








Posting News on the Website

HEADLINES & FEATURES APP IN REGION B

1. In Site Manager, navigate to the homepage.
2. Click on the app. The app opens on the Summary tab.
3. Click New Headline. The New Headline window displays.
4. On the Headline tab:
 - a. Enter a Title for the headline, which is a required field.
 - b. Enter Teaser Text.
 - c. Add an Accent Image. Click Select File. Click Upload Image and then click Browse. Navigate for the image file (*hf* is usually in the filename). Enter 240 for Width. Height will constrain proportionately. Click Insert Image.
 - d. Add Alt Text for the image.
5. Use the Headline Body tab to enter headline detail.
 - a. Copy the article text from Word. Activate Paste as Plain Text . Paste using the keyboard shortcut Ctrl+V.
 - b. Inserting a link. Click the Insert Link icon  and follow the steps for the type of link you are adding.
 - c. Formatting text. Highlight the text and format by clicking the Bold icon  or Italic icon . Avoid the Underline and Strikethrough tools. Avoid using the Styles and Text Color tools.
 - d. Using Headings. Click the Title Headings icon  to format section headings: H1, H2, H3.
 - e. Inserting a list. Highlight the list and click the Bulleted List icon  or the Numbered List icon . Use the default bullet and number styles.

*Note: See working the sections below for **Working with Tables** and **Working with Images**.*

6. Use the Activate on my page check box to change the status of the Headlines & Features record. By default, the check box is checked and the record is active on the page.
7. Click Save. The headline is added and you are returned to the workspace.
8. Click View Website to see how your homepage news section looks with the news added. Be sure to also test from the public homepage of your website.

WORKING WITH TABLES ON THE HEADLINE BODY TAB

The code below renders a two row table that can be used for a photo with a caption aligned to the left. Adjacent text will wrap to the right of the table. Used for *po* photos resized to 200 pixels wide.

```
<table width="220" align="left" cellpadding="10" cellspacing="1">
<tbody>
<tr>
<td>&nbsp;</td>
</tr>
<tr>
<td>&nbsp;</td>
</tr>
</tbody>
</table>
```

The code below renders a two row table that can be used for an image with a caption aligned to the right. Adjacent text will wrap to the left of the table. Used for *hf* photos resized to 300 pixels wide.

```
<table width="320" align="right" cellpadding="10" cellspacing="1">
<tbody>
<tr>
<td>&nbsp;</td>
</tr>
<tr>
<td>&nbsp;</td>
</tr>
</tbody>
</table>
```


The code below renders a two row table that can be used for an image with a caption centered between the margins. It should be used above or below a table. Used for *mmr* or *hf* image resized to 490-500 pixels wide.

[illegible]

Occasionally, you will need data tables for lists. The code below renders a three-column table for data with the top row coded as the header row. Header rows are an accessibility requirement for data tables. The table covers 75% of the screen's width and is centered. The width attribute of 33% in the header row cells makes the column widths even. The table width and cell width attributes can be adjusted for in Source code view or in the Table Properties dialog.

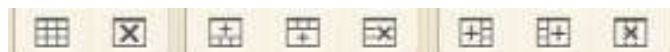
```
<table width="75%" border="1" cellpadding="5" cellspacing="1" >
<tbody>
<tr>
<th width="33%" scope="col">Column 1</th>
<th width="33%" scope="col">Column 2</th>
<th width="33%" scope="col">Column 3</th>
</tr>
<tr>
<td>&nbsp;</td>
<td>&nbsp;</td>
<td>&nbsp;</td>
</tr>
</tbody>
</table>
```

INSERTING A TABLE WITHIN THE HEADLINE BODY


1. Copy the code for the table you are inserting.
2. Click the Source Code icon .
3. Paste the code for the table as follows:
 - a. Photo layout table left-aligned with first paragraph: Paste above first paragraph `<p>`.
 - b. Photo layout table right-aligned with first paragraph: Paste above first paragraph `<p>`.
 - c. Photo layout table center-aligned below first paragraph: Paste below first paragraph, after `</p>`.
 - d. Data table: Usually after last paragraph, especially if long list of winners, after `</p>`.
4. Click OK to return to the Headlines & Features Body tab for editing.

Follow the steps below to insert an image in the table. Image goes in the top row of a photo layout table. Type a caption in the bottom row of the table.

NOTE: Once you have a table in your article, you will see the Table tool below or above the table when you are in WYSIWYG editing mode. It is divided into three parts: Table commands, Row commands, and Column commands. You can touch each tool when you are inside of the editor to see what it does.



INSERTING AN IMAGE WITHIN THE HEADLINE BODY

1. Click the Insert Image icon .
2. Click Upload Image and then click Browse.
3. Click No Resizing.
4. Click Continue.
5. Enter Alternative Text.
6. Enter a width for the image, the height will constrain proportionately. These are the sizes typically used for District news images:
 - a. Portrait photos in left-aligned table: Enter 200 for width.
 - b. Landscape photos in right-aligned table: Enter 300 for width. Photos edited for the Headlines and Features accent image can be used.
 - c. Landscape photos in center-aligned table: Enter 400-500 for width. Photos edited for the Headlines and Features accent image and the Multimedia Rotator can be used.
7. Click Insert Image.