

**IT Services Training**



**Adding News and Events**

## **SiteBuilder Training Module: Adding news and events**

This training module is for those within the University who wish to learn more about adding news and events content in SiteBuilder. On this module you will learn about adding short-lived content to your website, creating news and calendar pages, and creating and editing news and events.

When you have completed these exercises you should be able to:

- understand short-lived content like news and events; create a news page;
- create a calendar page;
- add and edit a news items;
- add images to a news stories;
- add and edit events (including multi-day events);
- create and edit recurring events;
- categorise news and events items using tags;
- create news and events feeds for the homepage.

### **Prerequisites:**

A good understanding of the Windows interface  
Familiarity with browsing the web  
Knowledge of the basics of SiteBuilder (e.g. editing content)

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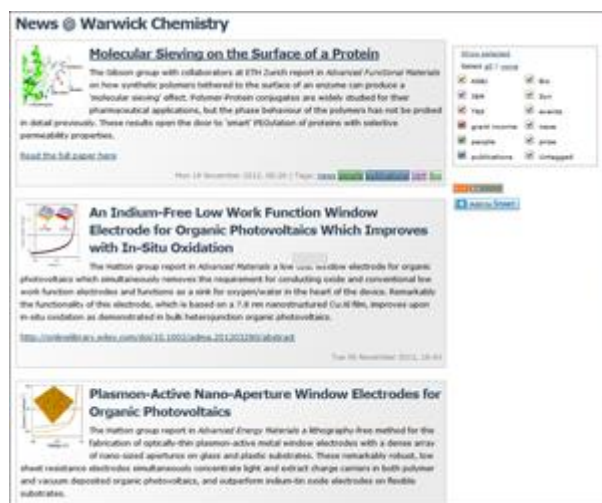
## Task 1. Understanding short-lived content, and news and calendar pages

**Objectives** To learn the difference between short-lived and regular content, and how to add short-lived date-dependant content to your website.

The majority of content on a website is designed to be present and available for some time. Some content should be available for posterity, while other content is valid for an academic year or term. There are occasions however when content has a shorter life span, and is relevant or valid for a short time. The most obvious examples of this type of content are news and events items.

A news page on a website is generally considered to be up-to-date and present the most recent items before older content. While it is perfectly possible to use a standard SiteBuilder page as a news page, and update it manually, it can be laborious to make sure it is always up-to-date and relegates news items when they become old. Events items are those that are entirely date-dependant. While it can be useful to know past events, the most important content to a user of a website in regards to events will be those that are yet to occur, and allowing a user to browse such events in an easy to use way that presents the information in a suitable way will improve your website and give it a more interactive feel. Again, while it is not impossible to create an events page in a standard SiteBuilder page, it would be time-consuming.

SiteBuilder provides two tools that you can use to add short-lived content to your website: news pages and calendar pages. NewsBuilder and calendar content resides in a normal SiteBuilder page meaning that it can be easily added to a website. A news page will look similar to this:



A calendar page has 6 page views that can show events items:

- Next 4 weeks: shows a calendar grid of the next four weeks (the default view)
- Month: shows a calendar grid of the current month.
- Term: shows particular term dates.
- Next 4 days: shows a list by day of all events scheduled in the next 4 days.
- Day: shows a list of all the events scheduled on that day.
- Agenda: shows a list of upcoming events.



## Task 2. Accessing the training site

<b>Objectives</b>	To access the training site for this session.
<b>Method</b>	Browse to the site and use SiteBuilder to sign in.
<b>Comments</b>	SiteBuilder can be used from any computer. You do not need to be on campus to use it.

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### Task 2.1 Browsing to your training website and signing in

**Note:** *To use SiteBuilder, we would recommend using the most up to date version of a modern browser such as Google Chrome, Mozilla Firefox or Internet Explorer. This will give you both a better browsing and editing experience.*

A blank training website has been set up so that you can work through the following exercises, without having to work on your own website. This means that you can experiment on the training site without being concerned about others seeing it.

To find this site you need to use the web address that you have been given or a web address related to the machine you are sitting at. If you are at a machine labelled 'wtr01' then your web address is:

<http://www2.warwick.ac.uk/training/session/wtr01>

and so on for each machine code (add your particular 'wtr' number to the end of <http://www2.warwick.ac.uk/training/session/>).

1. **Browse to your training website.**
2. You will see a link that says 'Sign in' on any pages that have been created within SiteBuilder. In some cases you will need to sign in to view information. In other cases, you may want to sign in to edit information, though you will only be able edit pages that you have permission to edit. **Click Sign in.** A sign in page will appear.
3. **Enter your usual IT Services user code and password and click Sign In.** You will notice that Sign in on the menu bar has changed to Sign out. A notify link has appeared and, if you have permission to edit the page, an Edit link. Your name also appears at the bottom of the left hand column, which indicates that you are currently signed in. You can also Sign out by clicking the link in this column.

