



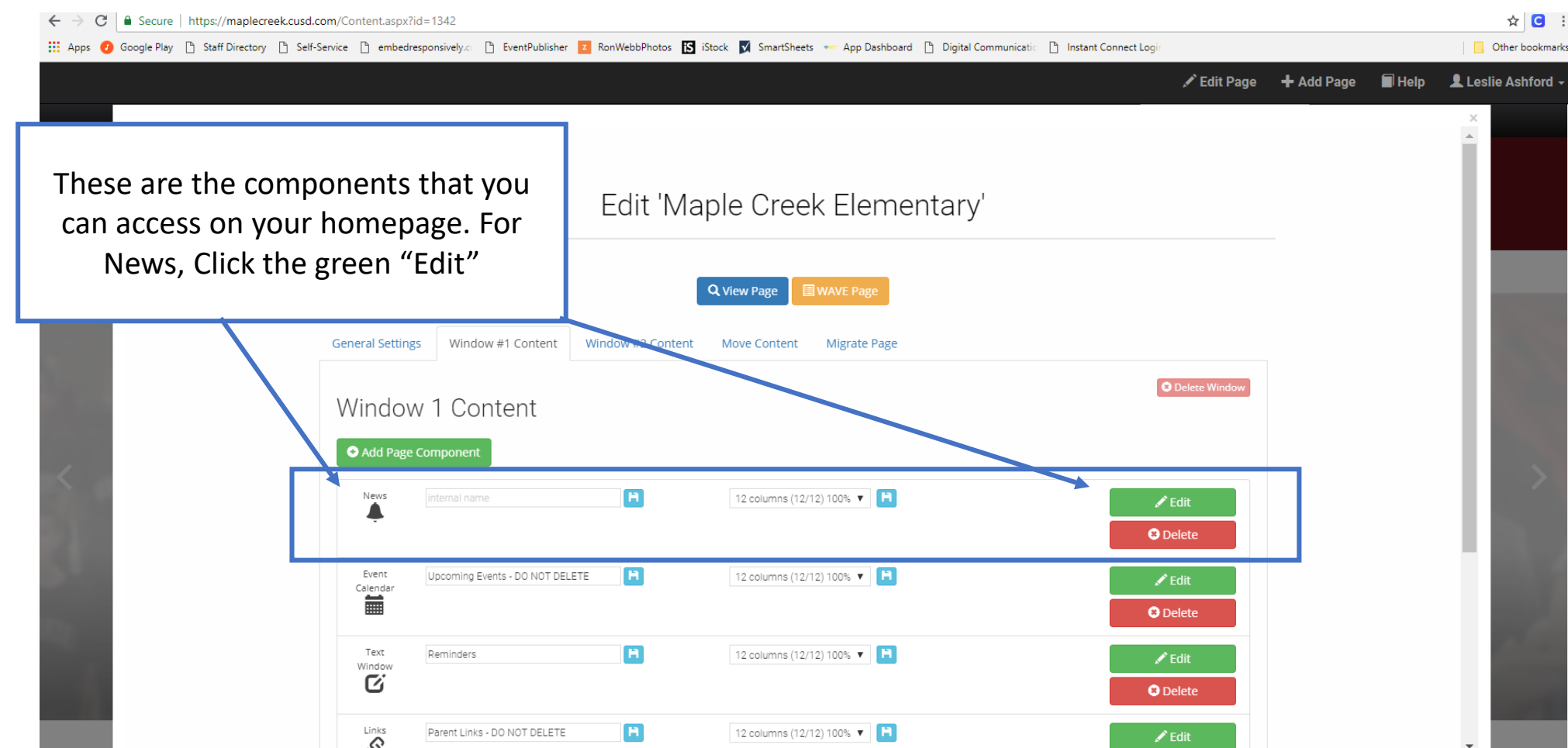
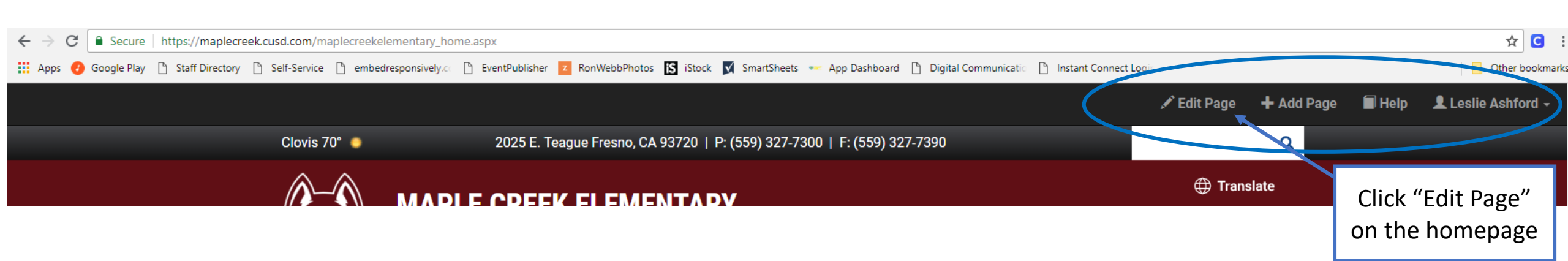
# News Articles

