



Getting started with the e-c toolset News System

Overview: -

The e-c toolset is an extremely flexible toolset that can be used for a variety of communication functions. This document contains an overview of the News function.

Adding a News Page to your web site is a two-step process – first you need to create the page in the editor and add to that page a news dynamic component.

Then in the admin menu you will see an option to enter individual news items and you can select which of the news pages it gets displayed on.

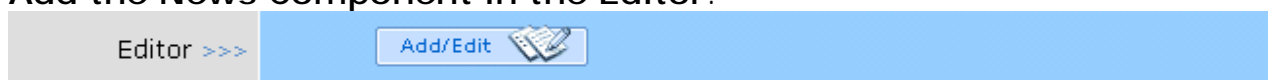
There are no limits to the number of news pages you can have and they can be in passworded folders or on the public page.

- 1) Login to the admin system at the following web address with the username and password that has been sent to you
www.e-c.co.nz/admin/

Hint: - *You may want to bookmark this page as this is the page you will use every time you want to edit your web site.*

Result: - This will load the main admin menu


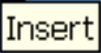
- 2) **Add the News Component in the Editor:** -



Use this section to add the News component into your pages. Click on the page to add the news component or create a new page for your news page.

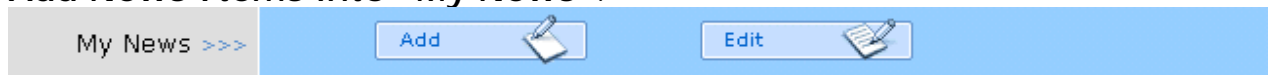
Place the cursor where you want the News Component to be added then click the "Insert News" button on the editor bar.

Select the "News" icon :-

Manual News		
Name	Description	Insert
My Own News	Manual News	 

Save the page then publish the page

3) Add News Items into "My News": -



Use this section to add Latest News Items to your web site.

You may see a message telling you that this part is not available yet – which means that you need go into the Editor Section and add the "My News" component from the "Insert News" button on the tool bar into your news page.

You can have more than one page of News and assign each News item to a specific page within your web site.

4) Entering a News Item:-

* Select Title... ?	please select Or Add New <input type="text"/> (Field marked * are required)
* Heading... ?	<input type="text"/>
* Teaser... ?	<input type="text"/>
* Body... ?	<input type="text"/>
Publish... ?	<input checked="" type="checkbox"/>
Display Order Format (yyyyymmdd)	<input type="text"/>
Display After... ? Format (dd/mm/yyyy)	<input type="text"/>
Display Before.... ? Format (dd/mm/yyyy)	<input type="text"/>
Date Entered... Format (dd/mm/yyyy)	03/10/2003
URL to Link to... ?	http:// <input type="text"/>
Image...	<input type="text"/> Show/ Edit / Upload Files
* Page Access: ? This News is available to these pages	<input type="checkbox"/> _demo/News <input type="checkbox"/> help/e-c Help
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Use the "Title" to put your news into categories

Use the "Heading" for the displayed heading of the item

Use the "Teaser" as the short description for the item

Enter the "Body" of the news item

Click the "Publish" box to display the item on the public side – this overrides all the other display options

Use the "Display Order" to arrange the items so that the newest one displays at the top of the page. Enter the date as a four digit year then a two digit month then a 2 digit day: -

So 30 September 2003 would be 20030930

Enter the "Display Before" and "Display After" (Release date and the Retract date) – or leave them blank to always display the item.

Enter a web address ("URL") to link to more information – you can use this entry to link to other pages within your web site.

Click on the "Show / Edit / Upload Files" link to upload an image to use in the news item.

Finally select the Pages that you wish the news items to be displayed on

For more help see www.e-c.co.nz/help/

Or email help@e-c.co.nz