Your news section

Last updated: 22/6/2018

This guides tells you how to set up a news section and add news articles to it.

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

In this guide:

One: About the news section

The news section is made up of three parts, a news listings page, a news article page, and a news archive page. The templates are:
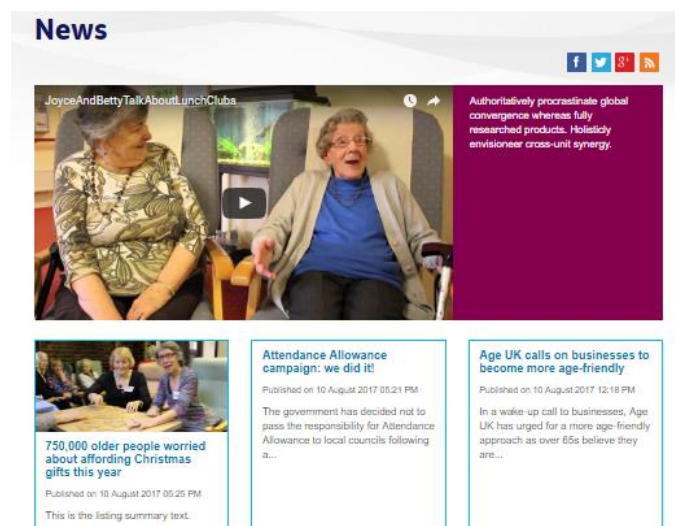
A news listings page

This is a full-width landing page which lists the articles in your news section.

You can control how many articles are listed.

You can control how many pages are shown.

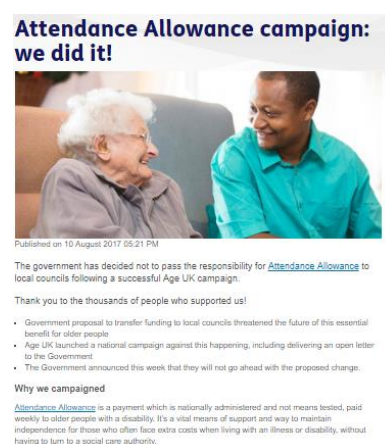You can add other content blocks too.

A news article page

These are used to create your individual news articles.

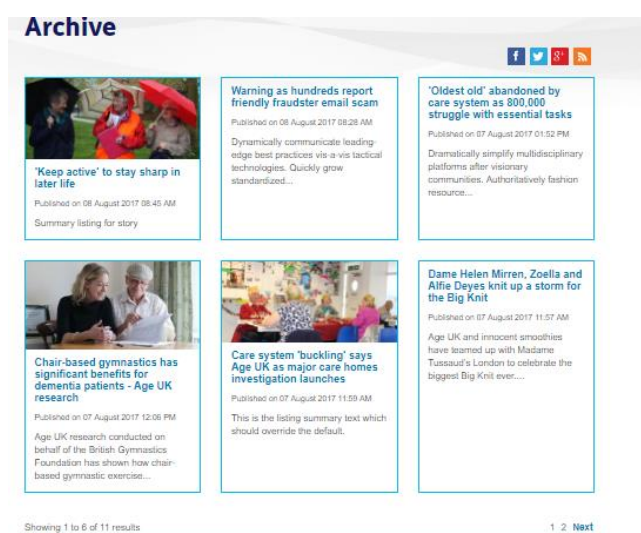This page type is very similar to the Content page types.

You can add a variety of content blocks to the page.

A news archive page

This is the same as the news listings page but you configure it to list all the articles that are archived.

You can control how many pages are shown.

Two: Setting up your news section

When you first set up your news section, you need to follow these steps in order to configure the section properly.

