How to Make a News Item on the City of Stamford Website
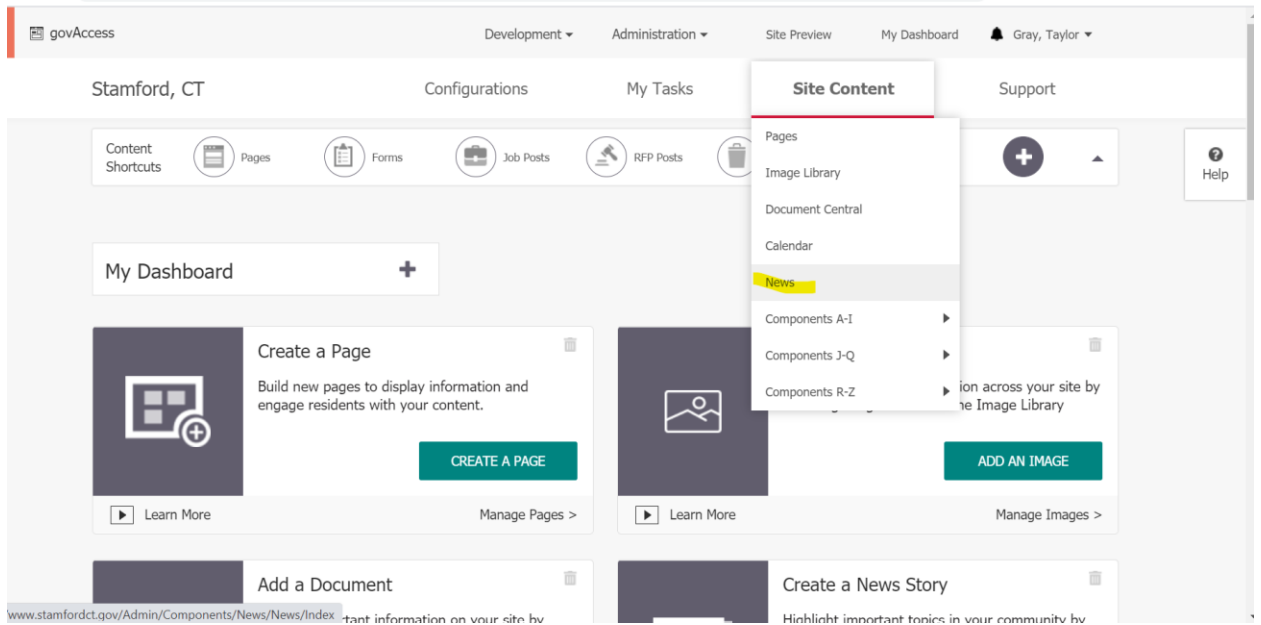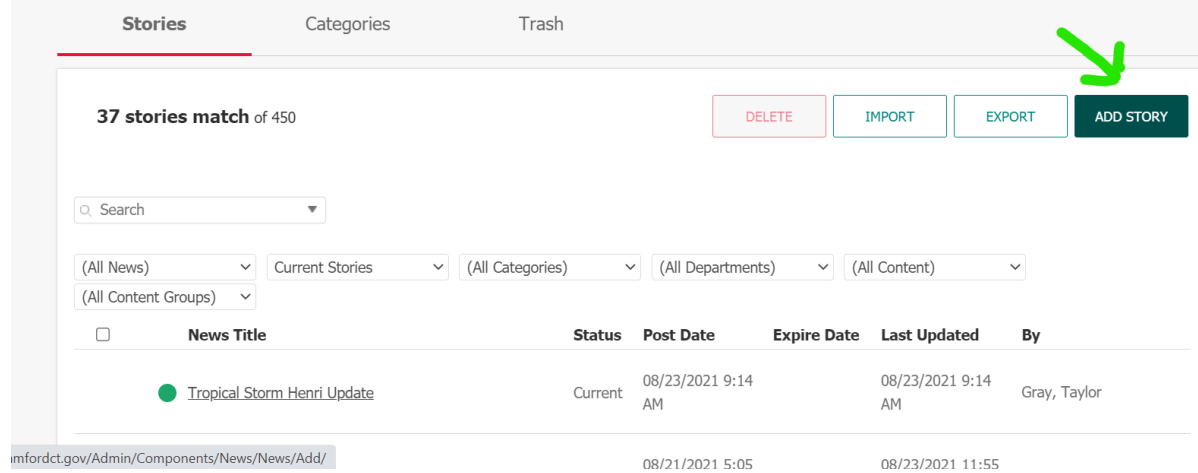
1) Go to My Dashboard, then go to Site Content > News

2) Click "Add Story".

3) Select your Content Group and add a Title. NOTE: Keep title short so it's not cut off on homepage.

Content Group
Road Maintenance

Title
Test

196 characters

Subtitle *(optional)*
Enter your subtitle

200 characters

Introduction *(optional)*
Enter your introduction

300 characters

4) To find an image for your news item to show on the homepage, click "Browse" and search through the image library. Under Site Management>Home News there are several stock photos for news items. Once you select an image, write the text for your news item under "Details".

Thumbnail Image *(optional)*

BROWSE

REMOVE

Details *(optional)*

The following roads are being paved tomorrow.

1

2

3

4

5) Select a category if applicable and find the departments that are associated with the news item. This will allow the news item to populate specific department pages.

Categories *(optional)*

> Press Releases   ✕

Departments *(optional)*

Choose departments

- Select All
- Access for All (A4A) Stamford
- Administration
- Affordable Housing Trust Fund Board of Trustees
- Animal Control
- Anti Blight
- Arts & Culture Commission
- Blight Hearing Committee

6) To display your news item on the city homepage, click "Channels" and then click the "Display on Home?" button.

Channels

Website *(optional)*

1. Post Date   Post Date and Time
2. Expire Date   Expire Date and Time

Display on home?   ☑

Pin to top?   ☐

Schedule review?   No Review

Redirect URL

Redirect URL Target

Email *(optional)*

7) Once finished, press "Publish". Do not press save, as that does not publish your news item on the website.

Add Story

| | SAVE | BACK | insert comments here... | PREVIEW | PUBLISH |

Summary

Content Group

_Default

Title

Test

196 characters

Subtitle *(optional)*

Enter your subtitle