



Westmorland
& Furness
Council

Working for **Cumberland Council** and
Westmorland & Furness Council

News article management in LocalGov Drupal

A GUIDE FOR NEWS EDITORS

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Introduction

This guide explains how to create and publish news articles to the News pages on <https://cumberland.gov.uk> and <https://westmorlandandfurness.gov.uk>

For the purposes of this guide we will be using <https://cumberland.gov.uk> in the examples for managing news articles.

The same principles will apply if you are working on <https://westmorlandandfurness.gov.uk> you simply need to substitute the starting url.

How to login to the site as a News Editor

Open a web browser window and load the council home page at <https://cumberland.gov.uk>

Bins, recycling and street cleaning

- [Report a missed bin](#)
- [Order a replacement bin](#)
- [Report fly-tipping](#)

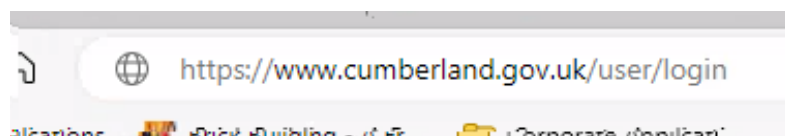
Births, deaths and marriages

- [Arrange a marriage or civil partnership](#)
- [Register a death](#)
- [Register a birth](#)

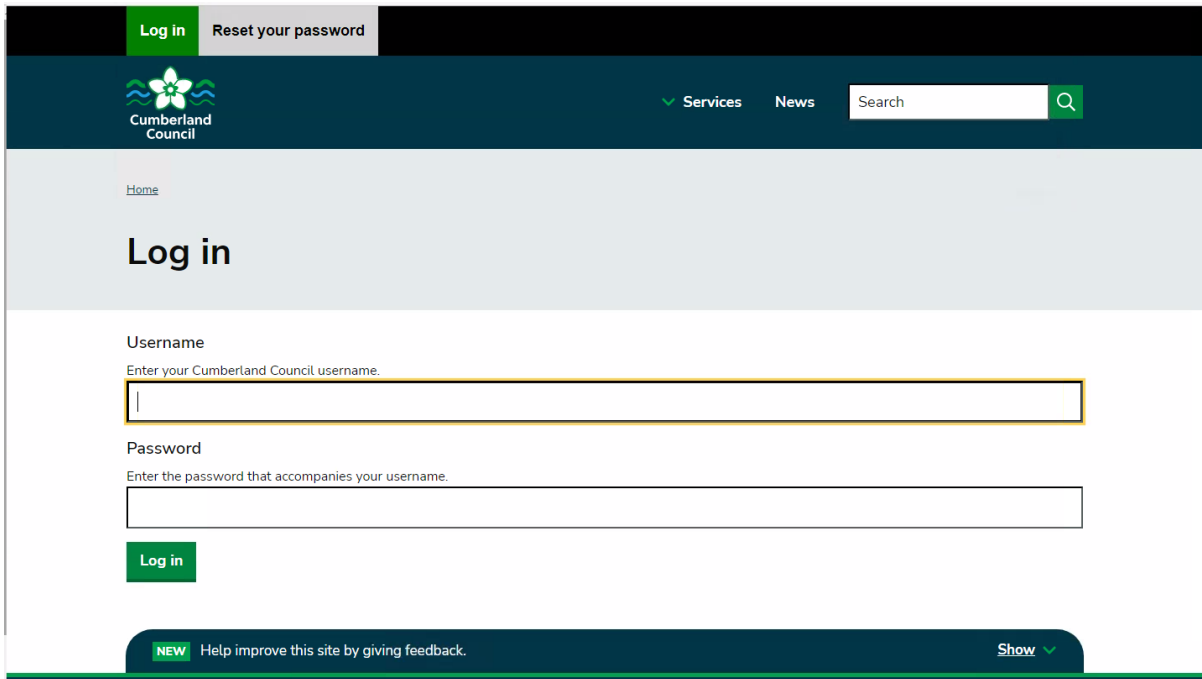
Business and licensing

- [Pay business rates](#)
- [Licences, permits and registrations](#)
- [Business support and investment](#)

