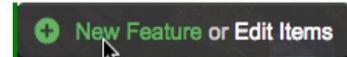


Follow these steps to create a feature item on your website...

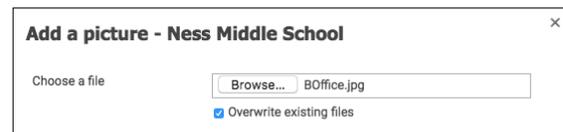
1. A feature item always requires an image. That image must be sized and cropped in Photoshop as follows: 768 px X 432 px at 72 dpi. See the document titled Prepping Images in Photoshop for more details.

2. With your image prepped and ready to upload, begin by logging into your school website.

3. In the Feature area, click New Feature to create a new feature item...



4. Next, browse to locate your feature image, click Open in the dialog box and then click OK.



Featured Stories - Ness Middle School

EDIT

Save Cancel Paste Copy Delete

Commit Clipboard Actions

The document was uploaded successfully. Use this form to update the properties of the document.

Name * BOffice .jpg

Preview

Title

Display On

Expire By

Caption

Used as caption text for the story.

Link

Open in New Window

Created at 10/19/2017 11:29 PM by Rob Carnegie
Last modified at 10/19/2017 11:49 PM by Rob Carnegie

5. Complete the following fields:

Title:

Give your feature item a title. This is the text that will display in bold at the top of your feature item on the website.

Display On:

Enter a date you wish the feature to begin its rotation in the feature slideshow on your website.

Expire By:

Enter a date you wish the feature to expire itself out of the rotation on your site.

Caption:

Enter the text of the message you wish to display in the Feature.

Link:

The link field can be used to link to a news item, an uploaded PDF or any web address. (For full details on using links in a feature, please refer to the appropriate PDFs in the Scholantis documentation site.)

6. Click Save.

7. Now, check out your feature item on your website. Be sure that the text does not extend beyond the space provided for the caption.



Note: If what you have to say won't fit in the space provided, you should either create a news item containing all the information and have the feature link to the news item. Or, have the feature link directly to an uploaded PDF with all the details.