

Creating and editing a news article

Last updated: 18/08/2017

This guides tells you how to create a news article.

If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).

In this guide:

- 1. Creating a news article.....2**
- 2. Adding content to the news article page.....3**
- 3. Controlling the news listing for the news article.....4**
- 4. Other properties for a news article page.....8**

One: Creating a news article page

To create a news article, make sure you put it in the right folder in the page tree. You should have set up your folder structure by month or year. If you haven't, please see the guide on setting up a news section first, which you can find on the [digital hub](#).

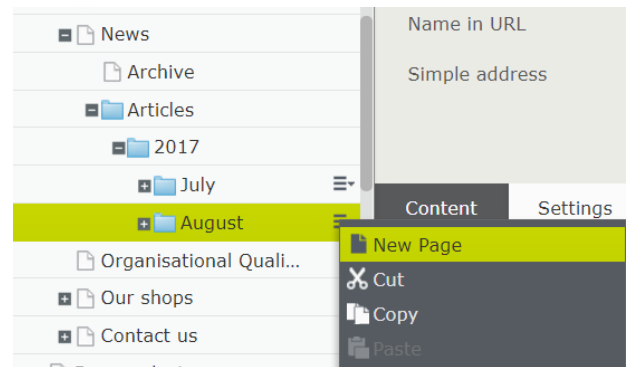
Creating the news article page

1. In the folder in your page tree for the correct year or month of the news section, select the drop-down menu and select *new page*.

In the example shown, a new article is being created in August 2017, but it's fine to just have the yearly folder and not monthly folders if you don't have much news throughout the year.

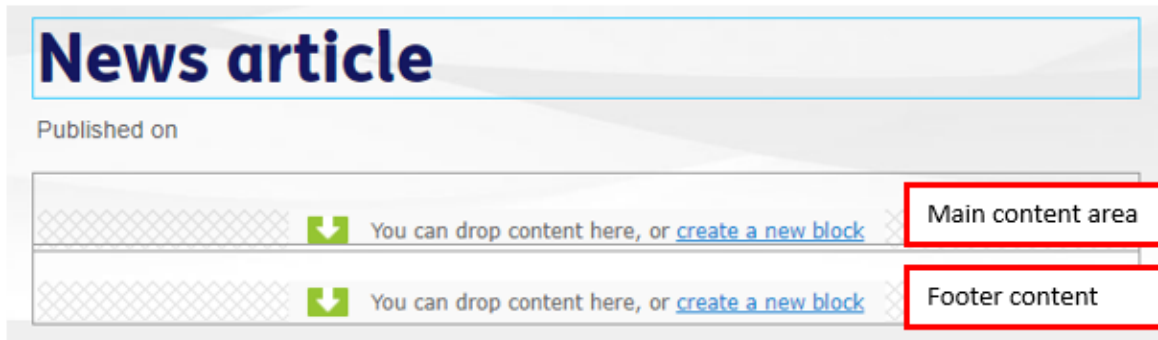
2. Choose the *News article page*.
3. Fill in the information for search engines. Click *create*.

Your page is now ready to add content to.



Two: Adding content to a news article page

The news page has two content areas.



The main content area is compatible with the following blocks:

- Text block
- Image block
- Form block
- Index hero
- CTA block
- Iframe block
- Accordion
- 2 featured posts

You can add a Hero image to the page through editing the properties of the page – see section four of this guide.

In the footer content area, you can have the following blocks:

- Document downloads block
- Related links block

How do I create blocks of content for my news page?

You add and create blocks of content in the same way as a content page. See our [guide on creating and using blocks](#) for more help with this.

Three: Controlling the news listing for the news article

On your news listings page there is a summary (a listing) for each news article you add to the news section.

The screenshot shows a news listings page with the following content:

- Video Player:** A video titled "JoyceAndBettyTalkAboutLunchClubs" showing two elderly women sitting in chairs. A play button is visible in the center.
- Article 1:** "750,000 older people worried about affording Christmas gifts this year". Published on 10 August 2017 05:25 PM. Summary: "This is the listing summary text."
- Article 2:** "Attendance Allowance campaign: we did it!". Published on 10 August 2017 05:21 PM. Summary: "The government has decided not to pass the responsibility for Attendance Allowance to local councils following 3..."
- Article 3:** "Age UK calls on businesses to become more age-friendly". Published on 10 August 2017 12:18 PM. Summary: "In a wake-up call to businesses, Age UK has urged for a more age-friendly approach as over 65s believe they are..."
- Article 4:** "Being 'creative' and 'open' boosts wellbeing in later life". Published on 09 August 2017 03:38 PM. Summary: "Enthusiastically innovate business products before integrated users. Progressively syndicate efficient e-services where..."
- Article 5:** "Spring Budget: what the Government must do for social care". Published on 09 August 2017 03:18 PM. Summary: "As the Government announces its Spring Budget, Age UK has outlined what it believes must be done to save social care..."
- Article 6:** "Test6". Published on 08 August 2017 03:54 PM. Summary: "Testing the format of the news title with special characters."

