

Working with Articles Theme 1-4

Articles are like the front page of a newspaper – a place to host your most important information and recent news that changes often. You don't want your articles to go stale – changing your articles often ensures your users know that you are constantly updating your site.

Theme 1 – 4 Articles are displayed in 2 columns and you have the choice to display with a picture (Recommended Dimensions 600 x 400 pixels) or without a picture.

We have a bank of images on our site – SUPPORT – Image Bank for Articles. There are over 800 images for you to use.

Articles are particular important if you are using the eNews module.

ARTICLES THEME 3 – WITH PICTURE

Recent News



Blurry photos are great for your website

My favourite photo technique is where you can make the background blurry. Smart phones can do this through portrait mode via adjustment of the F-stop. It's a scale that turns the background to various levels of blurriness.

[READ MORE](#)



Virtual Tour

We are so proud of our wonderful school, and nothing can match the joy of seeing our children learning onsite at one of our "Prospective Parent" school tours.

[READ MORE](#)



Launching our New App Updat-ed

We're very pleased to inform you that our school has implemented a phone app called **Updat-ed** that will make connecting with you so much more convenient.

[READ MORE](#)



Parent/Teacher Interviews

Bookings for Parent/Teacher interviews are now open. Meetings will be held on July 20th from 1pm - 7pm. Students will be dismissed at 12.30 on this day. [Click here](#) to book.

ARTICLES THEME 3 – WITHOUT PICTURE

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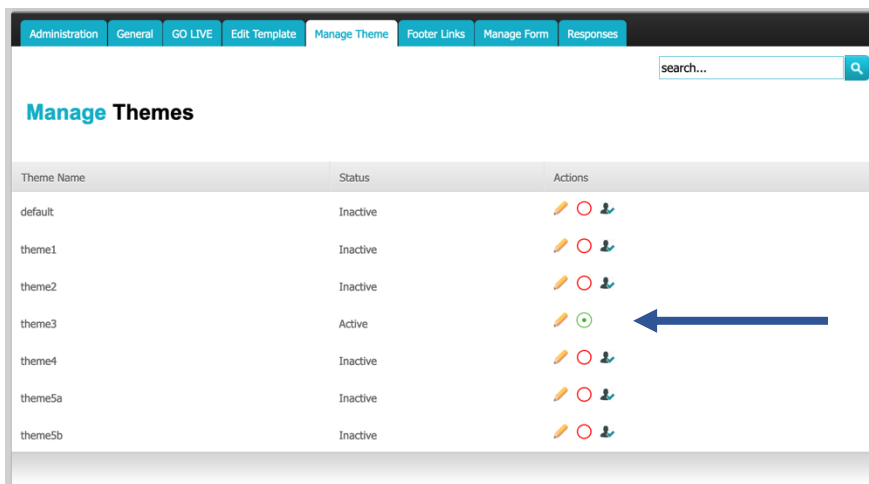
[READ MORE](#)

Parent/Teacher Interviews

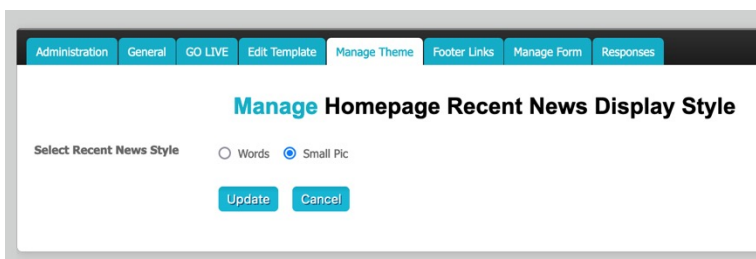
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To change your Article Display style between Pictures and Words

