

# Web Link Help File:

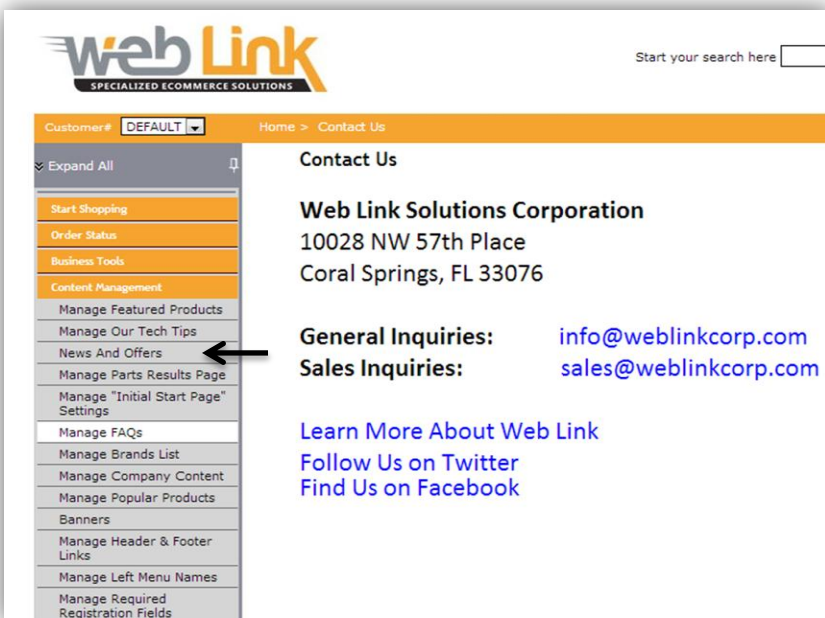
## Create News and Offers For Your Website

### Abstract

- This help file will illustrate how to create news items and special purchase offers that can be displayed on the website.

### Procedure

1. Navigate to "Content Management" and then select "News and Offers" from the drop down menu. The resulting page will list any items that are currently being displayed on the site as well as an "add news" link at the bottom right of the screen. Click on this link to add a new offer or news item.



### Manage Our News

Title	Description	Link	Link Title	Position	Delete	Edit
➔ Add News						

2. The resulting screen displays several fields where the user can enter information regarding the news or offer item.
  - a) Title field can be used to enter a general description.
  - b) The description field is used to enter more in depth description of the item.
  - c) Related Documents allows for the user to attach a document such as a Word or PDF to the entry. A link to this document will display within the news article.
  - d) The Link Title field offers the user the ability to add a descriptive title to the image attachment.
  - e) The Order entry field allows the user to assign in what order the item will be placed on the web page.

Clicking on the Save button will save and publish the item to the site. An example is given below where all fields have been entered. After the item is saved, the News and Offers screen displays the new item. These items can then be deleted or edited at any time by clicking on the appropriate icon at the far right columns of each row.

### News

**Title**

**Description**

**Related Documents**  Limited Time Offer.docx

**(optional)**


**Link Title**

**Order**

←

News And Offers

Offer saved successfully

Title	Description	Link	Link Title	Position	Delete	Edit
New 15% Offer	For a limited time we are offering a 15% off coupon that can be redeemed with your purchase. <div style="text-align: center; margin-top: 10px;">  </div>		More Information	1	🗑️	✎️

Add News