_About_news_articles_WS_Content_v1

You can create news articles about your organization or your adoptable animals and display them on your website. In addition, your visitors can choose to receive email alerts whenever you add a new news article using the **My Options** page.

> ✅ **Where do I find it?**
>
> You can find the News Articles page by going to **Features > News Articles.**

The following actions are available for News with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the News Articles	Web Site Service Data Management	Any (Volunteer)
Add	Able to add News Articles	Web Site Service Data Management	News Admin
Edit	Able to edit News Articles	Web Site Service Data Management	News Admin
Delete	Able to delete News Articles	Web Site Service Data Management	News Admi

> ⚠️ **Service Note**
>
> The Data Management Service provides the ability to add news articles.

Enabling the News Articles Feature

1. Click the **Settings Icon.**

2. Click **Yes** next to **Enable the News Articles feature.**
3. Click **Save.**

Adding a news article

- Click on **Add an Article.**

- When you are working with news articles you have the following fields available:
  - **Title:*** The title of the news article.
  - **Date:*** The date you want to use for the news article.
  - **Description:*** The text of the new article.
- If you want to add more than one news article, select the checkbox next to **Add another** before clicking save.
- Click **Save** to save any changes.

The most recent news articles (by the date you provide) are shown at the top of the News page.

Need more space on your screen to type your news article? You can **stretch** the editor window. Use your mouse to click and grab the little gray arrow in the bottom right hand side of the editor to stretch it taller etc.
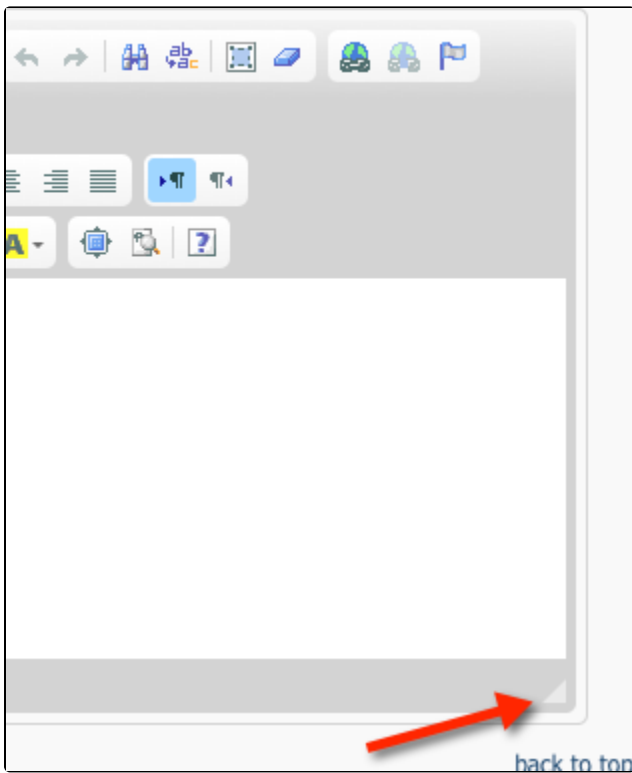
Editing a news article

- Click the **edit icon** next to a news story to edit the article.

Deleting a news article

- Select the **checkbox** next to the news article you want to delete.
- From the **Action**s drop-down, select **Delete.**

News Articles

⊕
Add an Article

⚙
Settings

Current View: Default   Total: 25 ⏮ ◀ 1 ▶ ⏭

[Actions... ▼] Views: [Default ▼] 📇📇   🔍 **0** ❓ [Options... ▼]

Actions...		
Delete		

	Name	**Date**
☐📝	7th Annual Open House	10/14/2012
☑📝	More news @ Facebook!	7/3/2010
☐📝	Chalk Art Festival Update	10/21/2009