

# Add News Item

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The quickest way to add a news item to use the **Shortcuts** menu at the top of your screen:

- Click on the drop-down menu in the top right of the screen and choose **Add News** .

Or you can do it via the **News** tab in the Admin Area.

- Click on the **News** menu
- Click on **Add New** .

Once you are on the news screen you must complete the following sections:

- Add a **Date** for your news item.
- Add a **Title**. This is the heading displayed on the public screen.
- Type your news item in the **Body** editing box.
- Specify whether the news item is **Published** or not.

The following items are optional:

- To help users find the news, add **Tags**.
- To force users to log on to read the news item, mark it as **Private Read**.  
To restrict who can edit the news item, mark it as **Private Write**.  
To make it available only for users who has a link, mark it as **Unlisted**.
- To publish or change to not published at a future date, **Schedule** it.
- To force users to read the news item, set up the **Must Read** option.

You can find out more about each of these fields and how they work in [The News Screen Explained](#).

Once your news item is complete:

- Click **Save**.

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*This functionality works in version 3.5 and above*

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