- Set Up
- Manage Theme
- Click on the pencil beside your current theme

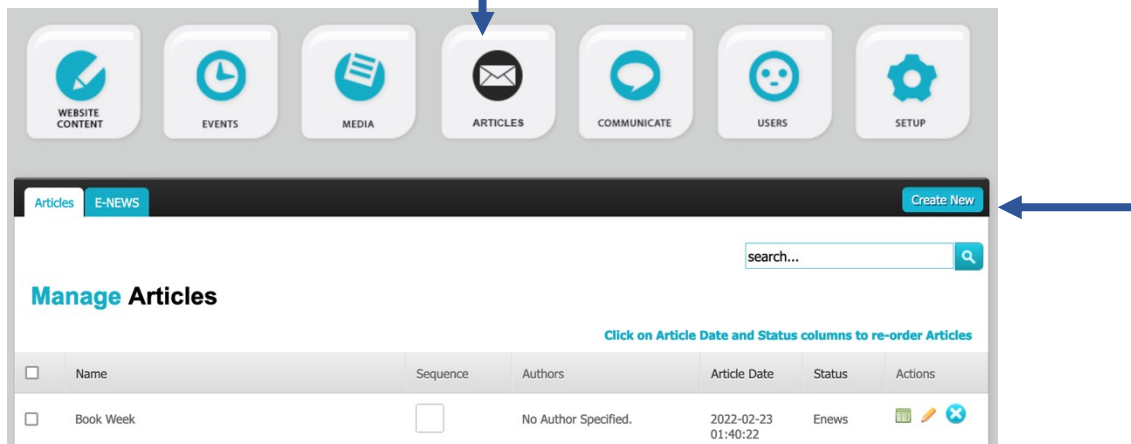


- Choose Words or Small Pic then click Update



CREATING A RECENT NEWS ARTICLE

- Click on the big button ARTICLES then click on **Create New**



- Give your Article a title. (Author is optional)
- Browse your computer for an image for your article. We have a [bank of images](#) for you to download – over 800 graphics sized perfectly for your Articles. Or choose on of your own images.
- Dimensions for Article Images are 600 x 400 pixels

Add Articles

Title *

Authors

Insert Image For This Article (Home Page : Small Pic Style) No file selected.
Minimum Recommended Dimension (W x H) : 600px x 400px

Add Articles

Title *

Authors

Insert Image For This Article (Home Page : Small Pic Style) No file selected.
Minimum Recommended Dimension (W x H) : 600px x 400px

No file selected.
Minimum Recommended Dimension (W x H) : 600px x 400px

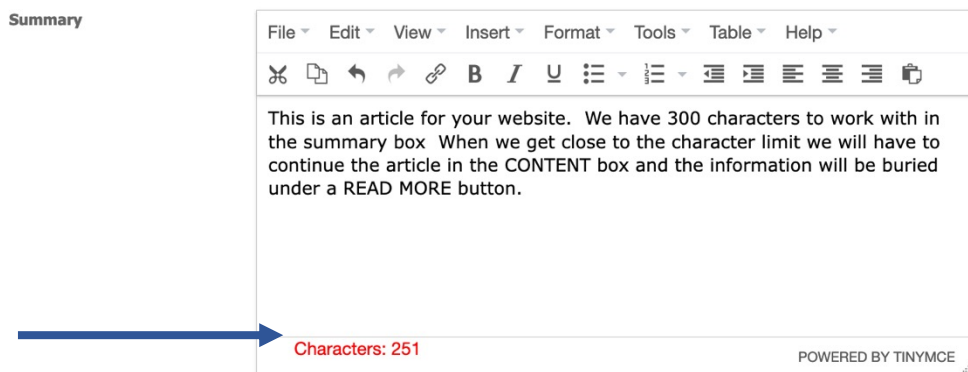
- Select the best portion of the image and click on the Crop Image button once your picture is loaded.

The summary box is the information that appears on your Homepage. The Content box houses the rest of the information in a built in "Read More" button.

If your article is short and sharp and needs no "Read More" button, then leave the content box blank.

The SUMMARY box can display up to 300 characters You CAN NOT add images, bullets or new lines into the summary box. There is limited formatting in this field to maintain the design integrity of your homepage.

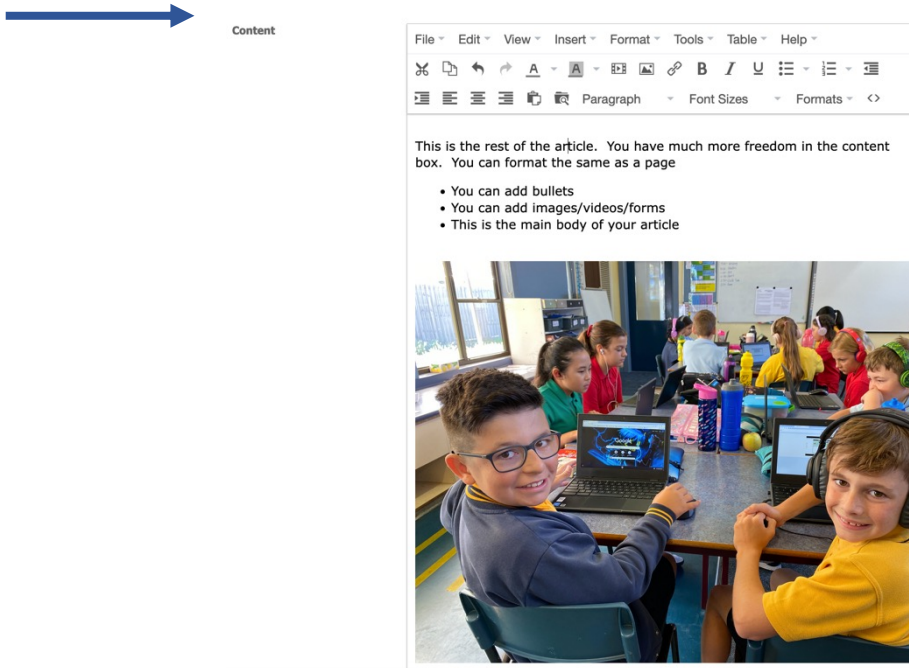
- Type your lead article text into the **Summary** box



