




Site Apex News Module Primer

Login:

Username:

Password:

Where to Find Additional Help

1. Context sensitive help menus are on most items 
2. Use the Site Apex HELP menu for online manual, video tutorials & support ticket system.



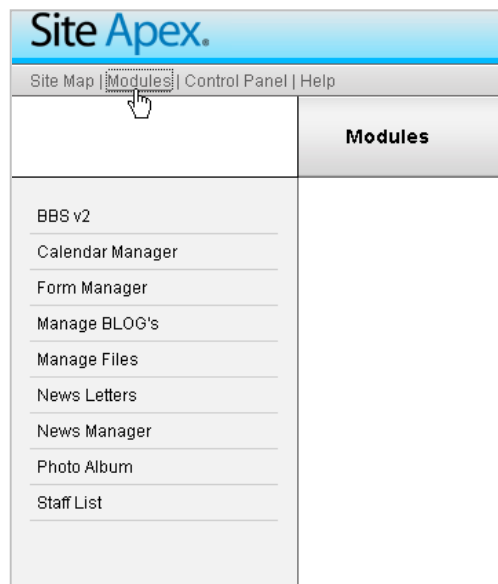
Getting Started

Modules are managed through the Modules menu.

1. Click on Modules in the top left menu
2. Select "News Manager" from the menu on the left
3. This will load any current news feeds and the News Manager Menu in the top right corner

The news manager organizes articles into feeds. Your site can have unlimited feeds and each feed can have unlimited articles.

News Feeds can be added to pages of your website and will display an archive of all active articles within that particular feed.



News Manager Options



List News Feeds: Displays all current news feeds

Add News Feeds: Allows you to add a new news feed

List Articles: Displays all current articles from all news feeds

Add Article: Allows you to add a new article to a news feed



Creating a News Feed

1. Click on Add News Feed in the top right menu
2. You will be given a blank form page to enter information about your news feed

Name:	<input type="text"/>
List Title:	<input type="text"/>
RSS:	<input type="radio"/> Yes <input checked="" type="radio"/> No
RSS Description:	<div style="border: 1px solid #ccc; height: 150px;"></div>
RSS Link:	<div style="border: 1px solid #ccc; height: 150px;"></div>
RSS Time Zone:	<input type="text" value="(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima"/>
Mini Feed Options	
Mini Feed Title:	<input type="text"/>
Number of Articles:	<input type="text"/>

Name: This is the name of the news feed. You can have multiple news feeds to keep news articles organized for different topics or issues.

List Title: This will be the title of your news list. It will show above the articles listed on your news page. By default the title is "Other News", filling in your own title will overwrite this.

RSS Options: News Feeds can also be RSS feeds. For more information on how to use this feature, please see our online support area at www.siteapex.com.

Mini Feed Title: Some sites have a Mini News feed built into the template. This allows you to give it a title which will appear above the articles.



Number of Articles: This sets the number of articles to display in the Mini News.

3. When you are finished entering information, press [submit] at the bottom to create the news feed
4. This news feed will now appear when you “List News Feeds” and will also appear in the dropdown when adding an article.

Note: Creating a news feed does not make the news live on your website. You will have to create a News Page to display the news feed on (see page 4).

Editing a News Feed

1. Click on List News Feeds in the top right menu
2. Click [edit] beside the news feed you want to edit

News Feed Name	RSS URL	Options
testimonials	NA	Edit Delete Add News Article
News	NA	Edit Delete Add News Article

3. Update the information boxes as required
4. Press [submit] to save your changes

Adding an Article

1. Click on Add Article in the top right menu
2. You will be given a blank form page to create your article

News Feed:	<input type="text" value="News"/>
Title:	<input type="text"/>
SubTitle:	<input type="text"/>
Author:	<input type="text"/>
Story	
A rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, image, and other text formatting options. Below the icons are dropdown menus for Paragraph, Font Name, and Size, followed by buttons for Bold (B), Italic (i), and Underline (U).	

3. You can select which news feed the article should be created in from the dropdown
4. Each article should have a title, subtitle and author are optional
5. Use the editor to create your story, add images and links, etc. just like you would on a normal page



Display Posted Date:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Post Date:	January <input type="text"/> 20 <input type="text"/> 2009 <input type="text"/>
Featured Story:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hyperlink Title:	<input type="text"/>
URL:	<input type="text"/>
Use Expiry Dates:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show in Mini Feed:	<input checked="" type="radio"/> Yes <input type="radio"/> No
RSS Link:	<input type="text"/>

6. You can choose whether or not to display the date the article was posted (see image above)
7. You can also “Use Expiry Dates” to determine start and end dates for your article to appear on the site
8. When you have finished, press [submit] at the bottom to create your article
9. News Manager Articles go live right away – you do not have to Publish your site.

Note: Visit the online support site at www.siteapex.com for more details about other features.

Editing an Article

1. Click on List Articles in the top right menu
2. Click [edit] beside the article you want to edit

Title	Posted Date	Feed	Options
What makes us different	October 29, 2008	News	Edit Delete
Problem solving ability	October 28, 2008	testimonials	Edit Delete

3. Update the information boxes as required
4. Press [submit] to save your changes

Setting Up a News Page

1. Create a News Feed
2. In the SiteMap, add a page which will contain the News Manager module. In the menu item “Type of Page”, select "News Manager" to allow the module to be added to the page.
3. On step 2 of the page creation, you will be prompted to select which News Feed you would like to appear on the page.