

Instructions for Creating Announcements Pages

*You can create a list of news items or announcements using this type of page, with the latest addition always appearing at the top with the date, time, and poster's (Webmaster's) name. **NOTE: You may want to replace the "News" page originally set up on your site with this type of page for your news and announcements.***

- 1) In editing mode, at the top of **any** of the current pages on your site, click the "New page (c)" icon (looks like a page with a + sign in it).
- 2) In "Name your page:" type in the name you want your page to be called, such as "News" or "Announcements." (This text will show up both as the title on the upper left of the page and as the sidebar name if you choose to add your new page to the left-hand sidebar.)
- 3) Leave the radio button checked beside "Put page at the top level" if you intend for this to be a main page. Otherwise, check the second radio button beside the page you started on to make this a subpage or click "Choose a different location" to select another main page.
- 4) Select "Announcements" from the "Select a template to use" dropdown menu.
- 5) Click the red "Create" button at the top.
- 6) To insert your first announcement or news item, click the "New Post" button.
- 7) In the first dotted box, replace "Unnamed Post" with the title of your individual announcement or news item.
- 8) In the second dotted box, type in or copy the text of your news item/announcement.
- 9) When you are finished, click the blue "SAVE" button in the upper right-hand corner. Your post with the date, time, and your name will appear on the page. (All posts that you add appear on the main page as well as on a separate individual page that is accessed by clicking the title of the post.)
- 10) You have the option of adding attachments to your posts, which will show up on both the individual posted page and the main announcements page.
- 11) Additionally, a "Comments" section appears on the individual posted page where just you as Webmaster can add remarks. On the main Announcements page, the number of comments on the individual posted page is noted.
- 12) To add a new post, you must first navigate away from the main page, then go back it for the "New Post" button to reappear. Follow steps 6-9 again for each post you wish to add.
- 13) To find your newly-created page, go to the "Sitemap" link on the left-hand sidebar.
- 14) To add the new main Announcements page to your left-hand sidebar, follow *Instructions for Adding and Deleting Pages to/from Your Left-Hand Sidebar* at www.iwla.org/webtips.

Note: A "Subscribe to posts" button also appears at the top of the main announcements page, enabling site visitors to save it as a "Feed" in a folder on their computer's browser to allow them quick access to the page so they can see what's new since the last time they visited.