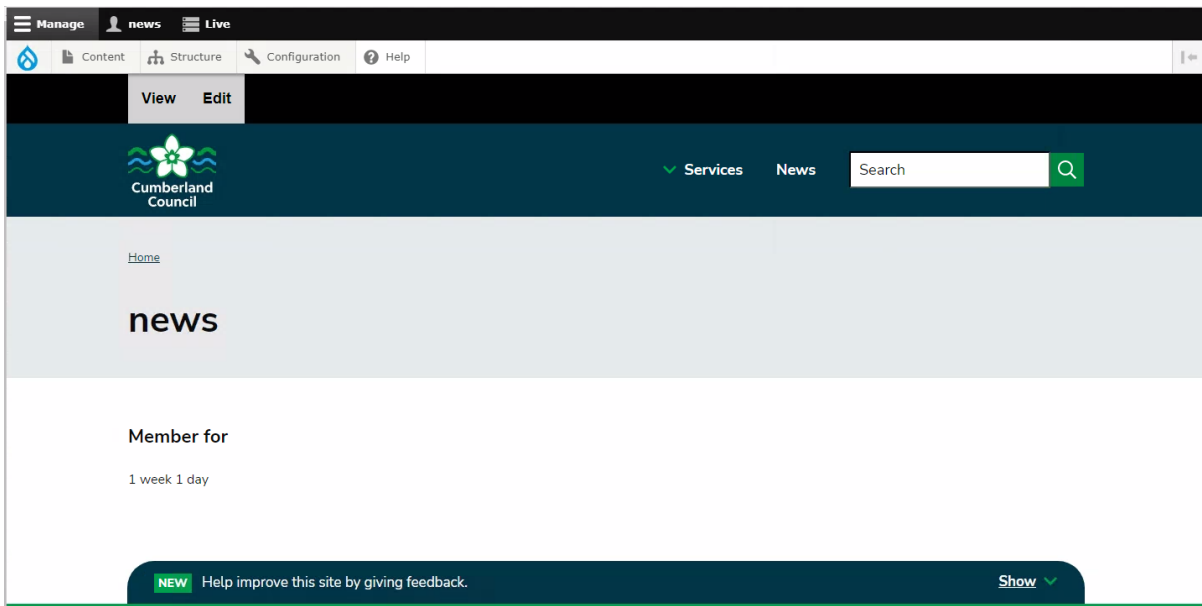
In the address bar add **"/user/login"** on the end of the address and press ENTER:



...this will take you to the login page, you can bookmark this page in your browser for later:



Enter the username and password which has been allocated to you. Hit the “Login” button to login. You will now see the extra toolbars along the top of the page indicating you are now in editor mode:



Creating a News Article

Click the “Content” link in the light-grey toolbar strip at the top of the page, you will now see the Content listing page:

The screenshot shows the 'Content' listing page. At the top, there's a navigation bar with 'Content', 'Structure', 'Configuration', and 'Help'. Below that, a breadcrumb trail shows 'Back to site | Administration'. The main heading is 'Content', with a '+ Add content' button on the right. Underneath, there are tabs for 'Content', 'Media', and 'Alert banners'. Below these, there are sub-tabs for 'Overview', 'Moderated content', and 'Approvals dashboard'. A search and filter section includes fields for 'Title', 'Content type' (set to '- Any -'), 'Published status' (set to '- Any -'), and 'Author' with a 'Filter' button. Below this is a table listing content items with columns for Title, Content type, Author, Status, Updated, Operations, and Moderation state. The table shows three items: 'M6 Shap Summit', 'A66 Crackenthorpe', and 'A500 Avecliffe', all published on 29/03/2023 at 13:35 and marked as 'Not using moderation'.