Last updated 3/14/2019



# Guidelines for News Articles

- **Purpose:** Currently the BEST place on your website to get news, updates, and information out to your families.
- **Guidelines & Best Practices:**
  - Make your title short and to the point
  - ALWAYS add a Subheader
  - Post long article content in the Article Text box, not in your Subheader
  - ALWAYS add a Thumbnail image for your articles
  - Make sure they are up to date and updated regularly!



The “Manage Existing News Articles” window will appear.

# of articles that will appear on your homepage.


To add a new article: click “Add A New News Article”

#### List of your Articles.

- Hold & drag to change order of articles.
- Click the blue title to edit the article.
- To delete articles, select them with the checkbox or click delete on right side.

Article List Count

6



## Manage Existing News Articles

Click and drag articles to reorder how they appear on the page. Click on a article's title to edit the article.




+ Add A New News Article

☐ Select All

Filter:

Show All

\* Delete Selected

<input type="checkbox"/>	 view	New Date: Back to School Night	hover for details	* Delete
<input type="checkbox"/>	 view	Calling All Athletes!	hover for details	* Delete
<input type="checkbox"/>	 view	Fitness Frenzy Kickoff!	hover for details	* Delete

Save

\* Cancel

## Edit News Component

**3 Article Text:** this is where your main information of the article must go.

- Same basic rules apply as Text Window components.
- Hyperlink to external websites or emails
- If copying in from an email or Word doc, don't forget to "Paste in Plain Text"
- To add multiple photos, use the insert image icon, select them from your computer, select the photo and click insert.
- **DO NOT add PDFs here (learn how to in part 2)**

1

**Article Title:**  
Title your article!

2

**Subheader:** Write a brief splash about the rest of the article.

- **DO NOT leave this part blank.**
- **2 sentences maximum**
- You can copy the first 2 sentences from your article as preview on the homepage OR you can add the important info here (dates and times) OR summarize what the article is about to get readers interested.
- This section is visible on your homepage.
- **DO NOT write your entire article here!**
- **DO NOT place photos in this section.**

4

**Date Visible/Expiration Date:**  
If you want your article to appear or disappear on certain dates, preset them here.

**Show Read More Link:** this is auto checked. If you don't need to include any additional or different info from your Subheader, **UNCHECK** this box!

