

Adding/Updating Press Releases

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

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Accordion Widget	
2020	
DATE	PRESS RELEASE
07/24/20	20-26 7.24.20 Felony Case Filed Against Local CHP Officer: BF 181810 A: Brian Pardue (PDF)
07/17/20	20-25 7.17.20 SVU Jury Trial Convictions Delgadillo and Grayson (PDF)
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)
05/27/20	20-18 5.27.20 Murder Charges filed in 'Bakersfield 3' case (PDF)
04/20/20	20-16 Crime Victims' Rights Week (PDF)
04/16/20	20-15 4.6.20 Zero-Bail Mandate (PDF)

5. When you click the wrench, the following popup window will appear:

Accordion Widget



Widget Title

DA Press Releases

Accordion Section Icons

☒ Yes ☐ No

Maximum Accordion Sections

12

Items

Section Title	Section Icon (optional)	Description	Default State	
2020	Browse...	Date ...	Open	
2019	Browse...	Date ...	Closed	
2018	Browse...	Date ...	Closed	

Highlighted field has been updated.

"Reset to Default" button restores all default settings for this widget.

Reset to Default

Close

Save

- Click on the pencil icon for the year you would like to update.
- In the table that displays, 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.
- Enter the date for the Release in the first column.
- Click inside the 2nd column to add the new Release.

Accordion Widget > 2020



DATE	PRESS RELEASE
08/12/20	
07/24/20	20-26 7.24.20 Felony Case Filed Against Local CHP Officer: BF 181810 A: Brian Pardue (PDF)
07/17/20	20-25 7.17.20 SVU Jury Trial Convictions Delgadillo and Grayson (PDF)
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04/20/20	20-16 Crime Victims' Rights Week (PDF)

There are two ways to add a link to a document:

Document central option

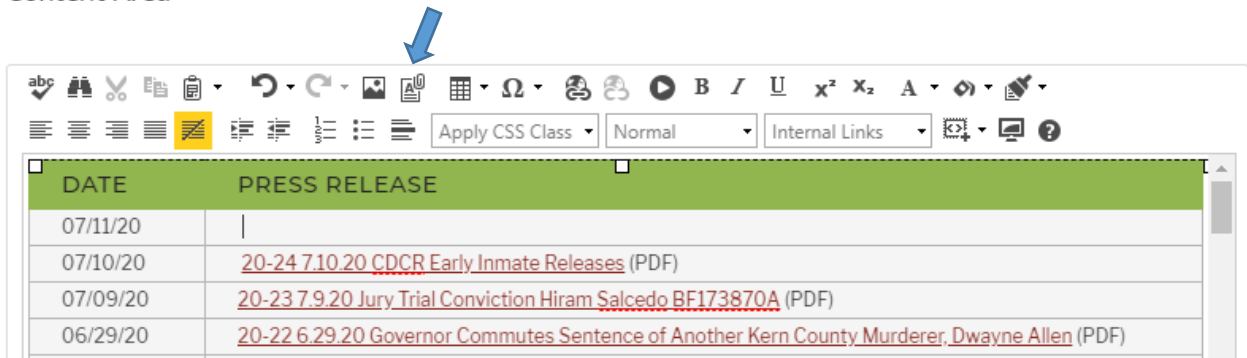
Pros: quicker

Cons: You cannot customize the link label - it will always be the same as the document name.

Steps

- o Select Document Central in the menu options at the top of the window (the one with the paperclip):

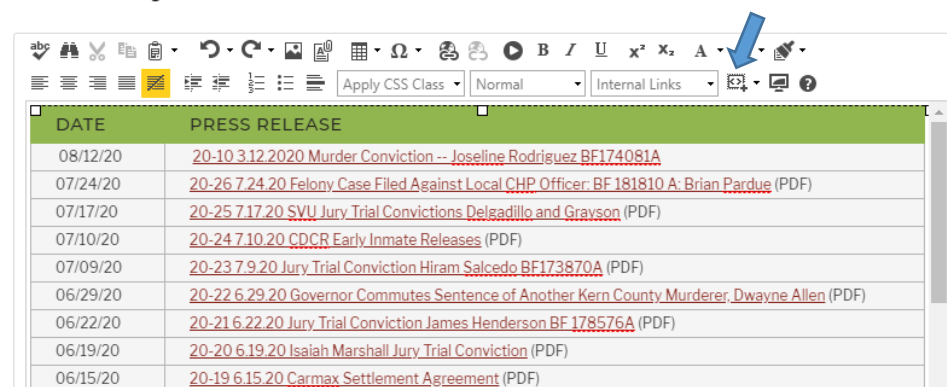
Content Area



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)

- o Find and select the new Press Release in the Document Central file structure.
- o Click at the end of the new Press Release name in the table, add a space and click to add a PDF note:

Accordion Widget > 2020



DATE	PRESS RELEASE
08/12/20	20-10 3.12.2020 Murder Conviction -- Joseline Rodriguez BF174081A
07/24/20	20-26 7.24.20 Felony Case Filed Against Local CHP Officer, BF 181810 A: Brian Pardue (PDF)
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06/15/20	20-19 6.15.20 Carmax Settlement Agreement (PDF)

- o Click Save.

