# Working with Articles Theme 7

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 are displayed as a grid in Theme 7, it is best to always keep an even number of articles to ensure your site looks balanced. Recommended Dimensions of images for articles are 600 x 400 pixels.
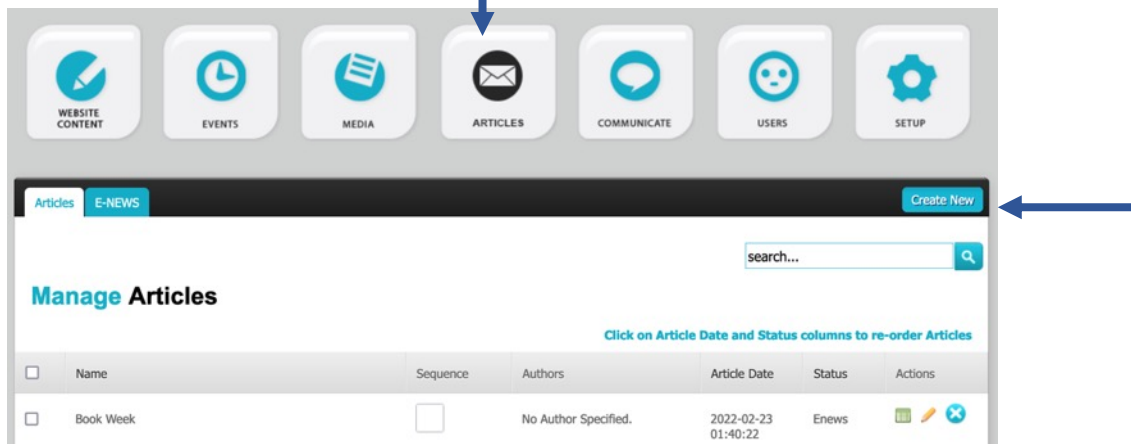
We have a bank of images on our site – SUPPORT – Image Bank for Articles. There are over 800 for you to use.

Articles are particulary important if you are using the eNews module.
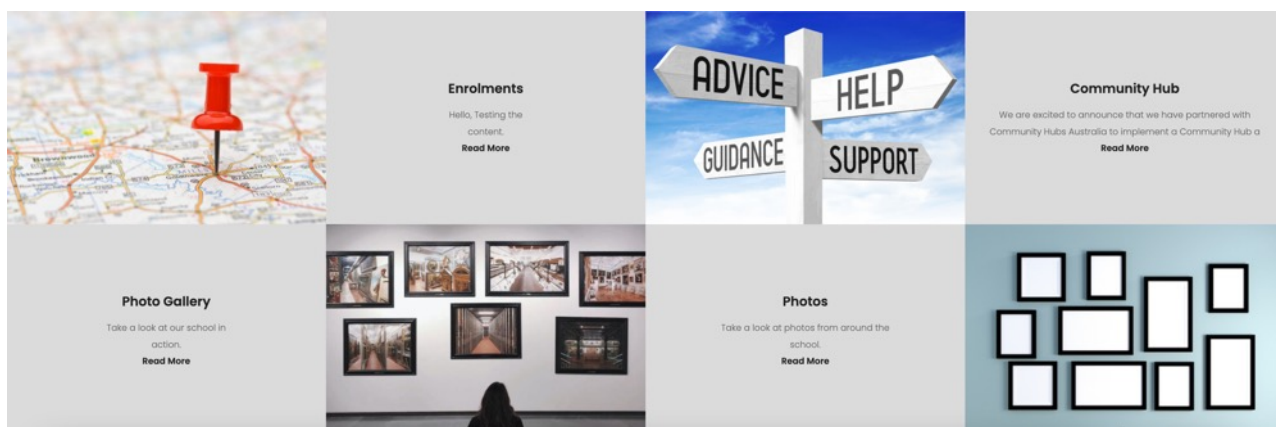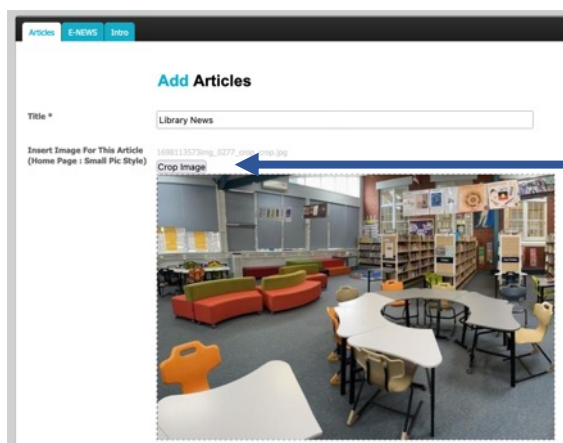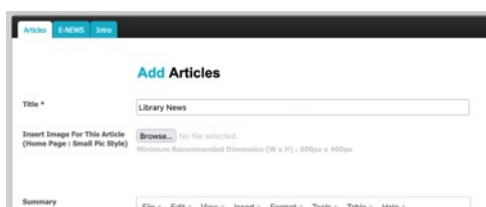
CREATING A RECENT NEWS ARTICLE