1. **Set up the new listings page**
2. **Set up the folder structure for the news article pages**
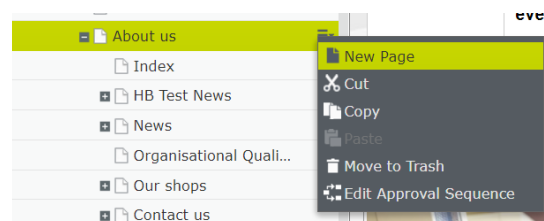3. **Set up the archive**

Step one: Set up the news listings page

Please note: the news listings page will already be set up for you when you start the CMS upgrade.
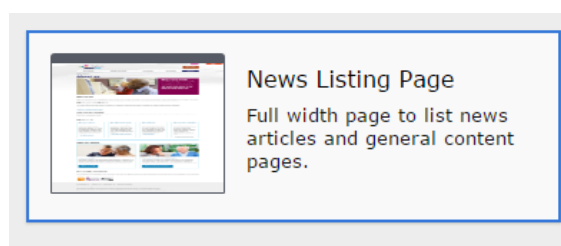
1. Find the section in your page tree where you would like your news section to live. Select the drop-down menu for that section in the page tree – shown in red to the right.

2. Select *new page* from the drop-down menu.

3. Select the *News Listing Page* from the templates that appear.

4. Fill in the required information for search engines for the page and click *create*.

5. Go to the properties of the page by pressing this button in the top right corner of the screen. You can now set up the properties for the page.

Properties of the news listings page:

Name	HB Test News	Visible to	Everyone Manage
1 in URL	hb-test-news Change	Languages	en-GB
Simple address	Change	ID, Type	6260, News Listing Page
	☑ Display in navigation		Tools ⌄

Rss Settings   Content   Settings   Search Engines

RSS tab

The RSS feed is for users who would like to pull through your updated news automatically so they can see it without having to visit your website. See http://www.whatisrss.com/ for more information.

If you tick *RSS Enabled* then this will automatically allow your users who use RSS to keep track of your news.

You don't need to fill in the additional fields unless you want to override the automatic settings for your RSS feed.

If you wish to override the automatic settings, then you can fill in the *channel title*, *channel description*, where the news feed should come from on your website, and what message to use if the channel is disabled.

☐ Is Rss Enabled

Rss Channel Title [_____]

Rss Channel Description [_____]

Rss Channel Link [_____] [...]

Rss Channel Disabled Message [_____]

The symbol for the RSS feed on your website, which users can select if they use RSS and want to keep track of your news.
This will appear in the sharing links section.

2 **Content tab**

Rss Settings   Content   Settings   Search Engines

This will show you what content you have in the page. As you have just set the page up, you won't have anything here just yet.

For now, there are **three vital things** you need to complete on this section:

Content container

ContentContainer   Anytown   ⊗   ...

Select your homepage from the list by pressing the grey button next to the field.

Number of news article pages to display on news listings page

Number of News Article Page to display on NewsListingPage   60

This controls how many news articles your news listings will display. Please note the news listing pages just display a summary of each news article (the information you add to 'Listing' when creating a news article).If you select 50 for this field and there are a total of 75 articles in your entire news section, the oldest 25 will automatically go into your news archive.

How many want to show in your news listing depends on how much news you publish. If you publish 4 news articles per month, then you may want your news listing to contain a total of 16 news articles – 4 month's worth – with the rest going into the archive.
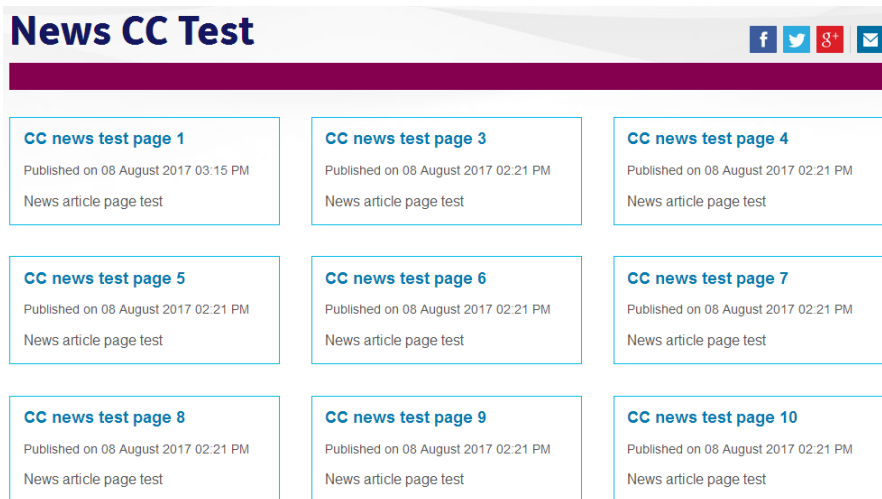
News listing page display layout (x3)

NewsListingPage display layout (x3)   6

This controls how many news article summaries (eg your listing data) will appear on each page of your news listings. Please use multiples of 3 in this field as the news article listings appear in rows of three. We recommend either 6 or 9.

