

Follow these steps to Link a Feature Item to a News Item. This is a 2 part process... part one, creating the news item and part two, creating the feature item that links to the news item.

1. First, you'll need to prepare the images in Photoshop that you wish to use for your feature and the news item that the feature is going to point to. You can use a different image for the feature and the news item if you wish. They do have to be sized appropriately, however.
2. With your images ready, log into your school website...
3. Begin by creating and saving the news item... (For full details on creating a news item, please refer to the appropriate PDF in the Scholantis documentation site.)
4. Once you have saved the news item, it will appear on your school's main website in the School News section. Now, click on the news item to display the full story in your browser.
5. Next, select and copy the URL of that webpage in the address bar of your browser.
6. You are now ready to create the feature item. Click the button in the feature area to create a new feature. (For full details on creating a feature item, please refer to the appropriate PDF in the Scholantis documentation site.)
7. Proceed to create the new feature as outlined in Creating a New Feature, with this one addition...
 - a) In the "Link" field, paste the URL of the news item you had copied earlier.
8. Save the feature.
9. Your feature item will now include a link that reads "Read More". Clicking that link will take you to your news item.