- o Click Publish at the top of the page.
- o 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.

Hyper link manager option:

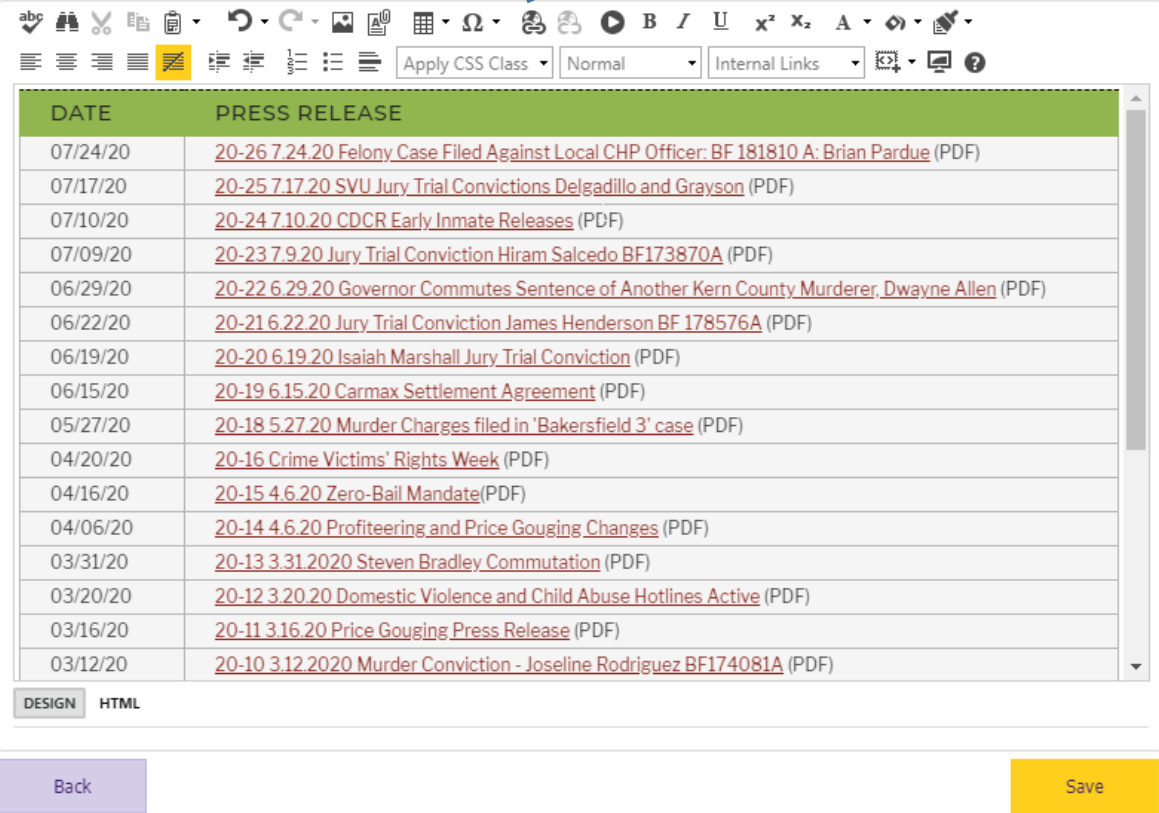
Pros: the link label can be whatever you wish

Cons: takes a little longer to do

Steps:

- o Select Hyperlink Manager in the menu options at the top of the window (the one with the globe):

