

News Items and Events Cheat Sheet

Before adding your first news item or event, we still recommend watching the video; this cheat sheet just covers a few of the highlights

General note: the processes for adding a news item versus an event are essentially identical except that when adding an event you also need to add the location.

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Adding a Location (Events Only)

Adding a location to an event is done with the Location fields in the Summary Section. The dropdown for **Event Location** allows you to select a location that has been defined in the CMS, or you can select **Manually Enter Location** in that dropdown to see the rest of the fields in order to enter a new location. If there is a building that you know will be used for events a lot, you can request ITS to add that building to the CMS.

Location (optional)

Event Location

Manually Enter Location Don't see your event location?

Location Name

Tehachapi Landfill

Address Address 2

12001 East Tehachapi Blvd. Address #2

City State ZIP Code

Tehachapi California 93561

Adding a Thumbnail Image

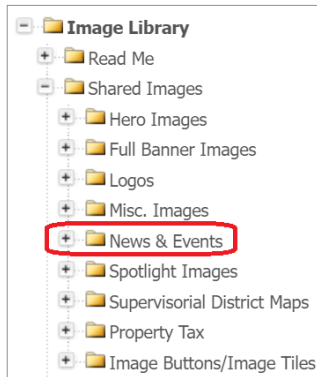
Adding a thumbnail image is done in the Summary section.

The thumbnail image will display in the following areas:

- The News and Events section on the homepage
- The News List widget
- The News Tile widget
- The Calendar Tile widget

Images that can be used for the thumbnail can be found in the following folders in the Image Library:

- General Images: **Shared Images → News & Events**



- Department-Specific Images: **News & Events** folder under the department's folder

If you do not have an image to use for the thumbnail, use one of the County Seal images found under Shared Images → News & Events.

Linking a News Item or Event

By default, a user will be taken to a Details page when they click on a news item or event. However, you also have the option of specifying a URL that the user will be taken to instead of the Details page.

Option 1: Creating a Details Page

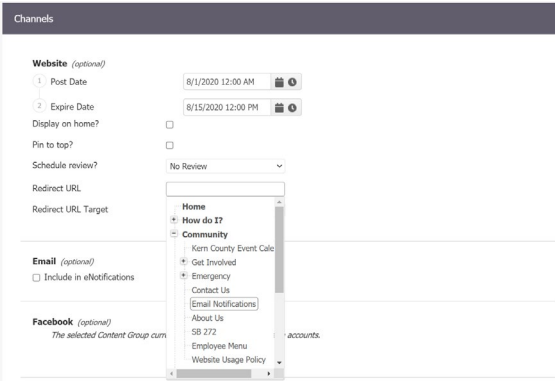
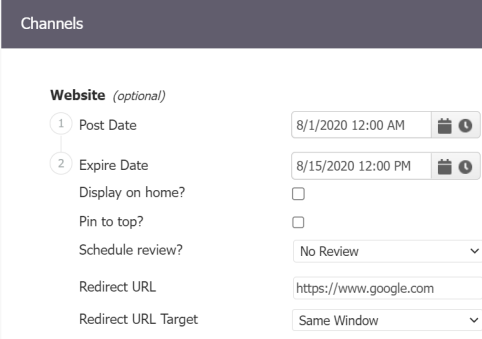
The contents of the Details page is updated by modifying the Details field in the Summary section (see screen print below).

The screenshot shows the 'Summary' section of a CMS form. It includes fields for 'Content Group' (set to '_Default'), 'Title' (COVID-19 Vaccination Information, 168 characters), 'Subtitle' (optional, 200 characters), 'Introduction' (optional, 300 characters), and 'Thumbnail Image' (optional, with a 'BROWSE' and 'REMOVE' button). Below these is the 'Details' section, which is optional and contains a rich text editor with a toolbar and a large text area. At the bottom of the form, there are checkboxes for 'Adding links to files in the editor?' and 'Check this box to allow site visitors access to download tools'. There are also fields for 'Categories' (optional, with a dropdown), 'Departments' (optional, with a dropdown), and 'Member Groups' (optional, with a dropdown). A 'NEXT SECTION' button is located at the bottom right of the form.

Use the editor in this section to create the Details page for your News Item. For additional help, view the “Using the Editor” video on [Updating a Page](#) in the CMS User Procedures or the [Adding Links in the Body of a News Item Details Page](#) section below.

