

SCYM News Feed Quick Reference

Front Page Areas

The screenshot shows the front page layout with four numbered callouts:

- 1 Top Content:** Points to the 'SCYM Worship Opportunities' and 'Documents' blocks at the top.
- 2 Articles:** Points to the '2022 SCYM Annual Sessions' article.
- 3 Featured News Items:** Points to the 'JOIN US AT GFC FOR ALL AGE ACTIVITIES' and 'CELEBRATING QUAKER WRITING - 2022 QUIP Annual Conference Online' items.
- 4 Other News Items:** Points to the 'Friends Peace Teams' link at the bottom of the featured items.

Top Content Area

In the top content area, go into EDIT MODE and edit the blocks

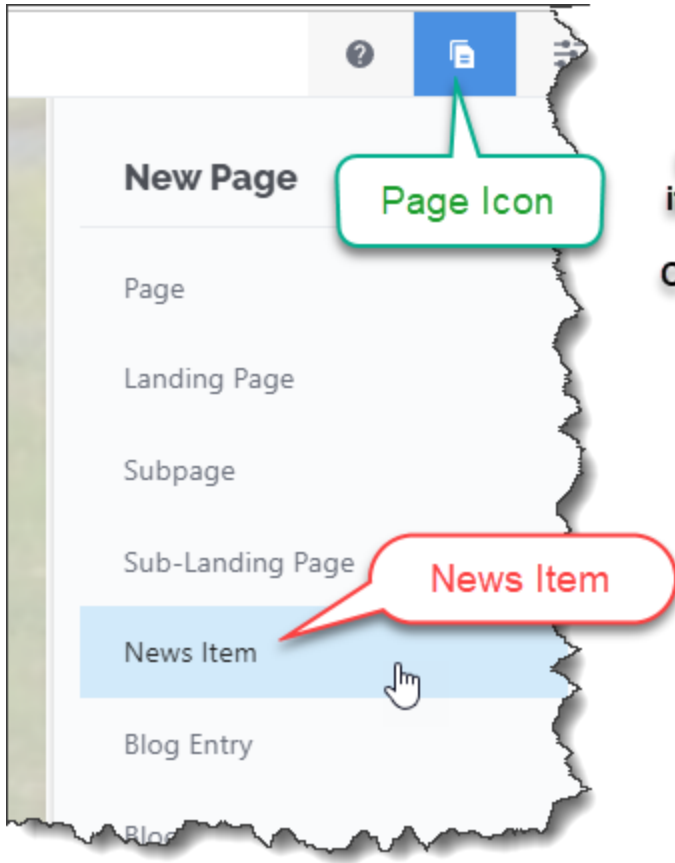
Area 1 in Edit Mode

The screenshot shows the edit mode interface with the following elements:

- Empty Column 1 Area** and **Empty Column 2 Area** labels at the top.
- SCYM Worship Opportunities** block with a sub-menu:
 - SCYM Wednesday Midweek Worship 7:30pm
 - SCYM Sunday Worship Opportu
- Documents** block with sub-items:
 - SCYM Nominating Roster April 2021
 - SCYM Procedures Manual
- SCYM on Facebook** and **SCYM on YouTube** social media icons.
- A context menu for the 'SCYM Worship Opportunities' block with options:
 - Edit Block
 - Copy to Clipboard
 - Delete
 - Design & Block Template
 - Advanced
- Labels for **Column 1** and **Empty Column 2 Area** at the bottom.
- Text at the bottom: **List not visible in edit mode** (repeated three times).

Articles and News Items

To begin, create a new “News Feed” page:



For articles and news items, Areas 2, 3 and 4

Click the **page icon** and select

News Item.

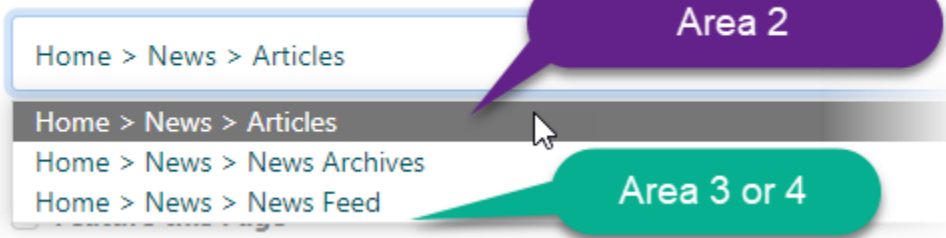
Page Location

On the composer page, select the page location:

- Articles for Area 2, the articles section
- News Feed for the two-column news feed area (3 or 4)

The "News Archives" page is for old items that do not appear on the front page.

Page Location



Featured News Items (left or right column)



Just below the page selection
Check
"Feature this Page"
for the "Featured News" column
(Left / Area 3)

Leave unchecked for the right
column (Area 4)