5

**Save:** Done? Click Save!!!  
Doing several? Click the blue Save & New button to write another new article.

**Exit:** to exit and see what your article looks like on the homepage.

Return to Article List

### Add A New Article

Article Title:

Subheader:

Article Text:

Date Visible: mm/dd/yyyy

Expiration Date: mm/dd/yyyy

☒ Show Read More Link

Save Save & New Cancel

Save Cancel

# Purpose of the Subhead

- **Subheads can be used for:**
  - Direct information about an event or announcement (dates, times, locations)
    - Allows parents to get all the information needed on the homepage without clicking on anything further.
- **Summary of the article**
  - 2 sentences MAX about the main idea of the article
    - Tip: if your article is longer than 2 sentences, copy the first 2 sentences from the article and use them as the Subhead!
- **Posting Links on the homepage**
  - You can post a hyperlink in the subhead for anything from sign up forms, PDFs that are already loaded elsewhere on your website, external websites, or pages within your site already!

If you do not have a Subheader for your article, this is what it looks like on the homepage.

If you do not have any News Articles, this is what it looks like on your homepage.

If you do not place your text in the article text, this is what your article looks like on your homepage: too much text.

If you do not place your text in the article text, this is what your article looks like once viewers click the title: a blank article.

**SCHOOL NEWS**

**New Positive Behavior Intervention Suppor...**  
[READ MORE...](#)  
[PBIS Parent Document](#)

---

**Weekly Calendar** [READ MORE...](#)

---

**6th Grade Camp @ Sierra Outdoor School**  
[READ MORE...](#)

---

**New Football Game Times for 2018-19**  
[READ MORE...](#)


---

**Back to School Night** [READ MORE...](#)  
[Back to School Night Flyer](#)

---

**VIEW ALL NEWS**

HOME ABOUT PARENTS STUDENTS



**SCHOOL NEWS**

[VIEW ALL NEWS](#)

**CALENDAR OF E**

SEP 11

Nelson Parent Tea

6:00 PM - 7:00 PM

SEP 14

Sports Pictures

12:30 PM - 1:00 PM

SEP 14

Lincoln @ Nelson

2:00 PM - 4:00 PM

SEP

Maple Creek @ N

HOME ABOUT PARENTS STUDENTS

**SCHOOL NEWS**

**Welcome Back to School, Cubs!** [READ MORE...](#)

Welcome back to school, Cubs & Garfield families! We look forward to an amazing year of learning, athletic & artistic achievement, and fun!

School opens on Monday, August 20 at 8:25. Please remember that student supervision is provided only during the school day, beginning at 8:05. Only students enrolled in Campus Club or morning kindergarten may be on campus before that time. Safety is a priority at Garfield, and for this reason, we ask for your help in following this guideline.

**Back to School Night September 5th** [READ MORE...](#)

Garfield Teachers & Staff welcome you to Back to School Night on Wednesday, September 5. The schedule will be :

Parent Music Meeting	5:00-5:30	Cub Cafe
Grades 5-6		
Parent Athletic Meeting	5:30-6:00	Cub Cafe
Grades 4-6		
Session 1	6:00-6:40	Classrooms
Grades 1-6		
Session 2	6:45-7:25	Classrooms
Grades 1-6		

For your convenience, the same information will be presented in your student's classroom in both sessions.

**CALENDAR OF**

AUG 27

6th Grade Cook

2:00 PM - 2:30 PM

AUG 27

Fall Sports Prac

3:15 PM - 4:15 PM

AUG 28

Drama Packets

8:30 AM - 3:15 PM

AUG 29

Drama Audition

2:30 PM - 5:00 PM

AUG 29

Pep & Cheer Pr

3:15 PM - 4:15 PM

AUG 30

Fall Pictures

8:30 AM - 11:30 AM

AUG 31

PTC Room Pare

8:45 AM - 9:45 AM




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Part of the Clovis Unified School District

HOME ABOUT ACADEMICS CO-CURRICULAR ATHLETICS COUNSELING STUDENTS & PARENTS

Summer Meals

[Previous Version](#)

[← BACK](#)



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## Subhead Do Nots

- **Do not:**
  - Attach images to the subhead.
    - If sized incorrectly, they may take up too much room on your homepage and leaves your users scrolling.
  - Instead, use the thumbnail option for photos to appear on your homepage!
- Include no more than 2 sentences for your text so that it is not overcrowded with information.

