

Working with Articles Themes 5 & 6

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.

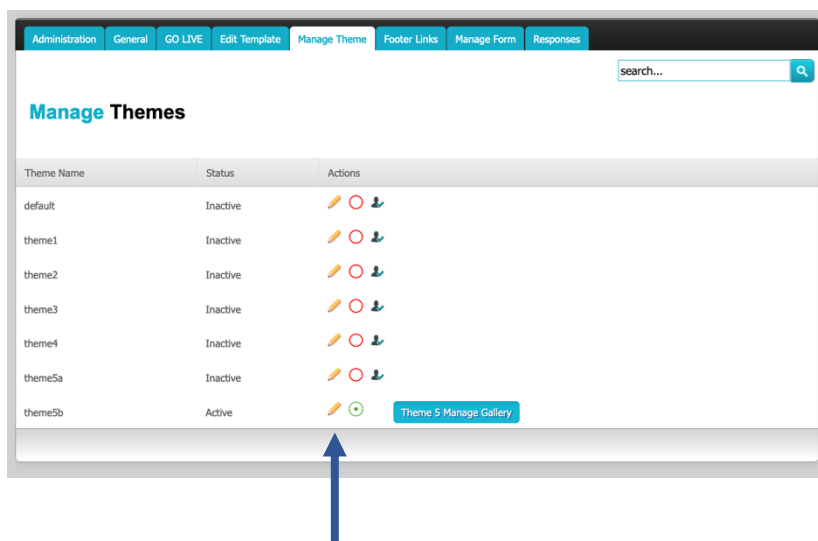
Articles can be displayed in 5 different formats and you can change this format at any stage. Displaying with images is the most popular and the Recommended Dimensions are 600 x 400 pixels

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

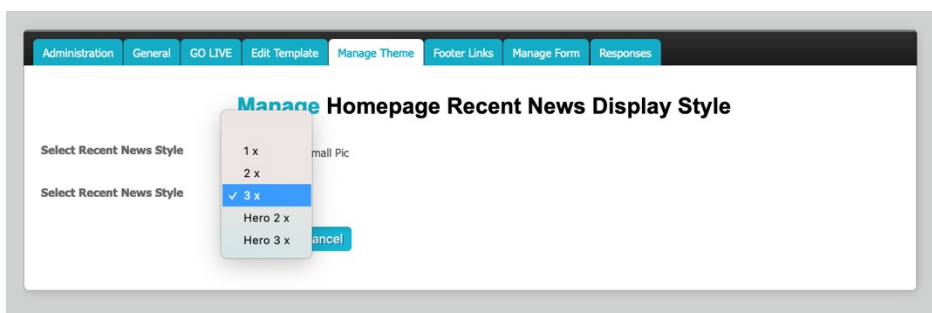
Articles are particular important if you are using the eNews module.

To change your Article Display style in theme 5a/5b

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

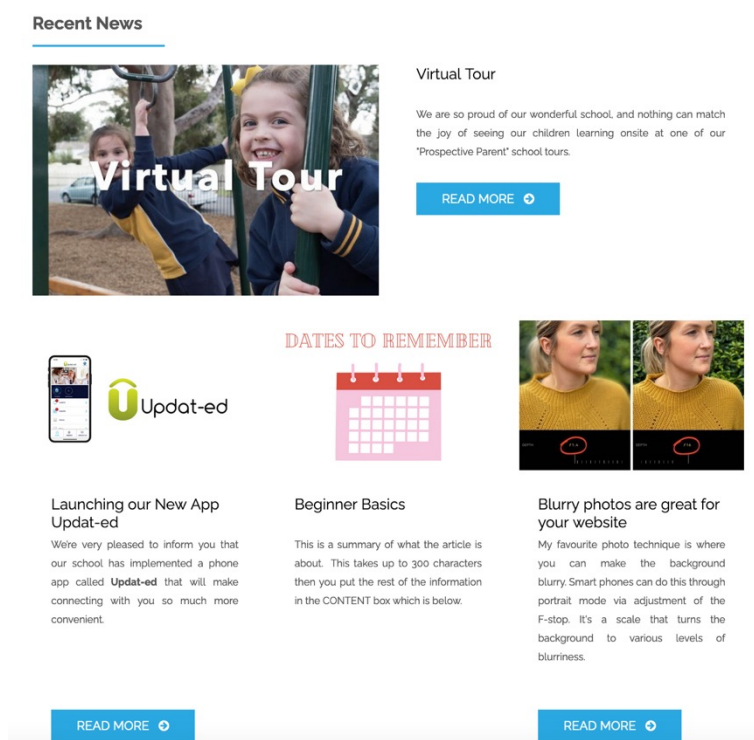


- You can choose to display with or without pictures, and then 5 options for layout:
 - 1 article per line
 - 2 articles per line
 - 3 articles per line
 - 1 hero article taking full width followed by 2 articles per line
 - 1 hero article taking full width followed by 3 articles per line