### Task 3. Creating a news page

**Objectives** To create a news page in SiteBuilder.

**Method** Creating a new page and using the page type drop-down.

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In SiteBuilder there are two ways to create a news page: changing an existing page, or creating a new page. If an existing page is turned into a news page any existing content on the centre content will be lost. It is also worth noting that once a page has been turned into a news page its page type cannot be changed again. For that reason it is generally best to create a new page for news content, as we will do in this exercise.

1. If you are not already there, [browse to the home page of your training site.](#)
2. [Hover over the 'Edit' link and select 'Create a new page' from the drop-down menu.](#)

The Page Properties page for creating a new page will be displayed. We are going to create a new page in the usual way.

The first thing we are going to do is to change the page template from a basic page to a News page.

3. [In the Template field, click on the link that says 'Change page template' on the right hand side of the box.](#)
4. The page templates will be displayed. [Click on the page icon that says 'News'](#) (between the Quiz and Calendar pages on the second line)

Page type  ?

**Note:** this page type can not be changed once you submit this form, due to the extra data that needs to be maintained. Ensure you really want to use this page type before submitting.

Number of recent items  ?

Show tag list

Display uploaded news item Images in Abstracts ?

Show Facebook "Like" buttons for public news items

You will be given some extra options to customise the page further and the warning that the page cannot be changed into another page type – this is just because of the additional data required to make the page work.

5. Four options will appear under the page type: The 'number of recent items' to display on your news page defaults to 3 but can be changed to display as many items as you wish. **Change this to 10 recent items.**
6. The 'Show tag list' can either be displayed on the top or on the right. **Leave it on the right for now.**
7. You have the option of including images in the abstracts. **Leave it checked.**
8. Finally there is the option to 'Show Facebook 'Like' buttons for public news items. **Tick this option.**
9. Then we will complete the rest of the new page properties as normal. **In the URL text box, type 'news' in lowercase.** This will form the end of the web address of the page.
10. **In the Page heading, Title-bar caption, and Link caption text boxes enter 'Dept News'.** Complete any other properties as you see fit.
11. **Click the 'Create new page' button.**
12. **Click on the URL or web address of the page you have just created.** You should see a blank page with a 'Create new item' button on the right-hand side, together with some tag information – 'Show selected' etc. In the next task we will look at adding news items to our new News page.

## Task 4. Creating and editing news items

**Objectives** To create and edit a news item on a news page.

**Method** Using the NewsBuilder interface.

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Currently our news page is blank save for four buttons (we can ignore the RSS & add to Google for now). We will now look at adding a news items to the page.

### Task 4.1 Create a news item with a new SiteBuilder page.

1. If you are not already there, [browse to the news page you created in the previous task.](#)
2. [Click on the 'Create new item' button on the right hand side.](#)

You will be taken to the NewsBuilder editing tool for creating an entry. NewsBuilder is the system that handles news and events content and it is through NewsBuilder that you will add and edit news content, as opposed to using the content editor accessed in the edit section.

A news item has up to four elements. Every item must have a Title that distinguishes it from other items. A news item can also have either or both an Abstract and Detail. Each of these elements is editable using a cut-down version of the content editor that is used on standard SiteBuilder pages.

The Abstract is designed to be a short paragraph giving an overview. It is displayed on the news page with the title. The Detail provides the full or additional information about the news item. The Detail page may already exist as a web page either on your website or elsewhere, or you may wish to create it as a new page along with the news item or even have it as just a stand alone piece of pop up text.

The final element is Tags which are associated with the news or calendar item and are a way of categorising information and provide a helpful search technique. Tags are discussed in more detail in Task 8.

We have provided some sample content that can be used for news items in a word file called 'newsitems.doc' The Word file containing this information is located on the Desktop, under 'Course materials' > Julie > SiteBuilder training' folders. Drag the folder SiteBuilder training onto the desktop to be able to use the files today. If you are undertaking online training, this document can be found in the 'Supporting materials' on the SiteBuilder online training page:  
<http://go.warwick.ac.uk/SiteBuilder/training/online/>.

Alternatively, you can just copy and paste stories from Insite, the staff intranet which always has a ready supply of up to date news stories, often with interesting photos to accompany the stories.



