

## PAGE DETAIL – RESOURCES / NEWS

Once a page has been created, a Resources / News tool can be added to the page. This will allow you to post newsletters and other uploaded files, link to news articles and resources on other Web sites and post your own HTML news article.

### ADD A RESOURCES / NEWS TOOL TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Resources / News tool. Click the Detail link for this page. The Page Detail page will appear.

**Main Body:**

Add Tool to this page:  after

- Calendar of Events
- Interactive Forms
- Links
- Photo Gallery
- Profiles
- Resources/News**
- Slide Show
- Text/Graphic Editor

- 3) Choose Resources / News from the tools drop-down box and click the Go button. A Resources / News detail item will appear. (Note: This Resources / News detail item can be added to a page that already contains content.)

**Main Body:**

Add Tool to this page:  after

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**1. Resources/News**

[Add News Item](#)

Currently, there are no News items.

[Preview](#) [Delete](#)

### ADD RESOURCES / NEWS ITEMS:

- 1) Click the “Add News Item” link at the top of the page. The Add News Item page will appear.

**Add News Item**

\* indicates a required field.

\*Link Name:

Short Desc:

\*Navigation Type:  Internal Web Page

Page Title:

-OR-

Web site Link

Type:  Opens in New Browser Window  
 Opens in Existing Browser Window

Url:   
(don't forget the http://www.)

-OR-

Link to a File

Upload File:    
(Your file must be a .htm, .pdf, .doc, .jpg, or .gif file)

Status:  Active  Inactive

- 2) Enter the desired information in the supplied fields.
  - a. Link Name: This is the name of the News article or resource. This is a required field.
  - b. Short Description: Use this to further describe the news item. This can be helpful for users so that they now a little bit about the news item or resource without having to open the full article. This is an optional field.
  - c. Navigation Type: Choose one of the following three options as a way of displaying the news item.
    - i. Internal Web Page: Use this option if you want to use the text / graphic editor to create a new Web page for the article. This is helpful to post a temporary news item. With this option, you will need to enter a Page Title. (After completing this news item, you can click on the News Detail link to create this article.)
    - ii. Web site Link: Use this option to link to a Web address on some outside Web site. You can type in the desired Web address or copy an address from another Web site and paste it in the URL field. You will also need to dictate whether this link will open the Web address in a new window or the existing window.
    - iii. Link to a File: Use this option to link to an uploaded file. This is helpful for uploading .pdf files or other files that might be useful for posting a newsletter, article or other resource.
  - d. Status: Select whether this news item will be posted right away or will be inactive for the time being.
- 3) Click the Add button on the bottom of the page.

- 4) To add more News Items, repeat steps 1-3.

## UPDATE NEWS ITEMS:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to edit the Resources / News tool. Click the Detail link for this page.
- 3) Locate the Resources / News Detail item.

**School News & Resources** [< Back to Pages](#) [Right Side Bar](#)

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**Main Body:**

Add Tool to this page:  after

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**1. Resources/News**

[Add News Item](#)

Link Name	News Type	Insert Before	Up	Down	Update / Delete	Preview
Internal Web Page News	Internal Web Page <a href="#">News Detail</a>	<a href="#">Insert Before</a>		<a href="#">Down</a>	<a href="#">Update</a> <a href="#">Delete</a>	<a href="#">Preview</a>
File Upload Example	File	<a href="#">Insert Before</a>	<a href="#">Up</a>	<a href="#">Down</a>	<a href="#">Update</a> <a href="#">Delete</a>	<a href="#">Preview</a>
News Item - New Web Page	Internal Web Page <a href="#">News Detail</a>	<a href="#">Insert Before</a>	<a href="#">Up</a>		<a href="#">Update</a> <a href="#">Delete</a>	<a href="#">Preview</a>

[Preview](#) [Delete](#)

- 4) Links within the table include:
  - a. News Type: This will display the type of News item this is. If it is an Internal Web Page, you can click on this link to edit the online news item.
  - b. Insert Before: Click on this link to add a new News Item and have it appear directly before this news item in the list.
  - c. Up / Down: Click on these links to reorder the News items.
  - d. Update: Click on this link to change the News Item's name, short description, type and/or status.
  - e. Delete: Click on this link to delete the news item from the list.
  - f. Preview: Click on this link to see the behavior of clicking on this news item.
- 5) Links related to the entire Links tool include: (below the table)
  - a. Preview: Click on this link to open the user side of this page. This is helpful for verifying your work.
  - b. Delete: Click on this link to delete **the entire Resource / News tool, not just an individual news item**. Do not click this link unless you are trying to clean off the page.