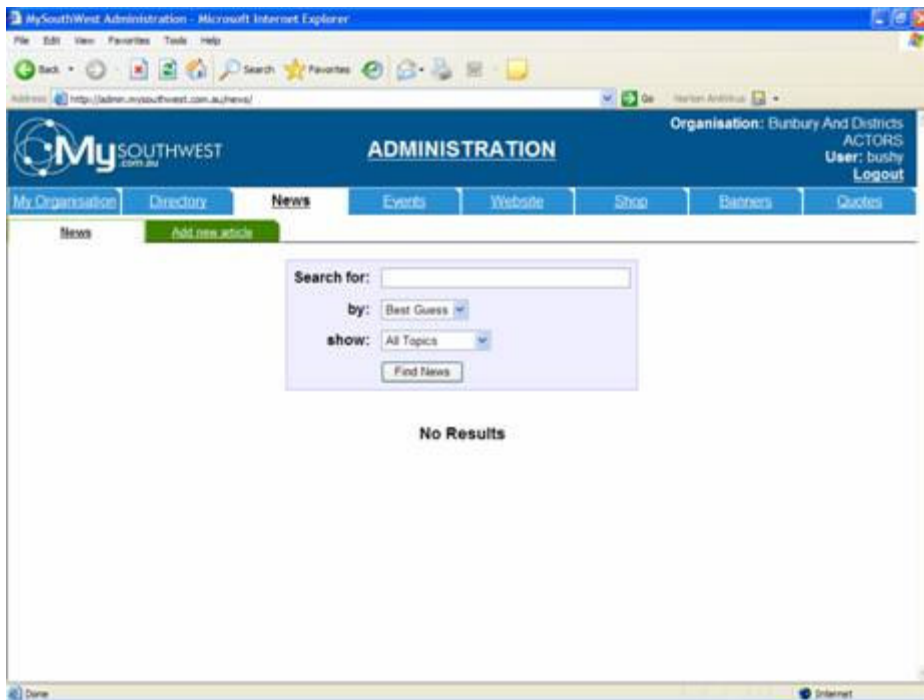


Fact Sheet 6 - News



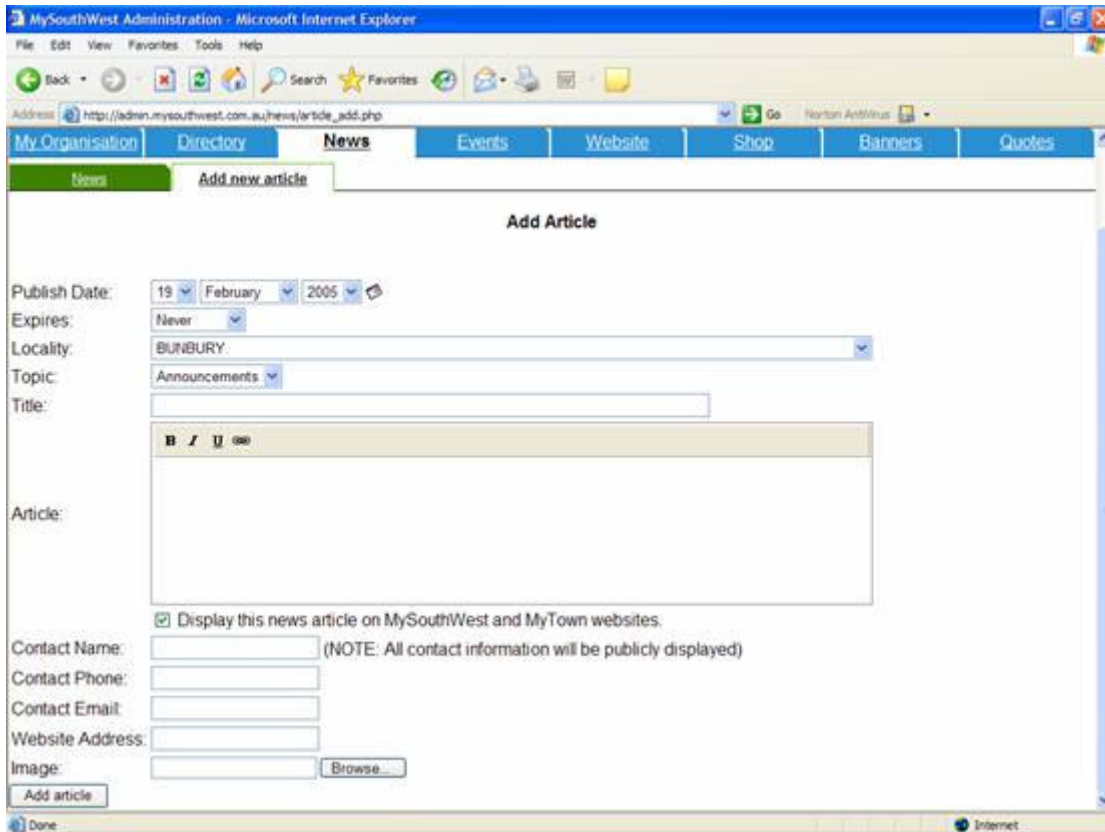
On first glimpse you will notice that this interface is the same as the one in the Directory section. The search function will allow you to search against any news articles that you have listed.

