

Adding a news item

How to add a news item

- Visit your [existing news index page](#) in the CMS by left clicking on it in the CMS workplace (usually index.html)
- Click the "New" button with a green plus sign on the page:

News

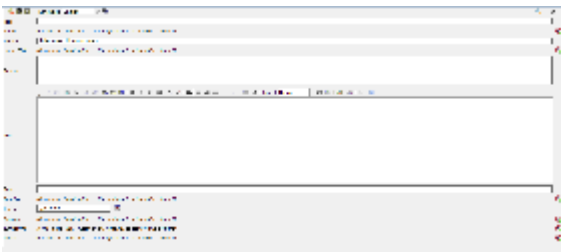
Student Accommodation office move

Mon 17 Sep 2012

Student Accommodation office moves... [read more »](#)



- Type a **title** for the news story, some **teaser text** which will be displayed on the news index page, and the **main content** of the article in the text box. Click on the image below to view a larger version of the news editor.



- Tag the news item accordingly (e.g. a research feature would be tagged research)
- Save and close the news item editor.
- **Publishing your news item:** When you create a new news-item, you need to change the timestamp on /news/index.html (right-click > Advanced > Touch) and **publish** it at the same time as the news item; otherwise the CMS does not add the news item to the main news page (/news/index.html) .

You can also [set release and expiry dates](#) for news items.

See also:

- [Editing a news item](#)
- [Using the news module](#)
- [How to add news to your site](#)

Unable to render {include} The included page could not be found.