Examples:

Number of news article pages to display on news listings page: 9
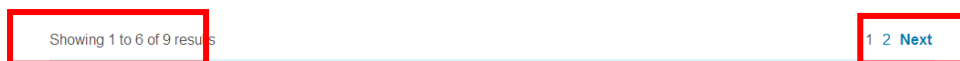
News listing page display layout (x3): 9

This news section has 9 articles in total, all 9 displaying on one page.

Number of news article pages to display on news listings page: 9

News listing page display layout (x3): 6

This news section has 9 articles in total. Up to 6 can display on each page, so three listings are on the second page.
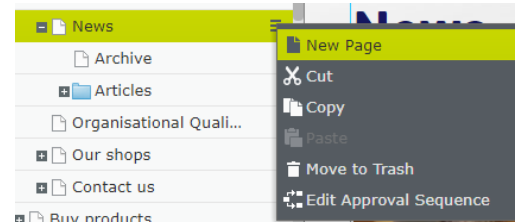

Number of news article pages to display on news listings page: 9

Number of items to display per page: 3

This news section has 9 articles in total. Up to 3 can display on each page, so there are three pages in total.

Step two: Set up the folder structure

1. Click on the drop-down menu in the page tree for your news listings page.

2. Select *new page*.

3. Select *Folder* from the selection page of page templates.
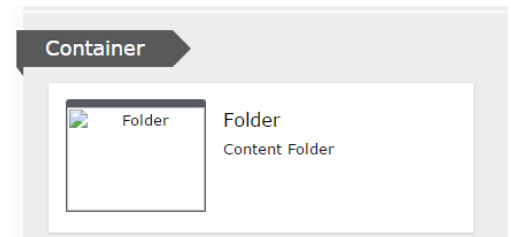
4. Name the folder *Articles*. This is where all your news articles will be stored under.

You will then be able to amend the properties of the page. Here are two important things to check:

Make sure *display in navigation* is ticked.

In the *settings tab*, make sure *Routing Strategy* is set as *To Parent*.

5. Go the page tree and select the drop-down menu next to your Articles folder.

6. Select *new page* and create another folder. This time, name the folder for the current year.

You can also create folders underneath by month if you want to, but unless you have lots of news stories, organising them by year should be sufficient.

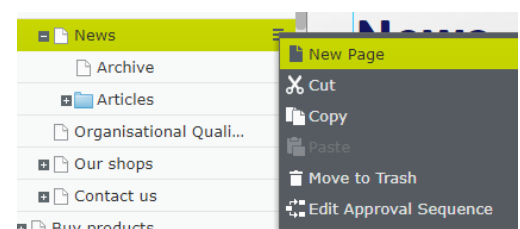For each folder you create underneath the Articles folder make sure you untick *display in navigation*.

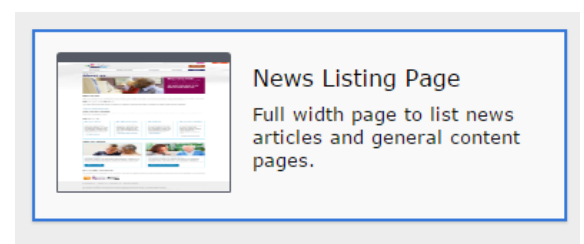Always set the *Routing Strategy* in the *settings tab* as *To Parent*.
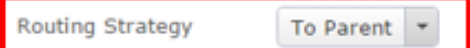
Step three: Create an archive

1. Select your news listings page in the page tree and use the drop-down menu to select *new page*.

2. Select *News Listings Page* from the template selection page.

3. Fill in the information for search engines and click *create*.

4. Amend the properties using the properties button on the top right corner of the page. You can now set up the properties for your archive section.