These listings are created automatically when you add a news article page to the news section.

There are 6 listings in this example.

There are two ways to control the summary text that appears on the news listings page – it can be pulled in from a text block or amended in the page properties.

1. Add a text block to your news article page

When you add a text block to your news article page, the news listings page will automatically pull through the text you use in the text block to create the summary listing.

Example:

Here is the news article, with the text block and content added. The first section of the text block on the page is highlighted in red.

Attendance Allowance campaign: we did it!



Published on 10 August 2017 05:21 PM

The government has decided not to pass the responsibility for [Attendance Allowance](#) to local councils following a successful Age UK campaign.

Thank you to the thousands of people who supported us!

- Government proposal to transfer funding to local councils threatened the future of this essential benefit for older people
- Age UK launched a national campaign against this happening, including delivering an open letter to the Government
- The Government announced this week that they will not go ahead with the proposed change.

Here is the news listing on the news listing page that has been created automatically based on the first 110 characters in the text block on the news article page.

News



Authoritatively procrastinate global convergence whereas fully researched products. Holistically envisioneer cross-unit synergy.



750,000 older people worried about affording Christmas gifts this year

Published on 10 August 2017 05:25 PM

This is the listing summary text.

Attendance Allowance campaign: we did it!

Published on 10 August 2017 05:21 PM

The government has decided not to pass the responsibility for Attendance Allowance to local councils following a...

Age UK calls on businesses to become more age-friendly

Published on 10 August 2017 12:18 PM

In a wake-up call to businesses, Age UK has urged for a more age-friendly approach as over 65s believe they are...

2. Create the summary text for the news listing using the news article page properties

If you don't want the listing to be automatically created from the text on your news article page, you can manually control what appears in the listing.

Select the properties button in the top right corner of your screen.



Name	<input type="text" value="News article"/>	Visible to	Everyone Manage
Name in URL	news-article Change	Languages	en-GB
Simple address	Change	ID, Type	6570, News Article Page
	<input checked="" type="checkbox"/> Display in navigation		Tools ▾

Listing | Content | Settings | Search Engines

Listing tab – this controls the information that appears on the news listings page

Listing Summary Text (Optional)

Listing Image

 ...

Listing Image alt text

You can add an image to appear on the listing - suggested size is 300px x 140px.

Example:

Here are the properties for a news article page:

Listing | Content | Settings | Search Engines

Listing Summary Text (Optional)

750,000 older people are anxious about Christmas.

Listing Image

DegaDominoes300... ✕ ...

Listing Image alt text

Playing dominoes

Here is what the listing looks like on the news listings page:

The screenshot shows a news listings page with a header 'News' and social media icons. A video player is featured at the top, showing two elderly women sitting in chairs. Below the video are three article cards. The first card, highlighted with a red border, has a thumbnail of people at a table and the headline '750,000 older people worried about affording Christmas gifts this year'. The second card has the headline 'Attendance Allowance campaign: we did it!'. The third card has the headline 'Age UK calls on businesses to become more age-friendly'.

Four: Other properties for the news article page

You can access the properties of any page by selecting the properties button in the top right corner of the screen.



The content tab

In the *content tab* you can:

- Add a Hero image for the top of the page recommended size: **720px x 343px**
- See and move the content blocks of the page
- Enable the share links

The screenshot shows the 'Properties' configuration interface for a page. It includes fields for 'Name' (News article), 'Name in URL' (news-article), 'Simple address', 'Visible to' (Everyone), 'Languages' (en-GB), 'ID, Type' (6570, News Article Page), and a checked 'Display in navigation' option. A 'Tools' dropdown menu is also visible. At the bottom, there are four tabs: 'Listing', 'Content' (highlighted with a red border), 'Settings', and 'Search Engines'.

Category


Hero Image

Hero Image alt text


Article Content Area

Nes article page1

news test


You can drop content here, or [create a new block](#)

Footer Content Area


You can drop content here, or [create a new block](#)

Display Share Links

Settings tab

Name	<input type="text" value="News article"/>	Visible to	Everyone Manage
Name in URL	news-article Change	Languages	en-GB
Simple address	Change	ID, Type	6570, News Article Page
	<input checked="" type="checkbox"/> Display in navigation		<input type="button" value="Tools"/> <input type="button" value="v"/>

Listing | Content | **Settings** | Search Engines

Here you can amend the publication dates, and whether or not the page appears in the news listings and side menu.

For more information about RSS feeds, see the [Setting up your news section guide](#).

Published [Change](#)

Created [Change](#)

Modified

Update modified date

Sort subpages

Sort index

Shortcut [Manage](#)

Display in Side Nav

Display in News Listing

Exclude From Rss Feed

There are more guides and training videos available on the [Partner digital hub](#).

If the answers you need are not in the guides or videos, then please contact partner.content@ageuk.org.uk