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News

News functionality in KBPublisher

The News Input Screen Explained

1. The blue line at the top of the screen denotes whether you are adding a new news item or editing an existing one.

2. The **Date** is the news date displayed on the Public area screen.

3. The **Title** is the news heading.

4. **Body** is the news article itself.
   Note that on the Public area home page the user only sees the first characters of this. They click on the news heading to open the news item and see the rest. To set the maximum number of characters displayed under an article, go to the Admin area: *Settings → Public Area → Articles → Article preview format → Article character limit.*

5. **Tags** are search words. If you define a keyword here and a user then searches using that keyword, this news is displayed. Use a comma to separate each keyword.
   Some external search engines may also use this for search engine optimization.

6. Checking the **Private Unlisted** option makes the news item available only to users who have a link to it.
   Checking the **Private Read** option allows you to force users to log on to see the news item. Checking **Private Write** allows you to control who can edit it. Checking both gives you control over who can read it, whether they have to log on, and who can update it.

   Designating that a news item is private brings up a list for you to choose **Access for assigned roles only**. This allows you to assign which groups of users (users in which roles) can actually read the news item. Choose **None** if you just wish to make the news private (so they have to log on) but still want everyone to be able to read it. Otherwise, choose the role(s) that can see or update this item.

7. Checking the **Schedule** option allows you to dictate a date and time for when a news item is published and when it drops off the news list.
   When you check **Yes** to the Schedule option it brings up a date and time, and allows you to determine whether the news item is to be published or not published at that time. An **And** option allows you to specify a second date/time and status to schedule.

8. Use the **Must Read** option to set up a mandatory reading requirement.

9. Use the **Published** option to specify whether users can read the article or not.
   You would often use this in conjunction with scheduling. For example, you may set a news item so it is not (**Published** option not checked) and schedule it to be published on a specific date and time.

10. The **Save** and **Cancel** buttons are standard. **Save** means save the news item, **Cancel** means exit and don't save.
    If the **Published** checkbox is selected, the **Publish** button appears instead of **Save**. After clicking the **Publish** button, the

news become visible in the Public area. **Save and continue editing** allows you to save the document but remain on the edit page to make more changes.

This functionality works in version 3.5 and above

Add News Item

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**.

This functionality works in version 3.5 and above

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

Delete news item

To delete a single news item:

- Choose **News** menu
- Click on the **News** tab
- Click **Delete** from the options dropdown menu.
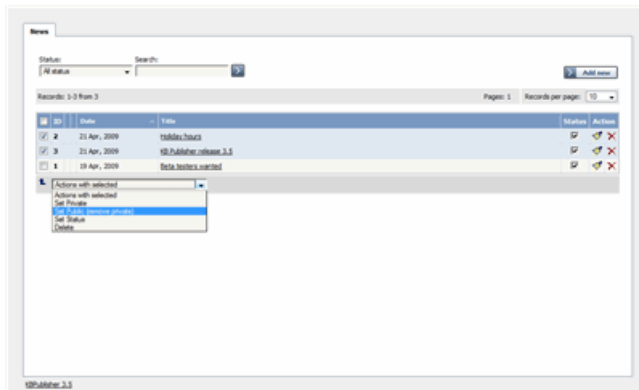
To delete one or more news items:

- Choose **News** menu
- Click on the **News** tab
- Check the Actions with selected check box to the left of each article you wish to delete
- Choose **Delete** from the **Actions with selected** box at the bottom of the screen
- Click **OK**
- **OK** again to confirm that you really do want to delete these articles.

This functionality works in version 3.5 and above

Efficient Bulk News Updates for Your Open Source Knowledge Base

KBPublisher allows you to bulk update news items to:

- Publish news items or set them to not published
- Make news items private or public
- Schedule news items
- Set custom fields
- Set news status
- Delete news items

You can do this direct from the **News** menu, **News** tab.

To update the news items:

- Check one or more news items to update
- Choose the appropriate action from the drop down list of **actions with selected**
- This brings up further options to select from according to the action chosen. Choose the appropriate selection
- Click **OK**.

Note:

- Bulk actions available depend on your user access.
  For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

This functionality works in version 3.5 and above

Remove scheduling

To remove scheduling from an article, file or news:

- Edit the item
- Uncheck the **Schedule** checkbox

You can also use the bulk actions option to remove scheduling from multiple articles or files:

- Select each item to be un-scheduled
- Choose **remove schedule** from the **Actions with selected** options at the bottom of the screen.

This functionality works in version 3.5 and above