

# How to create a News item

Under Modules, select News and click on the Add News button.

- **SUBJECT:** Add a subject for the news item
- **URL:** This will be automatically generated although it can be edited if desired
- **EVENT DATE FROM AND TO:** If this is an event, select the Event Date. If this is an announcement without an event associated with it, select a date far in the future. This will allow the news items with event dates to show up first

Open the More Options drop-down

- **TEMPLATE:** Use the default template
- **ENABLED:** Keep the check box ticked to enable. (When you want the news item to be removed from the website but not necessarily deleted, remove the tick from the check box to disable.)
- **ROLE RESPONSIBLE:** Leave to none specified
- **RELEASE AND EXPIRE DATES:** Select a release date and expiration date, if desired. (This feature helps keep the website from showing old info or events that are past. Be sure to set a news item associated with an event to expire after it has taken place.)

In the News Content area, add the subject's content. The formatting works like a word processor.

The screenshot shows the 'Add News' form in a web management system. On the left is a sidebar with navigation options: Recent Items, Dashboard, Site Manager, Modules, News (selected), Media Downloads, FAQs, Banner Images, Member Database, Email Marketing, Reports, Tutorials, and Site Settings. The main content area is titled 'News' and 'Add News'. It is divided into two main sections: 'News Details' and 'More Options'.  
**News Details:**  
- Subject: A text input field.  
- URL: A text input field with the value 'http://www.oamarin.org/news/' and an 'Edit' link.  
- Event Date From: A date picker set to '29-Jan-2014'.  
- Event Date To: A date picker set to '29-Jan-2014'.  
**More Options:**  
- Template: A dropdown menu set to 'Use default template' with 'Preview' and 'Edit' links.  
- Enabled: A checked checkbox.  
- Role Responsible: A text input field with the value 'None Specified' and an 'Edit' link.  
- Release Date: A date picker set to '29-Jan-2014'.  
- Expiry Date: A date picker set to '1-Jan-9999'.  
**News Content:**  
- An 'Add modules' button.  
- A rich text editor toolbar with various icons for text formatting, alignment, and links.  
- A large text area for entering the news content.  
- 'Save' and 'Cancel' buttons at the bottom.