As for directory entries, if you do not have any news items created then you will not see any listed.

To add a new 'news article', click on add new article.

Fact Sheet 6 - News

Adding a news article:

The screenshot shows a web browser window titled 'MySouthWest Administration - Microsoft Internet Explorer'. The address bar shows 'http://admin.mysouthwest.com.au/news/article_add.php'. The navigation menu includes 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. The 'News' menu is active, and the 'Add new article' link is selected. The main content area is titled 'Add Article' and contains a form with the following fields: 'Publish Date' (19 February 2005), 'Expires' (Never), 'Locality' (BUNBURY), 'Topic' (Announcements), 'Title' (empty), 'Article' (a large text area with a rich text editor toolbar), a checkbox for 'Display this news article on MySouthWest and MyTown websites' (checked), 'Contact Name' (empty), 'Contact Phone' (empty), 'Contact Email' (empty), 'Website Address' (empty), and 'Image' (empty with a 'Browse...' button). An 'Add article' button is at the bottom left of the form.

On clicking add new article, you will see a screen that requires data to be entered by you. The first entry required is a **Publish Date**. The publish date is when the article will become visible and therefore the 'expires' time specifies when it will drop off the site. This is good as you do not have to remember to go back and turn it off when it is no longer news worthy.

As the item you are entering is a News item you can elect, by ticking the selection, to have it listed on your website and on the main MySouthWest website as well. This allows you to get 'free' publicity for any news article that you would like the general public to have access to. Obviously if the article is intended only for your own membership then it is unlikely you will want to list it on My South West as well.

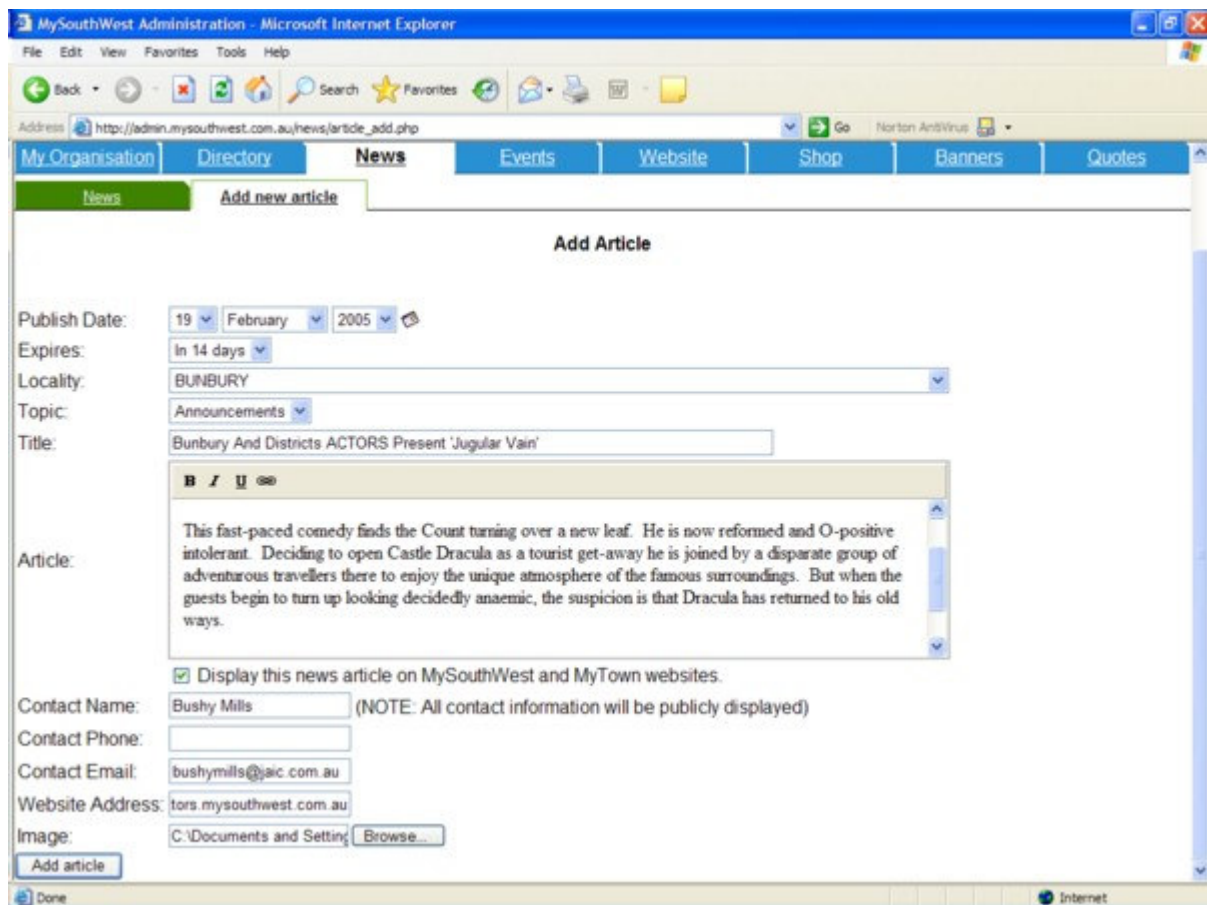
Select the publish date by using the pull down boxes and decide when the article should expire. The locality is also picked from another drop down box. You then have to select the category of news item from the choices available in the topic box.