3. Open the file 'newsitems.doc' in Word. Find the news item entitled 'Warwick Architecture Students clean up in Paddy Weldon Award'.
4. In the browser, enter the title of the news item into the 'Title' text box on the news page you are creating.
5. Ignore the 'Image' option for now.
6. Switch back to Word and copy the first paragraph of the news item onto the clipboard, by highlighting the text and copying (Ctrl + c).
7. Click back to the browser view, and paste (Ctrl + v) the content into the 'Abstract' editor. You may need to use the 'Insert text as Word' pasting option.
8. Leave the radio button labelled 'Create the detail for this item now' selected.
9. Ignore the options to 'Expire the item after a certain date/time' and 'Pin news item above all other news items'.
10. Switch back to Word and this time select the entire content of the news item (not including the title), and copy and paste the content into the 'Detail' editor.
11. Click the checkbox labelled 'Create a new web page with this detail' so that it is selected.
12. Next we see the 'Tags' section. If a pre-existing tag exists it would be displayed and we would just check the appropriate checkbox. However, we are going to create a new tag here. Click in the 'New tag' box and type 'Awards'. Click on the 'Create' button next to it to add the tag.
13. Click on the 'Create item' button to create the news item.

You will be taken back to the news page and you should see the news item you have created. Note how its title and abstract are displayed as a link. If you click on the link you will be taken to the SiteBuilder page that you have just created with the extra detail of the news item. This page is a normal SiteBuilder page and you can edit it in the normal way.

#### **Task 4.2 Create a news item with an existing web page**

As mentioned in the previous task, it is not always necessary to create a new page for a news item as a page may already exist. Sometimes the news item details will be located on another page or on another website. In this task we will create a news item that points to an external website.

1. Click on the 'Create new item' button.
2. In the 'Title' text box enter the text 'Architecture Week'.

3. In the newsitems.doc Word file, locate the news item with 'Architecture Week' and copy the accompanying paragraph and paste the content into the 'Abstract' editor.
4. Change the radio button so that 'Use a pre-existing web page for this item's detail' is selected.

Note how the Detail editor disappears and is replaced by a text box labelled 'URL'.

5. In the URL text box enter the address  
<http://www.architectureweek.com/>
6. Click on the 'Create item' button.

The new news item will be added to the news page. Note how on this news item the 'More...' link takes you to the web page specified in the URL text box, in this case the Architecture Week website.

### **Task 4.3 Create a news item without a web page**

So far when we have created a news item we have either created a new page for the detail, or linked to another web page. Sometimes it is not necessary to create a new page for extra information, or there is no relevant web page. This is often the case when the news story is short, but still too long to sensibly put in the Abstract. In this task we will create a news item without a companion web page.

1. Click on the 'Create new item' button.
2. In the Title text box enter the text 'Publication - Analysing New Architecture'.
3. In the newsitems.doc Word file, locate the news item with this title, and copy the first paragraph and paste the content into the 'Abstract' editor.
4. In the Word file select the entire content of the news item (not including the title), and paste the content into the 'Detail' editor.
5. Select the option to 'Create a new page with this detail'.
6. Click the 'Create item' button.

The news item will be added to the news page.

**Note:** If you wished to link directly to this news item, or send the link to someone, you should send them the link that appears in the address bar of the browser when you select the news item link. It will appear something like this:

<http://www2.warwick.ac.uk/training/session/wtr??/news/?newsItem=094d40250ecc0307010ed27339b94bb1>

## Task 4.4 Edit an existing news item and add an image

1. [Click on 'Show all news items' to return to the main news page.](#)
2. [Click on the 'Edit item' link on the Warwick Architecture Students news item.](#)

You will be taken to a screen that look similar to the screen we saw when we created this news item. Note however that the Detail editor is not shown. This is because the Detail was created as a new page, and in order to edit the Detail we would need to go to that SiteBuilder page and edit it in the standard way. For this exercise we will just edit the Abstract, to show how you can edit an entry using NewsBuilder.

3. We are going to add an image to this news item. [Put the cursor at the start of the abstract field and click.](#) This is where the image will be added.

*Note: You can also use the 'Image' and 'Browse' option (above the Abstract) for adding a thumbnail image which will appear in the abstract, as part of the embedded news lists and anywhere else a thumbnail image may appear. Please note however to use this option, you will first need to create a thumbnail image that is exactly square and is between the sizes 100 x 100 pixels and 150 x 150 pixels and you may need to create this using a graphics package such as Photoshop.*

4. [Click on the 'Image picker' icon.](#) It will load the image picker tool. [Click on the 'Your Computer' tab to locate your image from your computer.](#)
5. [Locate the file 'londondocks.jpg' from the desktop \(coursematerials/sitebuildertraining'\), or if you are undertaking online training, it can be found under 'Supporting materials' on the SiteBuilder online training page: <http://www.warwick.ac.uk/SiteBuilder/training/online/>](#)
6. [Click on 'Open'.](#)
7. [In the 'Image description' text box enter 'London docks'.](#)
8. [Click on 'Insert', and the image will be added to the news item.](#)
9. [Click on the 'Save changes' button.](#)

You should see that the image has now been added to the news item.