### SCHOOL NEWS

#### Healthy Lunches with Chef Shayna

Chef Shayna from ABC news and Young Chef's Academy came to Tarpey and taught Tarpey families how to prepare and cook "Healthy Lunches."



[Read More...](#)

#### Clovis Rotary Donates to Tarpey 3rd Graders

Clovis Rotary likes to give back to the community in a big way!



[Read More...](#)

#### A Special Visit

Charles Moua, a third grader in Mrs. DeeDee Jett's class, has been studying the branches of government in Reading class. Charles mentioned that his uncle, Vong Mouanouboua, is a Clovis City Councilmember. Mrs. Jett took that opportunity and contacted Mr. Mouanouboua about visiting Tarpey third grade students.





# When to use the Article Text:

- **The Article Text box when creating your news article should be used for the following:**
  - **Including information about an event or news piece happening at the school**
    - You may have already included the date and time, but if there are details, include them HERE!
  - **Adding Photos of something that happened at the school**
    - Include your photos about an awards ceremony or the results of the sports match or your new teacher hires HERE!
  - **Adding information that you don't want an entire page on your website for, but it needs somewhere to live**
    - If you have parents calling the front office about something specific, consider writing the information they need to know in a news article to cut down on repetitive phone calls.

When to  
NOT use the  
Article Text:




The screenshot shows a form with the following elements:

- A top bar with icons for editing, undo, and a code editor, and a word/character count: "Words: 82 Characters: 555".
- A "Date Visible:" field containing "10/19/2018".
- An "Expiration Date:" field with a placeholder "mm/dd/yyyy".
- A checkbox labeled "Show Read More Link" which is checked and circled in red.
- A "Choose Photo Gallery" dropdown menu currently showing "Please Select".
- A small text note below the dropdown: "Optional Gallery to use at the bottom of the News Article".
- Three buttons at the bottom: "Save" (green), "Save & New" (blue), and "Cancel" (red).

- The only information needed is posted in the subhead (date, time, location, etc)
- If this is the case, make sure you **UNCLICK** the button “Show Read More Link”
  - It is always automatically clicked for you as the default.


What happens if you don't have anything to write in your article, but you forget to UNCLICK the read more button:




# Kastner Intermediate

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- Completely blank article.

## Part 2

- Converting your PDF to a JPG
- **Adding Thumbnail Photos to your articles**
- Attaching PDF files to your articles
- Posting a link in the Subhead or Article Text

\*

Before learning how to upload your image or PDF attachments to your article, first find out if the visual you want to attach to your News Article a .jpg image. News articles will only allow you to add a .jpg image for your thumbnail that appears on the home screen with your article.

**Often times, you have a PDF document that you want to use as an image.**

Follow these steps to convert your PDF to a .jpg image!

1

Open your PDF. It should open in Adobe Acrobat Reader

2

Click File in the upper left corner.

3

In the dropdown, click Export To > Image > JPG

4

Choose where you want your file to save. **You should now have TWO files: 1 PDF format, 1 JPG format.**

5

Now, proceed to the following steps to make this image your thumbnail on your homepage for that article.

\*

**Thumbnail Photos are MANDATORY**

**You can add:**

- Photos of your school/students
- A clipart image or icon from the internet

## RSS Syndication

Internal Name:

Public Title:

**Syndication Schedule:** Last Updated: 8/17/2018 4:45:35 PM ET

Update RSS Feed

Push To ESV2GO App [APP INFO](#)

Article List Count

6



## Manage Existing News Articles

Click and drag articles to reorder how they appear on the page. Click on a article's title to edit the article.

