



User Manual

EDUKIT Content Management System
(www.edu.kh.ua)

“Adding and editing news”

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1. Adding and editing news

1.1. Adding news



Left-click on the link **“News”** on the Administrator’s page

You will enter the site section where you can add news to the website as well as edit or delete the existing news.

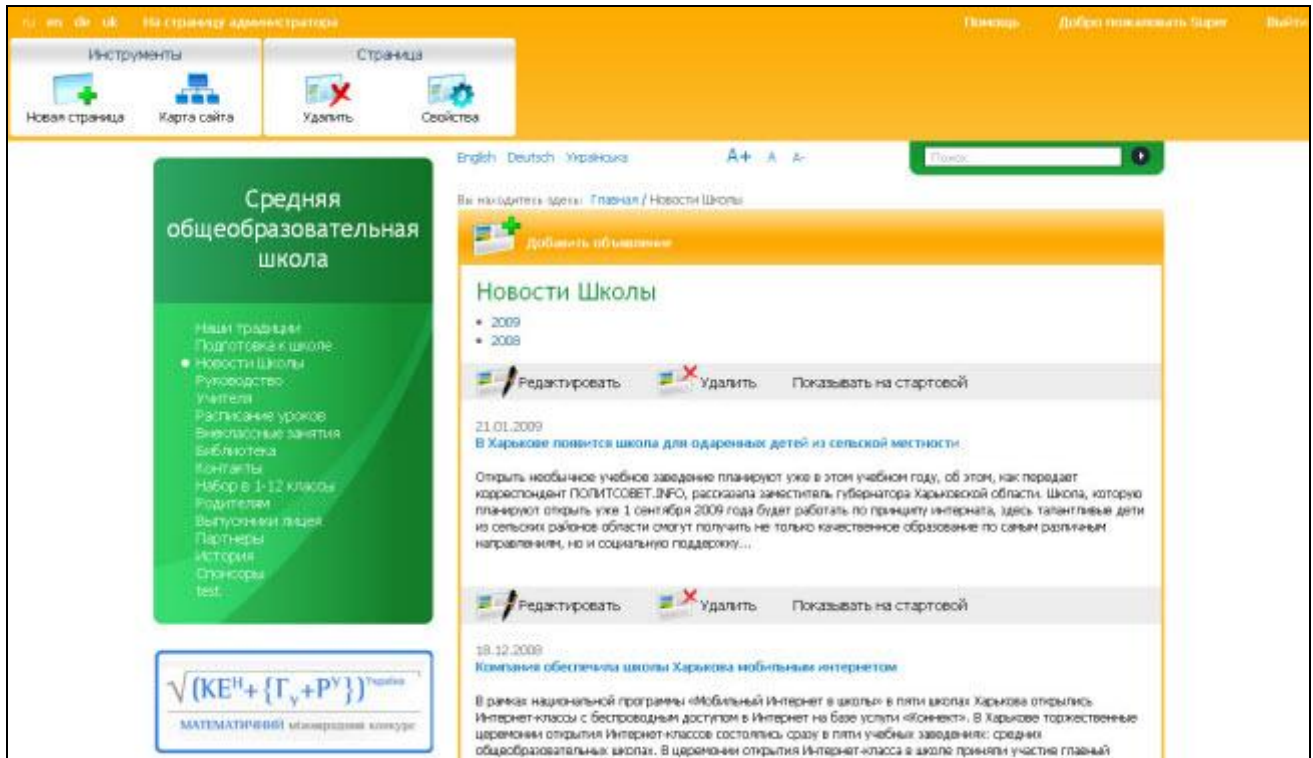
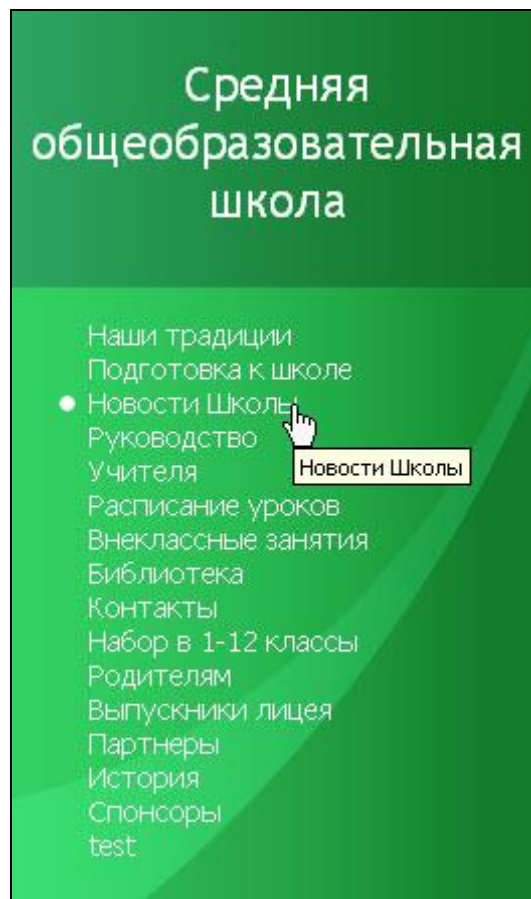


