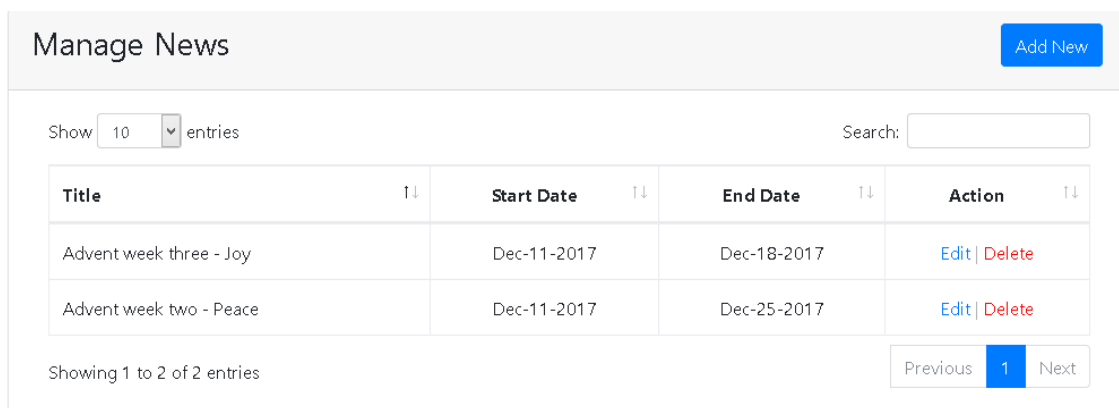


# Parish Place – News Module

This flexible tool can be used as an editorial column for your pastor as he blogs (writes) to inspire parishioners put world news into perspective or cover other topics of interest for parishioners. News articles can also be utilized to detail parish events or post your pastor's Sunday homily or use it to keep visitors up-to-date about the happenings in the parish. Stories can vary in length, can include images and links to other resources on the web, including videos. The main page will hint at the full story with a link to the rest of the article appearing as a clickable link. The most current story appears at the top of the list with older stories appearing below.

## To add a news story.

1. Log into the ParishPlace interface
2. Click on News in the manage content section. The Manage News window opens.

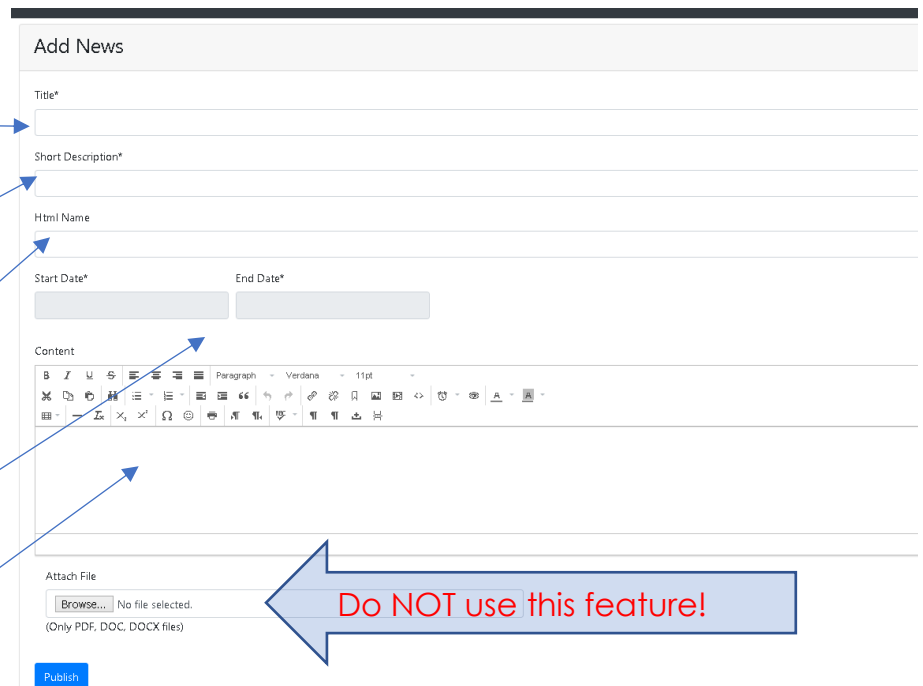


The screenshot shows the 'Manage News' interface. At the top right is a blue 'Add New' button. Below it, there is a 'Show 10 entries' dropdown and a search box. A table lists two news entries:

Title	Start Date	End Date	Action
Advent week three - Joy	Dec-11-2017	Dec-18-2017	Edit   Delete
Advent week two - Peace	Dec-11-2017	Dec-25-2017	Edit   Delete

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous 1 Next' navigation buttons.

3. Click the **Add New** button.
4. Scroll down to the **Edit News** section.
5. Type a title for your news story in the **Title** field.
6. Type a short teaser description in the **Short Description** field.
7. Type a short name for this story in the **HTML Name** field. Do not use spaces or punctuation. This will become the web address for this story.
8. Set the **Start Date** and **End date** by choosing month, day and year from the date picker.
9. Click in the **Content** field to begin typing your story.



The screenshot shows the 'Add News' form. It has fields for 'Title\*', 'Short Description\*', 'Html Name', 'Start Date\*', and 'End Date\*'. Below these is a 'Content' field with a rich text editor toolbar. At the bottom, there is an 'Attach File' section with a 'Browse...' button and a 'Publish' button. A large blue arrow points from the 'Attach File' section to the right, with a red text box that says 'Do NOT use this feature!'.

10. Visit <https://www.eriecd.org/Web-page-training-for-parish-staff.html> to learn how to format the information you enter in the **Content** field.
- a) Refer to the **Creating Text Link to webpage (internal or external)** [handout](#) and video to learn how to link text in your news story to a web page.
  - b) Refer to the **Creating a Text link to a PDF:** [handout](#) to learn how to link text in your news story to a PDF.
  - c) Refer to the **Inserting a picture:** [handout](#) to learn how to insert a photo or graphic in your story.
  - d) Refer to the **Youtube** section to learn how to **Uploading video to YouTube** [handout](#) and/or **Inserting/Embedding video** [handout](#) on the page.
11. **Do NOT** use the Attach File Browse button. That feature is not supported.

### **To edit an existing news story**

1. Click the **Edit** link to the right of the story.
2. Scroll down to the **Edit News** section
3. Make necessary changes.
4. Click **Publish**.

### **To delete an existing news story**

1. Click the Delete link to the right of the story. You will be prompted, "Are you sure you want to delete this record?"
2. Click **OK**.