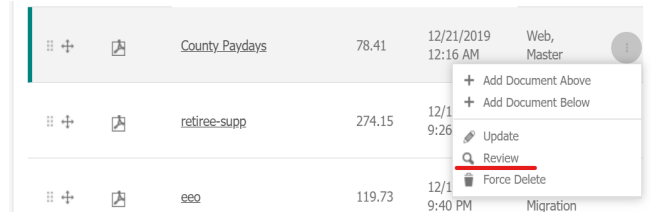
Option 2: Linking a News Item or Event to a Different Page or PDF

Note: When linking to a different page or PDF, set the **Redirect URL Target** field to **Same Window**.

What you want to link to	How to do it
Webpage in the CMS	Click on the Redirect URL field for a dropdown menu to appear. This dropdown menu will allow you to select the desired webpage in the CMS. 
Outside Webpage or Document	Paste the URL of the desired webpage or document into the Redirect URL field 

Document in the CMS

1. Duplicate your browser tab
2. On the duplicate tab navigate to Document Central and find the document you want to link to.
3. Pull up its menu by clicking on the three dots that appear when you hover over it and click on review.



4. On the Review Document screen, copy the document URL

Review Document

Show all options ▼

Content Group *
Countywide Communications

Document Name *
July 27, 2021

Key Words

Display
☐

Original File Name
Board Recap 7.27.2021.pdf

File Size
129.48 KB

Document URL
<https://www.kerncounty.com/home/showdocument?id=7009>

5. Once you have the URL, go back to the other tab and paste the URL into the **Redirect URL** field on the News Item or Event.

Channels

Website (optional)

1 Post Date 8/1/2020 12:00 AM  

2 Expire Date 8/15/2020 12:00 PM  

Display on home? ☐

Pin to top? ☐

Schedule review? No Review ▼

Redirect URL /home/showdocument?id=7009

Redirect URL Target Same Window ▼

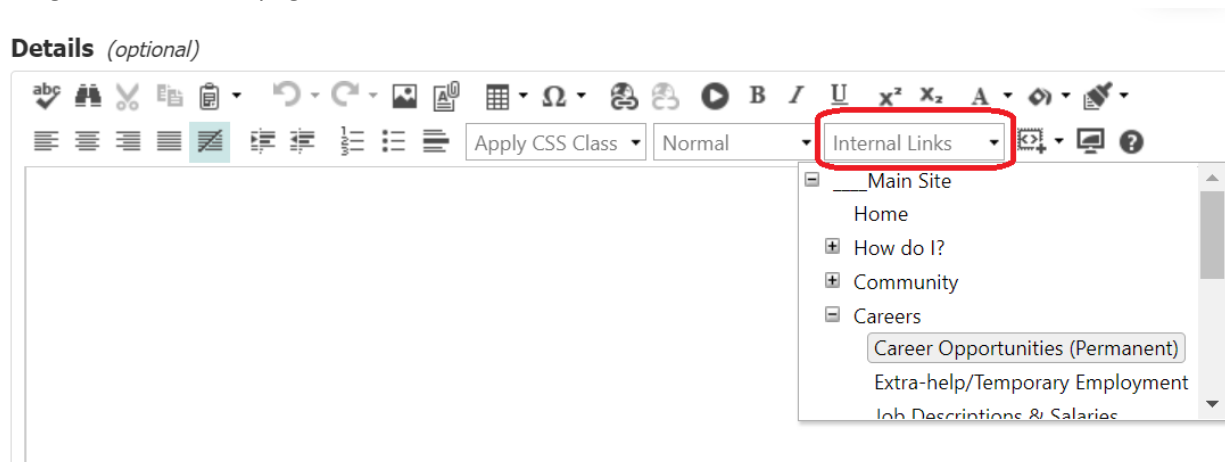
Adding Links in the Body of the Details Page

You can use the Hyperlink Manager or the Internal Links dropdown to add hyperlinks to the body of the Details page. You can create a link with existing text by selecting the text first or you can create an entirely new link by only opening the Hyperlink Manager or selecting a page from the Internal Links dropdown. The table below shows which option to use for what item you are linking to:

Item Being Linked	What to Use
Internal Page (Page in the CMS)	Internal Links Dropdown
Internal Document (Document in Document Central)	Hyperlink Manager
External Page (Page outside the CMS)	Hyperlink Manager
External Document (Document outside the CMS)	Hyperlink Manager

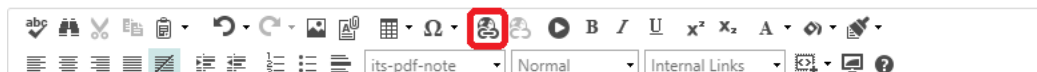
Linking to Internal Pages Inside the CMS

To link to a webpage **inside** of the CMS, after selecting the text that you want to link click on the **Internal Links** dropdown that is on the toolbar of the editor. The page tree structure will appear for you to click through to the desired page.