You can also add an image to the Abstract or Main detail by using the Image picker icon from the menu. To edit any of the image properties once inserted, go to the editing view, highlight/select the image and use the right mouse button to select 'Image properties'.

10. Now we are going to pin the news item so that it appears at the top of the list. Select ['Pin news item above all other news items'](#). When you no longer need the item to appear at the top of the page, go back into the item and uncheck this box.
11. [Click on 'Save changes'.](#)

## Task 5. Creating a calendar page

**Objectives** To create a calendar page in SiteBuilder.

**Method** Creating a new page and using the special page type drop-down options in Page properties.

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As with a news page, there are two ways to create a calendar page: changing an existing page, or creating a new page. If an existing page is turned into a calendar page any existing content on the centre content will be lost. It is also worth noting that once a page has been turned into a calendar page its page type cannot be changed again. For that reason it is generally best to create a new page for calendar content, as we will do in this exercise.

1. If you are not already there, [browse to the home page of your training site.](#)
2. [Hover over the 'Edit' link and select 'Create a new page' from the drop-down menu.](#)
3. Change the page template to a calendar page. [Click in the template box and select 'Calendar page' from the available templates](#)

When you change the template to a 'Calendar page' you will see that some more options will appear. These options allow you to customise how the calendar page will appear.

The first option, labelled 'Default view', allows you to set which of the six calendar views will load when a user first visits the page. The user can switch between the views to see the data in the best format for them. The choices are:

- Next 4 weeks
- Month
- Term
- Next 4 days
- Day
- Agenda

The second option, Week length, allows you to set the appearance of the calendar grid views of the calendar page. There are three different options:

- 7 days: each day is given an equal width in the grid.
- Weekdays only: only Monday to Friday are shown in the grid.
- 5 + 2 days: all 7 days are shown, but weekend days are reduced in width to give more prominence to weekdays.

The view that you choose for your own calendar page will depend on what type of events you will be adding. If you know that no events occur at weekends, then the 'Weekdays only' view would be preferable. The calendar page options can be changed after the page has been created by going to the Edit properties for the page.

There is also the option of displaying time in 24 hour format (this defaults to 12 hour if left unchecked), to display the term week numbers in grid-based views, and showing the tag list at the top or right hand side.

**Leave all the options set to their default values.**

4. **In the 'URL' text box, type 'calendar' in lowercase.** This will form the end of the web address of the page.
5. **In the Page heading, Title-bar caption, and Link caption text boxes enter 'Calendar'.** Complete any other properties as you see fit.
6. **Click the 'Create new page' button.**
7. **Click on the URL or web address of the page you have just created.**

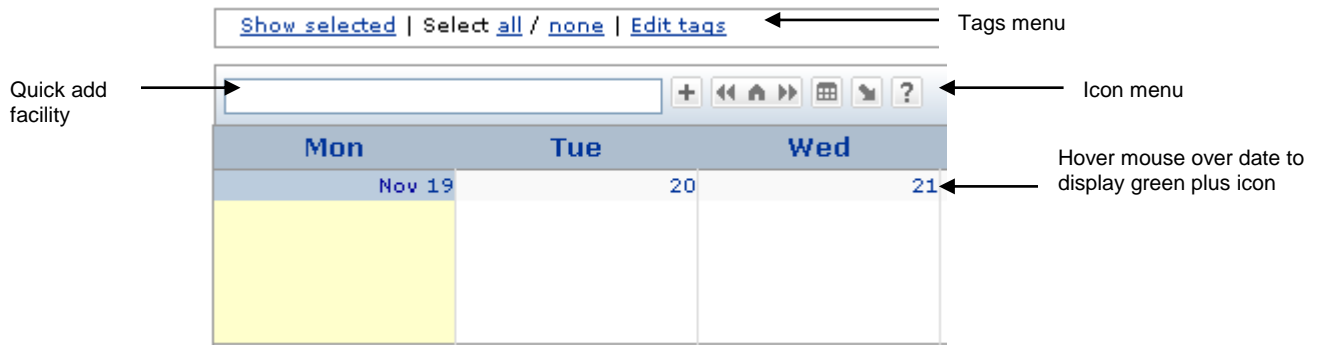
The calendar page is displayed and will currently show an empty calendar grid for the next 4 weeks. In the next task we will create some events to populate the calendar and see some of the options that are available.

## Task 6. Creating calendar events

**Objectives** To create an event on a calendar page

**Method** Changing the active day, using the three different methods of creating an event and creating a single day event, a multi-day event and a recurring event

There are three different methods to create a new item on a calendar page.



The first is to hover with the mouse over the date where you want the item to appear and then click on the green plus icon that pops up.

