



Objective – Press Release

- > To load news articles to your website and have them appear on the homepage of your site as shown below. (see fig: 1)
- > This is done by creating a section called “Latest News”, within your site structure and adding news article to it using a “Press Release” template.

The articles will look something like this on your page:

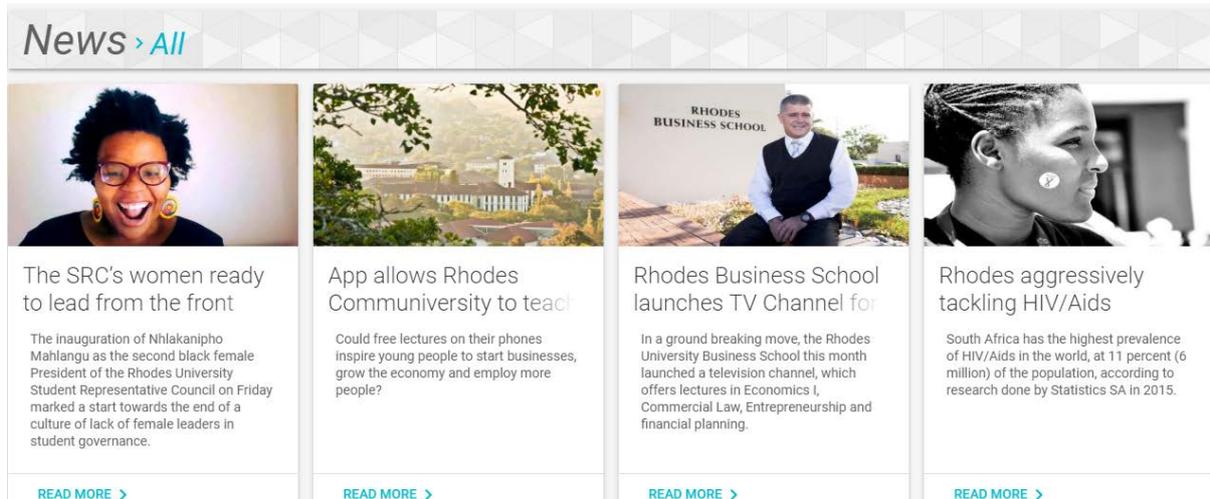


Figure 1: The news cell, showing a typical news stream



How To-Create News section

1. Create a page called **Latest news** (instructions on pages 3).
2. From the Site Structure select the **Latest News** page/section.



When adding news articles ,you upload them in the “Latest News” section. It is a common mistake to load them in the header section,please avoid this. Always ensure that you are in “Latest News” section.



The Press Release Content Type has ten (10) main Elements:



1. **Name:** used within TERMINALFOUR Site Manager only and will not be displayed in the content.
2. **Date Released:** used to date the Press Release.
3. **Select an Image:** select image from the Media Library.
4. **Image Orientation¹:** Select whether, the image is portrait or landscape (**We strongly recommend Landscape images**).
5. **Image Caption:** Credit for the image use and, or general caption (e.g. who is on the image etc.)
6. **Title:** enter the title for the Press Release.
7. **Introduction:** A maximum of two LINES, (**NOT sentence***), on the textbox.
8. **Source:** enter the source details for the press release
9. **News Category:** This can be left as Rhodes University.
10. **Body Content:** enter content for press release.

Figure 2: Press Release elements

- 1) *Image orientation lets you choose whether the image is in Portrait/Landscape orientation. There are set dimensions for each of this orientations and these are: Landscape 640 x 360px.*
 - a) *NB: We no longer use portrait images on our news. Instead, We put fillers on the sides to make them landscape*
- 2) *Introduction sentences should not be longer than two lines. If your introduction is more than two lines on the textbox (element), which is much wider than actual news cell, the text will be too much on the smaller cell.*



How To:

1. Select "**Create Content**" under the drop down menu, across Latest News (). (see fig:3)
2. If only one content type is available to you, this will open straight away. Alternatively, you need to select which content type you wish to use.
3. Select the Press Release Content Type.(see fig: 4)
 - a. The * next to the element identifies that the **element is required**.
4. Enter content **Name**. The name is not visible on the front end, but is important for differentiating the content within the section in TERMINALFOUR Site Manager.
5. Add Content to each of the required Elements as explained on **figure 2** above.
6. Select **Save Changes**, and then preview the Latest News section.
7. Go to the Site Structure and Select your home page, preview the introduction to your Press Release.
8. Once satisfied with the preview, Click **Save changes and Approve**.

Please Note: Always preview your news, before they publish.

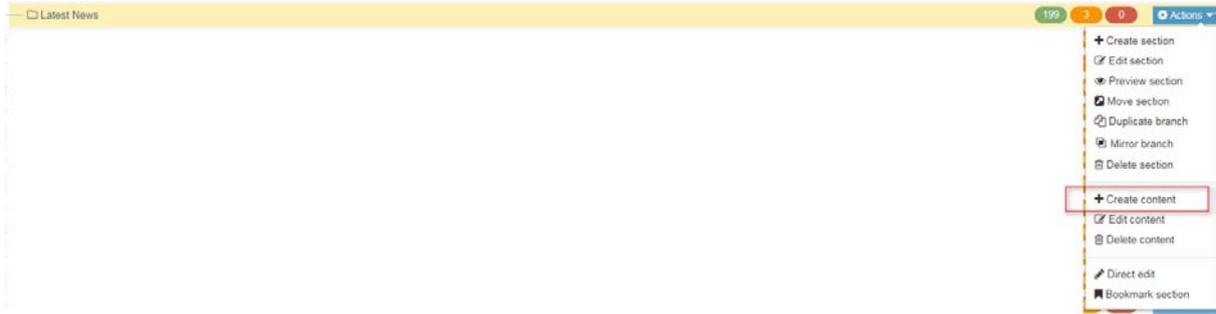


Figure 3: Select Create content, to add content to the section.

Choose content type

Display records

Content type ^	Content description ↕
Carousel - Content Carousel - 4 images for the centre content	Carousel - 4 images for the centre content
Content Widget To add a widget of content to the left or right column of pages.	To add a widget of content to the left or right column of pages.
Content Widget V3 NO Header Content Widget V3 - with NO heading	Content Widget V3 - with NO heading
Landing Page Content For Home or Landing Page Content	For Home or Landing Page Content
Page Content Main template to add content to a page	Main template to add content to a page
Page content Page content for responsive designs	Page content for responsive designs
Press Release Add a Press Release	Add a Press Release
Rhodes Events Rhodes Events	Rhodes Events

Showing 1 to 8 of 8 entries

Figure 4: Selecting the Press Release from the list of templates