


How to update the news release list page on the FHS website

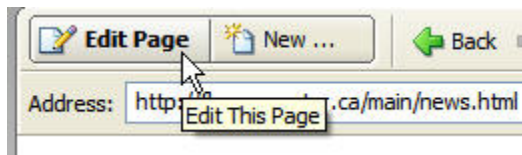
1. Start Contribute. 
2. Browse to the 2008 News list page:

<http://fhs.mcmaster.ca/main/news.html>

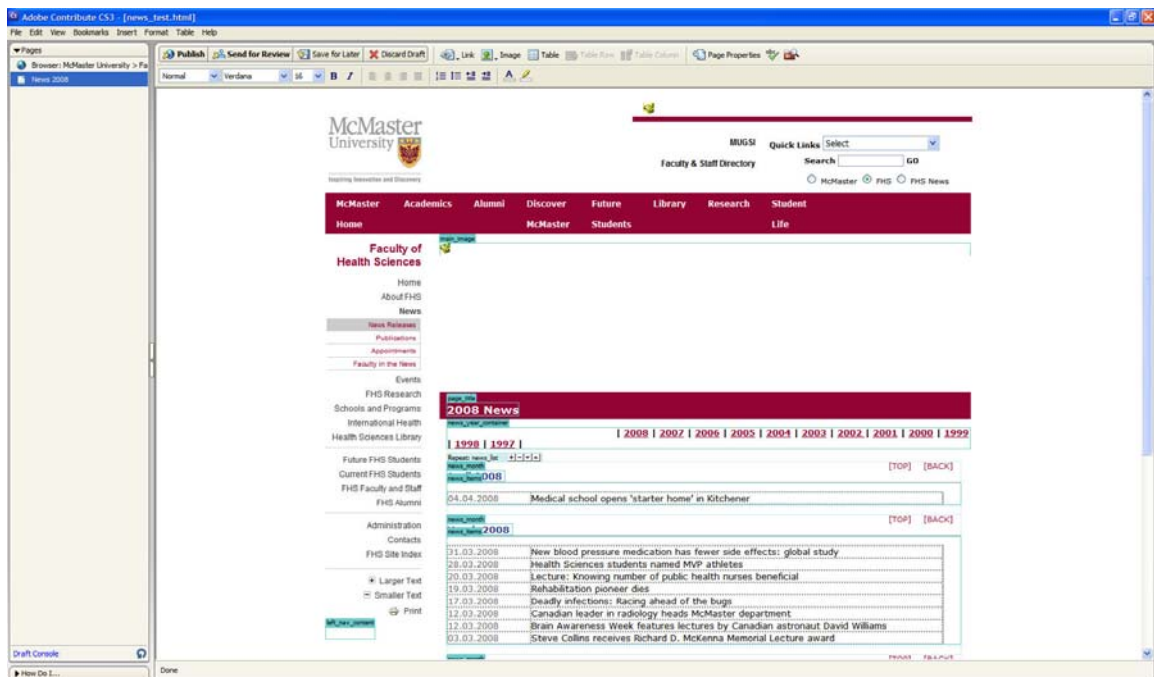
For practice, browse to the test news page:

http://fhs.mcmaster.ca/main/news_test.html

3. Click Edit Page.



4. A draft of the page will be created. All drafts are listed in the pages panel on the left side of the window. A draft is a temporary version of the page. Editable regions on the page will appear inside of blue-green boxes with labels above the top left corner of each box.



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- Put your cursor in the top row of the table for the latest month. Right click and select Insert Row Above.

The screenshot shows the Faculty of Health Sciences website. A table of news releases is displayed, with a context menu open over the top row. The table has two columns: a date column and a title column. The top row of the table is highlighted, and the context menu is open, showing options like 'Table Properties...', 'Table Cell Properties...', 'Text Options', 'Style', 'List', 'Merge Cells', 'Split Cell...', 'Insert Row Above', 'Insert Row Below', 'Insert Column to the Left', 'Insert Column to the Right', 'Insert Multiple Rows or Columns...', 'Delete Row', 'Delete Column', and 'Insert Link...'. The 'Insert Row Above' option is selected. The table content is as follows:

2008	
2007	
2006	
2005	
2004	
2003	
2002	
2001	
2000	
1999	
04.04.2008	medical school opens 'starter home' in Kitchener
news_month	
news_items 2008	
31.03.2008	New blood pressure medication has fewer side effects: global study
28.03.2008	Health Sciences students named MVP athletes
20.03.2008	Lecture: Knowing number of public health nurses beneficial
19.03.2008	Rehabilitation pioneer dies

- Enter the date in DD.MM.YYYY format for the story in the first column of the row you just created.
- In the second column, enter the title of the story.