When the character count gets close to 300, finish in this box and move to the **Content** box.

The Content box has full freedom for publishing. You can add images, videos, bullets/numbering, forms etc.

















































This is the main body of your article.



- Once you have finished updating the Content, you can choose PUBLISH TO. This gives you the option to save as
 - **Draft** – if it's not quite ready
 - **Homepage** – if you want your article live on your website
 - **eNews** – if you have activated this service you can create articles that are just for the newsletter, not live on your site
 - **Archive** – if the article is no longer required on your homepage

- You will land back to see your list of articles. Each article has a status. At the top of the stack will ALWAYS be your eNews (if you use this service). Homepage articles are then listed next. Drafts are below this, with Archives at the end of the list.

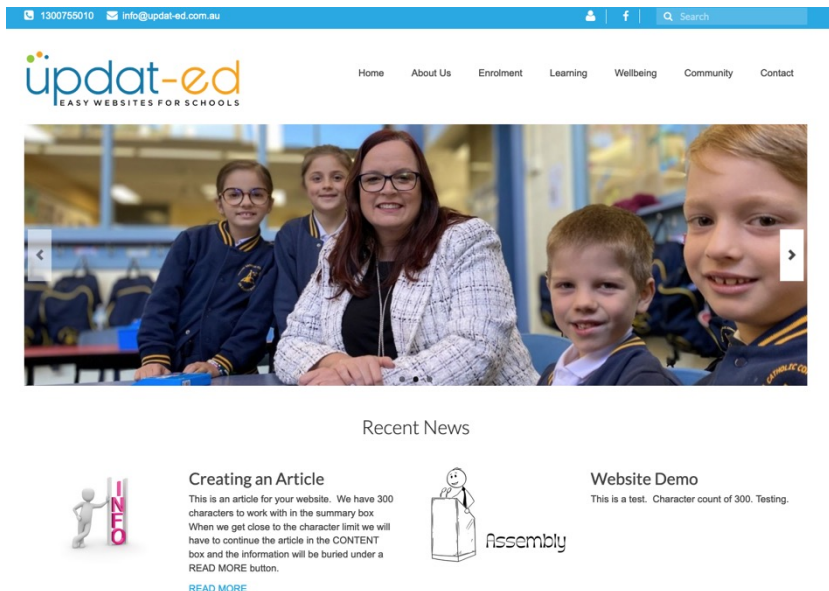
The Article has been saved

<input type="checkbox"/>	Name	Sequence	Authors	Article Date	Status	Actions
<input type="checkbox"/>	Book Week	<input type="checkbox"/>	No Author Specified.	2022-02-23 01:40:22	Enews	  
<input type="checkbox"/>	Crazy Hair Day	<input type="checkbox"/>	No Author Specified.	2022-09-12 02:29:00	Enews	  
<input type="checkbox"/>	Learners	<input type="checkbox"/>	No Author Specified.	2023-02-15 01:52:47	Enews	  
<input type="checkbox"/>	Report an Absence	<input type="checkbox"/>	No Author Specified.	2023-02-17 00:43:44	Enews	  
<input type="checkbox"/>	Creating an Article	<input type="checkbox"/>	No Author Specified.	2023-02-22 01:20:57	Homepage	  
<input type="checkbox"/>	Website Demo	<input type="text" value="1"/>	No Author Specified.	2023-02-21 04:49:52	Homepage	  
<input type="checkbox"/>	Virtual Tour	<input type="text" value="2"/>	No Author Specified.	2021-06-09 04:45:48	Homepage	  
<input type="checkbox"/>	Launching our New App Updat-ed	<input type="text" value="3"/>	No Author Specified.	2022-03-10 00:29:43	Homepage	  
<input type="checkbox"/>	Beginner Basics	<input type="text" value="4"/>	No Author Specified.	2023-02-09 02:02:56	Homepage	  
<input type="checkbox"/>	Blurry photos are great for your website	<input type="text" value="5"/>	No Author Specified.	2022-05-12 04:19:58	Homepage	  
