

Add News		Delete News	
Archived	Date	Category	Title
	01-10-10	Sales	Make Your Own Big Bang!
✓	01-01-10	Press Releases	Element's Featured Clients

### DATE:

This is the article's date.

### CATEGORY:

This is the category your news article is currently in.

### TITLE:

This is the title of your news article.

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## ARTICLE:

### UPLOAD/REMOVE SUMMARY IMAGE:

This field will only be visible after the news article is added. Once the article is added, a button will appear here that will allow you to [Upload A Summary Image] or [Remove Summary Image]. If a summary image has not been uploaded yet, the [Upload A Summary Image] button will appear along with an indication that the uploaded image will be resized automatically to 80 pixels in width.

The screenshot shows the 'Article' form with the following fields and controls:

- Image:** A button labeled 'Remove Summary Image' and a globe icon representing the summary image.
- Title:** A text input field containing 'Make Your Own Big Bang!'.
- Category:** A dropdown menu currently set to 'Sales'.
- New Category:** An empty text input field.
- Article Date:** A date picker field set to '01/10/2010'.
- Featured Article:** A checked checkbox.
- Archived:** An unchecked checkbox.
- Buttons:** 'Article Summary' and 'Article Detail' buttons at the bottom.

### TITLE:

This is the title of the news article.



**CATEGORY:**

This is the category you would like to place the news article into. Categories are used to group your news articles into particular areas. You can then send your visitors directly to your news article listings by category by using C=CategoryName in your hyperlinks. (Example: <http://www.yourdomain.com/news.cfm?C=CategoryName>)

**NEW CATEGORY:**

If you would like to start a new category, then just enter the category name here and it will add it to the Category dropdown list above and place the current news article into this category.

**ARTICLE DATE:**

This can be the date the article is entered or any date you wish. The value will default to today's date but can be changed by clicking on the calendar icon next to the field and selecting the appropriate date from the popup calendar.

**FEATURED ARTICLE:**

This checkbox informs Element that you consider this a Featured Article and would like it to be displayed on the home page (*If you have selected a template for your site that allows news articles to be displayed on the home page*).

**ARCHIVED:**

This checkbox will allow you to manually archive or un-archive the news article. When a news article is archived, it will NOT appear on the home page or in the list of current news articles. The visitor will have to choose to display archived articles in the news article listings in order to see archived news articles. Archiving a news article does NOT remove the article from the site, just hides it from the current news article listings.

**ARTICLE SUMMARY:**

This button will bring up the Content Editor window and allow you to add a summary to the article. The summary should be brief (1 or 2 sentences) describing the article. If you are adding a news article, you must save the article before this button will be available.

**ARTICLE DETAIL:**

This button will bring up the Content Editor window and allow you to add a the full detail of the article. This is where you will post the bulk of the article. If you are adding a news article, you must save the article before this button will be available.

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