+ Add A New News Article

**To add your Thumbnail Photo:** Click the article title.

☐ Select All

Filter:

Show All



+ Delete Selected

<input type="checkbox"/>	view	New Date: Back to School Night	hover for details	+ Delete
<input type="checkbox"/>	view	Calling All Athletes!	hover for details	+ Delete
<input type="checkbox"/>	view	Fitness Frenzy Kickoff!	hover for details	+ Delete

Save

+ Cancel

\*

**Thumbnail Photos are MANDATORY**

**You can add:**

- Photos of your school/students
- A clipart image or icon from the internet

\*

**Article Title Key:**

- Title is red = it has expired
- Title is Blue = it is currently posted
- Title is purple-ish = has not posted yet



**Click the Images tab**

3

[← Return to Article List](#)

Article Text

Images

Attachments

Placement

## Article Images

\*

**Section 1: Thumbnail Photos**

## Upload New Thumbnail Image:

 No file chosen☒ Scale New Thumbnail Image

## Resize Thumbnail Image Width:

350

Applies to newly uploaded images only. Feel free to use your own value.

**Required** Thumbnail Alt Text:

Required for ADA compliance

4

**Choose your thumbnail file from your computer.**

- Keep the "Scale New..." box checked.
- Keep the Resize Thumbnail at 350.

5

Describe your image to remain ADA compliant.

6

Done? Click Upload/Save images

\*

**Section 2: Embedded Images**  
An Embedded Image is a single photo you can upload to the **INSIDE** of the article. If you want users to click the Read More and see a photo within the article, upload it here.  
**Repeat steps 4-6 to upload the photo.**

## Upload New Embedded Image:

 No file chosen☒ Scale New Embedded Image

## Resize Embedded Image Width:

500

Applies to newly uploaded images only. Feel free to use your own value.

**Required** Embedded Image Alt Text:

Required for ADA compliance



7

After saving, it will take you to this page. You can edit anything last minute. Click the green save and it will be added to your article as a thumbnail.

To view how it looks, click the X in the top right corner.

If you uploaded an Embedded Image, it will also appear here.


Article TextImagesAttachmentsPlacement





Article Images

The values for resizing thumbnail and embedded images has changed. Site Masters can now choose their own values for the website.

Add Your Own Default Values for Thumbnail & Embedded Images

Thumbnail Image:





Upload New Thumbnail Image:

☐ Remove Existing

Choose File

No file chosen

☒ Scale New Thumbnail Image

Resize Thumbnail Image Width:

350

Applies to newly uploaded images only. Feel free to use your own value.

Required Thumbnail Alt Text:

CE section

Upload New Embedded Image:

☐ Choose File

No file chosen☒ Scale New Embedded Image

Resize Embedded Image Width:

500

Applies to newly uploaded images only. Feel free to use your own value.

Required Embedded Image Alt Text:

Required for ADA compliance

Upload/Save ImagesCancel

Your changes have been saved.



## Latest News

[VIEW ALL NEWS](#)



**General Session for Clovis Unified** [READ MORE...](#)

<https://vimeo.com/285191883/d0dab9b486>

**View of thumbnail for article on homepage.**

**It auto scales for all sites; rounded corners for Jr. High and High School sites.**

## Too add a PDF attachment

### Edit News Component

RSS Syndication

**Click the Attachments tab** 8

← Return to Article List

Article Text Images **Attachments** Placement

Attach A New Document

Attachment Title:

Document:

Choose File No file chosen

**Choose your file from your computer** 10

**Click the green ADD button** 11

Existing Documents

**Click SAVE** 12

Save Cancel

**Update:** There are now RTFs for compliance of PDFs in the news component. It is auto-checked for you!

## Edit News Component

**Click the X in the upper right corner to see your homepage and look at your PDF.**

RSS Syndication

← Return to Article List

Article Text

Images

Attachments

Placement

### Attach A New Document

Attachment Title:

Document:

Choose File No file chosen

+ Add

### Existing Documents

Document Example

ⓧ Delete

13

**Your PDF appears here.**

**To edit your upload, click the title.**

**To add more, repeat the title and upload process.**

💾 Save

✖ Cancel



## New Date: Back to School Night

Staff Introductions in the MPR at 5:45 p.m.

