

# Adding a News Item in RedDot

While you can add text and/or an image to the “additional content area” (blue box) on the news page, but you will primarily be adding articles under “News and Events”.

1. Navigate to your “News” or “News and Events” page.

help please contact Interactive Media Services at 575-5117 or [ims@uark.edu](mailto:ims@uark.edu) with any questions or to schedule training.

UNIVERSITY OF ARKANSAS

College of Education and Health Professions

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Curriculum and Instruction >> News and Events

Open Page

News and Events

Page last updated: 11/16/2005 16:11

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2. Click the “Open Page” red dot.

Close Page  
Edit the Summary.  
Current Summary:  
Edit Text

Edit Text block.

News and Events

Edit Text block. Edit News List.

Edit Text block.

Add news item by clicking on the "Edit News List" red dot.

Edit Additional Content Block.

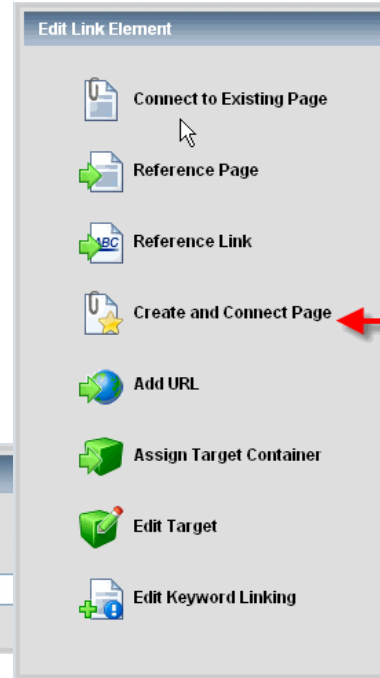
Hidden list

1. Click to add a page, make note of the headline you use.
2. Open text editor
3. Create link by adding text, highlight and click hyperlink button, then use the search function to find your headline and connect.

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3. Click the “Edit News List” red dot.

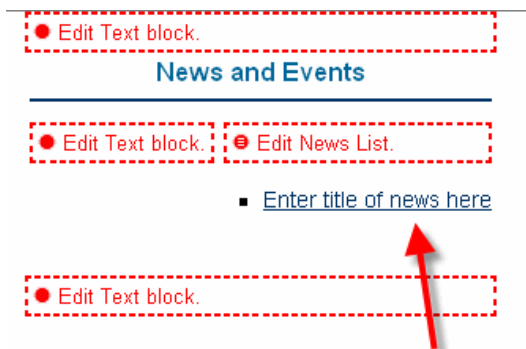
4. Select "Create and Connect Page" in the Edit Link Element window.



5. Enter a headline for the news item in the Edit Headline window and click "OK".

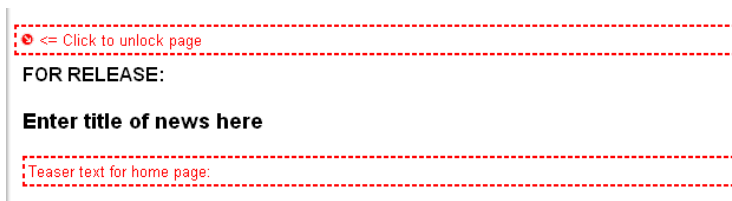


6. This will take you back to the news page and you will see your headline appear under "News and Events".



7. Click on the news item.

8. Select the "Click to unlock page" red dot. This will open the news item editor.



9. Starting with “Click to set article date”, click on the red dots and enter your selection, text, or image for each.

a. Article date – date of the article

b. Digest show date – date the article will appear (usually the same as article date)

c. Insert image – image to appear with the article (optional)

See the tutorial, [Inserting and Editing Images in RedDot](#) . If you use an image, don't forget to add an ALT tag.

d. Hi-res image (high resolution) – When the first image is selected, it will take the user to a high resolution version for media download. Important: If you do not have or want a high resolution image, select the original image again. If you do not, the original image will not appear.

e. Image caption – a descriptive phrase that will appear under the image, if one was used (optional)

f. Contacts – names, phone numbers, emails, etc. of contact persons for the article (optional)

g. Article teaser – brief attention-getting description introducing the article (optional)

h. Article body – content of the article

- ⊗ <= Click to lock page
- <= Click to set article date.
- <= Click to set digest show date. Currently:
- <= Click to insert image.
- <= Click to insert hi-res image for media download.
- <= Click to edit image caption.
- <= Click to edit image alignment.
- <= Click to edit contacts.
- <= Click to edit article teaser.
- <= Click to edit article body.

**FOR RELEASE:**

**Enter title of news here**

Teaser text for home page:

After these items are completed, you should be able to view the article.