Working with Articles Theme 8 & 9

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. Recommended Dimensions of images for articles are 600 x 400 pixels.

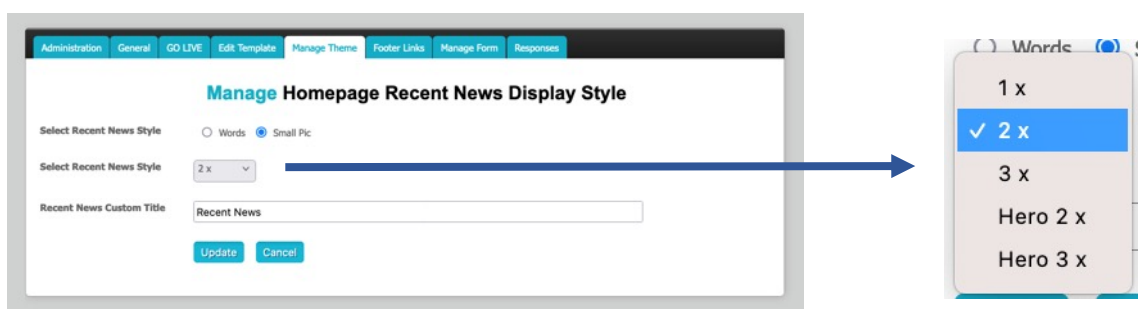We have a bank of images on our site – SUPPORT – Image Bank for Articles. There are over 800 for you to use.

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

To change your Article Display style in theme 8 & 9
• Set Up
• Manage Theme
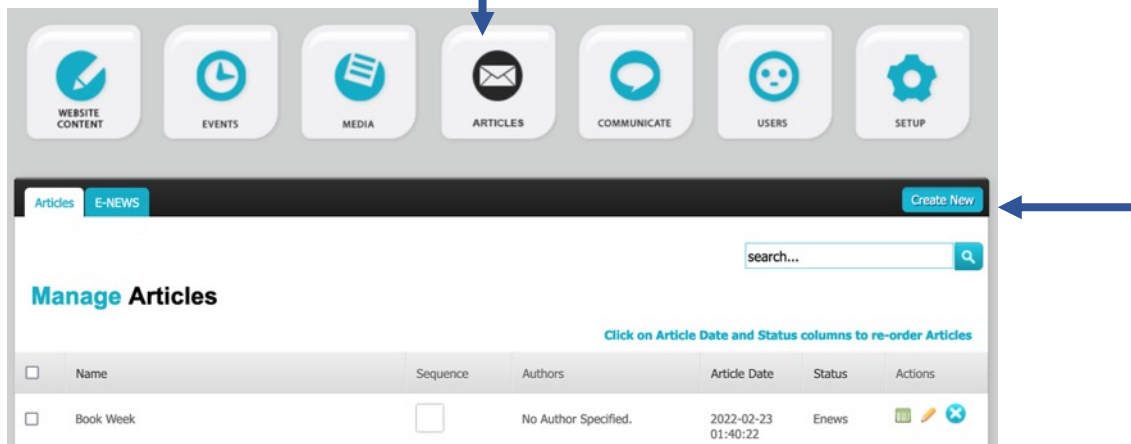• Click on the pencil beside your current theme