The second method is to click on the plus icon from the icon menu at the top of the calendar. The third method is to start typing in the Quick add facility (the blank text box in the icon menu). Clicking on the question mark at the end of the icon menu, will provide further information about how to create events using this facility.

### Task 6.1 Change the active day of a calendar page

When you first visit a calendar page the active day is set to the current day and all of the calendar views are oriented around that day. For example, the Day view refers to the current day. It is often useful to change the active day, and this can be done in a number of ways.

1. **On the calendar page, ensure that the '4 week' view is selected from the drop-down menu.** It is located on the top right hand side.

You will see that today's date is highlighted in yellow on the main calendar.

2. **Locate the day a week from today, and click on the number showing its date.**


You should see that the active day has been changed to the date you selected and that you have been taken to the Day view for that date.

3. **Change the view back to the '4 week' view.**

The calendar will change to the view you specified, but note how the view is oriented around the date you selected, not around today as it was before.

We now want to change the active date again, this time back to today.

4. **Click on the 'Today' icon in the icon menu**  (the house icon in middle).

An alternative method to change the date would be to use the 'Jump to any date' icon . A small calendar then appears allowing you to select the required date.

## **Task 6.2 Create a single day event using the green plus icon on the date**

1. **Hover over today's date and click on the green plus icon that pops up.**

You will be taken to the NewsBuilder editor page for creating an event. An event item consists of a number of elements. Every item must have a 'Title' to distinguish it from other items. An item can also have some 'Notes', which consist of a short paragraph giving additional information. An item can also have some 'Detail', which will consist of the main content of the event. As with a news item the Detail can be an existing web page, a SiteBuilder page that you create, or stored as a pop-up with the event. An event usually has a 'Location'.

The key element of an event is its start and end dates and times. You can specify the time that an event will start and end, to the nearest 15 minutes. You can also specify whether an event happens more than once and have the calendar page automatically add the other instances. This is done using the 'Repeats' field and an event can happen daily, every weekday, weekly, monthly, or annually, from the specified start date.

The final element is Tags associated with the news item. Tags are discussed in task 8.2.

2. **In the Title text box enter 'SiteBuilder Training'.**
3. **In the Notes editor enter 'Adding news and events'.**
4. **Leave the Detail radio buttons set to 'Use a pre-existing web page for this item's detail'.**
5. **In the URL text box enter the address for the News Training:**  
/services/its/servicessupport/training/course\_cat/.../sitebuilder\_news

6. **In the Location text box enter 'ITS Training Suite'.**

As this is a single day event we can leave the Start and End date fields as they are.

7. **Change the Start time to '10:00', and the End time to '11:30'.**

8. **Click on the 'Create item' button.**

You will be taken back to the calendar page, where you should see the event item you have just created. If you click on the title of the event, a pop-up box will appear giving. Click on the small red cross in the right hand corner to close the pop-up.

### Task 6.3 Create a multi-day event using the plus icon from the menu

1. If it is not already selected, change the view to the '4 week' view.
2. Locate the first Monday after today and click on the date.
3. Click on the plus icon in the icon menu.

The NewsBuilder create item page will again appear.

4. In the Title text box enter 'Revision Seminars'.
5. In the Notes editor enter 'Seminars covering examination topics'.
6. Change the Detail radio buttons so that 'Create the detail for this item now' is selected.

The URL text box will disappear and be replaced by an editor into which you can add the detail.

7. In the Word file 'newsitems.doc' that you opened earlier, locate the item with this title.
8. Copy the text associated with this event item to the clipboard.
9. Switch back to the browser and paste the content into the Detail editor.
10. Click on the 'Create a new web page with this detail' checkbox so that it is selected.
11. In the Location text box enter 'LIB 2'.
12. Change the 'End date' to three days after the Start date.
13. This will be an all-day event so click on the 'All-day event' checkbox so that it is selected.
14. Click on the 'Create item' button.

The event item will be added to the calendar page. You should be able to see that it spans the number of days you specified. If you click on the title of the event a pop-up box will appear with more information on the item, and if you click on the 'More info...' link you will be taken to the SiteBuilder page created with the Detail of this item.



## Task 6.4 Create a recurring event using the quick-add facility

You will notice a small text box in the icon menu at the top of the calendar.

1. Click your cursor in the box.
2. Start typing in: 'Departmental meeting every other Friday'. You will notice as you type a small pop-up box will appear – don't worry about this and just continue typing.
3. When you have finished entering the text, press the return key on the keyboard.

You will see that the item has now been added to every other Friday on the calendar.

4. Click on the question mark in the icons toolbar to discover how versatile the quick-add facility is.

*Note: When typing in a date to the quick add facility, the format should be typed in this style: 03/08/2015*

If no date is specified or it does not recognise the date, it will default to the date that it is for that day. If this or something else is not correct, then just edit the event to make the necessary adjustments.

