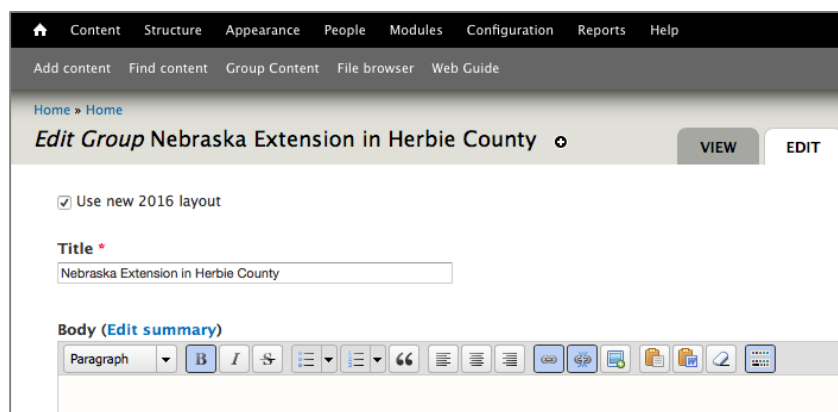# County Website Management System

Switching to the New 2016 Layout

Before switching to the new layout, create article pages for the content you want posted in the main content area on the home page. Once your site is switched to the new layout anything entered into the home page editor "Body" will not display. Instead, the home page main content area will display a news feed. The news feed automatically displays posts that link to the articles you created.

1. To use the new 2016 layout, click the "Edit" tab on the home page.

2. At the top of the page, check the box next to "Use new 2016 layout" then click the "Save" button.
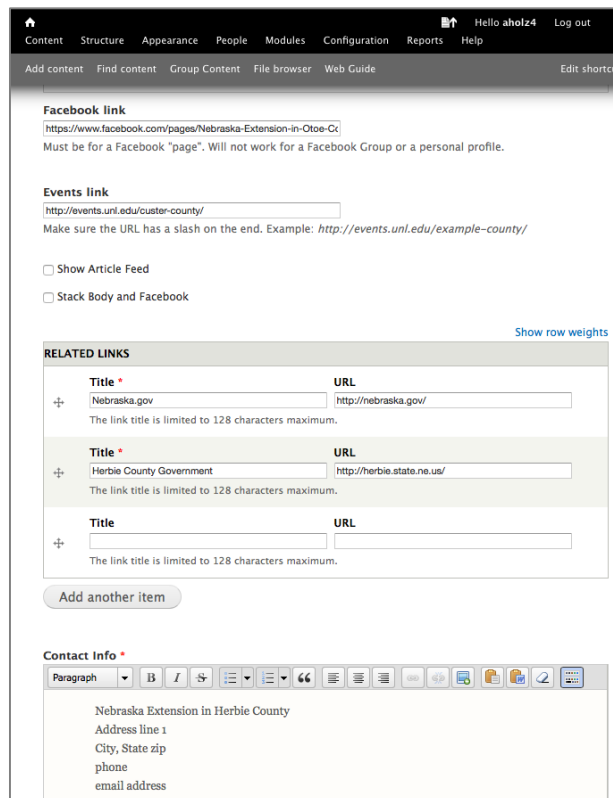

Home Page

The following items can be updated by clicking the "Edit" tab on the home page.

*   Link to Facebook Page (displays in right column)

*   Link to Event calendar (displays in right column)

*   Related Links and Contact info (displays in grey local footer region)

After switching to the new layout, you won't be able to edit the main content area on the home page. Instead, the main content area will display a news feed.

The "Show Article Feed" and the "Stack Body and Facebook" options are not applicable when using the new 2016 layout.

Home Page News Feed

Only Article pages display in the news feed. Basic pages will not display in the feed. The feed displays the article title, summary and a read more link. When creating an article, you have the option of entering a summary. If the "Summary" field is left blank, up-to the first 800 characters of the article body will display as the summary.
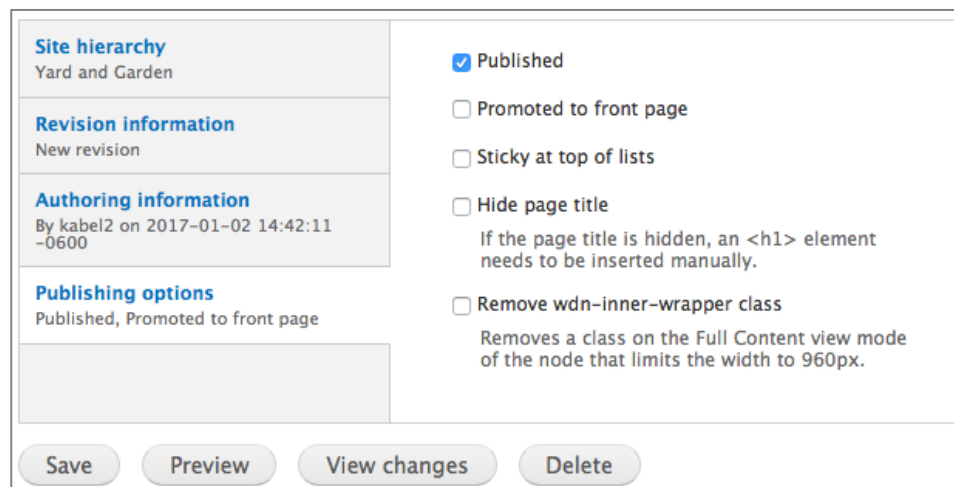
When editing an article, you can select whether or not it will display in the home page news feed. By default, articles display in order of their publish date with the newest articles displaying first. However, you can select to make an article sticky, so that it always displays at the top of the feed, regardless of its publish date.

Display a post permanently at the top of the news feed

1. Click the "Edit" tab on the article page. Scroll to the bottom of the page and click "Publishing options" on the left side navigation.

2. Check the box next to "Sticky at top of lists" then click the "Save" button.

Remove a post from the home page news feed

1. Click the "Edit" tab on the article page. Scroll to the bottom of the page and click "Publishing options" on the left side navigation.

2. Uncheck the box next to "Promoted to front page" and click the "Save" button. The article will still be available to people going to the page with a direct URL (Web address).

Change the order posts display in the news feed

1. Click the "Edit" tab on the article page. Scroll to the bottom of the page and click "Authoring information" on the left side navigation.

2. Change the "Authored on" date to an earlier or later date. Article posts display in order of their publish date with the newest articles displaying first.

4-H Page

The 4-H page feed works similar to the home page feed. To display an article in the 4-H feed, select "4-H Youth Development" on the edit article page.

Related Programs

To display an article in a related program page feed, select the name of the program on the edit article page.

Menu Bar

After switching to the new layout, the red menu bar should display Home, [County Name] 4-H, Educational Programs, and Nebraska Extension across the top.

Add pages in the dropdown menu under Home or 4-H

1. Go to your home page and click on the "Group" tab on the top right.
2. Click on "Menus" then click on "list links".
3. Click and hold down on the move tool (looks like a cross) next to the page and drag it under Home or 4-H to where it looks indented.
4. Make sure the check box under "Enabled" is checked next to the page.
5. Click "Save configuration"

Note:

- Pages with the check box checked under "Enabled" will display on the red menu bar or in the dropdown.

- You can remove a page from the menu by unchecking the "Enabled" check box.

- Do not remove educational programs and Nebraska Extension.

- Pages that are indented will display on the red menu bar in the dropdown.

- Up-to six items may display on the top red menu bar.

- Avoid listing more than six items in the red bar dropdown menu under each menu item.