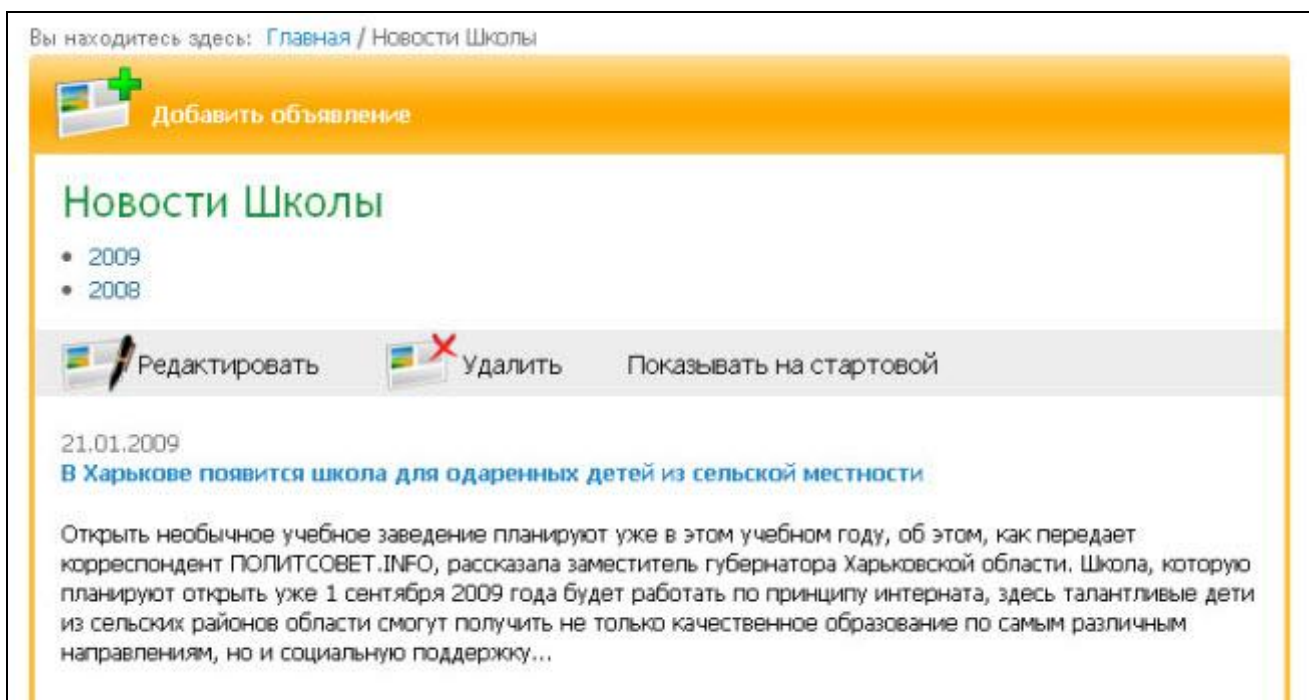
FIG. 1

Choose the menu item into which you want to place your news, for example **“School news”**:



РІС. 2

By pressing the selected menu item, you will open the following window:



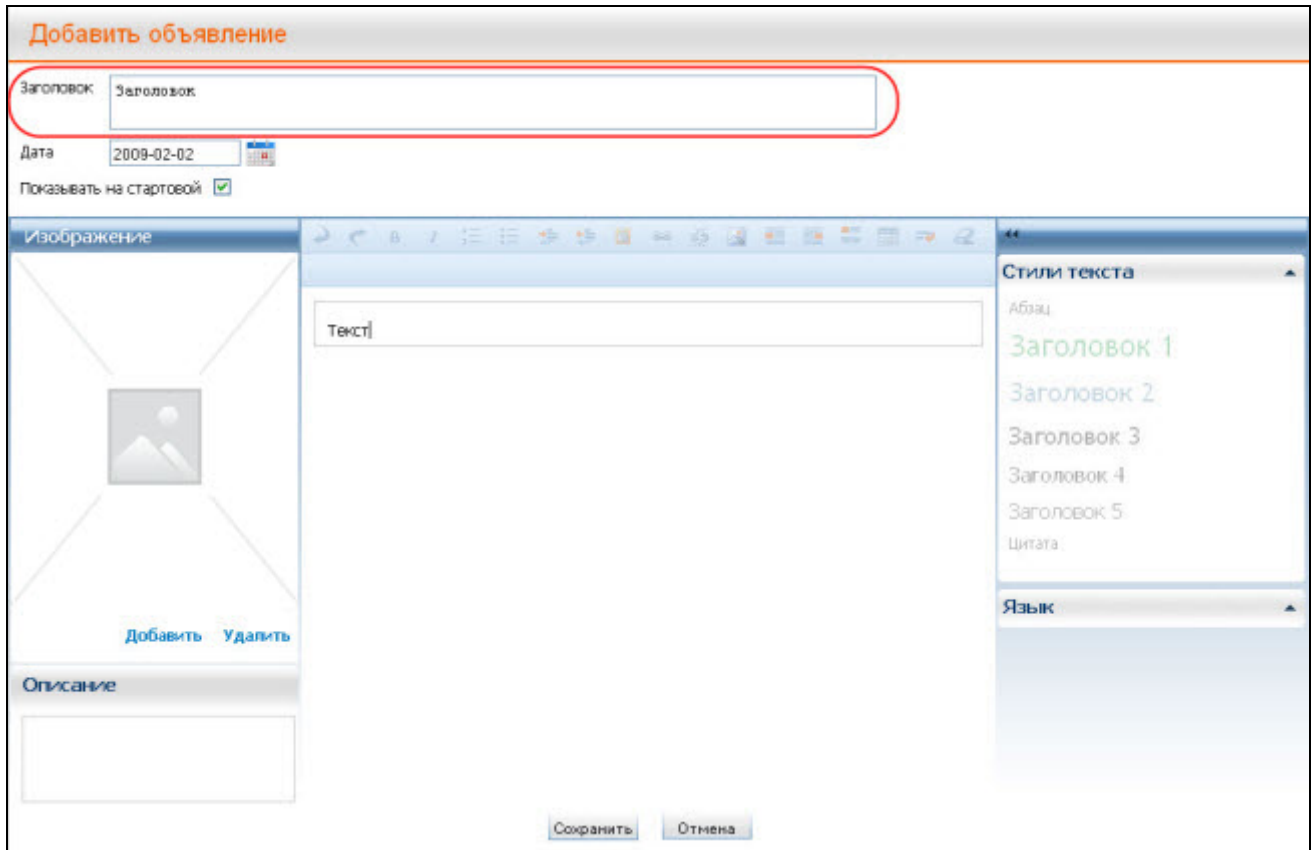
РІС. 3



Now press

Please enter the following information in the window that has appeared:

- **"Title"**. Here you can enter the news title:



РІС. 4

- **"Date"**. In this line you can enter the date:

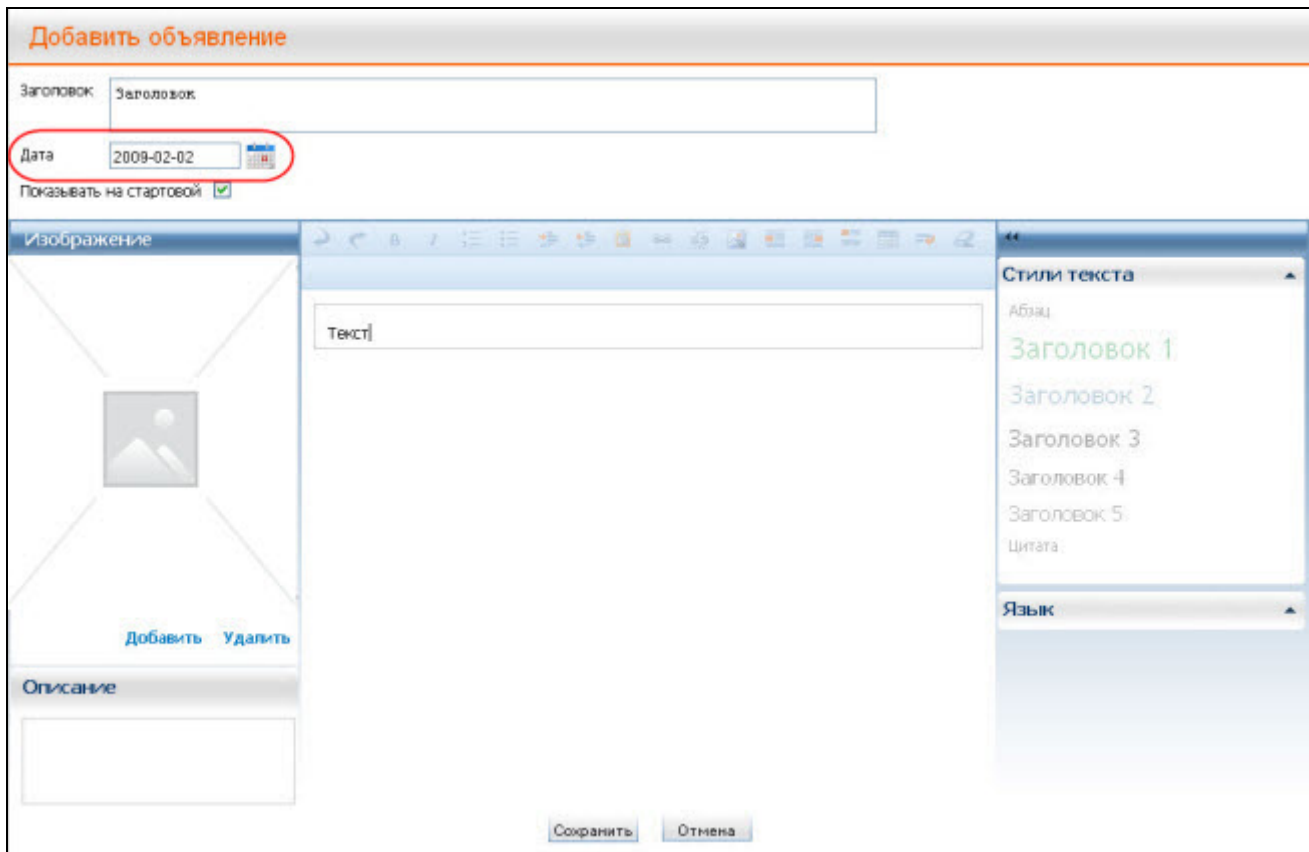


FIG. 5

NOTE: The date must be set in the **YYYY-MM-DD** format.

- **“Show on home page”:** This option enables you to choose whether or not your news will be displayed on the home page.

Tick if you want the new announcement to be displayed on the home page.

