## News Manager Help:

Please bear in mind that when you have no news items, the News tab in your navigation will not show. Once you add your news items, the News tab will appear. Also if your news has been configured to show on your Home page, it will also appear with its heading.

## 1. Adding News Item:

Log in to the admin panel of your website

Login	
Please login with your provided user name and password.	
Username:	
Password:	
Log In	

Click on News Manager button and then click on "Add One?" Hyperlink.

	DLUTIONS	Overview	News Manager	]	Logged in as: Admin. 🗤 🕬
Installed Modules	Article has been dele     News Mai	nager			
	All Articles				
	There are no news items Add One?	5.			

Now add the information you would like to display as News and then click the "Save" button.

cle Details er Title Here xample Title	Article Images			
	SELECT FILES			
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**Publish Date:** This date is the date you would like to see the News item appear on the website.

**Archive Date:** Each news item can be archived and kept. This is the date is will be moved to the Archives.

**Delete Date:** This date is when you would like your news item completely removed from the website.

## 2. Editing News Item:

Click on News Manager button and then click on "Edit?" Hyperlink.

	LUTIONS	Over	view News M	lanager		Logged in as: Admin. In the
Installed Modules	All Articles					
	TITLE	ТҮРЕ	PUBLISH DATE	ARCHIVE DATE	DELETE DATE	
	Example Title	News	03 April 2012	27 April 2012	24 April 2012	Edit or Delete
	Add New					

Now edit the news information that you would like to change and click on the "Save" button.

Edit Article	
Article Details Enter Title Here Example Title News	Article Images
B I U E E E E E E E E E E E E E E E E E E	SELECT FILES Article Settings Publish date 2012/04/03
Praesent pellentesque augue eleifend neque tristique euismod condimentum justo interdum. Vestibulum vitae diam ante. Vivamus gravida enim sit amet tortor aliquam eget pretium orci rutrum. Cras pretium sem sit amet lectus vehicula laoreet. Nunc eleifend sodales nisl, vel pellentesque nibh luctus non.	Archive date 2012/04/27 If you don't want to add an archive date to this article, leave this box blank. Delete date 2012/04/24 If you don't want to add a deletion date to this article, leave this box blank.
Path: p	Save or Cancel

## 3. <u>Removing News Items:</u>

Click on News Manager button and then click on "Delete?" Hyperlink.

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D0000017: 1011010100 10110111110 10000100001 1110011011 1110011011 1010011011 1010011011 1010011011 1010011011	Installed Modules	畲	All Articles						
			TITLE	ТҮРЕ	PUBLISH DATE	ARCHIVE DATE	DELETE DATE		
			Add New	News	03 April 2012	27 April 2012	24 April 2012		

If you are sure you want to remove this item click on the "Yes" button.

