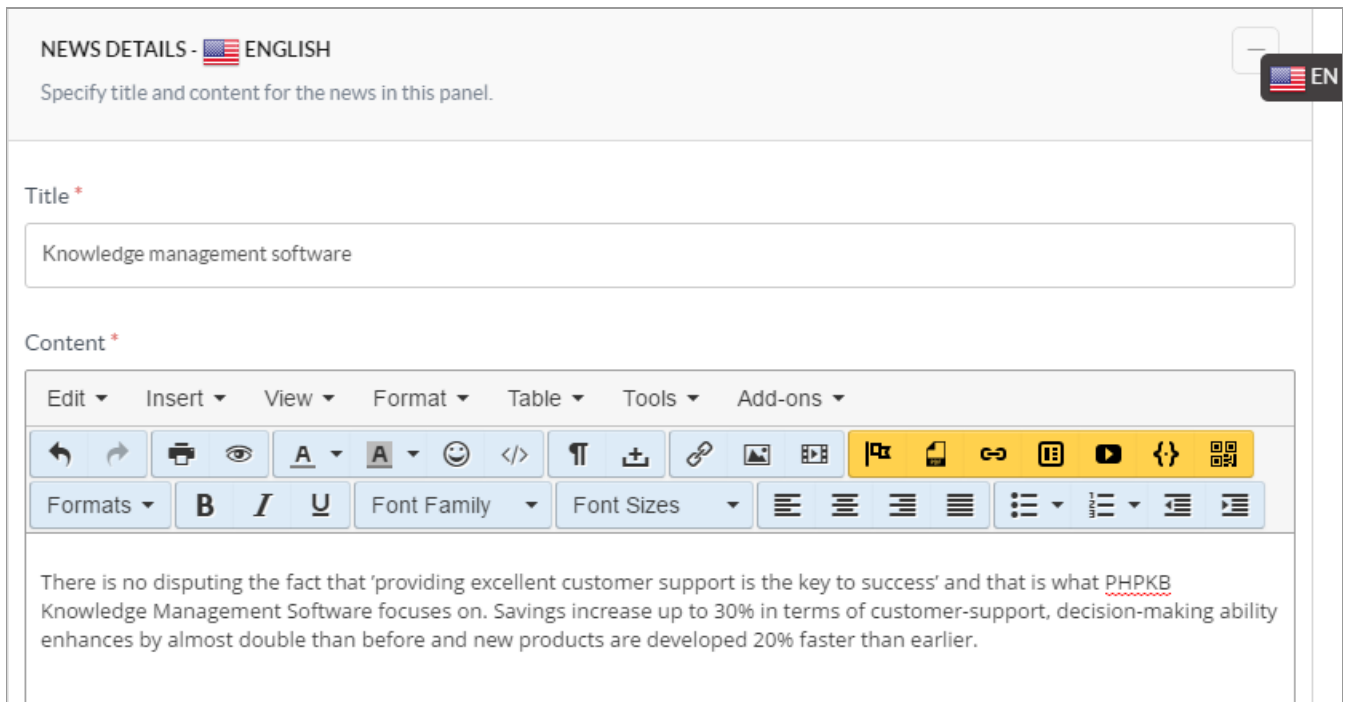


Adding a news

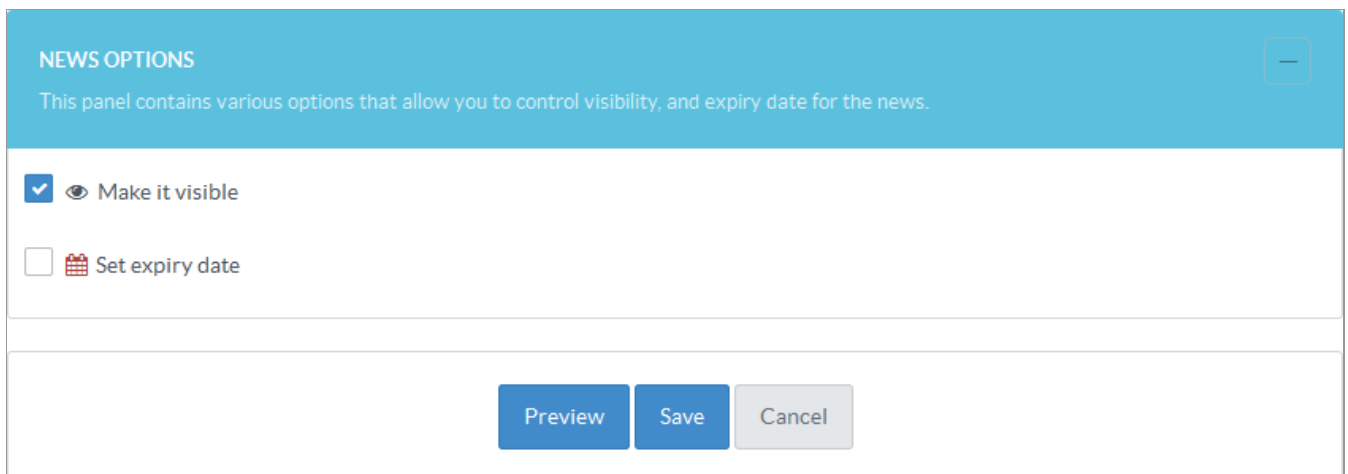
News or **Announcement** represents information about recent and important events of the company. Follow the steps given below to add news in the admin area.

1. Expand "**News**" section in the left navigation bar, click on "**Add News**" link to open **Add News** page.



The screenshot shows a form titled "NEWS DETAILS - ENGLISH" with a sub-heading "Specify title and content for the news in this panel." The form has two main sections: "Title" and "Content". The "Title" field contains the text "Knowledge management software". The "Content" field contains a rich text editor with a menu bar (Edit, Insert, View, Format, Table, Tools, Add-ons) and a toolbar with various icons. The content area contains the following text: "There is no disputing the fact that 'providing excellent customer support is the key to success' and that is what PHPKB Knowledge Management Software focuses on. Savings increase up to 30% in terms of customer-support, decision-making ability enhances by almost double than before and new products are developed 20% faster than earlier." On the right side of the form, there is a language dropdown menu showing "EN" with a US flag icon.

2. In **multi-language edition**, language name in which the news will be added is mentioned with panel heading. As mentioned in the screenshot, the news is being added to English language, so, English is written with "News Details". You can change the language from **language drop-down** available on right side of the screen.
3. Enter the news title in "**Title**" field. The title is heading for the news. Multiple news with the same heading is not allowed in the knowledge base.