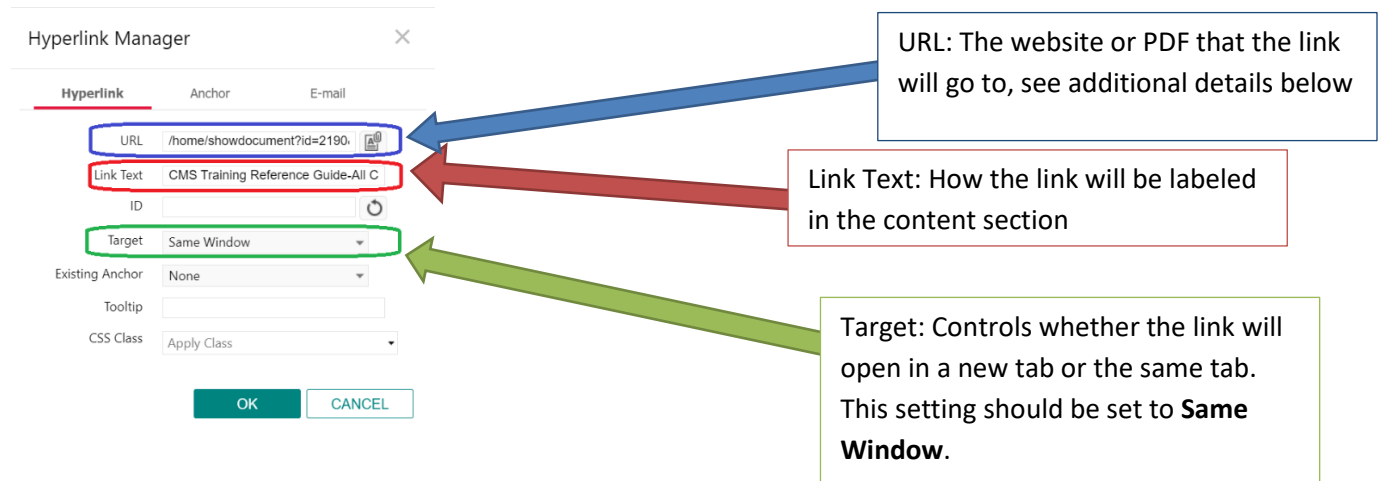


Using the Hyperlink Manager

The Hyperlink Manager can be accessed from the toolbar of the rich text editor.



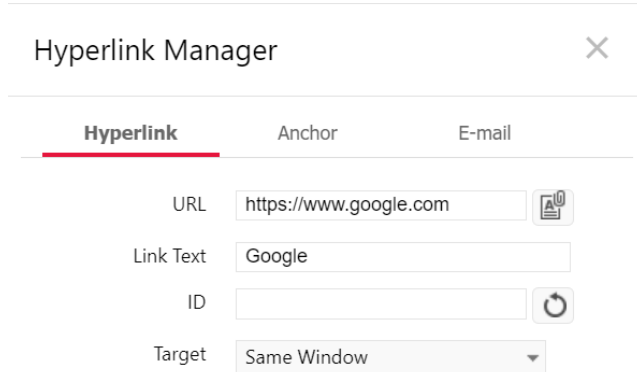
Below is a screenshot of the Hyperlink Manager and descriptions of the settings that should be modified:



The screenshot shows the Hyperlink Manager dialog box with the following fields and annotations:

- URL:** /home/showdocument?id=2190. (Annotated with a blue box and arrow: "URL: The website or PDF that the link will go to, see additional details below")
- Link Text:** CMS Training Reference Guide-All C (Annotated with a red box and arrow: "Link Text: How the link will be labeled in the content section")
- Target:** Same Window (Annotated with a green box and arrow: "Target: Controls whether the link will open in a new tab or the same tab. This setting should be set to **Same Window**."
- Existing Anchor:** None
- Tooltip:** (Empty field)
- CSS Class:** Apply Class
- Buttons:** OK, CANCEL

