

Copying ISU Extension News Fill-in-the-Blank News Releases to County News Pages

The ISU Extension News site publishes as needed, fill-in-the-blank news releases for County Extension Offices to edit and post on their web sites or provide to their local media. ISU Extension Information Technology has created a process enabling Counties to easier copy these news releases, edit them with local information and post them on their County CMS site. Instructions follow.

Copying Fill-in-the-Blank News Release from ISU Extension News Site

1. Go to ISU Extension News site.
2. Login to the System using your net-id and password.
3. Select the ForStaff tab (top navigation bar)
4. From the list of Fill-in-the-blank news releases, select the one you want by selecting the link to bring up the full news release.
5. From the Web Author Console, select “Switch To Edit Site.”
6. A “Copy Posting” option will appear on the right side under search box. Select “Copy Posting”.

The screenshot shows the ISU Extension News website interface. At the top, there is a red header with "Extension News" on the left and "IOWA STATE UNIVERSITY University Extension" on the right. Below the header is a navigation bar with tabs: "News Home For Staff", "ISU Extension", "FAQ", "Publications", "Staff", "Archives", "Contact Us", and "Info".

On the left side, there is a vertical menu with categories such as "Business and Industry", "Community Economic Development", "Crops", "Environment", "Farm Management", "Finances", "Food, Nutrition and Health", "Home and Family", "Kids and Teens/4-H", "Livestock", "Yard and Garden", and "Extension Administration".

The main content area features a news release titled "Iowa Soybean Rust Program Offered in County". It includes a photograph of a soybean leaf with a brown spot, captioned "Infection in soybean leaflet". Below the photo is the date "3/3/2005". The text of the release describes a program for March 11, featuring ISU Extension experts and representatives from the Iowa Department of Agriculture and Land Stewardship and the Iowa Soybean Association. A quote from a county extension education director is also present.

On the right side of the news release, there is a search box with a "Find" button and a "Copy Posting" button. A red arrow from the instructions points to this "Copy Posting" button.

At the bottom of the page, there is a "Web Author Console" section with a "Switch To Live Site" button and a "Page Status: Saved" indicator. A footer at the very bottom includes an "Internet" logo.

7. A Pop-Up Box will appear allowing you to select where you want to copy the news release to. (This will be your county site).
8. Once you locate your county name, select the plus (+) sign next to your county name to expand the list.

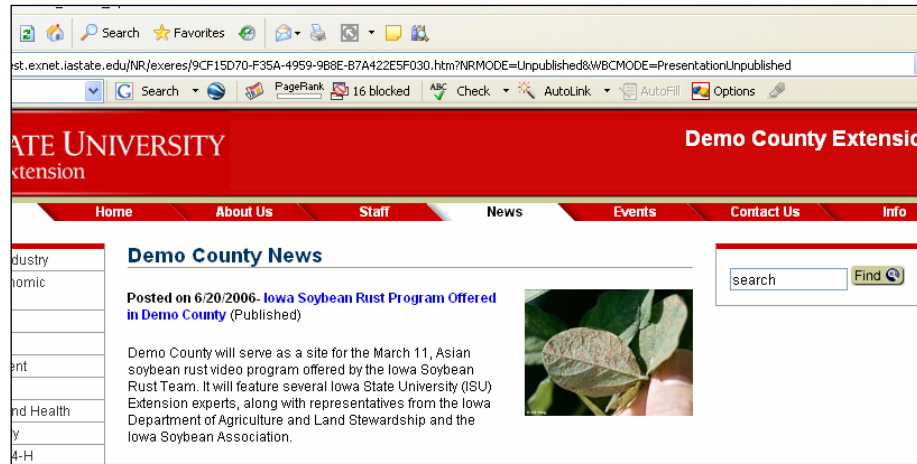


9. Scroll down again to find your county's expanded list. Locate the **News** channel and then select **News** by clicking on it and then select **Next >>** (located at the bottom of the screen (you may need to scroll down to find it)).
10. A Select Layout screen will appear. **Enter a Page name** (remember, page names should be lower case and one word). Then complete the "**Enter Display Name**" field (display names can be upper and lower case with spaces). Select **Save Page**.

A screenshot of a form titled "Select Layout for new page". The form has a white background and a blue border. At the top, it says "Page will be posted in the channel: News". Below this, there is a radio button next to the word "News". Underneath, there are two input fields: "Enter Page Name:" followed by a text box, and "Enter Display Name:" followed by a text box. At the bottom left of the form, there is a blue underlined link that says "Save Page".

11. The CMS system will copy the fill-in-the-blank news release to your county news site and switch you to your county site and put you in Edit mode.
12. Edit the news release by entering the correct information where the underlines are located. Also remember to remove any additional underlines.
13. Once you have completed replacing the underlines with your information, scroll down and select the appropriate cross posting information (for instance if you

- want the news to appear on your homepage or any topics page, select the appropriate checkboxes).
14. Scroll down to the publishing options and set your start and expiring date for the news release.
 15. Select Save and Exit and then Approve (if you have appropriate permissions to approve). The completed fill in the blank news release will now appear in the county's news channel as well in any other area that you selected for cross-posting.



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