

How to add news to your site

The CMS has a built-in news feature which can be used by any site.

To use this feature there is a specific setup required.

News setup

Create a new folder called "news" in the site root

- Go to the site's root folder in the CMS
- Click on New -> Folder -> Continue
- Give it a name of **news**, tick "Edit properties of the new folder" and select "No index page" -> Continue
- Click on Advanced
- Add a template-elements property:
 - for the common template this is `/system/modules/uk.ac.bath.template.common/pages/site-news.jsp` or
 - for the version 3 template it is `/_admin/pages/siteNews.jsp`
- Add the template property:
 - In the common template this is `/system/modules/uk.ac.bath.template.common/templates/commonTemplate`
 - for the version 3 template this is `/system/modules/uk.ac.bath.template.v3/templates/pageTemplate`
 - Click on Finish

Create an article in the news folder

- Go into the newly created news folder
- Click on New -> Structured content -> Continue
- Click on News Article -> Continue
- Type a generic name for a news article, for example **news**
- Untick "Edit properties of the new file" -> Finish

Create a new page and put the news macro on it

1. Click on New -> Basic page -> Continue
2. Type a name for the page, for example **index**, select the template and layout that you want
3. Untick "Edit properties of the new file" -> Finish
4. Right-click on the page and click "Edit page"
5. Type the text `{{news}}` on the page
6. Save the page and exit the editor
7. View the page and see the news toolbar on it

See also:

- [Adding a news item](#)
- [Editing a news item](#)
- [Expiring a news item](#)
- [Using the news module](#)