

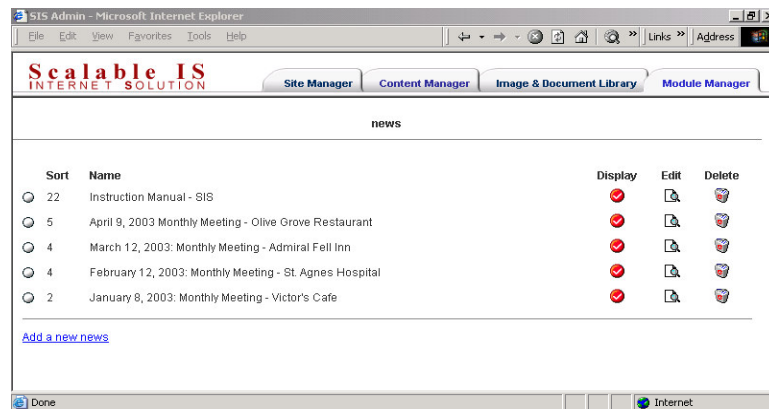
News Administration

The News Module is a terrific way to quickly organize articles and documents for your visitors to download. The look and feel of this module is pre-formatted so you don't have to worry about what the display will look like.

This module can be found in the Module Manger section of your SIS. One of the most simple and user-friendly modules, the administration consists of 5 controls:

Sort: Assigning a number to your article will determine which news item appears before the other ones on the front end. The lower the number, the higher the article appears on the page rank

Name: This is essentially the "Title" of your article. The front-end display has been pre-formatted.

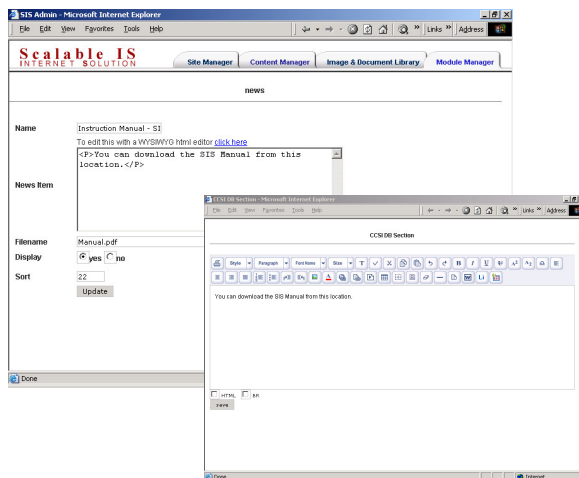


Display: You can choose to display or hide your News Items without having to delete them by simply choosing "Yes" or "No" when adding or editing an Item.

Edit: Clicking on the Edit icon will open the window for the specific article you want to edit.

Delete: Clicking on the "Delete" icon will permanently delete that particular Article.

Add a New News: This link (below the existing Articles) will open a dialogue box that will allow you to add additional News items as necessary.

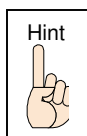


The "Add a New News" window and the "Edit" window are essentially the same. All settings are available here, including access to the WYSIWYG editor.

Using the WYSIWYG editor gives you the added dimension of adding images and colors to your Article descriptions.

After adding or editing your article, simply click on the "Update" button on the bottom of the page.

That's it... you have just added a new Article to your website!



Don't restrict your self to News articles...the News Module would make a great Library! With a little customization, it can be displayed in categories or articles.