## Task 7. Editing existing events

**Method** Edit an existing event in the calendar


**Objectives** Using the NewsBuilder editor tool to change an event

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Editing a calendar item can vary depending on how the item was created. In the Day and Agenda view for example, the items are listed and there are options to click on:

- More Information
- Edit item
- Copy item
- Delete item and
- Unlink item (that is if it has been created as part of a group and you now wish to isolate it from the others).


For the other views, when you click on the item, you can either:

- Click on the pencil icon  to edit the item
- Copy the event to another day
- Delete the item or
- Unlink the item

In the NewsBuilder editor you can edit most of the elements associated with an event. The exception is that you cannot edit a Detail page that you created as a new SiteBuilder page as this is a page in its own right, so you would need to go to that particular page and edit it as you would a normal SiteBuilder page.

A calendar page also allows you to specify that an event will repeat on a specified day for a certain length of time.

We will now edit the item just created in Task 6.4 to start from the following week and adjust the times so that it is only an hour's meeting, instead of an all-day event. We could also include a location for the meetings.

1. **Click on one of the department meetings. The event summary window will display.**
2. **Click on the small pencil icon  to edit the item.** The NewsBuilder editing screen will be displayed.
3. **In the location box, type 'Department social area'.**
4. **Change the start date to the following week.**
5. **Click on the 'All-day event' checkbox to unselect it.**
6. **Change the start time to 10:00.**
7. **Change the end time to 11:00.**

8. **Check that the repeats option is showing 'weekly', with the option 'repeats every 2 weeks' selected.**
9. **Click on 'Save changes'.**
10. **View how the event has changed.**

## Task 8. Categorising news and events items

**Objectives** To learn how to categorise news and events to enable easier searching for the user

**Method** Adding tags to items.

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It is often useful to categorise the items that you add to your news and calendar pages. If you have a large amount of items it can be useful for users to be able to filter them by category, or if you are maintaining items for a whole department it would be useful if items were categorised by staff or student, or by module etc.

As news and calendar pages are independent, categorising their respective items is different depending on the page type. However, each type of item is categorised using tags. A news or event item can have any number of tags, allowing items to be cross-referenced by a number of different fields.

### Task 8.1 Adding tags to news items

1. **[Browse to the news page you created earlier.](#)**
2. **[Locate the news item entitled 'Publication - Analysing New Architecture', and click on the 'Edit item' link on that item.](#)**

The NewsBuilder page will load with the information for this item. It currently does not have any tags associated with it.

3. **[In the text box labelled 'New tag' enter the text 'Publications', and click on the 'Create' button.](#)**

The Publications tag will be created and enabled for this entry.

4. **[Click on the 'Save changes' button.](#)**

You will be taken back to the news page. Note how the news item now has its tags displayed at the bottom of the item, and how the Publications tag has appeared on the right-hand side of the page.

It is possible to create a tag for a news page without automatically adding it to a news item.

5. **[Click on the 'Edit tags' link on the right-hand side of the news page.](#)**

From this page you can edit existing tags and create new tags.

6. **[Click on the 'Create new tag' link, and in the 'Name' text box enter 'Students'.](#)**

Ignore the 'Colour' property as this only relevant to calendar page tags.

7. **Click on the 'Save' button and the new tag will be created.** You will see it listed with the existing 'Publications' tag.
8. **Click on the 'Done button.** We will now assign the new tag to a news item.
9. **Locate the news item entitled 'Warwick Architecture Students, and click on the 'Edit item' link on that item.**

Under the Tags section you will see all of tags on this news page, Publications and Students, neither of which are selected.

10. **Click the checkbox next to the 'Students' tag, and then click the 'Save changes' button.**

You will return to the news page and the item will be tagged as you have specified.

## Task 8.2 Adding tags to calendar items


1. **Browse to the calendar page you created earlier.**

At the top of the calendar page are the options for showing and editing tags. As no tags currently exist on this calendar page, only the 'Show selected', 'Select all / none', and 'Edit tags' links are shown.

2. **Click on the 'Edit tags' link at the top of the calendar page, then click on the 'Create new tag' link.**
3. **In the 'Name' text box enter 'Training', and then select a Colour from those available.**
4. **Click on the 'Save' button, and then the 'Done' button.**

You will see that the new 'Training' tag has appeared at the top of the calendar page in the colour you have specified. We will now apply this tag to an event.

*Note: It is possible to create a new tag while creating or editing a calendar item in the same way that it is on a news item, as shown in the previous task.*

5. **Locate the 'SiteBuilder Training' item and click on its title.**
6. **Click on the Edit icon  in the pop-up window.**
7. **Click on the checkbox next to the 'Training' tag so that it is selected, and then click on the 'Save changes' button.**

You will be taken back to the calendar page. You should see that the SiteBuilder Training events are now coloured in the way you specified to show that they are tagged as training.