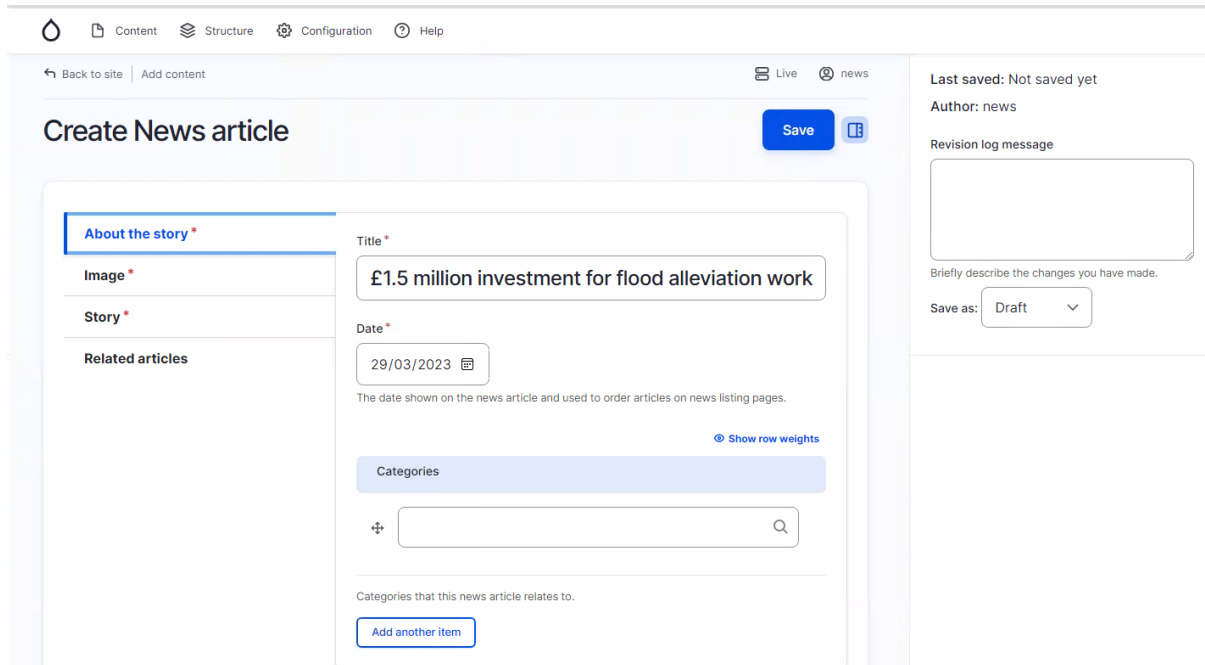
Click the blue “Add Content” button at the top right of the page to create a new content item.

You will now see the **Create News Article** page. Notice that on the right side of the screen the **Save as** selector is set to **Draft**. This means the page will not be visible on the live site when saved, allowing you to revisit the article later and make changes until you are ready for it to be published:

The screenshot shows the 'Create News article' page. At the top, there's a navigation bar with 'Content', 'Structure', 'Configuration', and 'Help'. Below that, a breadcrumb trail shows 'Back to site | Add content'. The main heading is 'Create News article', with a 'Save' button and a 'Live' indicator. The main form is divided into sections: 'About the story', 'Image', 'Story', and 'Related articles'. The 'Story' section includes fields for 'Title', 'Date' (set to 29/03/2023), and 'Categories'. There's a 'Show row weights' link and a search box for categories. A 'Save as' dropdown is set to 'Draft'. On the right side, there's a 'Last saved: Not saved yet' message, 'Author: news', and a 'Revision log message' field.

There are a number of mandatory fields you need to complete before you can save the news article, these can be viewed using the horizontal tab links on the left. When you first open the edit page, the “About the story” tab is already selected for you.

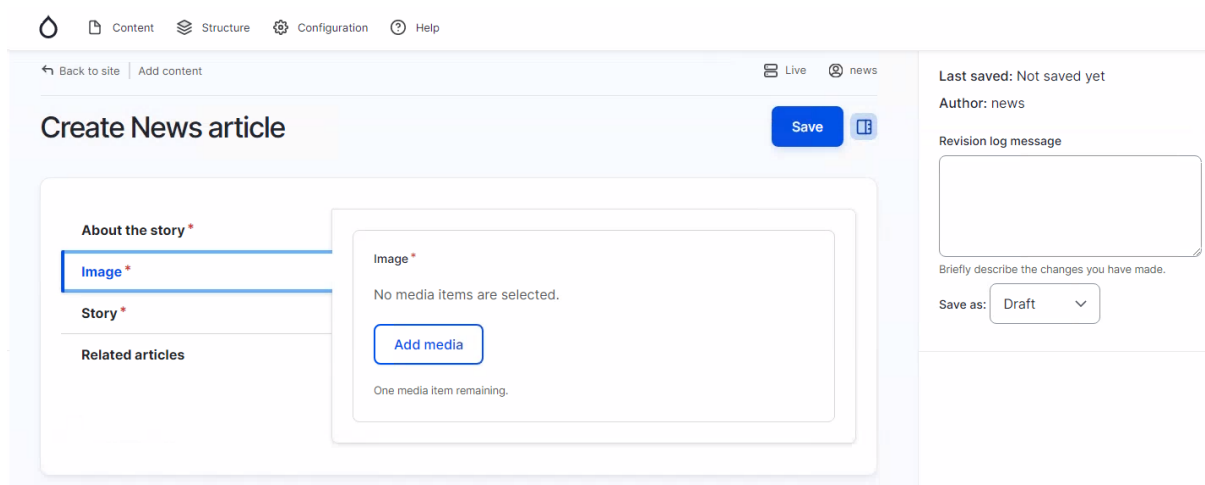
Enter the **Title** for your news article, and the **Date**. This date will later be used for filtering searches.



