

Tutorial Guide for Creating a News Page in Sitebuilder

This is a tutorial to assist you with adding and updating the news page within your Sitebuilder software. Please note that we are always striving to improve our Sitebuilder for better functionality and ease of use. Updates to the Sitebuilder may mean that actual process may vary slightly from those described.

Logging in to Sitebuilder

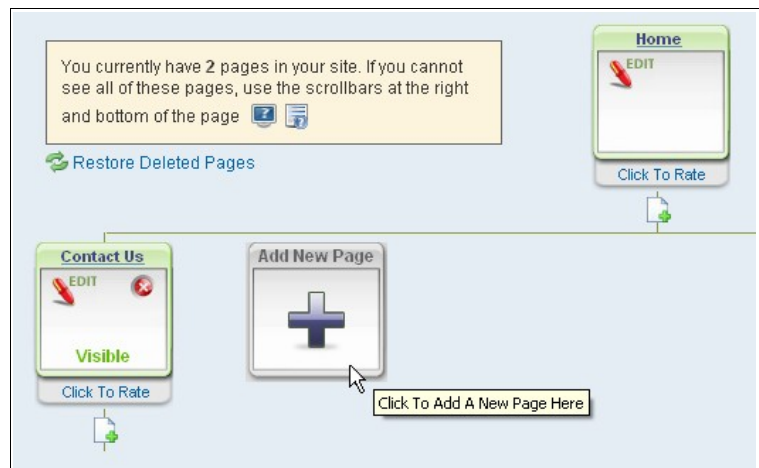
Firstly you will need to start by logging into Sitebuilder. You can do this with the login details found in your First Steps Guide.

<http://sitebuilder.btcustomerstreet.com>

Adding a New Page

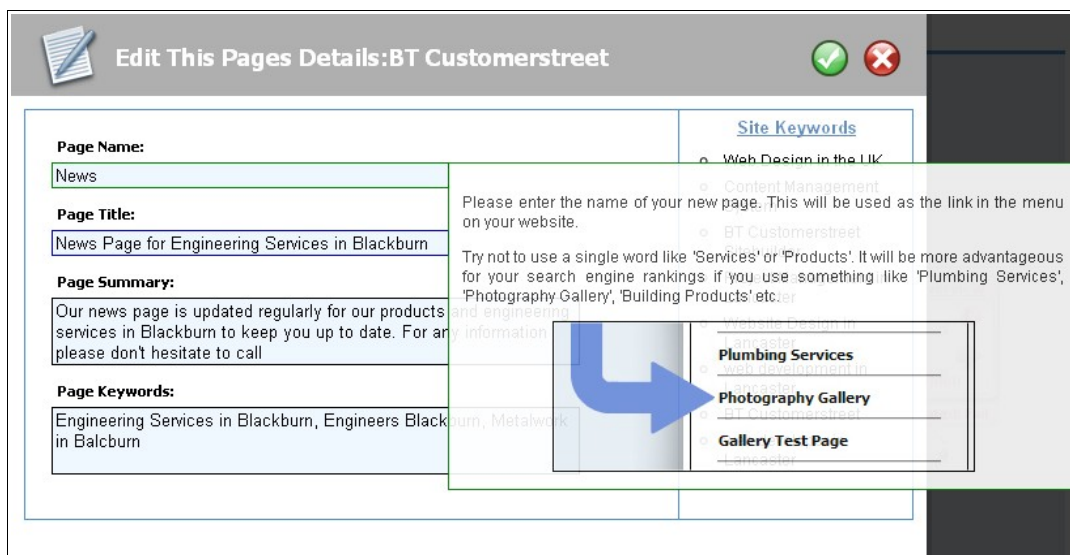
Once you are logged into the Sitebuilder proceed to the "Pages Editor" tab. Here you have the ability to update current pages and add new ones.

