

How to Add the Link to Your Uploaded Document to the Press Releases Webpage:

1. If you are not already signed in, sign in to the CMS <https://www.kerncounty.com/Admin/>.
2. Go to Pages from the Content Shortcuts or the Site Content dropdown menu
3. Click on the Press Releases page and select Edit Design from the dropdown menu on the right.
4. Click on the white wrench at the top of the Content Area containing the Press Releases to edit the Release information.

District Attorney Press Releases

Font Size: Share & Bookmark

Content Area	
07/10/20	20-24 7.10.20 CDCR Early Inmate Releases (PDF)
07/09/20	20-23 7.9.20 Jury Trial Conviction Hiram Salcedo BF173870A (PDF)
06/29/20	20-22 6.29.20 Governor Commutes Sentence of Another Kern County Murderer, Dwayne Allen (PDF)
06/22/20	20-21 6.22.20 Jury Trial Conviction James Henderson BF 178576A (PDF)
06/19/20	20-20 6.19.20 Isaiah Marshall Jury Trial Conviction (PDF)
06/15/20	20-19 6.15.20 Carmax Settlement Agreement (PDF)

5. Right-click on the top row (first listed Release) and select “Insert Row Above”. This will give you a blank row for the new Release.
6. Enter the date for the Release in the first column.
7. Click inside the 2nd column to add the new Release.
8. Select Document Central in the menu options at the top of the window (the one with the paperclip):

Content Area

The screenshot shows the 'Content Area' editor interface. At the top, there is a toolbar with various icons. A blue arrow points to the 'Document Central' icon, which is a paperclip. Below the toolbar is a table with the following structure:

DATE	PRESS RELEASE
07/11/20	
07/10/20	20-24 7.10.20 CDCR Early Inmate Releases (PDF)
07/09/20	20-23 7.9.20 Jury Trial Conviction Hiram Salcedo BF173870A (PDF)
06/29/20	20-22 6.29.20 Governor Commutes Sentence of Another Kern County Murderer, Dwayne Allen (PDF)

9. Find and select the new Press Release in the Document Central file structure.
10. Click Save
11. Click Publish at the top of the page
12. When you browse to the Press Release page, you should see your new Press Release(s). Be sure to test the links to be certain that everything is working as expected.
13. If you have any questions, please contact ITSHelpDesk at (661) 868-2200.