Classroom Session One - 6:00 p.m.

Classroom Session Two - 6:45 p.m.

### Attachments Available to Download:

[Document Example](#)

[Printable Version](#)

[← BACK](#)

**When viewers click on your article title, they will see your PDF under an Attachments Available to Download section of your article.**



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# How to link to websites or internal pages inside your Subheader or Article Text:

1 Type what you want your link to say:

2 Highlight the word you want to use as your hyperlink.

3 Click the chain link icon to attach your hyperlink to the word.

4 Paste your website url here:

- You can use an external website (copy the website and paste it in the URL box)
- OR you can copy and paste a URL from one of your pages inside your school website! (<https://chs.com/activities.aspx>)

5 Make sure the link opens to a new Window

Click OK

If you want this link to appear inside the article, you can type the same thing and attach the link here too, just repeat steps 1-4.

Click OK




# Results:

**SCHOOL NEWS**

### Harvest Grams

Harvest Grams will be available for purchase November 5-14.

[Read More...](#)



**Harvest Grams**  
November 5-November 14th

Nelson PTC will be selling Harvest Grams, with treats attached for \$1.00. Surprise a classmate, friend, or teacher with a Harvest Gram.

Remember buying a simple gram for \$1.00 can be the kindness that changes someone's day!

### Download our new app!

CUSD has a new app! Watch the [video](#) for more details and get started by downloading the Clovis USD app on any Google Play or iOS App Store!

[Read More...](#)


### Free Lunch

Stay Healthy, Roadrunners!

[Read More...](#)

**VIEW ALL NEWS**

Your link will appear in your subhead where users can click on it and it will take them to the link!

**NELSON ELEMENTARY**  
*Part of the Clovis Unified School District*

HOMEABOUTPARENTSSTUDENTS  
CO-CURRICULARRE

## Download our new app!

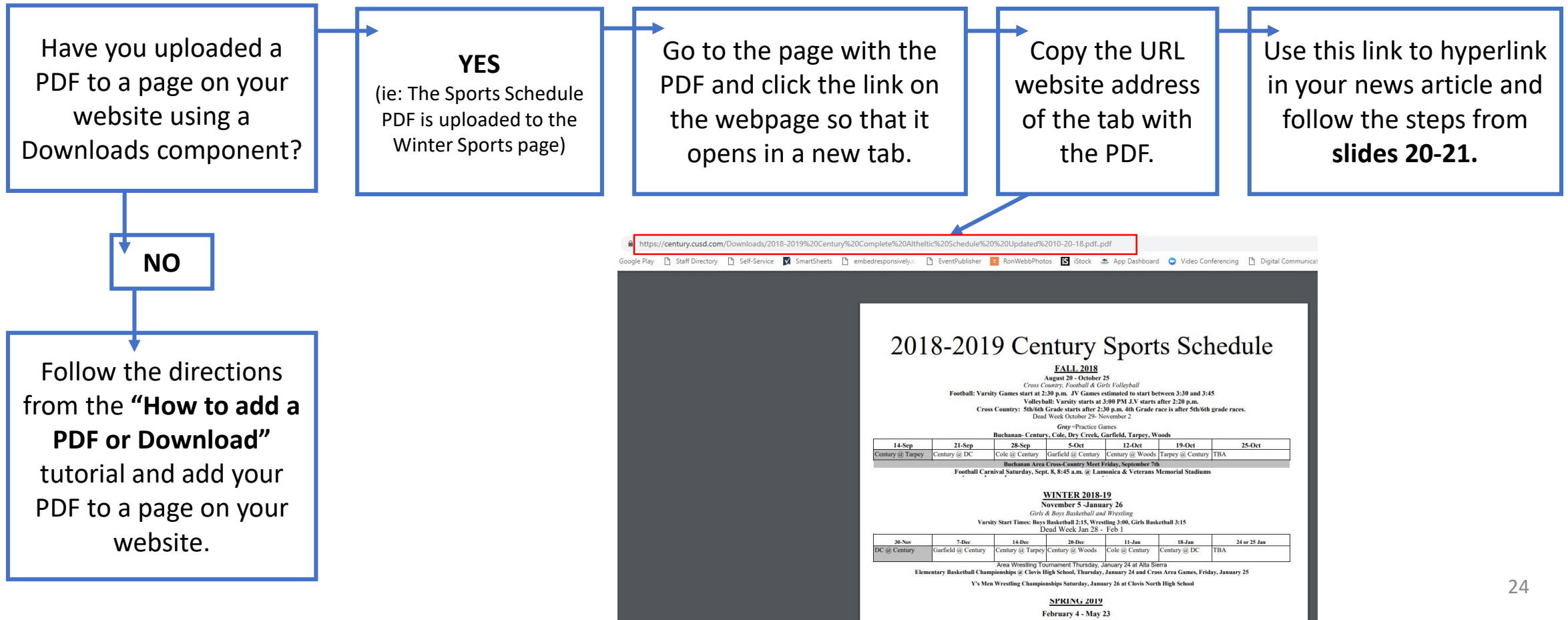
CUSD has a new app! Watch [video](#) the for more details and get started by downloading the Clovis USD app on any Google Play or iOS App Store!

