Hello everyone, my name is Nora Wesselmann and I am the Missouri Ploud project coordinator here at the Missouri state library.

In this video I am going to show you how to create news items and set up what is called an rss feed from a popular news source on your website.

So what can you use news items for?

News items appear in two places one is the news portlet currently on the right hand column right here, and the other is the news page under Calendar and News, you can announce exciting library news, such as upcoming events library updates or anything else you want to announce to your community.

On the news page any news items you have will be listed like this example the title is at the top, with links to the full news item and the summary appears here under the title. The patron can also click the Read more to get the full news item as well.

In the full news item, it will lay out the text and images like a page. The lead image will always be at the top right, and if you click on it, it will make it larger.

To create a news item go back to the news page and click add new. A news item should be the only option under this menu.

When you click on it, it should open up the dialogue to add a news item.

Add the title, for our example it will be the Sugar Rush Bake Sale, and then add a good summary that will get people's attention.

To add the lead image click the choose file button and the select the image you want from your computer.

This can be a poster for an event a picture relevant to the news or anything else you want to show up in the news item. For this example, I am going to add a poster for a new library events that I made in Canva.

Select the picture and then click open, and you should see the name of the file appear.

Then add any relevant details in the text box, you can also add more pictures or links, just like a page.

And I'm going to have some copy I'm going to copy and paste.

And then, once you have everything on here you click save. And it should take you to the preview of the news item.

Make sure everything looks correct and then change the library event to publish for your patrons to see. This will also add it to the news portlet down here at the bottom.

And there it is, the newest items will always appear at the top of the list.

If you need to change something after you have created the news item click on its title and then go into edit mode. Make the changes that you need and save and it will take you right back to the page.

To delete a news item that has been up for long enough go to your news page, and then go into contents. Click the check box next to the item you want to delete and then click the delete button at the bottom of the list.

Now we are going to make an rss feed rss stands for really simple syndication and is a way to create a feed on your website of recent news or posts from other websites, like the New York Times or local news outlets.

You can add an rss feed using the rss portlet.

So we'll go to manage portlets, and then go to the main settings.

Under the add portlet select the rss feed.

When you create an rss portlet it will ask you for a title, how many items display and then the URL for the rss feed. The easiest way to find the URL is to Google, the new source you want with "rss."

For our example, we're going to look for the New York Times Book review, and then add rss to the end.

Here we have rss feeds for the New York Times and I'm going to scroll down and find their book review.

Right click on the link that you want and do copy link address, and then we will paste the URL into here and we will title this New York Times book review.

Once you have everything added click save, and then go to your homepage to check that it is working.

And there it is. Each of these links will go to the review in question.

That is all I have to show you in this video I hope you found this small presentation helpful. I have my contact information here, as well as Janet Caruthers who worked with me on this project if you have any questions or want any more information feel free to reach out to either of us thank you and have a great rest of your day.