



USER GUIDE

NEWS FEED

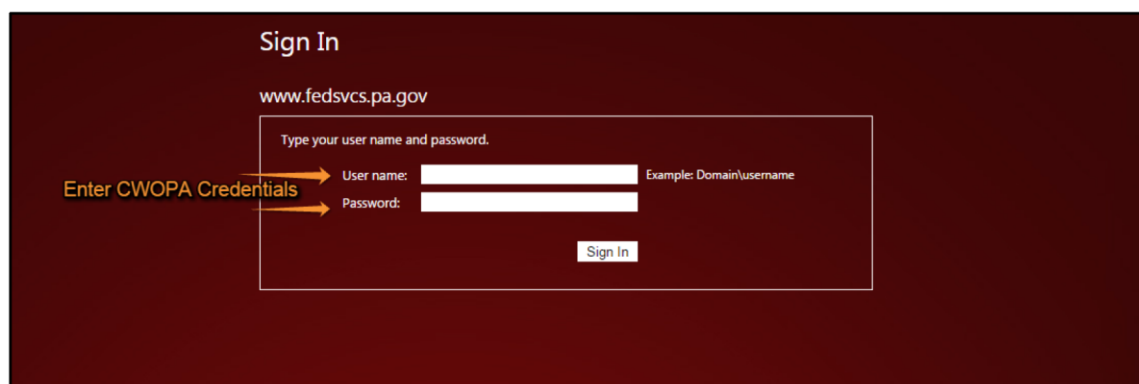
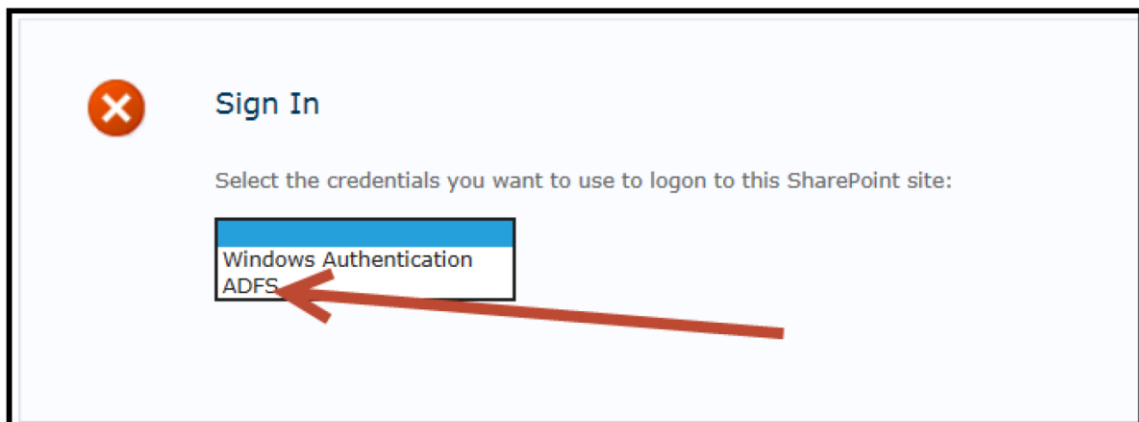
09/18/2020

1. INTRODUCTION

The Pennsylvania State Agency News Feed was created to provide Agency Press Secretaries with the capability of adding their Agency specific News Releases directly to their own News room.

2. LOGGING IN

- 2.1. Login to the media website: <https://auth-agency.pa.egov.com/sites/media/Pages/default.aspx>
- 2.2. You will be prompted with a login, you will select ADFS and enter your CWOPA credentials



- 2.3. Once you login, select the Site Action menu
 - 2.3.1. Select Site Content
 - 2.3.2. You will see a list of Agency names. Select your Agency name.
 - 2.3.2.1. NOTE: if you select the wrong Agency, you will receive an access Denied message. Click the “back” button on your browser to get back to the login screen.
 - 2.3.2.2. You should now see you Agency specific news

3. ADDING A NEWS RELEASE

3.1. Select New Item to add a News Release

3.1.1. Enter the title of your News Release. (Publish Date is only used for archived releases.)

3.1.2. To automate the format of your release, go to <http://pacast.com/prcode.asp> and enter in the city, body of the press release, contact name, and contact number. You do not have to include the hash marks at the bottom. Click Submit and copy the code you are given.

3.1.2.1. Return to the Pennsylvania State Agency News Feed. Click in the "Content" area. At the top, click Markup and click "Edit Source," and click paste.

3.1.2.2. **NOTE:** The ShowOnPA.Gov checkbox no longer works, all items will automatically go to pa.gov, we plan to remove this

The screenshot shows a web form with the following fields and options:

- Navigation:** EDIT, FORMAT TEXT, INSERT
- Title ***: Text input field
- Summary**: Text input field
- PublishDate ***: Date (8/27/2020), Time (1 PM), and AM/PM (00)
- Agencies**: List of agencies (Administration, Aging, Agriculture, Banking, Budget, Corrections) with "Add >" and "< Remove" buttons.
- ShowOnPAGov**:
- URL**: "Type the Web address: (Click here to test)" with a text input field containing "http://". Below it is a field for "Type the description:".
- Content**: Large text area for the news release body.
- Top Right Icons:** Markup icon (circled in red) and Edit Source icon (circled in red).

