

Edit news item

To edit a news item, including changing the date, changing the text, schedule and whether an article is published or not published and private or not private:

- Choose **News** menu
- Click the Options icon under **Actions** to display the dropdown list, and then click Edit.

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

If you wish to simply change the news item to published or not published:

- Choose **News** menu
- Check or uncheck the **Status** option.

You can also use the bulk update option to set a news item as private/not private and published/not published or to delete it. Using this feature, you can update more than one news item at a time.

This functionality works in version 3.5 and above

Article ID: 244

Last updated: 16 Nov, 2013

Updated by: Leontev E.

Revision: 1

User Manual v7.0 -> News -> Edit news item

<https://www.kbpublisher.com/kb/entry/244/>