Properties for the news archive page:

Name	HB Test News	Visible to	Everyone *Manage*
Name in URL	hb-test-news *Change*	Languages	en-GB
Simple address	*Change*	ID, Type	6260, News Listing Page
	☑ Display in navigation		Tools ∨

Rss Settings   Content   Settings   Search Engines

1 **RSS feed** – see page 4. This can be configured for the archive in the same way as the news listings page.

2 **Content tab**

Rss Settings   **Content**   Settings   Search Engines

This will show you what content you have in the page. As you have just set the page up, you won't have anything here just yet.

For now, there are **three vital things** you need to complete on this section:

General Content Container	[ ]	[...]
Number of items to display	[ ] ▲▼	
Number of items to display per page	[ ] ▲▼	

General content container – select your homepage from the list by pressing the grey button next to the field.

Number of news article pages to display in news listings – this controls how many news articles in total will display in your archive section. The maximum you can put is 999 the minimum is 1. We would suggest no more than 100.

News listing page display layout (x3) – this controls how many news article summaries will appear on each page of your archive. Please make sure to use multiples of 3 in this field as the news article listings appear in rows of three.
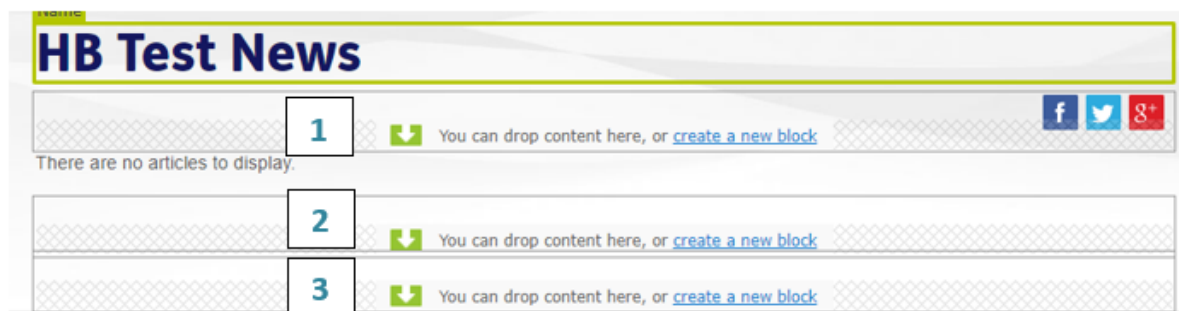
We recommend putting this at either 6 or 9.

For examples of how this works please see page 5.

Congratulations! Your news section is set up and ready for you to start creating news stories!

Four: Editing the news listings (and archive) page

Remember, your news listings page and your news archive page are made using the same page template. The page has several content areas.

1. The first content area can have an Index hero block. Click on the link in the area and the properties will appear for you to create an Index hero block. Your news article listings will appear underneath the hero block.

2. Underneath the news listings, you can put in a **text block, CTA block, iframe block** or **image block.**

3. The footer area can have document downloads block and/ or related links blocks inside.

For help adding blocks, see our guide on creating blocks.

How do I amend the news listings that appear on the news listings page?

These are created automatically, using information from the news articles you have created. See our guide on creating a news article.