• You can change the title of "Recent News" or remove it if you wish

• Use the drop down menu to choose from 5 display styles, please note that only the **hero article** will display summary text.
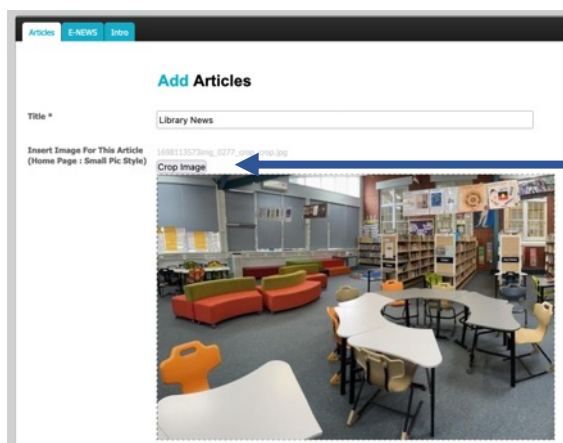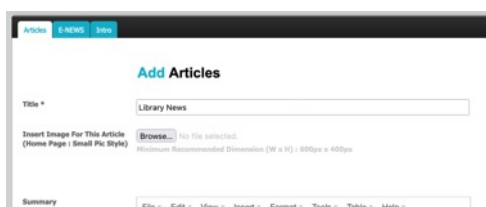
CREATING A RECENT NEWS ARTICLE

• 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 one of your own images.

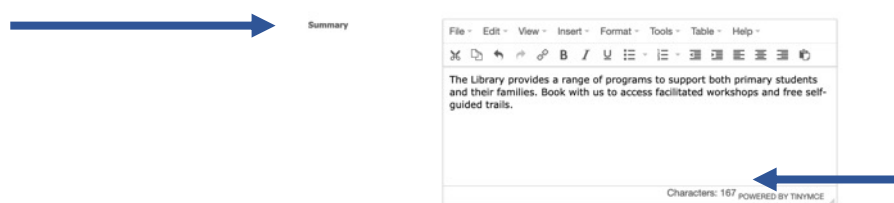• Dimensions for Article Images are 600 x 400 pixels

• 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, linked from the article image and title.

The Summary box is only needed if you have chosen a layout with a **hero article.** rcan 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).
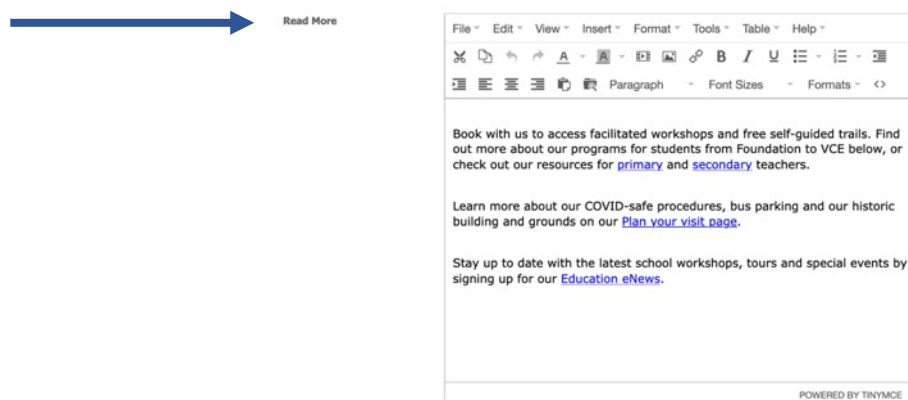
- Type your lead article text into the **Summary** box

When the character count gets close to 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.

- 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 1, so it will appear as the first article on the homepage.

- If you click on the image or the title of the article, it takes you to the full article. In all cases, when you click through to the article it will knit together the **Summary** and the **Content/Read More** to show the article in full.

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.

- The only time you will ever see the summary text on the homepage is if you have chosen a hero style and the article is in the hero position (first article).

| Administration | General | GO LIVE | Edit Template | Manage Theme | Footer Links | Manage Form | Responses |

Homepage Recent News Display Style

| 1 x |
| 2 x |
| 3 x | Small Pic |
| Hero 2 x |
| ✓ Hero 3 x |

Select Recent News Style

Select Recent News Style

Recent News Custom Title   Recent News

Update   Cancel

Recent News

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.

READ MORE

Ride to School Day

New Playground

FORTHCOMING EVENTS
Take a look at what is coming up in Term 3

EXCELLENCE • RESPECT • INTEGRITY • COMMUNITY

Term 4 Dates