To add a new page click on the "Add New Page" icon as shown



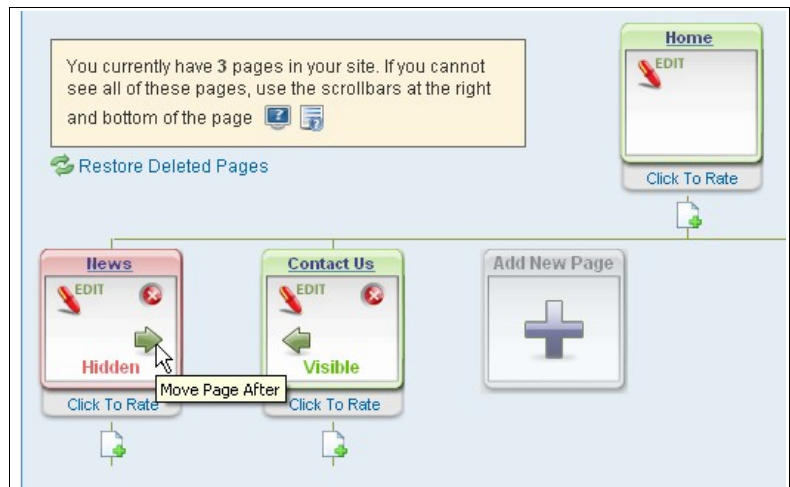
Editing the Page Details

Once you have clicked to add a page you will be prompted to edit the details for the page. These will include a name for the page, a title, summary and keywords. Once completed please click on the green tick.



Moving Your Page

Your newly created page will now show in the Pages Editor as shown. You can then change where the page is situated in the navigation for the site by clicking on the green arrows until you are happy. The page will appear highlighted red in the Pages Editor. This indicates a page that is hidden and will not appear live on the website. You can make this page live by clicking on "Hidden" on the Pages Editor or by selecting "Save And Publish" after editing your page content.

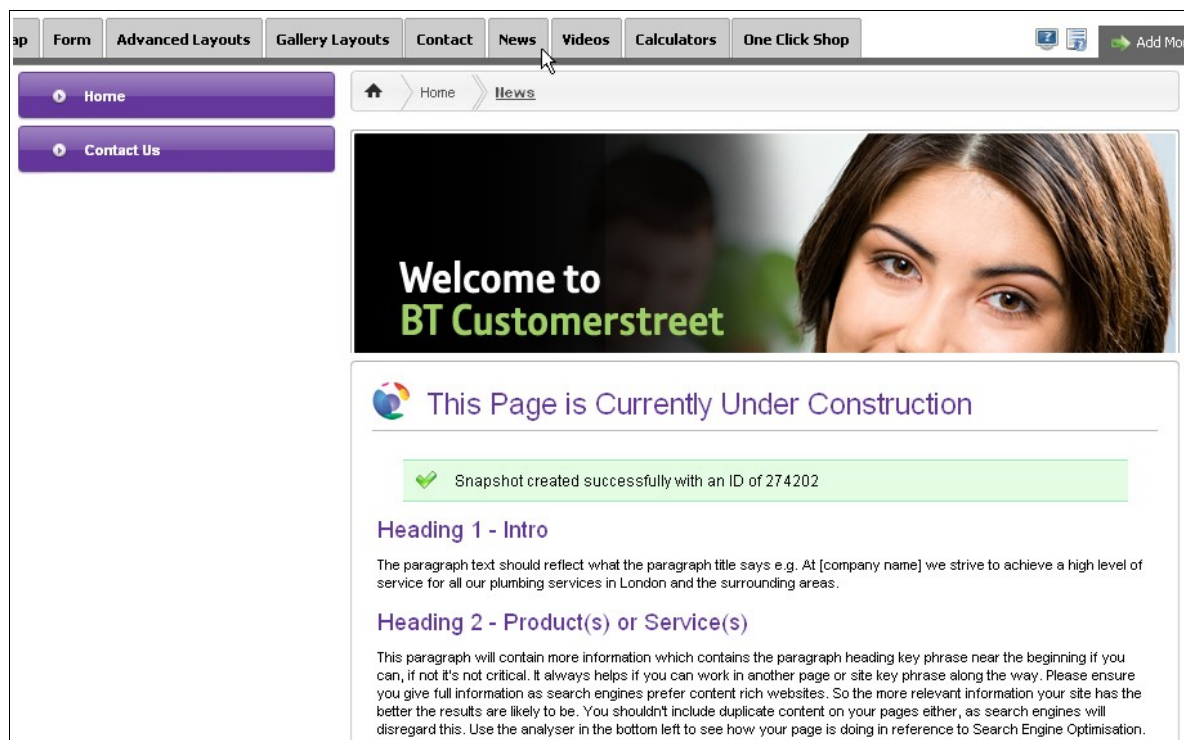


Opening Your News Page

Now you have created your page you can begin to transform it into a news page. In the Pages Editor of your Sitebuilder, click on the "EDIT" button with the pen icon located underneath the page title. Your new page will open within the Sitebuilder. There will most likely be some standard text inserted as a template as shown below.

Changing the Layout

To turn this standard page into a news page you will need to click on the button called "News" as shown below.



You will then be prompted with three layout options. Your main news page must be the first layout called "Index Page" as shown. Please click to select this option.



Warning: Switching Layout Types

Warning: If you switch layout types you will lose any content.
If you wish to continue you can always restore you page from the last time you clicked to edit this page.