Show in menu

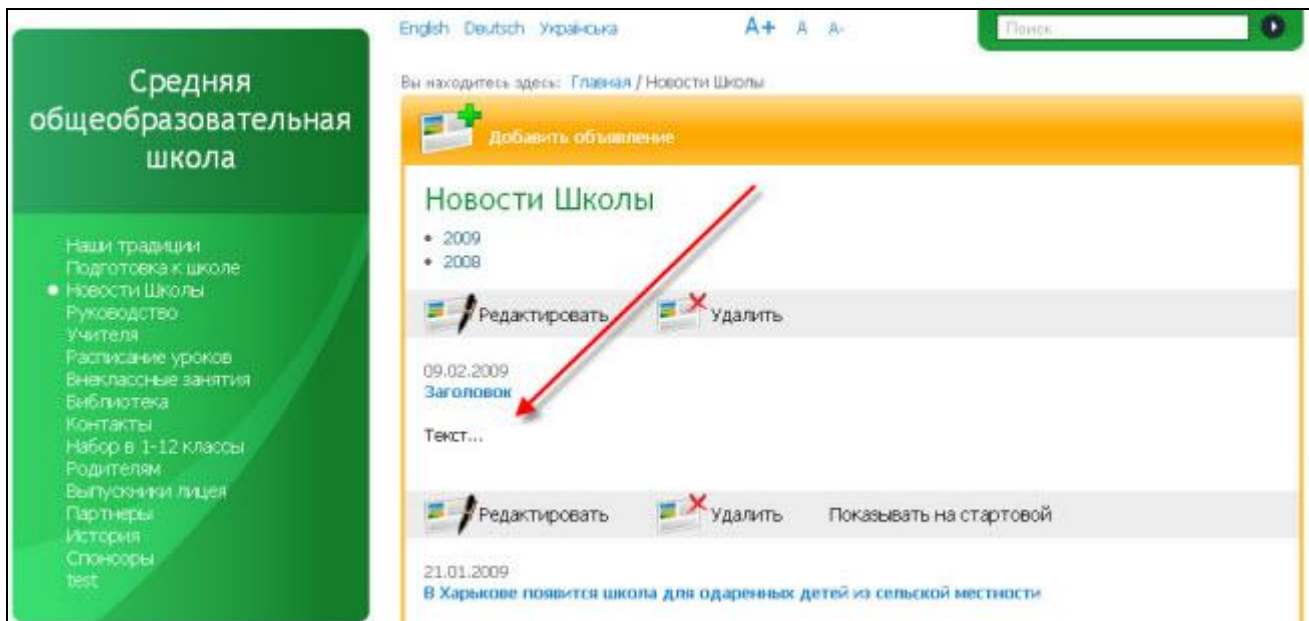
Do not tick if you don't want the new announcement to be displayed on the home page.

Show in menu

Now you can add a text and suitable images.

After all the lines and fields have been filled in, press **SAVE** if you want to complete the process successfully, or press **CANCEL** if you want to discontinue the process.

If you press **SAVE**, you will see the following window:



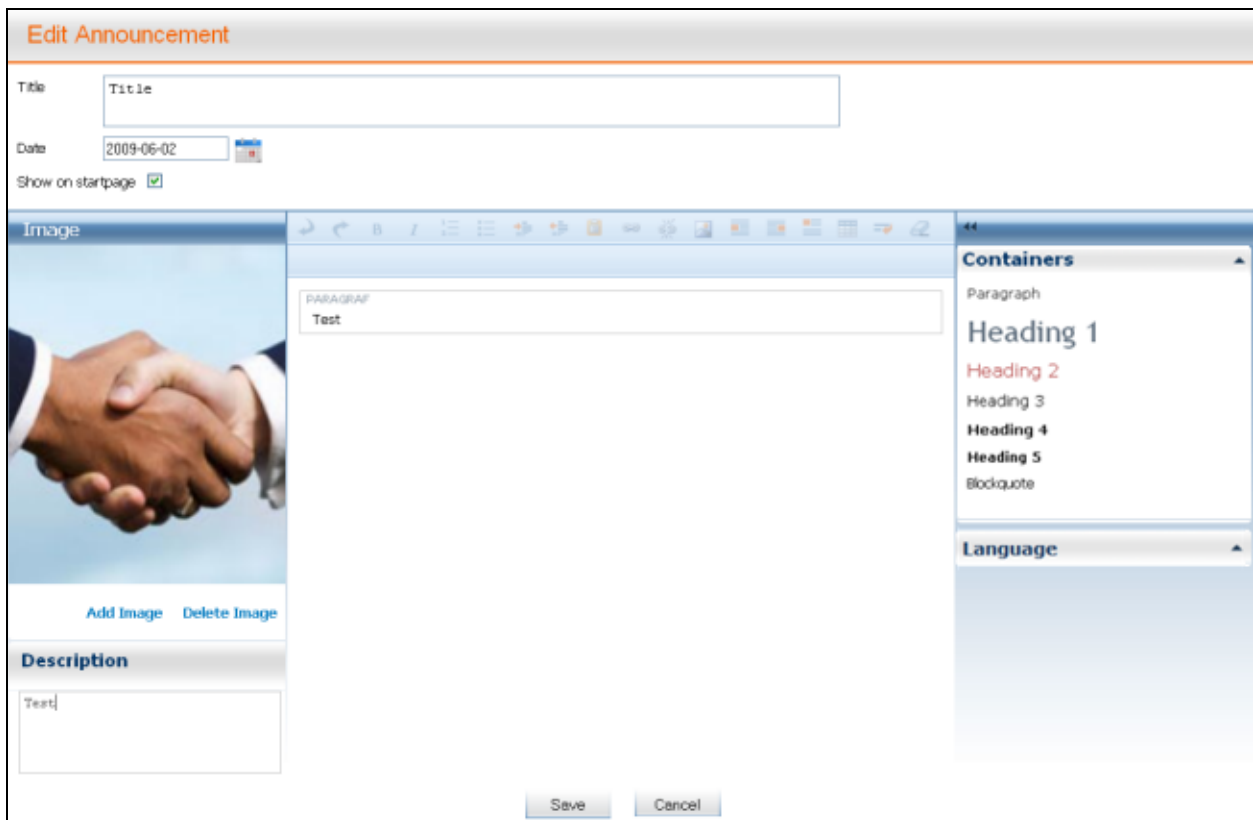
PIС. 6

Your news (here entitled **"Title"**) has been successfully added!

1.2. Editing news


If you want to edit news, press the button  (right above the news).

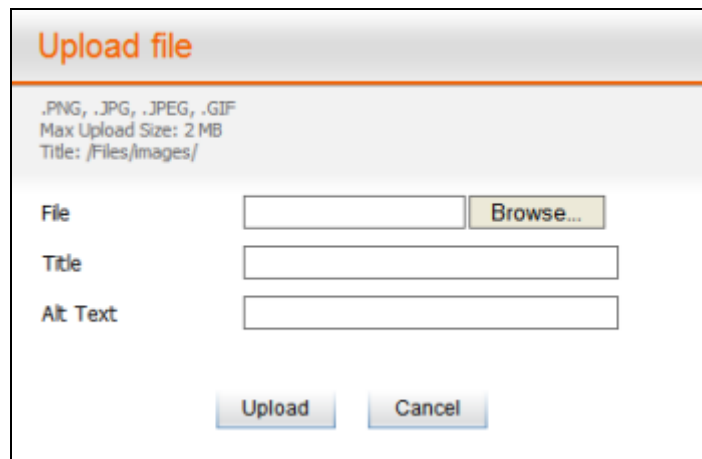
The window that has appeared will allow you to edit the existing news:



PIC. 1

In this window you can edit the following information:

- **“News title”**. Here you can change the news heading.
- **“Date”**. Here you can change the date.
- **“Show on home page”**. Here you can choose whether or not the news will be displayed on the home page.
- **“Add image”**. Here you can choose a suitable image: choose a photograph or an image from **“Galleries”** or **“Image collection”** in the window that has appeared. Note that **“Alt text”** will be filled out automatically. However, you should specify yourself what will go into this line. You can click  to upload other images. In this case you will see the following window:



PIC. 2

You can also add a title or an alternative text here. Then press **“Browse”** (this button can be called differently depending on the language of your browser), select a file and press **“Upload”**. The window that will appear will look like that:



PIC. 3

You can add a suitable **Caption** under the image.

Now press **ADD**, if you want to complete the process successfully, or **CANCEL** if you want to stop the process.

- **“Delete image”**: if you don’t like the image and want to delete it, press **“Delete image”** in the menu **“Additional Image Tool”** (it appears on your right after you have highlighted the image).

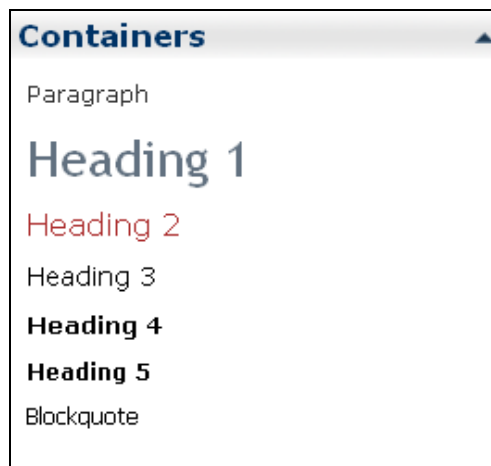
You can edit the text using the following buttons:



PIC. 4

Please find the detailed description of the toolbar in the chapter **“Creating and editing pages”**.

- **“Text styles”**: you can select the text style on the right:



PIC. 5

- **“Language”**. You can select the language in the bottom right-hand corner of the screen.

Press **SAVE** if you want to complete the process successfully, or press **CANCEL** if you want to stop the process.

NOTE: The changes you have made are irreversible.

1.3. Deleting news

If you want to delete a piece of news, press  (above the piece of news).

NOTE: Deleted news cannot be restored.