4. "**Content**" field contains the body of your news. You can use HTML, images, videos, tables to customize your news content using WYSIWYG editor.



The screenshot shows a form titled "NEWS OPTIONS" with a sub-heading "This panel contains various options that allow you to control visibility, and expiry date for the news." The form has two main sections: "Make it visible" and "Set expiry date". The "Make it visible" section has a checked checkbox. The "Set expiry date" section has an unchecked checkbox. At the bottom of the form, there are three buttons: "Preview", "Save", and "Cancel".

5. In "**News Options**" section, you can set the visibility and expiry date for the news. Marked checkbox of **Visibility** option makes it visible to the readers. You can specify the date up to when news will be visible to front-end users through "**Set Expiry Date**" option.
6. Click "**Preview**" button to review the news details before publishing. If you find any discrepancy, you can edit the news from preview screen.
7. Click "**Save**" button to save the news item or you can cancel the process using "**Cancel**" button.

Users can view the latest news in "**KB Home**" section of the knowledge base. List of all the published news items can be seen under **News & Announcements** section. In the **News & Announcement** page, click on the news title to view the news content. For more details on how news appear in front-end, refer [End Users Interface](#) article.

Custom Fields

Applicable To: Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

Online URL: <https://www.phpkb.com/kb/article/adding-a-news-93.html>