[Printable Version](#)

[← BACK](#)

AND your link will appear in your article body where users can click on Read More and they can click on the link from here!

# How to link to PDFs from your website inside your Subheader or Article Text:



<https://century.cusd.com/Downloads/2018-2019%20Century%20Complete%20Athletic%20Schedule%20Updated%2010-20-18.pdf.pdf>

Google Play Staff Directory Self-Service SmartSheets embedresponsively: EventPublisher RonWebbPhotos iStock App Dashboard Video Conferencing Digital Communication

## 2018-2019 Century Sports Schedule

**FALL 2018**  
August 20 - October 25  
Cross Country, Football & Girls Volleyball  
Football: Varsity Games start at 2:30 p.m. JV Games estimated to start between 3:30 and 3:45  
Volleyball: Varsity starts at 3:00 PM J.V starts after 2:20 p.m.  
Cross Country: 5th/6th Grade starts after 2:30 p.m. 4th Grade race is after 5th/6th grade races.  
Dead Week October 29 - November 2

**Gray - Practice Games**

14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	25-Oct
Century @ Tarpey	Century @ DC	Cole @ Century	Garfield @ Century	Century @ Woods	Tarpey @ Century	TBA

**Buchanan Area Cross-Country Meet Friday, September 7th**  
Football Carnival Saturday, Sept. 8, 8:45 a.m. @ Lamonica & Veterans Memorial Stadiums

**WINTER 2018-19**  
November 5 - January 26  
Girls & Boys Basketball and Wrestling  
Varsity Start Times: Boys Basketball 2:15, Wrestling 3:00, Girls Basketball 3:15  
Dead Week Jan 28 - Feb 1

20-Nov	7-Dec	14-Dec	20-Dec	11-Jan	18-Jan	24 or 25 Jan
DC @ Century	Garfield @ Century	Century @ Tarpey	Century @ Woods	Cole @ Century	Century @ DC	TBA

**Area Wrestling Tournament Thursday, January 24 at Alta Sierra**  
**Elementary Basketball Championships @ Clovis High School, Thursday, January 24 and Cross Area Games, Friday, January 25**  
**Y's Men Wrestling Championships Saturday, January 26 at Clovis North High School**

**SPRING 2019**  
February 4 - May 23  
Football, Baseball, Boys Volleyball & Tennis



# How to make news items stand out

---

Utilize the thumbnail photo to grab user's attention!

Search for images and icons online!

## SCHOOL NEWS

### Emergency - TEST

This is a test to show how to use thumbnails to get people's attentions of new information added to the School News section of the website.



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[VIEW ALL NEWS](#)