News and Announcements

When to use it

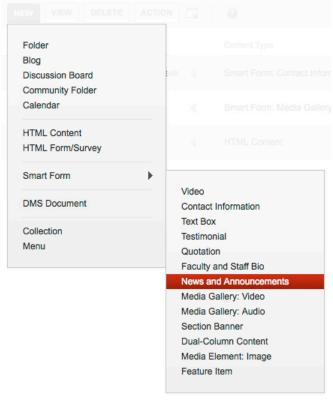
To add News and Announcements to your website, either in the right or center columns.

Best Practices for Use

- Add multiple news and announcements to a collection
- Keep news and announcements current.
- Remove any items older than one year.

Instructions

- 1. In the Navigation Pane, navigate to the Content folder.
- 2. In the right pane select New > Smart Form and choose News and Announcements.



- 3. Fill out the form:
 - a. Title: The title of the press release or announcement. *Under 6 words recommended. Required.*

Title:		[English	(U.S.)
--------	--	----------	--------

- b. Subtitle: The subtitle of the press release or announcement. *Under 12 words recommended. Optional.*
- c. Publication Date: Date of the press release or announcement. *Required.*
- d. Story: Text of the press release of announcement Optional

- e. URL of Faculty or Staff Biography page
 This URL must match the manual alias of the layout on which the news or announcement is placed. Required.
- f. Contact Name: Name of contact person. Optional
- g. Contact Email: Email address of contact person. *Optional*
- h. Contact Phone: Phone number of contact person. *Optional.*
- 4. Click "Publish".