- 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.

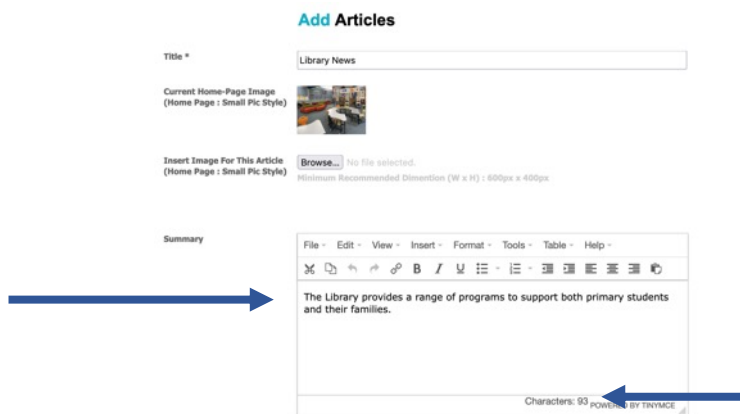- Dimensions for Article Images are 600 x 400 pixels

- 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.

The Summary box can only display up to 100 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

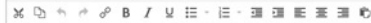When the character count gets close to 100, finish in this box and move to the **Content/Read More** box.

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.
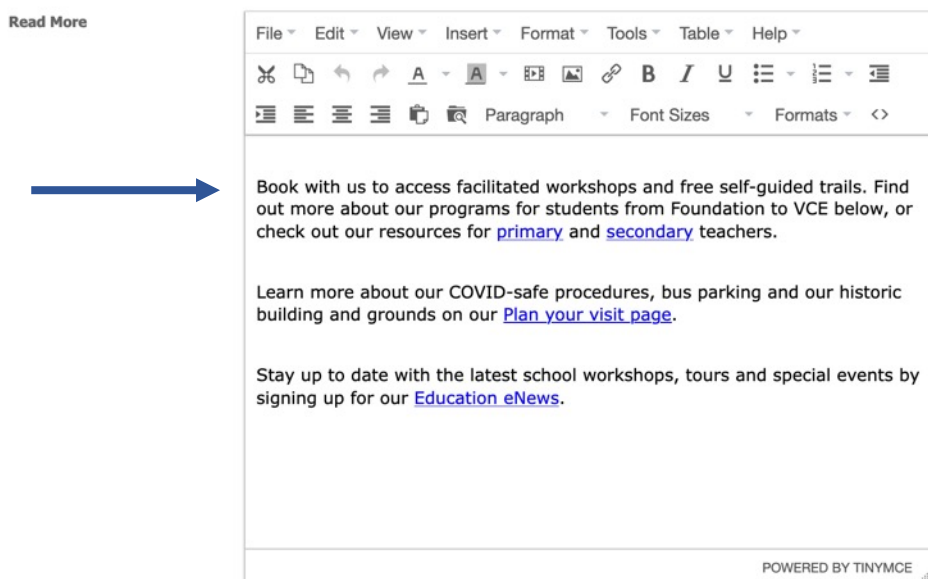
- Once you have finished updating the Content/Read More, you can choose PUBLISH TO. This gives you the option to save as
  - **Draft** – if it's not quite ready
  - **Homepage** – if you want your article live on your website
  - **eNews** – if you have activated this service you can create articles that are just for the newsletter, not live on your site
  - **Archive** – if the article is no longer required on your homepage
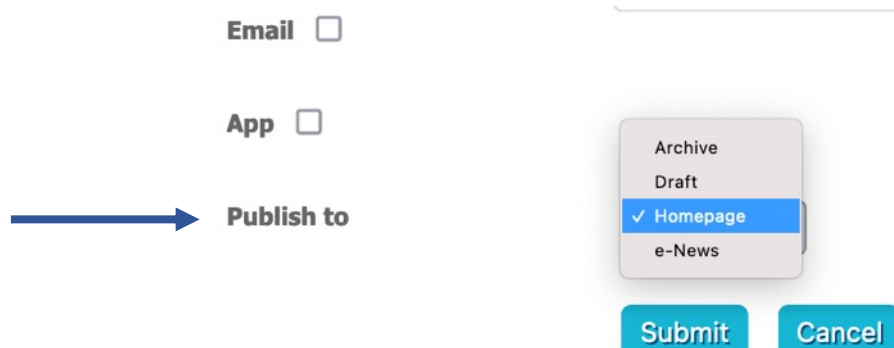
- You will land back to see your list of articles. Each article has a status. At the top of the stack will ALWAYS be your eNews (if you use this service). Homepage articles are then listed next. Drafts are below this, with Archives at the end of the list.