*Note: Untagged items work the same way as tagged items and when the untagged checkbox is selected all untagged items will be displayed.*

## Task 9: Creating a news and events feed for your homepage

**Objectives:** To learn how to create an automatic news feed

**Method:** Using scheduled news and events tags

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One useful thing you can do with news and calendar pages is create an automatic feed for your homepage or other pages, highlighting the latest news and events, along with the date and link to the item itself.

This really seems to give a sense of movement and freshness to the page as when new items are added to the news and events pages, the feed will automatically update itself too. You can specify how many items of each you display (usually 2 or 3 is a good number without making the right hand column excessively long and dropping the page below the fold – that is where the page goes beyond that which is displayed in the browser window and the user has to scroll down to view the rest of the page. For a homepage it is better that as much information as possible remains above the fold).

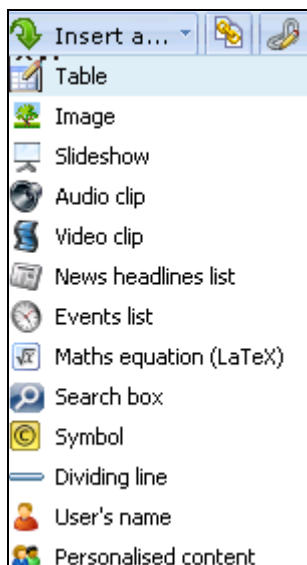
If your department does not have much news or many ongoing events, then you could always link to the main university news and events.

### Task 9.1 Create a news feed

1. [Click on the 'Home' tab to return to your homepage.](#)
2. [Hover over the 'Edit' link and click on 'Edit right content'.](#)

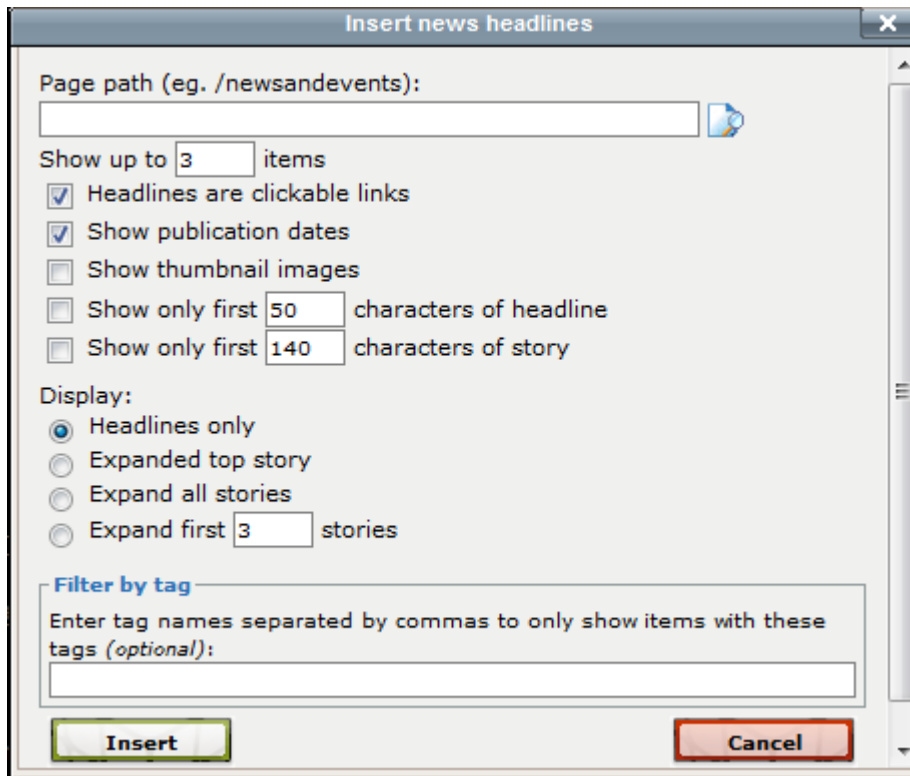
The content editor screen will be displayed.

3. [Click on the 'Insert a' menu from the toolbar.](#)




The various insert options will be displayed.

4. **Click on 'News headlines list' from the drop-down list.** The news headline editor will be displayed:



First we need to specify which page we are going to use for the feed.

