

Editing and Deleting News Items

Info:

This covers the procedure to Add/Edit/Delete a News Item on a news enabled **PROPERTYwebsite**.

Settings:

Add A News Link - <http://www.YOURSITE.co.uk/system/news-manager.mhtml>
A username and password you should have is needed for this section

Procedure:

1. Create a shortcut to the above link in your favourites menu
 - a. Type the above link into your browser, replacing YOURSITE with your domain name.
 - b. When loaded click, "**Favourites**" / "**Add To Favourites**"
 - c. Click the "**new folder**" button and create a folder called "**Website**".
 - d. Double click this folder and type a name for this shortcut, I always use "**Edit News**".
 - e. Click "**Ok**" and the Favourite is saved.

2. You are now in the Add/Edit/Delete pages and have 3 buttons
 - a. Add - Add a new News Item
 - b. Edit - Edit an existing News Item
 - c. Delete - Delete a News Item

3. **Add / Edit**

If you are editing a News Item you can select the item from the pull down list on the left
You can then select either the **Add** or **Edit** Buttons.

Fill Out or Modify the Form

Here you fill in the details of your new article.

1. "**Item Title**" - The text here will be displayed as the Head Line of the News Item
2. "**Initial Text**" - Depending on your setup this text is displayed on the first page before the link to the full article (which only appears if your news page is setup over two pages), next to the first image.
3. "**Picture 1-3**" - Here you can add JPG images to your News Items. The process is exactly the same as with property details.
4. "**Further Article Text**" - Depending on your setup this text is displayed on the first page next to images 1 & 2. If your news page is set up over two pages, this text will appear on the second page.

If your news page is setup as just one page, all of the above will appear on that page.

To Commit Changes Hit the Save Button

4. **Delete**

This allows you to delete a news article. All text and associated text will be deleted

1. Select the News Item reference from the left hand side pull down
2. Select the delete button
3. Confirm the action by selecting YES