The screenshot shows the 'Create News article' form in a web application. The top navigation bar includes 'Content', 'Structure', 'Configuration', and 'Help'. The main header has 'Back to site' and 'Add content' links, and 'Live' and 'news' status indicators. The form title is 'Create News article' with a 'Save' button. On the left, there are four tabs: 'About the story *' (selected), 'Image *', 'Story *', and 'Related articles'. The 'About the story *' tab contains the following fields: 'Title *' with the value '£1.5 million investment for flood alleviation work', 'Date *' with the value '29/03/2023' and a calendar icon, and a 'Categories' section with a search input and an 'Add another item' button. A 'Show row weights' link is also present. On the right side of the form, there is a 'Last saved: Not saved yet' indicator, 'Author: news', a 'Revision log message' text area, and a 'Save as: Draft' dropdown menu.

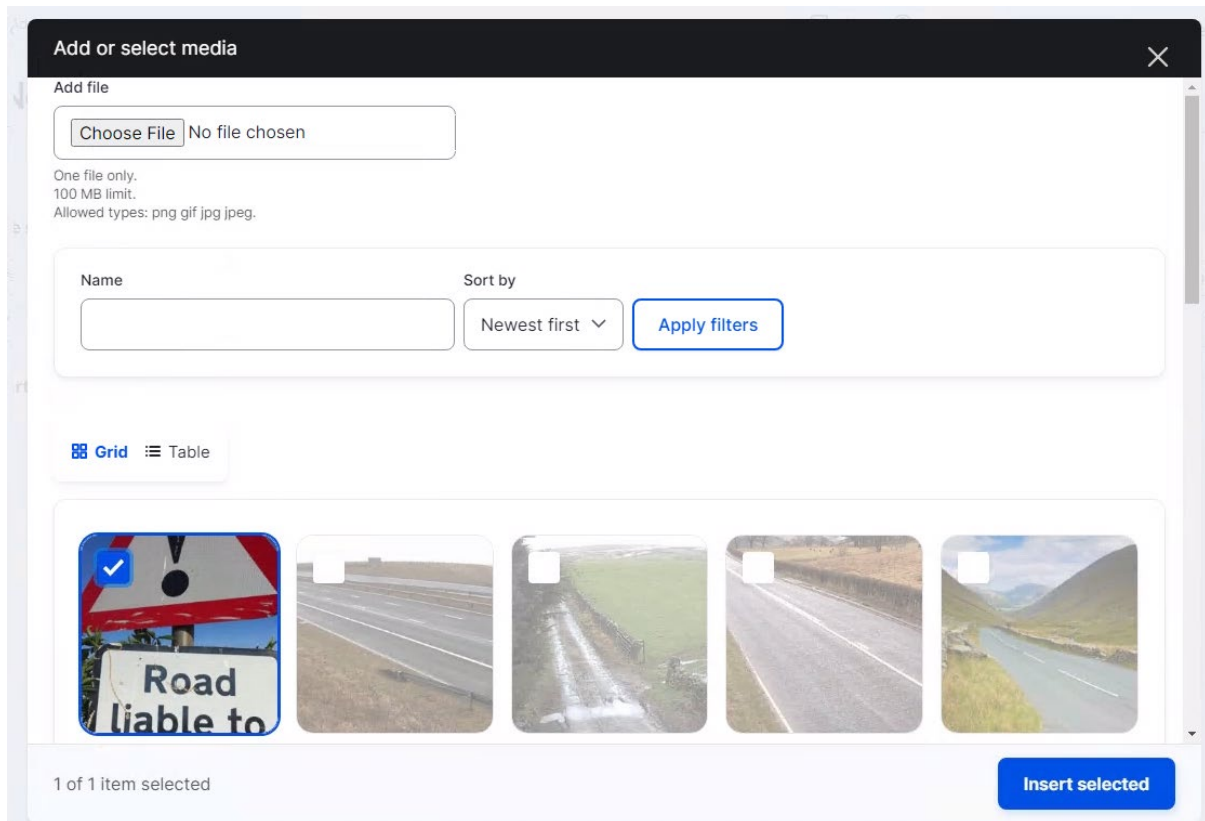
Adding a teaser image to a News Article

Select the **Image** side tab if you wish to upload an image for your news article. It is possible to have multiple images in a news article but this first image is the one used as a thumbnail in the news listings. Additional images can be uploaded in the body text area of the news article later on.



The screenshot shows the 'Create News article' form with the 'Image *' tab selected. The 'Image *' section displays 'No media items are selected.' and an 'Add media' button. Below the button, it says 'One media item remaining.' The rest of the form, including the 'About the story *' tab and the right-hand side controls, remains the same as in the previous screenshot.

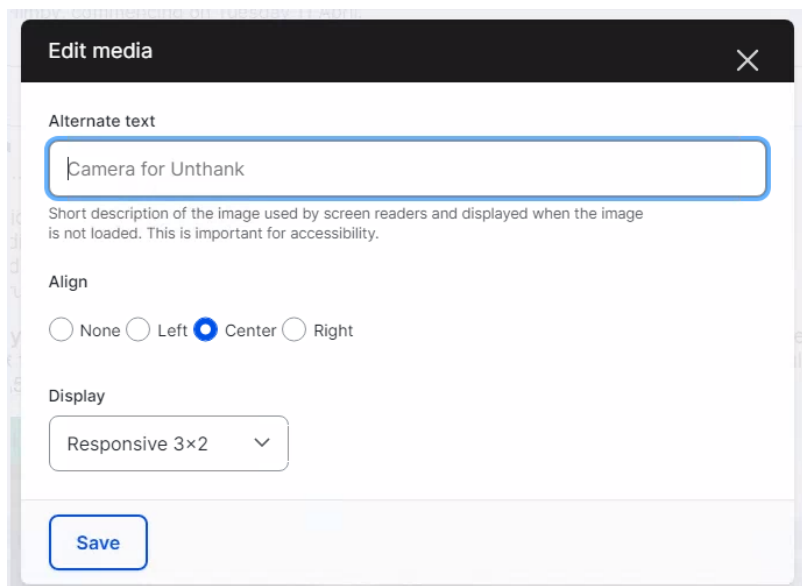
Select the **Add Media** button to select an image from the media library, this will open a popup window:



Here you can choose an existing image by ticking the checkbox OR you can upload a NEW image from your local device into the Media Library, once uploaded it can be used on other pages.

Uploading a NEW image into the Media Library

When you upload a NEW image into the Media Library it will ask you to complete the following information:



Alternate text

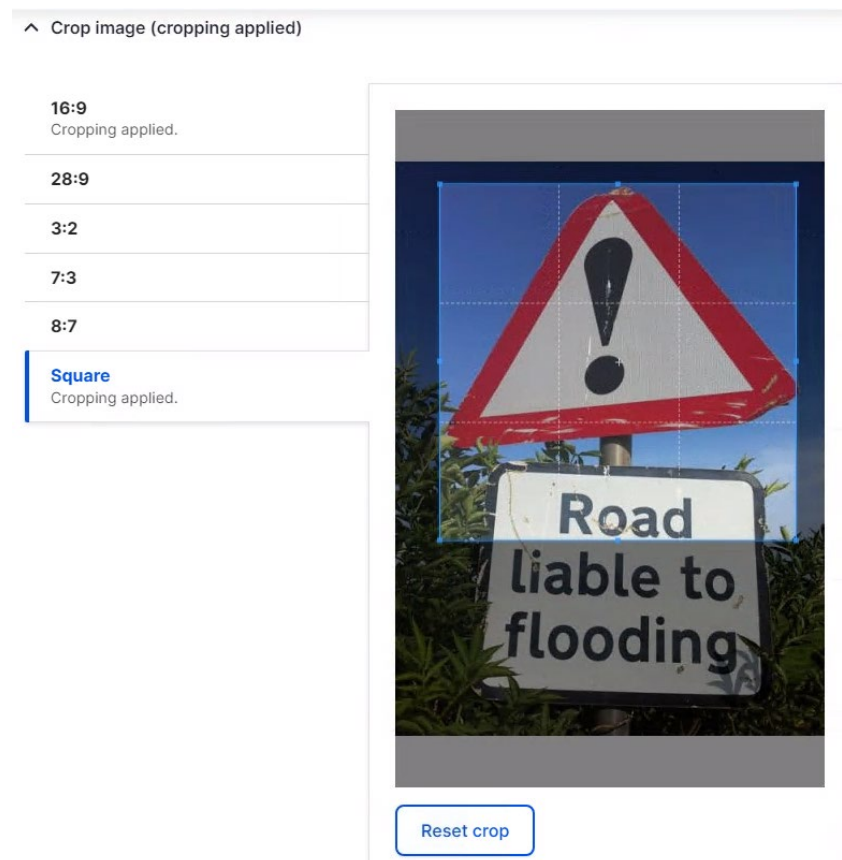
The Alternate text is used for accessibility purposes when the image is not available in the visitors web browser, so it should describe the content of the image.

Align

This controls the horizontal alignment of the image when inserted into a rich text area.

Display

This controls how much of the image will be revealed when displayed on a page and how much will be “clipped”.

