News Page Tutorial

How to operate the self-updateable news page

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A Fine Family of Companies

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Overview

Self-Updateable News Pages allow you to add press releases and other content to your website in PDF format. With Self-Updateable News Pages, you may upload information anytime, and help keep your website's content fresh.

Logging in to Admin

Your Self-Updateable News Page admin is located at: _____

Your User Name is: _____   Your Password is: _____

If your website's Power Tools have been combined into one admin section, log into your admin section to operate your Self-Updateable News Page. A link to the News admin will be provided from the Power Tools admin main page.

Adding a New Article

To add an article, complete the following fields:

Show: Checking the box will make the newsletter appear on your website. You may upload newsletters and leave the box unchecked if you do not want the newsletter to appear.
Newsletter Date: Select the date that you are uploading the newsletter
Newsletter Name: Enter the title for your newsletter (ex: September 2002 News)
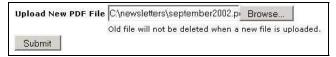**Description**: A brief synopsis of the article's content to appear on your public News page
Current PDF File: If you are editing an existing article, the link to the PDF will appear here
Upload New PDF File: Allows you to browse your hard drive to select a PDF to upload

To save a new article, click Submit.

Uploading PDF Files

To upload a PDF file, select the "Browse" button next to the **Upload new PDF File** field. A map of your hard drive will be brought up for you to search. Locate the PDF on your hard drive, and click "Open" to add the file. When naming PDF files, you may use any letters and numbers to name the file. Special characters such as commas, apostrophes and decimals are not recommended.
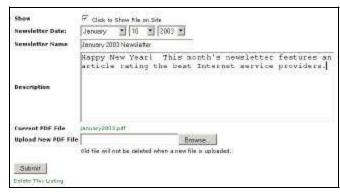

The path to your selected PDF will appear after you have selected "Open".

Editing and Deleting Articles

When you have added articles, an archive list will appear in the admin view. You may delete and article by clicking Delete. To edit an article, click Edit.

You may edit any field of an existing article. If you would like to leave an article in the admin list but not have it show on your site, uncheck the "Click to show file on site" button. You may wish to uncheck an article instead of deleting it so that you have an archive.

You may also upload a new PDF. Follow the same procedure shown in the **Uploading PDF Files** section of this tutorial. When your changes are complete, click the Submit button to upload the changes. If you would like to remove the article, click Delete Listing. Deletions may also be done from the Newsletter archive list shown above.

Public View

The newsletters appearing on your website will appear similar to the example shown to the left, with the most recent newsletter at the top of the list. The article's title will appear as a link to the PDF file, with the description following below. Your public News page is located at the following URL:

_____

Questions?

If you have any questions, comments or suggestions on your News Page or this tutorial, please feel free to call us at 262-820-8201 (or 800-747-3399 outside greater Milwaukee). We are happy to help!