

Summary Steps for Front Page Formatting

Top Content

1. Go into EDIT mode
2. Edit blocks.

Articles

1. Click the pages icon.
2. Under “New Page”, select “**News Item**”

In composer:

3. Under “Page Location”, select **Home > News > Articles**

Featured News Items (Left Column)

1. Click the pages icon.
2. Under “New Page”, select “**News Item**”
3. Under “Page Location”, select **Home > News > News Feed**
4. Just below that, check the “**Feature this Page**” check box”

Other News Items (Right Column)

Follow steps above, but leave the “**Feature this Page**” check box” **unchecked**.

Then continue...

- Fill in **summary** – Appears in newsfeed if space permits. Allows full formatting.
- Fill in **description**. -- Appears in newsfeed if space is limited. Text only.
- Check “**Has details**” if additional content appears on the page. Will show “Read more..” link.
- If more content needed, enter content in “**Content**”.
- Choose thumbnail image if needed
- Other fields are optional
- Click “Publish Page” if done, or “Edit Mode” if you want to add more content with the full editor.