

Adding News Items (POSTS)

- News items are added from the POSTS tab (left side of Dashboard)

- News items currently have the following categories:
 - Achievements (awards, etc)
 - Alumni
 - Faculty (staff info)
 - Open Day (performance & open days)
 - Opportunities (scholarships, bursaries, etc)
 - Programs (course-related content)
 - Spotlight (non-alumni-related profiles)
 - 50th Birthday

- **To add additional categories:**
 - Go to POSTS > CATEGORIES
 - Right side Add New Category > Name the category (This can contain capitals and other characters)
 - Add Slug – the slug is the html version of the category name (eg. For Open Day the slug would read open-day: words are hyphenated with no capitals and no other characters)
 - **IMPORTANT: *Parent Category: this must be set to News***
 - Then select ADD NEW CATEGORY

- **Adding a News Item (Post):**
 - Go to POSTS > ADD NEW
 - Add the Post title as you would like it displayed on the front-end
 - **IMPORTANT: Select a Category (scroll down on right side) – *do not select News as a Category, but select the child-category from the News parent.*** You are free to use multiple categories.
 - Set Featured Image: Featured Images need to be cropped to suit the template. *The ratio is always 4:6.* For best results:
 - Crop to 1920px W x 1280px H @ 72ppi
 - Most supplied images won't be this large, but at a minimum images will need to be 1080px wide. As a rule, the larger the better, maxxing out at 1920px wide. Variations as follows:
 - 1920px W x 1280px H @ 72ppi (preferred)

- 1280px W x 853px H @ 72ppi
- 1080px W x 720px H @ 72ppi
- Images will also need to be optimised for web – they should never be any larger than 400kb, and I recommend trying to reduce their size to around 200kb. You will need a program, such as Photoshop, to do this. Use EXPORT > SAVE FOR WEB (LEGACY) > CHANGE THE IMAGE SIZE (BOTTOM), THEN CHANGE THE QUALITY (TOP) SO THE FILE DOES NOT EXCEED 400KB.
- When saving images for Posts, I recommend using the following file naming conventions:
Year-Month-Day-Image1, so January 17, 2022 would be: 20220117-image1 (no capitals and no spaces)
- To Set Featured Image:
 - Below Categories on the right side of the Add New Post window, select SET FEATURED IMAGE
 - Select UPLOAD FILES
 - Choose folder – from the dropdown, select NEWS
 - SELECT FILES (find the file in your system)
 - Add Alt Text
 - SET FEATURED IMAGE

- **Adding Post Content**

- Once you have added the Featured Image, select the purple button USE THE DIVI BUILDER.
- Select the blue button - BUILD ON THE FRONT END
- Select CLONE AN EXISTING PAGE
- To filter the results to display just Posts, select POSTS from the Categories on the left side
- Locate NEWS POST TEMPLATE, select her thumbnail – the page will load.
- *Note: it is much easier to clone existing pages than to create content from scratch.*
- To start developing the page, hover over the text content on the right > Click the module > Select the GEAR icon to edit the module.
- You will see the old content (instructions) in the Body pane.
- Over right old content with new content.
- Text formatting – please use the following styles:
 - PARAGRAPH is for Body text
 - HEADING 5 is for titles

- For LINKS – highlight the text that will link and select the link icon > paste the URL into the URL field > select TARGET - NEW WINDOW for external links (this will open them in a new tab – use this for EVERY link that isn't internal). For internal links select TARGET – NONE > OK.
- When finished, select the bottom right GREEN tick to save and close.
- Move through the old content replacing it with new content:
 - For Quotes (Testimonial module): Select the GEAR icon and over-right the content in the body. Sometimes you might want to add an Author, Job Title &/or Company. You would do this here.
 - For Images (Image module): Select UPLOAD FILES
 - Choose folder – from the dropdown, select NEWS
 - SELECT FILES (find the file in your system)
 - Add Alt Text
 - SET UPLOAD IMAGE
- To add an image: images inserted INTO posts need to be a MAX width of 1000px, and any height. Again, watch the file sizes here. These should continue the naming conventions as the Featured Image, but subsequent images would be 'image2', 'image3' and so on.
 - Select +
 - Type IMAGE into the Insert Module field
 - Select the first IMAGE option (not purple)
 - Select + ADD IMAGE
 - Select UPLOAD FILES
 - Choose folder – from the dropdown, select NEWS
 - SELECT FILES (find the file in your system)
 - Add Alt Text
 - UPLOAD AN IMAGE
 - When finished, select the bottom right GREEN tick to save and close.
- To add a Caption below an image: hover over the image > click the image to reveal the Settings > then:
 - Select +
 - Type TEXT into the Insert Module field
 - Select the last TEXT option – simply TEXT

- The Text Settings box will display
 - In the purple section at the top, under TEXT SETTINGS, select the PRESET: ALL CAPTIONS
 - Enter your text in the Body
 - When finished, select the bottom right GREEN tick to save and close.
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- For buttons:
 - Add new module > BUTTON.
 - Change the button text.
 - Add a link – if you are linking to an internal page, hover over the right side of the link field and select DYNAMIC CONTENT > select PAGE LINK > locate the page you want to link to > select the green tick to accept > *for internal links make sure In the same window is the button link target* > then green tick again to save the button.
 - Do the same for external links, but in these cases enter the full URL into the link field > *then make sure In the new tab is the button link target.*