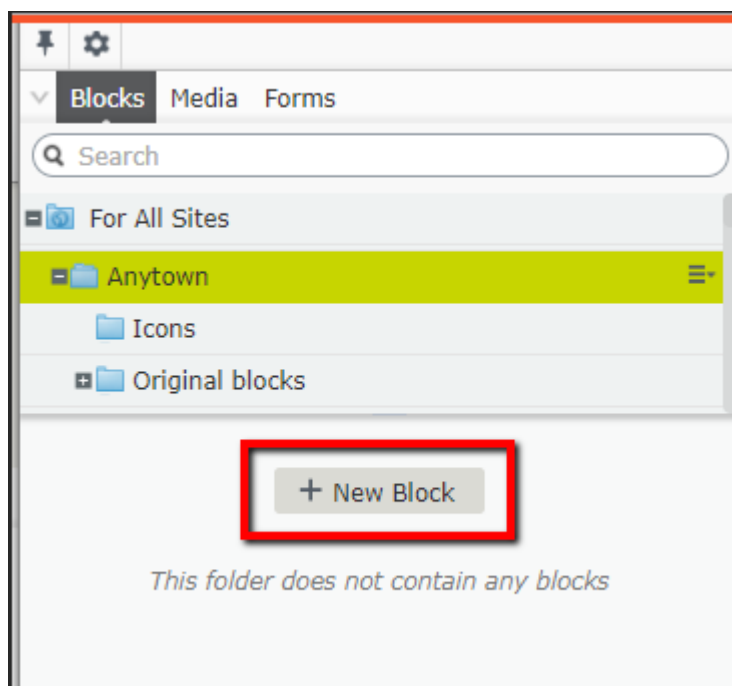# Five: The news listings block
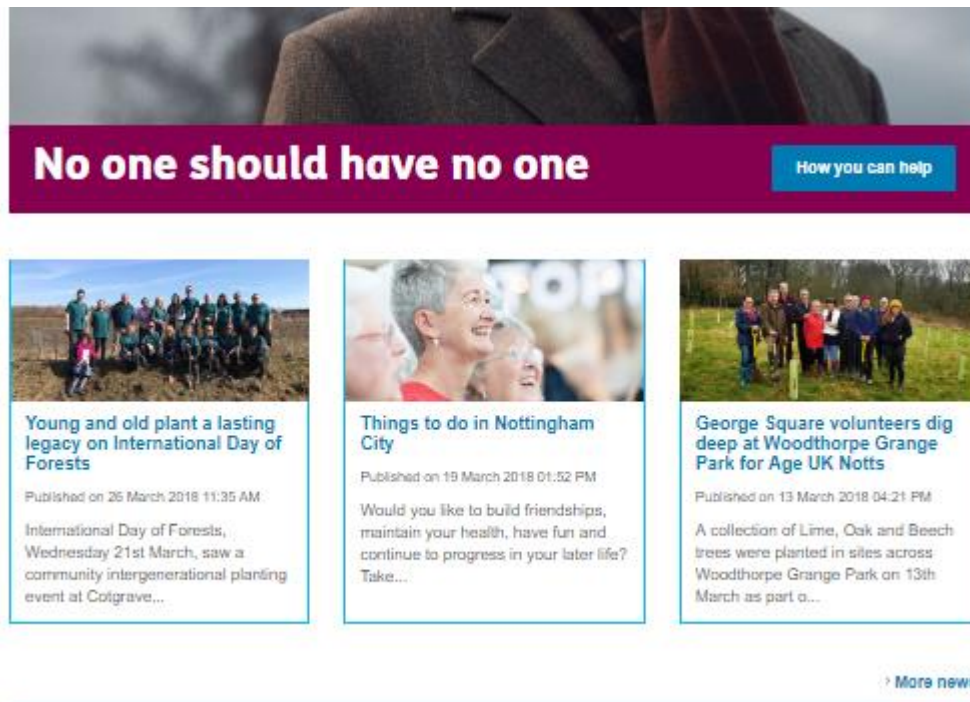
The news block allows you to display your most recent news articles on any other page e.g. the homepage

You can create this on the page or as a global block to use on many other pages,
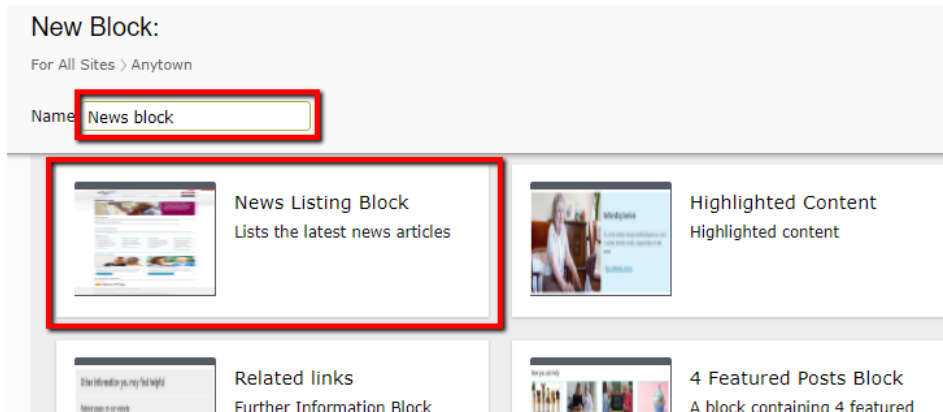
Step 1