5. **Click on the 'Find a page icon'  at the end of the 'Page path' box.**
6. **Select your news page from the drop down list.**
7. **Click on the 'Insert' button.**
8. **Leave the default 'Show up to 3 items' as is.** You can have this display as many of the latest news items as you wish, but how many you have will alter how the rest of the page is displayed as the content will drop down to accommodate and you may lose some content below the fold and not everyone will be aware that they will have to scroll down to view this additional content.
9. **Ensure that the checkbox for 'Titles are clickable links' is checked.**
10. **Ensure the 'Show publication dates' is checked.**
11. **Click on the 'Show thumbnail images' to check the box.**
12. **Leave the 'Show only 50 characters of headline' and '140 characters of story as unchecked**

13. Then we can decide if we only want the Headlines displayed or whether we want the top story to be expanded, all the stories or just so many of the stories to be expanded. [Click on 'Headlines only'](#) for the moment.

14. If need be we can select news with specific tags, but for now we will ignore this option.

15. [Click on the 'Insert' button.](#)

You will see that an instruction in square brackets has appeared in your page editor.

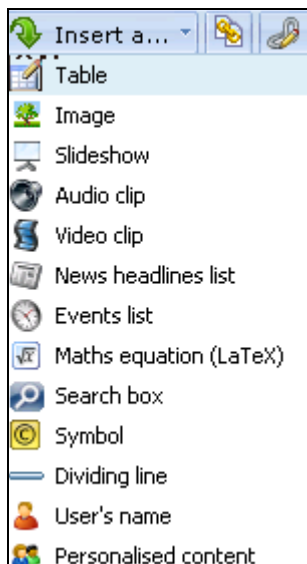
16. [Click on 'Publish'.](#)

You will now see that 3 items of news from your news page have appeared as links in the right hand column of the published page.

## Task 9.2 Create an events feed


Now we will do the same for events.

1. [Hover over the 'Edit' link and click on 'Edit right content'](#)
2. [Place your cursor under the news tag already there.](#)
3. [Click on the 'Insert a' menu from the toolbar.](#)





4. **Click on 'Events list'**. The events headline editor will be displayed:

5. **Click on the 'Find a page' icon**  **at the end of the 'Page path' box to locate the calendar page.**
6. Decide if you want only the next day to be displayed or how many items should be displayed. **Check the radio button selecting 'Show up to 5 items' and change this to '3 items'**
7. **Ignore the 'recently completed items'** (a special request!)
8. **Ignore the checkbox to 'show end times on events'.**
9. **Ensure that the checkbox for 'Titles are clickable links' is checked**

If need be we can select news with specific tags, but for now we will ignore this option.

10. **Click on the 'Insert' button.**

You will see that a tag in square brackets has appeared in your page editor.

11. **Click on 'Publish'.**

You will now see that 3 events from your calendar page have appeared as links in the right hand column of the published page.

*Note: You can create more specialised news and events pages by using the filtered news and filtered calendar page options (found in the special page types of the page properties), which allow you to produce more finely tuned views from your original news or calendar pages.*

*You can display different stories according to the tags you want displayed.*

*There are also options for customising your news and calendar feeds and adding extra functionality between the media tags.*

*For the News headline list:*

[warwick.ac.uk/sitebuilder/faqs/editingcontent/newslist#customise-news-headline](http://warwick.ac.uk/sitebuilder/faqs/editingcontent/newslist#customise-news-headline)

*For the Events headline list:*

[warwick.ac.uk/sitebuilder/faqs/editingcontent/eventslist#customise-events-headline](http://warwick.ac.uk/sitebuilder/faqs/editingcontent/eventslist#customise-events-headline)

## Other Training Modules

There are other training modules offered by IT Services and e-lab that cover many of the other features in SiteBuilder:

- Getting started in SiteBuilder
- Adding images
- Working with files
- Working with links
- Creating forms and quizzes
- Creating dynamic pages
- Managing your web content

Each of these modules (except the online options) is available at an IT Services training session. Go to [warwick.ac.uk/its/training/](http://warwick.ac.uk/its/training/) to check availability and book a place.

They are also for on-line training and reference here:

[warwick.ac.uk/SiteBuilder/training](http://warwick.ac.uk/SiteBuilder/training).

More information about SiteBuilder is available from the web support area for SiteBuilder users at: [warwick.ac.uk/SiteBuilder](http://warwick.ac.uk/SiteBuilder)

You can also find lots of useful information on the SiteBuilder forum at:

[www.warwick.ac.uk/sitebuilderforum/](http://www.warwick.ac.uk/sitebuilderforum/)

## Useful Links

Good sites

[warwick.ac.uk/sitebuilder/goodsites](http://warwick.ac.uk/sitebuilder/goodsites)

Please be aware of Copyright and Data Protection issues when using material on the web - [warwick.ac.uk/SiteBuilder/goodsites/dpacopyright/](http://warwick.ac.uk/SiteBuilder/goodsites/dpacopyright/)

Warwick Forums:

<http://forums.warwick.ac.uk/>

Web publishing service:

[www.warwick.ac.uk/services/its/servicessupport/web/](http://www.warwick.ac.uk/services/its/servicessupport/web/)