<input type="checkbox"/>	Parent/Teacher Interviews	<input type="text" value="6"/>	No Author Specified.	2021-06-09 04:53:00	Homepage	  
<input type="checkbox"/>	Test Article	<input type="text" value="7"/>	No Author Specified.	2023-02-10 00:58:48	Homepage	  
<input type="checkbox"/>	In the Classroom	<input type="text" value="8"/>	No Author Specified.	2023-02-17 00:52:34	Homepage	  
<input type="checkbox"/>	Check out our students	<input type="checkbox"/>	No Author Specified.	2022-05-23 02:12:20	Draft	  
<input type="checkbox"/>	ENews article	<input type="checkbox"/>	No Author Specified.	2021-11-22 06:28:33	Archive	  
<input type="checkbox"/>	National Ride2School Day	<input type="checkbox"/>	No Author Specified.	2021-06-09 04:50:55	Archive	  

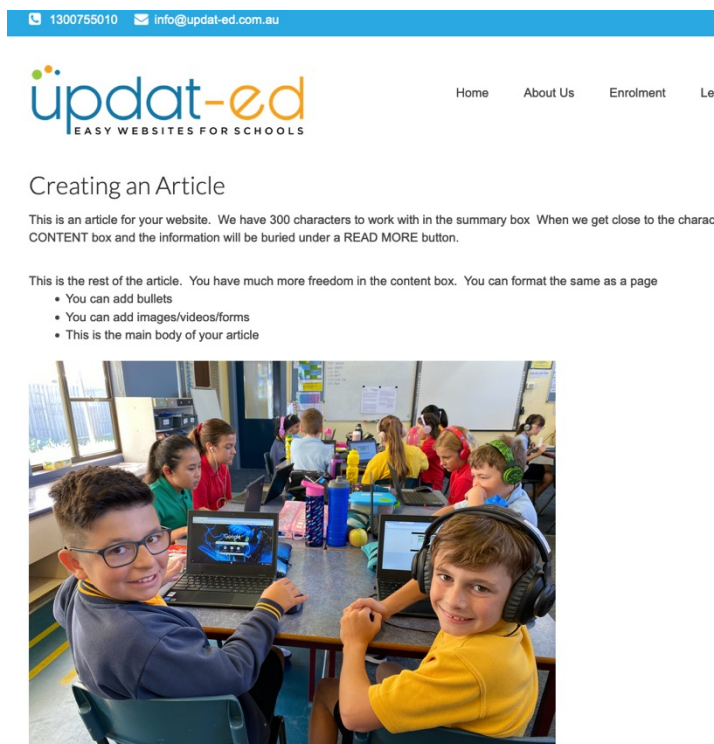
with selected do:

- You should sequence your HOMEPAGE articles, 01, 02, 03 etc. so that they appear in the order that you have chosen. Once you sequence them, click on SAVE.

- This article has been sequenced to position 01, so it will appear as the first article on the homepage.




- Click on Read More to see the rest of your article. It knits the summary and the content together, keeping the article in context.



- If your article is short and sharp (under 300 characters) you might not need the content box to be populated. If the content box is left blank, no Read More button will display.

Current Home-Page Image
(Home Page : Small Pic Style)




Insert Image For This Article
(Home Page : Small Pic Style)

No file selected.
Minimum Recommended Dimension (W x H) : 600px x 400px

Summary

File Edit View Insert Format Tools Table Help



This is an article for your website. We have 300 characters to work with in the summary box. When we get close to the character limit we will have to continue the article in the content box.

Characters: 191

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Recommended Character Limit is : 300

Keyword

Comma separated list of keywords (highly recommended)

Content

File Edit View Insert Format Tools Table Help



Paragraph Font Sizes Formats <>

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Recent News



Creating an Article

This is an article for your website. We have 300 characters to work with in the summary box. When we get close to the character limit we will have to continue the article in the content box.



Assembly

Website Demo

This is a test. Character count of 300. Testing.