- 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.
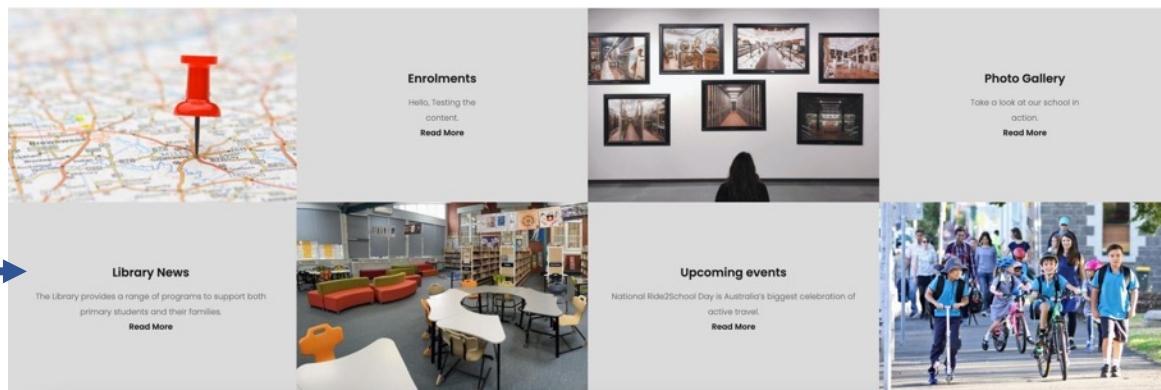
- This article has been sequenced to position 3, so it will appear as the third article on the homepage.

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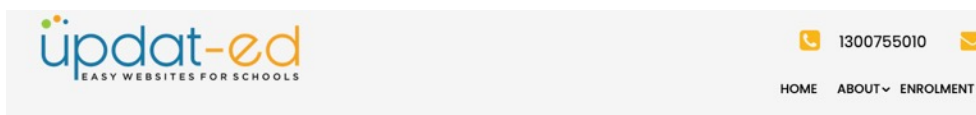
LIBRARY NEWS

The Library provides a range of programs to support both primary students and their families.

Book with us to access facilitated workshops and free self-guided trails. Find out more about our programs for students from Foundation to VCE below, or check out our resources for primary and secondary teachers.

Learn more about our COVID-safe procedures, bus parking and our historic building and grounds on our Plan your visit page.

Stay up to date with the latest school workshops, tours and special events by signing up for our Education eNews.