Enter a title which will draw attention to your organisation name and what the news event is about. This title is all that will be displayed on the website initially. To find out anything more about it visitors to the site will have to click on the title. Therefore it makes good sense for the title to be 'appealing'.

Fact Sheet 6 - News

Once you have typed in your title you will then need to fill in a more complete description, the normal contact details for your organisation and finally upload any image or logo that you would like to illustrate the article with (in the same way as explained in the Website Wizard Fact Sheet 1).

Please note that your email address will be masked from public view. Should anyone wish to contact you with regard to the article then they will be able to fill out an online form and that will be sent to the email address specified by you. This is done to prevent malicious 'harvesting' of accessible email addresses by SPAM mailers.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'MySouthWest Administration' website. The address bar shows 'http://admin.mysouthwest.com.au/news/article_add.php'. The website has a navigation menu with tabs for 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. The 'News' tab is active, and the 'Add new article' link is highlighted. The main content area is titled 'Add Article' and contains the following form fields:

- Publish Date:** 19 February 2005
- Expires:** In 14 days
- Locality:** BUNBURY
- Topic:** Announcements
- Title:** Bunbury And Districts ACTORS Present 'Jugular Vain'
- Article:** This fast-paced comedy finds the Count turning over a new leaf. He is now reformed and O-positive intolerant. Deciding to open Castle Dracula as a tourist get-away he is joined by a disparate group of adventurous travellers there to enjoy the unique atmosphere of the famous surroundings. But when the guests begin to turn up looking decidedly anaemic, the suspicion is that Dracula has returned to his old ways.
- Display this news article on MySouthWest and MyTown websites.
- Contact Name:** Bushy Mills (NOTE: All contact information will be publicly displayed)
- Contact Phone:**
- Contact Email:** bushymills@saic.com.au
- Website Address:** tors.mysouthwest.com.au
- Image:** C:\Documents and Settings\ [Browse...]

At the bottom of the form is an 'Add article' button.

Having completed the form, click on Add Article.

Fact Sheet 6 - News

Editing an existing news article:

Having added a News article, when you return to the main listings page it will be listed. Should you require to edit the article for any reason you can access it by clicking on the headline.



The screenshot shows a web interface for news listings. At the top, there are two buttons: "News" and "Add new article". Below them is a search box with the following options:

- Search for: [text input]
- by: Best Guess [dropdown]
- show: All Topics [dropdown]
- Find News [button]

Below the search box, the results are displayed as follows:

Results: 1-1 of 1 Order by: Date [dropdown] Descending [dropdown] Go [button]

Date	Headline	Organisation
Sat, 19 Feb 2005	Bunbury And Districts Actors Present 'Jugular Vain'	Bunbury And Districts ACTORS

Results: 1-1 of 1 Order by: Date [dropdown] Descending [dropdown] Go [button]

This will take you straight back to the editor screen. Having made any changes that you require, click on the **Edit article** button to update the screen.