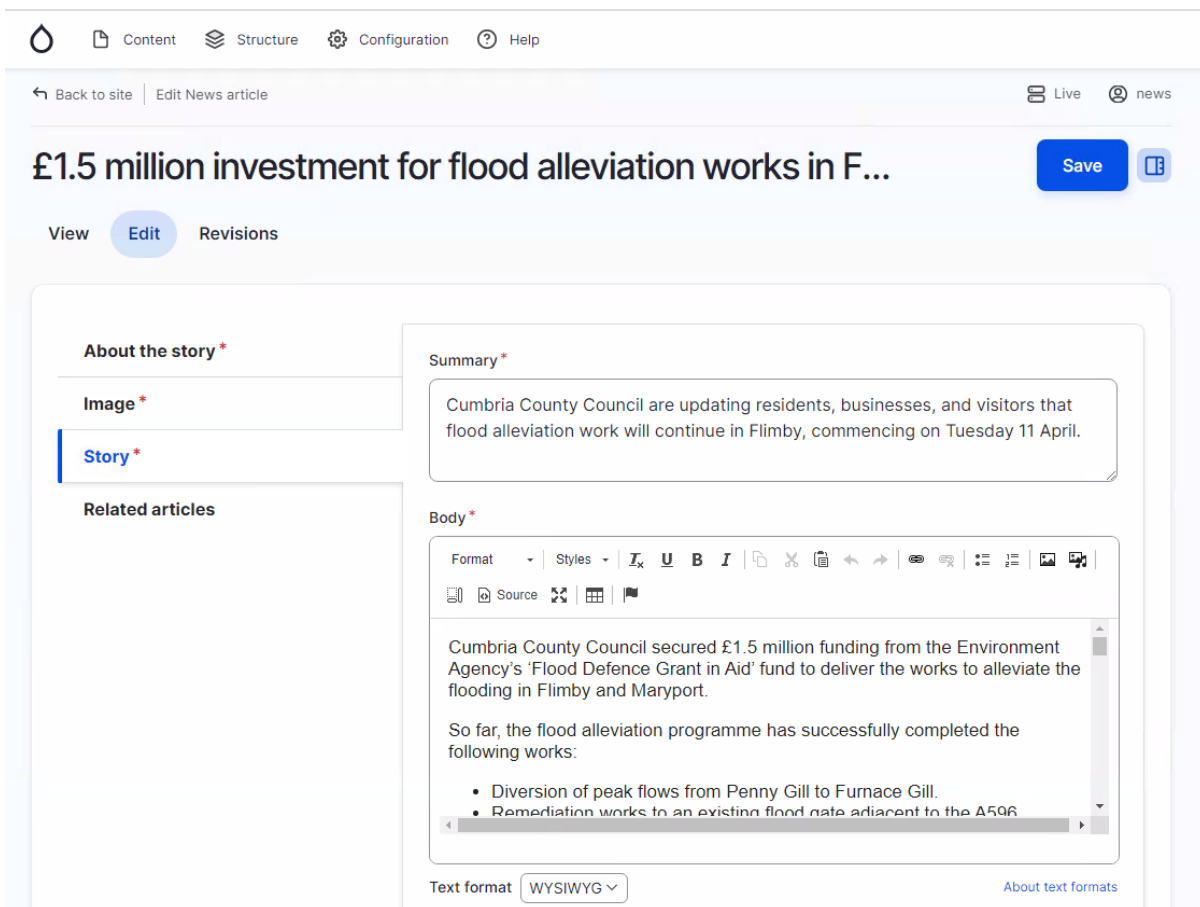


Using the mouse you can adjust the crop borders to centre the focal point of the image within the cropping area. Use the **Reset Crop** button to reset the crop area and undo any adjustments.

TIP: if you want to have the complete image included when displayed it may be necessary to pad out the image surrounding area with whitespace using a image editor such as Photoshop prior to uploading it into the Media Library.

Adding the main story text to a News Article

To enter the main story text of the News Article, select the **Story** horizontal tab:



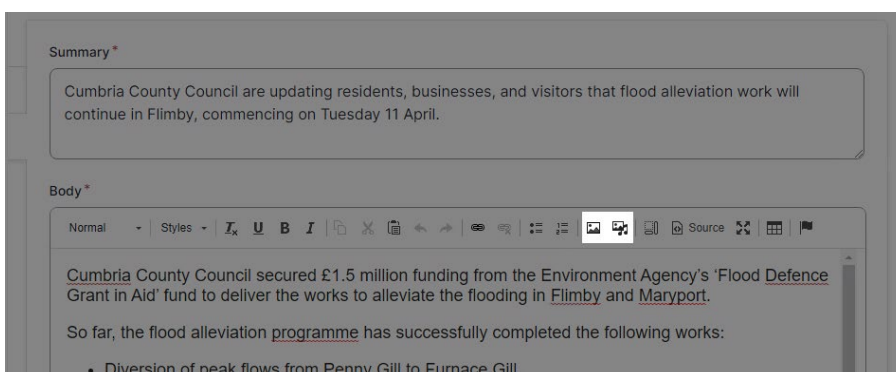
The screenshot shows the 'Edit News article' interface. At the top, there are navigation links: 'Back to site' and 'Edit News article'. On the right, there are 'Live' and 'news' status indicators. The main title is '£1.5 million investment for flood alleviation works in F...'. Below the title, there are tabs for 'View', 'Edit' (selected), and 'Revisions'. A 'Save' button is visible. On the left, there is a sidebar with 'About the story', 'Image', 'Story' (selected), and 'Related articles'. The main content area is divided into 'Summary' and 'Body' sections. The 'Summary' field contains the text: 'Cumbria County Council are updating residents, businesses, and visitors that flood alleviation work will continue in Flimby, commencing on Tuesday 11 April.' The 'Body' field contains the main text: 'Cumbria County Council secured £1.5 million funding from the Environment Agency's 'Flood Defence Grant in Aid' fund to deliver the works to alleviate the flooding in Flimby and Maryport. So far, the flood alleviation programme has successfully completed the following works:' followed by a bulleted list: '• Diversion of peak flows from Penny Gill to Furnace Gill.' and '• Remediation works to an existing flood gate adjacent to the A596'. A rich-text toolbar is visible above the body text, and a 'Text format' dropdown is set to 'WYSIWYG'.

The **Summary** field is used to enter the text which will be displayed on the “Teaser” news listing. This is entered as simple text with no formatting.


The **Body** field contains the full news story which is revealed when a news item is selected from the teaser listing. This is rich-text format allowing you to use a range of formatting tools from the toolbar.