Accordion Widget > 2020 ? □

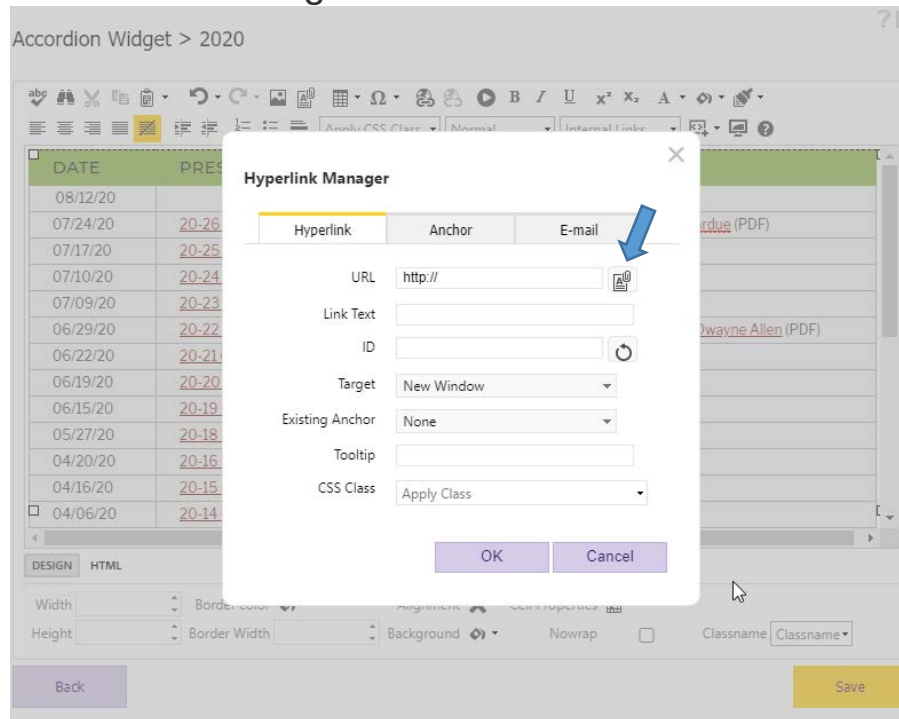


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04/16/20	20-15 4.6.20 Zero-Bail Mandate (PDF)
04/06/20	20-14 4.6.20 Profiteering and Price Gouging Changes (PDF)
03/31/20	20-13 3.31.2020 Steven Bradley Commutation (PDF)
03/20/20	20-12 3.20.20 Domestic Violence and Child Abuse Hotlines Active (PDF)
03/16/20	20-11 3.16.20 Price Gouging Press Release (PDF)
03/12/20	20-10 3.12.2020 Murder Conviction - Joseline Rodriguez BF174081A (PDF)

DESIGN HTML

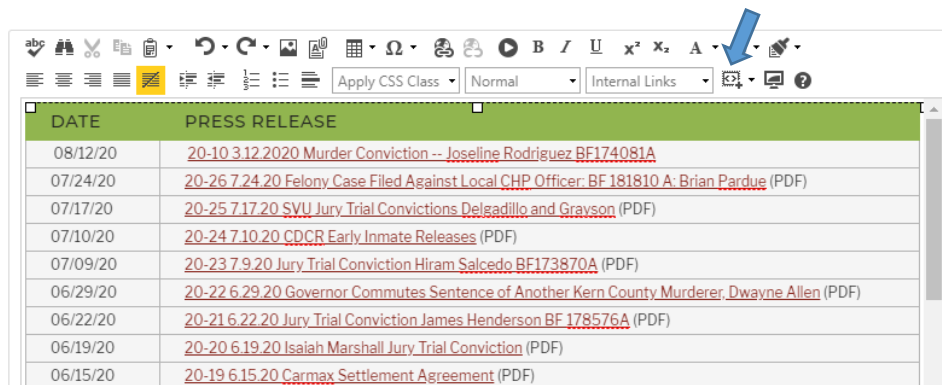
Back Save

- o In the Hyperlink Manager popup window, click on Document Manager



- o Find and select the new Press Release in the Document Central file structure.
- o Add the Link Text to be used to connect to the new Press Release.
- o Click at the end of the new Press Release name in the table, add a space and click to add a PDF note:

Accordian Widget > 2020



- o Click Save

- o Click Publish at the top of the page
- o 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.

Updating a Row in the Table:

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Reset to Default

Close

Save

6. Click on the pencil icon for the year you would like to update.
7. In the table that displays, click inside the row you would like to update.
8. Make the changes.
9. Click Save.

Deleting a Row in the Table:

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Widget Title

Accordion Section Icons
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2019	Browse...	Date ...	Closed ▾	  
2018	Browse...	Date ...	Closed ▾	  



Highlighted field has been updated.
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6. Click on the pencil icon for the year you would like to update.

7. In the table that displays, right-click in a blank spot inside the row you would like to delete and select to Delete Row.
8. Click Save.

If you have any questions, please contact ITSHelpDesk at (661) 868-2200.