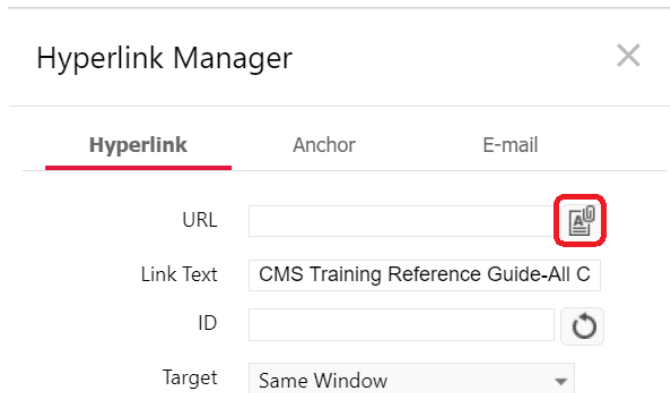
- To link to a webpage or a document **outside** of the CMS, paste the URL (address) for that site or document into the URL field and update the Link Text field if you want the link label to be something besides the URL.



The screenshot shows the Hyperlink Manager dialog box with the following fields:

- URL:** https://www.google.com
- Link Text:** Google
- ID:** (Empty field)
- Target:** Same Window

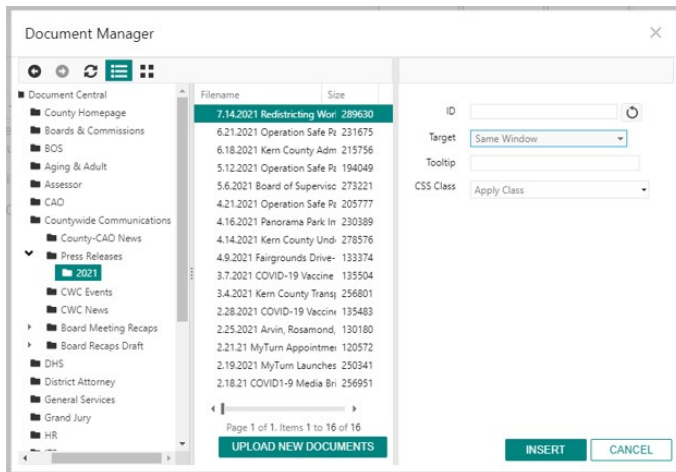
- To link to a document that is **inside** the CMS, click on the file icon to the right of the URL field:



The screenshot shows the Hyperlink Manager dialog box with the following fields:

- URL:** (Empty field) with a file icon button highlighted by a red box.
- Link Text:** CMS Training Reference Guide-All C
- ID:** (Empty field)
- Target:** Same Window

Then you can choose your file from the Document Central box and click “Insert”.



Once you’ve clicked “Insert”, you will be taken back to the Hyperlink Manager screen where you will see the URL of the document has been inserted in the “URL” field.

Hyperlink Manager

	Hyperlink	Anchor	E-mail
URL	/home/showdocument?id=2190		
Link Text	CMS Training Reference Guide-All C		
ID			
Target	Same Window		

Setting a Post Date or Expire Date

Setting a Post Date or Expire Date is done in the Channels section (see screen print below)

Channels

Website (optional)

1 Post Date

Post Date and Time  

2 Expire Date

Expire Date and Time  

Display on home? ☐

Pin to top? ☐

Schedule review?

No Review

Redirect URL

Redirect URL Target

Same Window

Email (optional)

☐ Include in eNotifications

Facebook (optional)

The selected Content Group currently has no assigned social media accounts.

Twitter (optional)

The selected Content Group currently has no assigned social media accounts.

PREVIOUS SECTION

NEXT SECTION

How the Post Date and Expire Date work:

- The Post Date will default to the current date and time
- If you want the article to appear immediately but you don't want the time to display, select the current date for the Post Date. The time will set to 12:00 AM and therefore will not display on the webpage.
- You can enter a future date for the Post Date if you don't want the article to appear immediately, and you can enter a date for the Expire Date if you want the article to drop off after a certain date.
 - If you change the post date to a different date the post time will default to 12:00 AM and therefore will not display on the webpage
 - If you just select a date for the Expire Date, it will drop off at 12:01 AM on that date. If you want it to drop off later in the day, you would select both a date and a time for Expire Date.