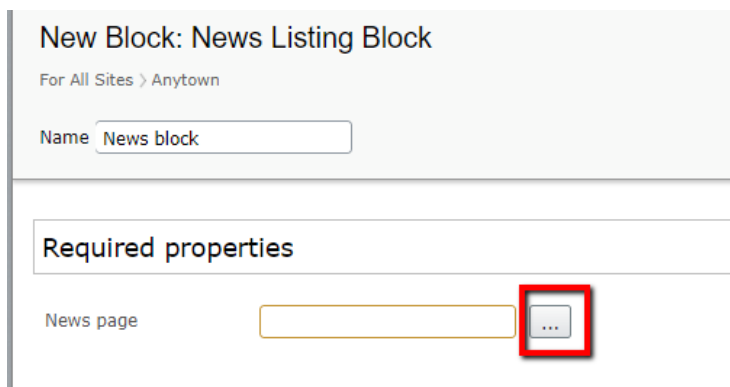Create a new block in the right hand blocks panel

Step 2

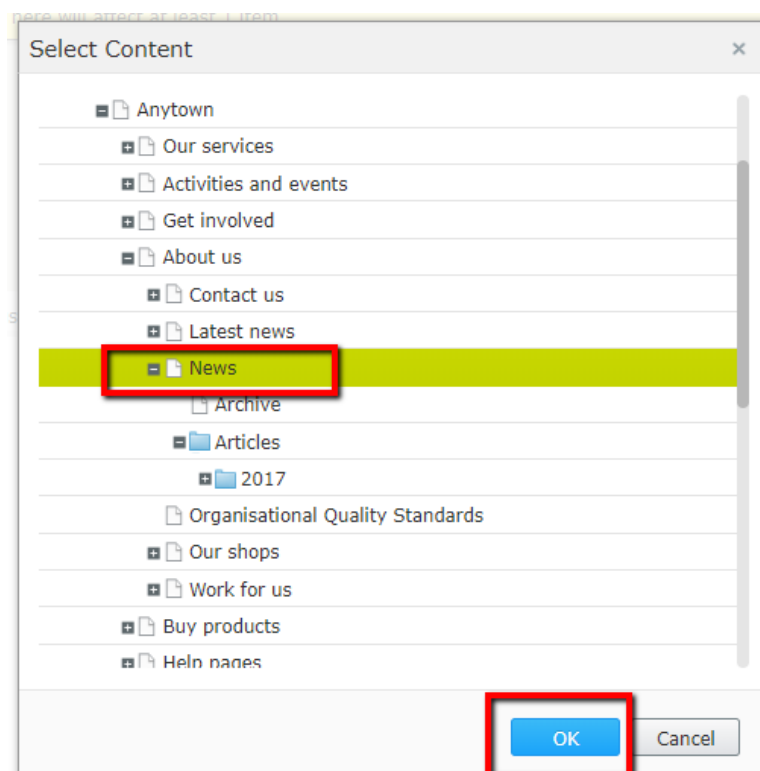Select News Listing Block and name it accordingly

Step 3

In required properties, select the appropriate folder

You must select the specific folder that your news is stored in, if you have used the news functionality for other things such as job listings, then you can list this here.

Click ok,

Then click create

Step 4

In the properties panel you should see the content tab,

(If you created it as a global block then you will need to click all properties to see the settings)

We suggest starting with 3 articles which is the same size as a 3 featured post block

Save and publish the blog
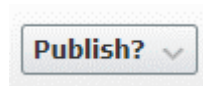
Step 5

Drag the block onto the homepage in the desired position and publish the page

Six: Summary

1 The news section has four parts.

- News listings – the news listings page template
- News articles – the news article page template
- News archive – the news listings page template
- News listing block – can put news listing on any page

2 Set up your news section

1. Set up the new listings page
2. Set up the folder structure for your news article pages
3. Set up the archive
4. Set up the news listing block (if needed)

3 Controlling the news listings

The news listings that appear for each news article are controlled by the news article page properties – see our guide on creating a news article.

The news listings block is controlled by the news listing block properties

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*