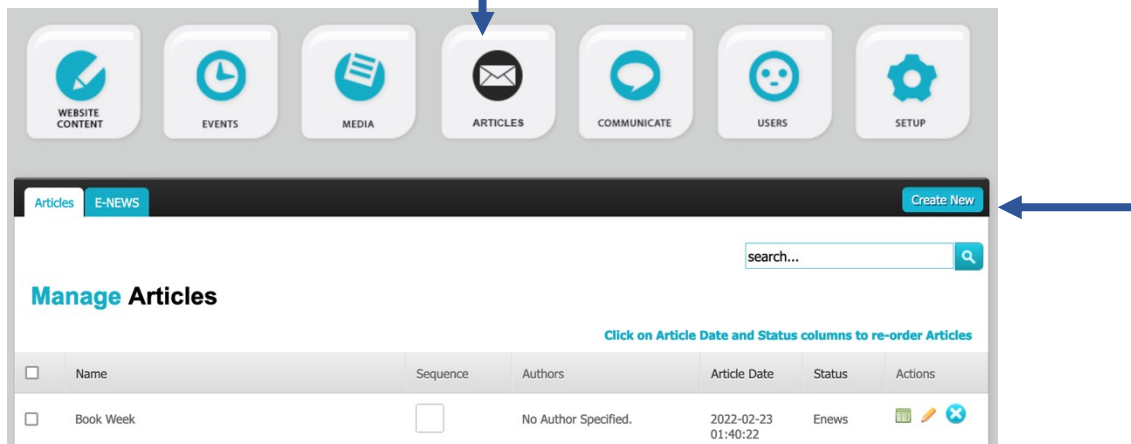
The most popular display is **Hero 3x**

1 hero article (generally a Welcome or call for Enrolment) followed by 3 articles per line.



CREATING A RECENT NEWS ARTICLE

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



- 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



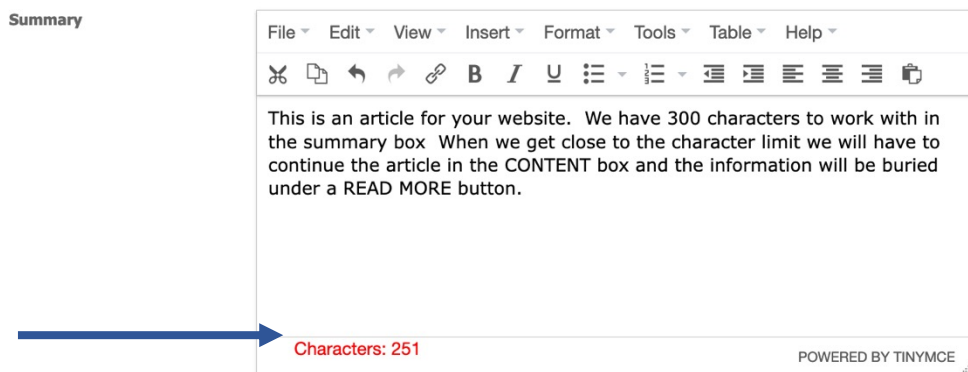
- Select the best portion of the image and click on the Crop Image button once your picture is loaded.

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).

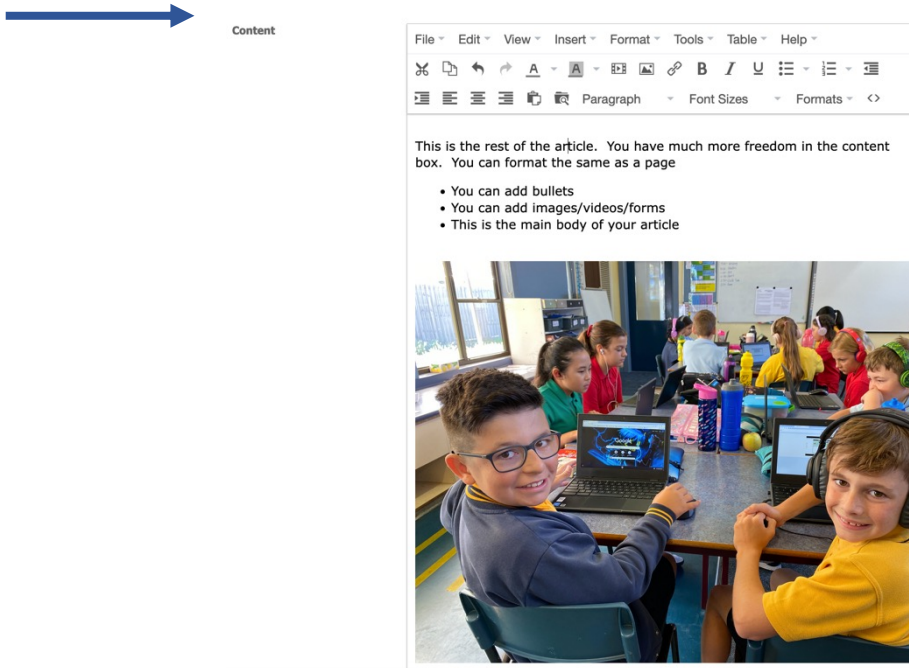
- Type your lead article text into the **Summary** box



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

The Content/Read More 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/Read More, 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.

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.

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

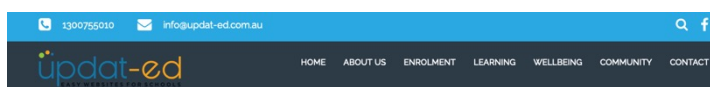
DATES TO REMEMBER



Beginner Basics

This is a summary of what the article is about. This takes up to 300 characters then you put the rest of the information in the **CONTENT** box which is below.

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



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.


This is the rest of the article. You have much more freedom in the content box. You can format the same as a page.

- You can add bullets
- You can add images/videos/forms
- This is the main body of your article



- 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)


Browse...

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

POWERED BY TINYMCE

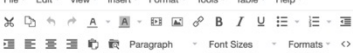
Recommended Character Limit is : 300

Keyword

Comma separated list of keywords (highly recommended)

Content


File Edit View Insert Format Tools Table Help



Paragraph Font Sizes Formats


POWERED BY TINYMCE

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READ MORE

READ MORE

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