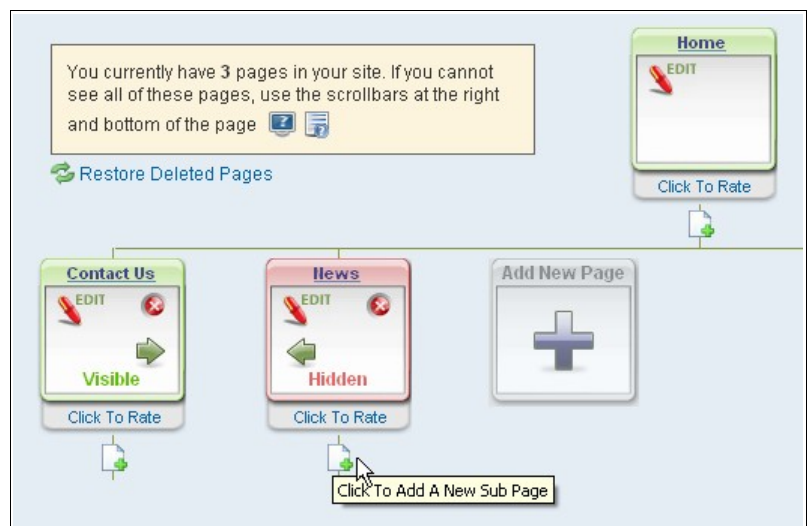
Once you have selected the index news layout you will be prompted with a warning. This is to advise you that whenever you switch to a new layout, any content will be lost. Click the green button to proceed.

You will now have the new layout showing in your Sitebuilder. As there is no content in your page yet, this is the next step.

Creating Your Sub-Pages

Your news page works by having one central page; in this instance it is called "News" as shown. The page can show updated news articles. Every time you add a new article the main news page will show a brief summary of the article. Upon clicking on the link the full article will open in the browser. New articles will automatically appear at the top of the page, showing the latest news first.

Each article is generated by creating a new sub-page. This is done by clicking on the icon just below the page you have created as shown here. For every new article you wish to add simply repeat this step to create more sub-pages underneath the news page.



Once you have added the sub-page you will need to add the page details as outlined previously. Click to edit the page. This time you when you click on the "News" tab you will need to select either the second or third layout options as shown. "News Layout 1" is a plain text layout, whilst "News Layout 2" has an option to add an image to the news article.

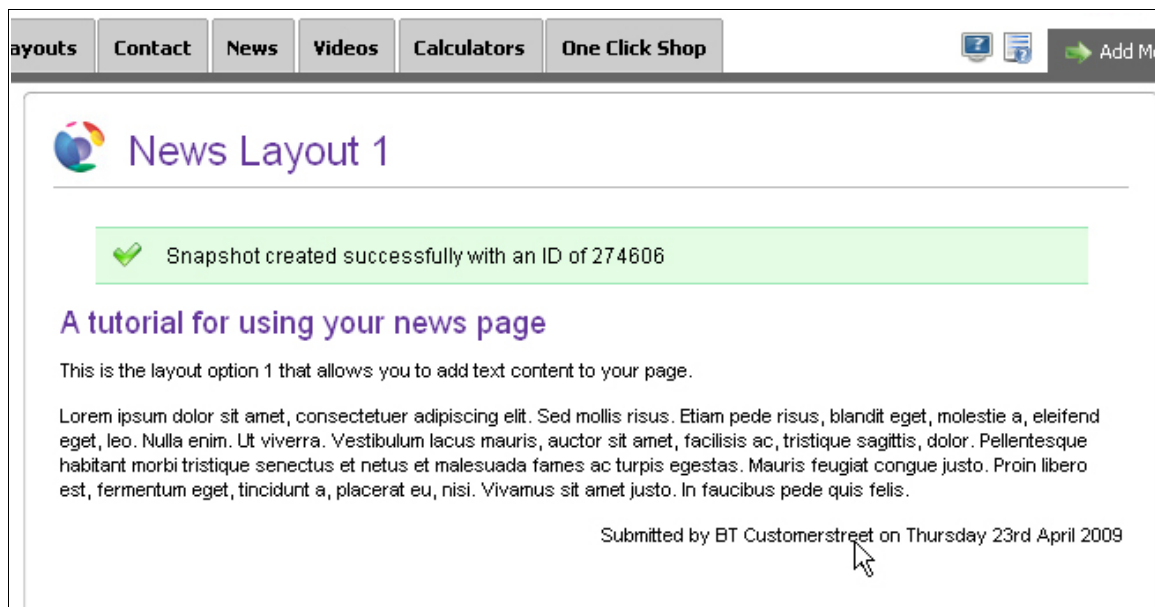
Editing Your News Article

Once you have created a new sub-page and selected one of the two layout options you are ready to create your first article.