PLEASE NOTE: when you go into the editor to update a news article, the expiry date will reset to NEVER. If you need to have an expiry date, please change it back to what you require before clicking on the Edit Article button.



The screenshot shows the "Edit Article" form. At the top, there are three buttons: "News", "Add new article", and "Edit article". The form is titled "Edit Article" and contains the following fields:

- Publish Date: 19 February 2005
- Expires: Never
- Locality: BUNBURY
- Topic: Announcements
- Title: Bunbury And Districts Actors Present 'Jugular Vain'
- Article:

Jugular Vain, a new one-act-play comedy by author Paul Kerslake will be presented by the Bunbury And Districts ACTORS in the Little Garrick, Thespian Way from 1-3 March 2005.

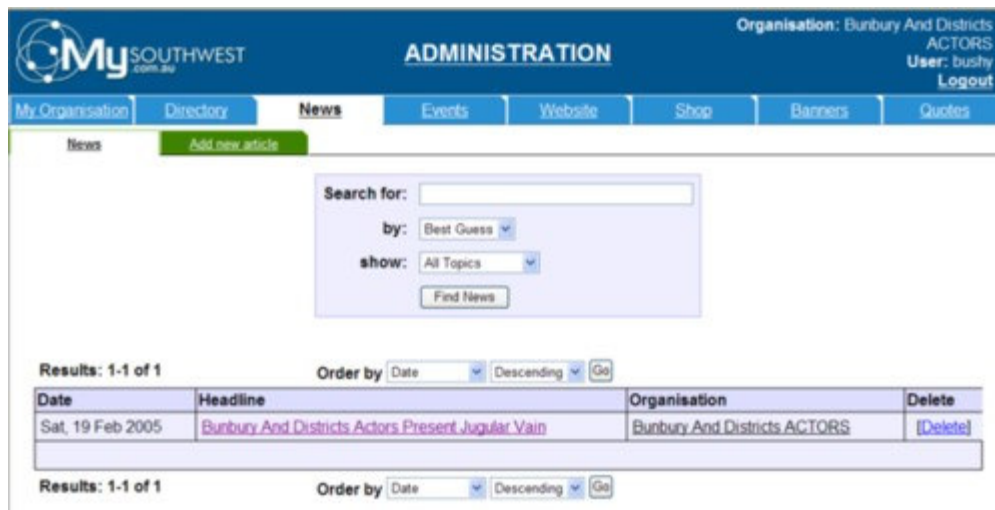
This fast-paced comedy finds the Count turning over a new leaf. He is now reformed and O-positive intolerant. Deciding to open Castle Dracula as a tourist get-away he is joined by a disparate group of adventurous travellers there to enjoy the unique atmosphere of the famous surroundings. But when the
- Display this news article on MySouthWest and MyTown websites.
- Contact Name: Bushy Mills (NOTE: All contact information will be publicly displayed)
- Contact Phone: [text input]
- Contact Email: bushymills@aic.com.au
- Website Address: http://badactors.mysouthw
- Image: /img [text input] Browse... [button]

At the bottom of the form, there is an "Edit article" button and a "Done" button.

Fact Sheet 6 - News

labelling edits in a news article:

Should you mistakenly find yourself in this editor screen but you do not actually want to update a news item, click on the green News tab at the top. This will take you back to the list of articles without saving any changes.



Deleting a news article or a picture associated with a news article:

To delete a news item click on the delete link next to the headline. To delete any picture that you may have uploaded, but to leave the rest of the article as it is, click on the news item headline. This will take you back into the main screen.

Publish Date: 19 February 2005
Expires: In 14 days
Locality: BUNBURY
Topic: Announcements
Title: Bunbury And Districts Actors Present Jugular Vain

Article:
 Display this news article on MySouthWest and MyTown websites.

Contact Name: Bushy Mills (NOTE: All contact information will be publicly displayed)
Contact Phone:
Contact Email: bushymills@aic.com.au
Website Address: http://badactors.mysouthw

Image: Remove

By clicking on the "Remove" check box above the image name and then Edit Article, the picture will be removed.

Fact Sheet 6 - News

Viewing your article on MySouthWest:

If you have selected that your news item will be visible to the whole of the MySouthWest site, to check what your news item will look like open up a new browser window and visit <http://www.mysouthwest.com.au>.

At the foot of the home page is a list of News articles, ordered by published date. As yours is probably the latest one to be added then it will currently be at the top of the list. By clicking on the link a page will open allowing you to read the whole thing!

