

Staff landing page - updating featured stories

This quick guide is for the Digital team to add an existing news item to the [staff landing page](#).

The full guide which the Comms team use is [attached](#) to this page.

1. Identify the correct post in [Wordpress](#)
2. Ensure you have an appropriate image, sized correctly (216px x 216px)
3. Upload this image to the Wordpress media gallery
4. Grab the full URL of the image by clicking on it in the media gallery. Look for the '*File URL*' field and copy the contents.
5. In the post, create a new custom field of the type '*Headline image file URL (216 x 216px)*
6. Paste image URL into value of newly created custom field
7. Click the '*add custom field*' button
8. Categorise the post as 'headline' (under Homepage categories)
9. Update the post, or publish if it isn't live and you have authorisation
10. [Preview updated landing page](#)
11. If everything is correct, publish the homepage