As you would with a normal page you can edit the main header across the page (as shown below with "News Layout 1"). You can also create a sub-heading if required along with paragraphs of text content. To edit any headers or text simply click on the relevant area and an edit box will appear as it would with a standard page.

Adding Details for the Article


Once you have written your article you can assign extra details to this. These details will provide the snippet of information that appears on the main news page. Your article will look something like this:



At the bottom of the article are the submission details. In this case it reads "Submitted by BT Customerstreet..." By clicking on this section it will bring up a box to edit these details as shown.

For each article you add on a new sub-page you will need to edit these details. The description along with the page title will appear on the main news page. This should be written to give a brief overview of the article so that the user can see the nature of each article. You can assign a category to the article for use with the sidebar option as described later.

Once completed, click the green tick.



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Set the extra details for this article

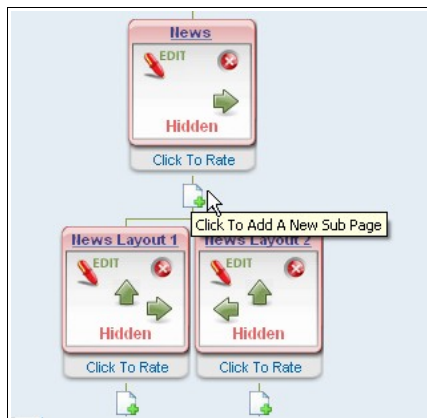
Author:

Category:

Description of the article for the index page (essential)

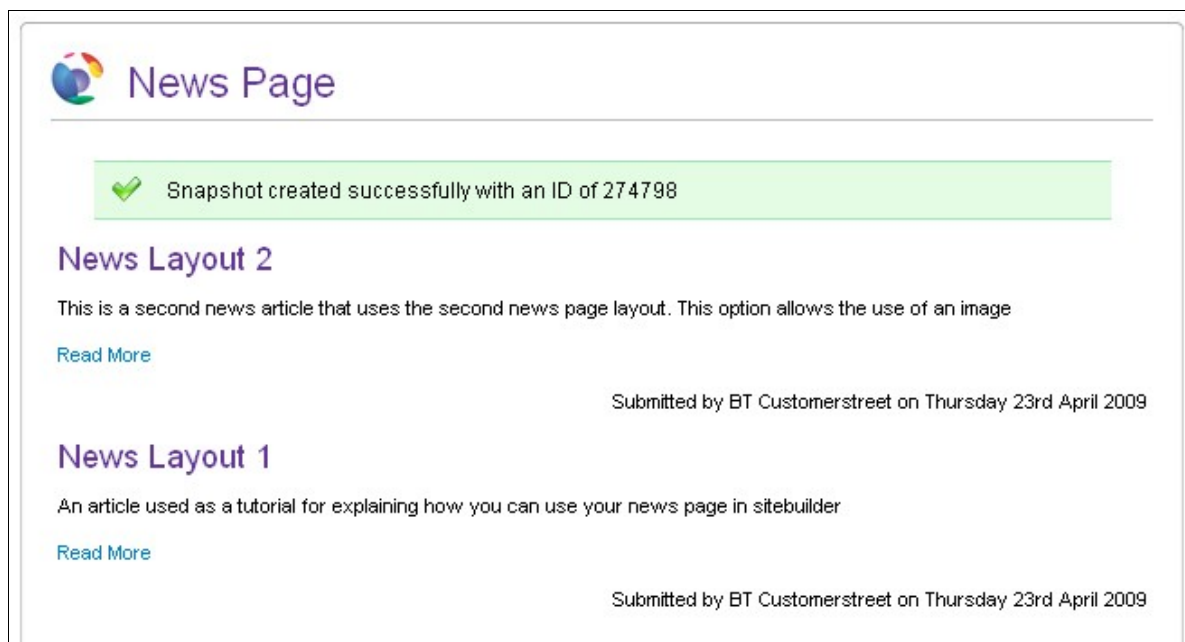
Below are the categories you have previously used

You have now created your first news article. If you are happy with the changes and wish for pages to go live immediately you can click the "Save And Publish" button. If you wish to save the page but leave it hidden and not live you can click the "Save As Draft" button. To cancel editing without saving the content you can click "Cancel Editing". You will then be taken to the Pages Editor section.



For each article you wish to create simply add a new sub-page and repeat the process. New articles will appear at the top of your main news page as shown below. The title and description appear automatically on this page along with the submission details and a link to view the page.