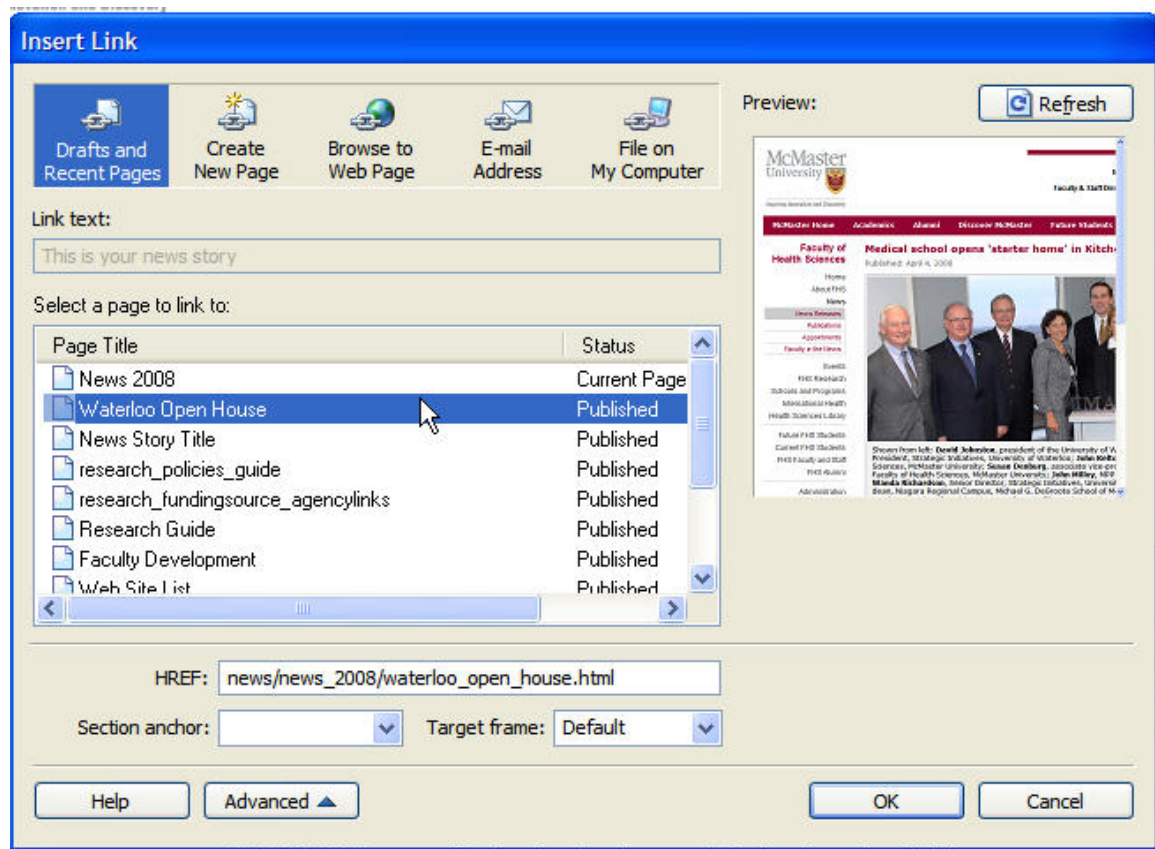
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8. Highlight the title of the story, click the Insert Link button on the toolbar and select Draft and Recent Pages. (You can also choose Browse to Web Page and enter the URL of the new page.)

The screenshot shows a web editor interface with a toolbar at the top. The toolbar includes buttons for 'Publish', 'Send for Review', 'Save for Later', 'Discard Draft', 'Link', 'Image', 'Table', 'Table Row', 'Table Column', and 'Page Properties'. The 'Link' button is highlighted, and a context menu is open over it, showing options: 'Drafts and Recent Pages...', 'Create New Page...', 'Browse to Web Page...', 'E-mail Address...', and 'File on My Computer...'. The main content area displays the McMaster University website. The website header includes the McMaster University logo and the tagline 'Inspiring Innovation and Discovery'. Below the header is a navigation menu with links for 'McMaster', 'Academics', 'Alumni', 'Discover', 'Future', 'Library', and 'Research'. The 'Faculty of Health Sciences' section is visible, with a sidebar containing links for 'Home', 'About FHS', 'News', 'News Releases', 'Publications', 'Appointments', 'Faculty in the News', 'Events', 'FHS Research', 'Schools and Programs', 'International Health', 'Health Sciences Library', 'Future FHS Students', 'Current FHS Students', 'FHS Faculty and Staff', 'FHS Alumni', and 'Administration'. The main content area shows a '2008 News' section with a list of news items. The first item is dated '04.07.2008' and has the title 'This is your news story'. The second item is dated '04.04.2008' and has the title 'Medical school opens 'starter home' in Kitchener'.

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9. In the Insert Link dialog box, select the new release page you created. The



10. Click F12 to view the page draft in your browser. Click the new link in order to test that it takes you to the correct new release page.

11. Click Publish.

12. The 2008 news list page has been updated on the server.

13. Check the page to make sure the text and link are correct.

14. The next step is to update the FHS home page.