NewsImage

Type the Web address: (Click here to test)

http://

Type the description:

NewsSubheadline

Save Cancel

3.1.2.3. Customizing a News Item:

3.1.2.3.1. Click in the Content section of the news release. You can find some information on how to add links, images, etc. on our training site: <https://training.pa.egov.com/SharePoint2013/How-To-SP2013/Pages/Edit-a-Page-SP2013.aspx>

3.1.2.3.2. NewsImage is not required, it will show up on the list of articles and on the article page (suggested image size is 1000x250 pixels)

3.1.2.3.2.1. You will need to upload your images somewhere to your main website (don't forget about content deployment).

3.1.2.3.2.2. It needs to have a production URL not auth (<https://www.education.pa.gov/banners/Data-Banner-8.25.jpg>), the description will be used as the Alt text for the image

3.1.2.3.2.3. This image will show up on your website homepage if you are utilizing the news feed, if no image is selected here it will have the selected image show on your website

3.1.2.3.3. NewsSubheadline will show up under the title above the date, this is not required

3.1.3. Once you have entered your information select the "Save" button. Your News Release will be put in the queue to be live. Once you select Save, you will be taken to the back-end list of all of your News Releases.

3.1.4. Note: News Releases added to the SharePoint List will be live approximately every 15 minutes on the hour.

4. EDITING A NEWS RELEASE

- 4.1. In Order to Edit a News Release, hover over the News Release you would like to edit
 - 4.1.1. Select the checkbox of the News Release you would like to edit
 - 4.1.2. Select Items from the Ribbon
 - 4.1.3. Click Edit Item in the Ribbon
 - 4.1.4. You will now be able to edit the information in the News Release
 - 4.1.5. Click Save to submit updated News Release

5. UPDATING THE NEWS SECTION ON THE HOMEPAGE OF YOUR WEBSITE

- 5.1. To add a News Release Webpart
 - 5.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **homepage**
 - 5.1.2. Click “Site settings”
 - 5.1.3. Under PA Agency Settings, click Homepage Layout Settings
 - 5.1.4. Fill out the News Homepage Layout Settings
 - 5.1.4.1. **News List Name:** When adding media items to the list it will be the name after list/ (ex: <https://authagency.pa.egov.com/sites/media/List/Education/AllItems.aspx>)
 - 5.1.4.2. **Image File Location:** You must show an image for the feature to work, do not use an image from the style library (Suggested size is 850 x 570 pixels.)
 - 5.1.4.2.1. If your article has an image attached it will be the one to show up on the website, this is a backup image
 - 5.1.4.3. **News Details Page name:** When you click on a specific article, it will be the name after pages/ (ex: <https://www.media.pa.gov/Pages/Education-Details.aspx?newsid=682>)
 - 5.1.4.4. **Media Site Page URL:** This will take you to the main Media site for your agency. (<https://www.media.pa.gov/Pages/Education.aspx>)
 - 5.1.5. Click Save

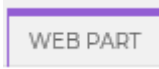
6. ADDING THE NEWS WEBPART TO YOUR WEBSITE

- 6.1. To add a News Release Webpart
 - 6.1.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **homepage**
 - 6.1.2. Edit the page
 - 6.1.3. Click “Add a Web Part” in the Zone that you would like it to show on
 - 6.1.3.1. Under Categories, click PAI Enterprise, select Press Releases

6.1.3.2. Click Add

6.1.4. Click the checkbox in the upper right-hand corner of the Web Part (it will look like a blank box under the “Optional Image Carousel Zone”)

6.1.4.1. In the editing tool bar, click



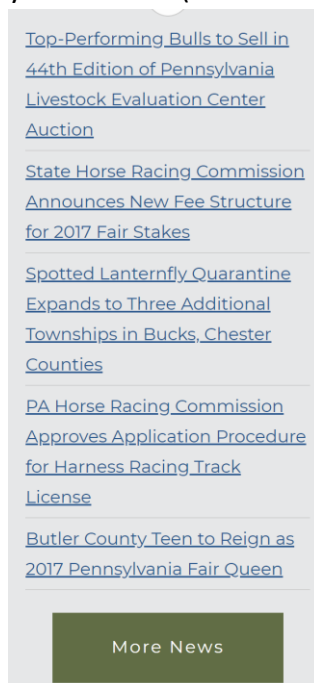
6.1.4.2. Click Properties

6.1.4.3. Fill out the information on the right:

6.1.4.4. Click OK

6.1.4.5. Check in/Publish the page

6.1.4.6. The homepage should show something that looks like below in the zone you selected (it will show the latest five new releases):



7. RSS FEEDS

- 7.1. RSS feeds are a way for publications or bloggers to easily share what they write by distributing it through whatever method you choose to read it. There are several applications that can be used to access RSS feeds. In most situations, all a user would need is the RSS feed URL (provided below) and then apply that to the application in which they choose to access the feeds.
- 7.2. Below are some instructions for various applications that can be used.
 - 7.2.1. Setting up a feed in MS Office: <https://support.microsoft.com/en-us/office/subscribe-to-an-rss-feed-73c6e717-7815-4594-98e5-81fa369e951c>
 - 7.2.2. Setting up a feed using a Google Chrome extension:
<https://chrome.google.com/webstore/detail/rss-feed-reader/pnjaodmknghhkoiehejehlcdlnohgmp?hl=en>
<https://chrome.google.com/webstore/detail/rss-subscription-extension/nlbincdgjeocebhnmkbbbdekmmmbfjd>
 - 7.2.3. Feedly: <http://feedly.com/i/welcome>

PAI does not endorse one brand over another. The application used is up to the discretion of the user.