Your News page should appear similar to the screenshot below. The links, as shown here in blue, once selected will open the relevant article in the browser. The most recent articles will appear at the top of the page.



Sidebar Plugins

News Feed Plugin

Your news page has now been created. If you have requested your page to be live you will notice a link to this page in the navigation panel on your site. You also have the option to have a sidebar plugin on your site. The plugin will show a link to the last five news articles you have created and will show on all pages of the website. An example of the sidebar as seen on the home page is shown below. This option is called "News Feed"

News Categories Plugin

You can also enable a second sidebar to use either in conjunction with or instead of the news feed option. This "News Categories" plugin will place a link in the sidebar to the various categories that have been created. This is useful if you have a large number of news articles and wish to aid locating relevant items quickly.

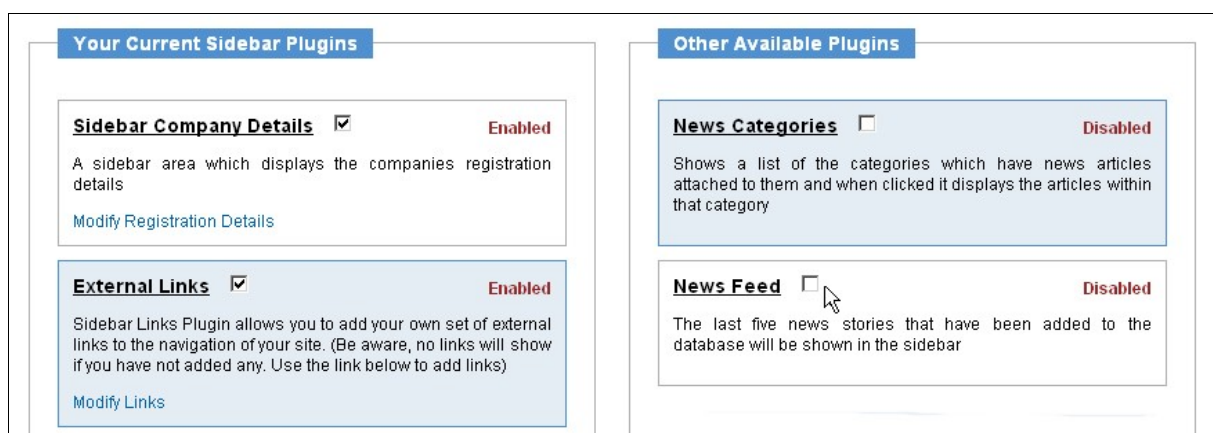
Adding the Sidebar

To add a sidebar to your pages you will need to click on "Sidebar Console" tab from within your Sitebuilder.



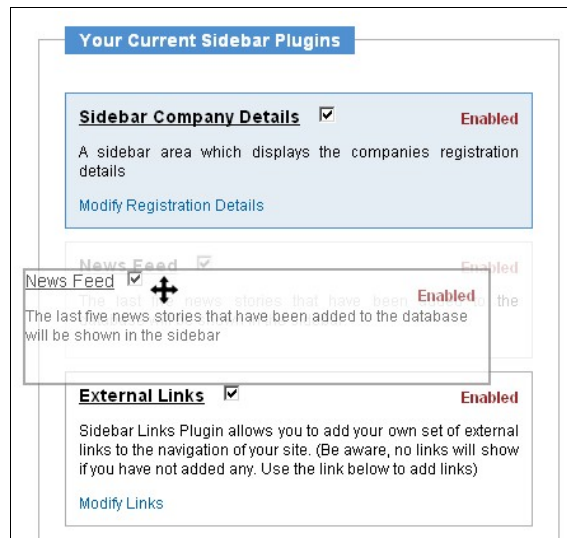
Once selected you will be shown a view of both the sidebar plugins that you have enabled on your website and a list of any plugins that are available to you.

To enable a plugin simply click on the tick-box associated with the plugin required. Once a plugin is enabled it will then show in the "Current Sidebar Plugins" section. To remove simply un-tick the box.



Moving the Sidebar

If you have more than one plugin enabled on your website you can also change the order that these appear. The order in which they appear in the “Current Sidebar Plugins” section is the same order in which they will appear on your website. You can change the order of these by clicking and dragging the box to the required location as shown here.



Below is an example of the home page on a website showing both the “News Feed” and the “News Categories” sidebar plugins. The news feed shows two articles that were created. Each article had a different category associated with it. Both of these are visible in the news categories section.

You should now have a working news page for your website that you can edit at any time through your Sitebuilder login.