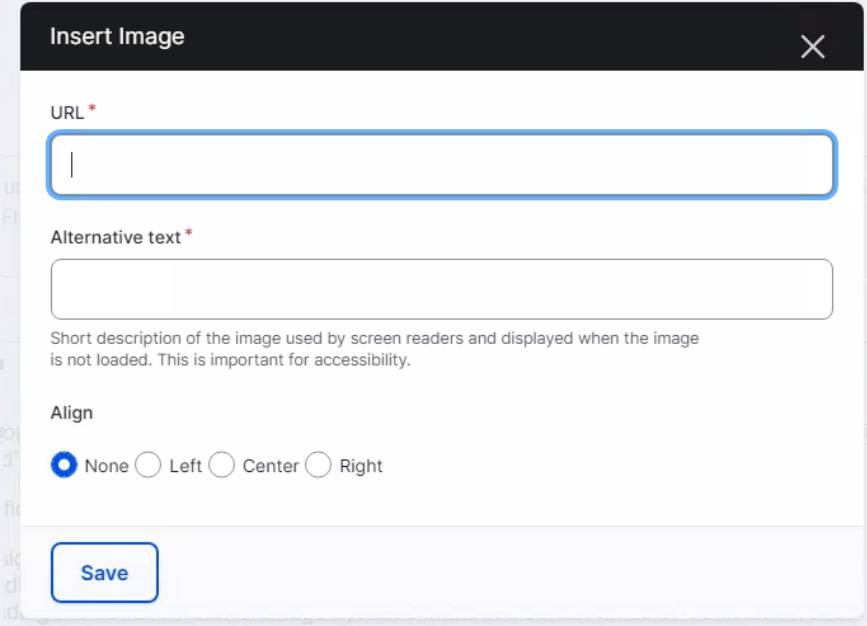
Adding extra images to a News Article

There are two ways to include extra images in a News Article from the toolbar using the picture icons indicated below:



This close-up screenshot focuses on the 'Summary' and 'Body' fields. The 'Summary' field contains the same text as in the previous screenshot. The 'Body' field shows the main text with some words underlined. The rich-text toolbar is visible, and two image-related icons are highlighted with a white box: the 'Image' icon (a picture of a landscape) and the 'Image gallery' icon (a grid of pictures).

The  icon allows you to link to an external image hosted on a different website:




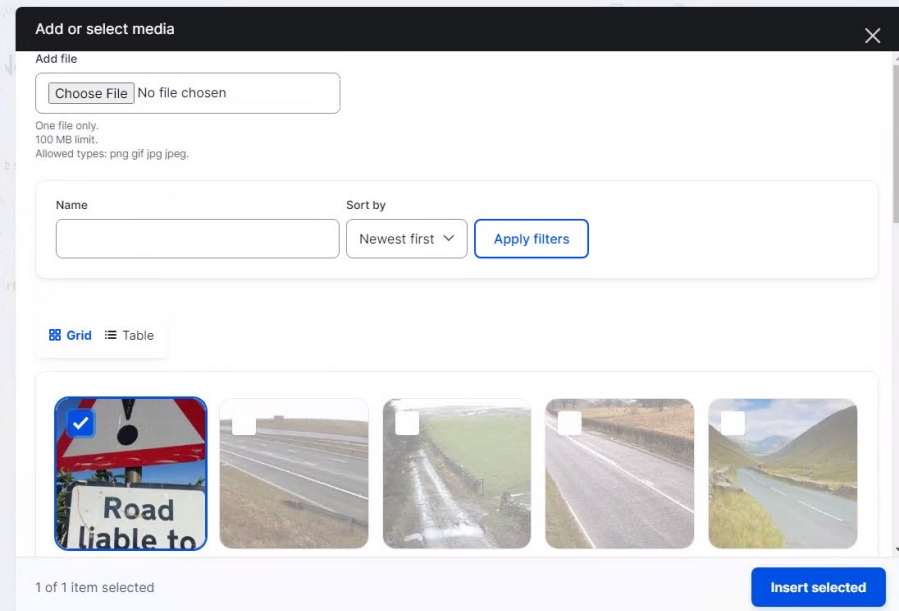
The "Insert Image" dialog box features a dark header with the title "Insert Image" and a close button. Below the header, there is a "URL *" field with a blue border and a vertical cursor. Underneath is an "Alternative text *" field. A short explanatory text follows: "Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility." Below this is an "Align" section with four radio button options: "None" (selected), "Left", "Center", and "Right". At the bottom left is a "Save" button.

You must enter the full web address of the image you wish to display. This will probably start with **https://..** or **http://..**

An **Alternate text** value must be entered for accessibility reasons as explained earlier.

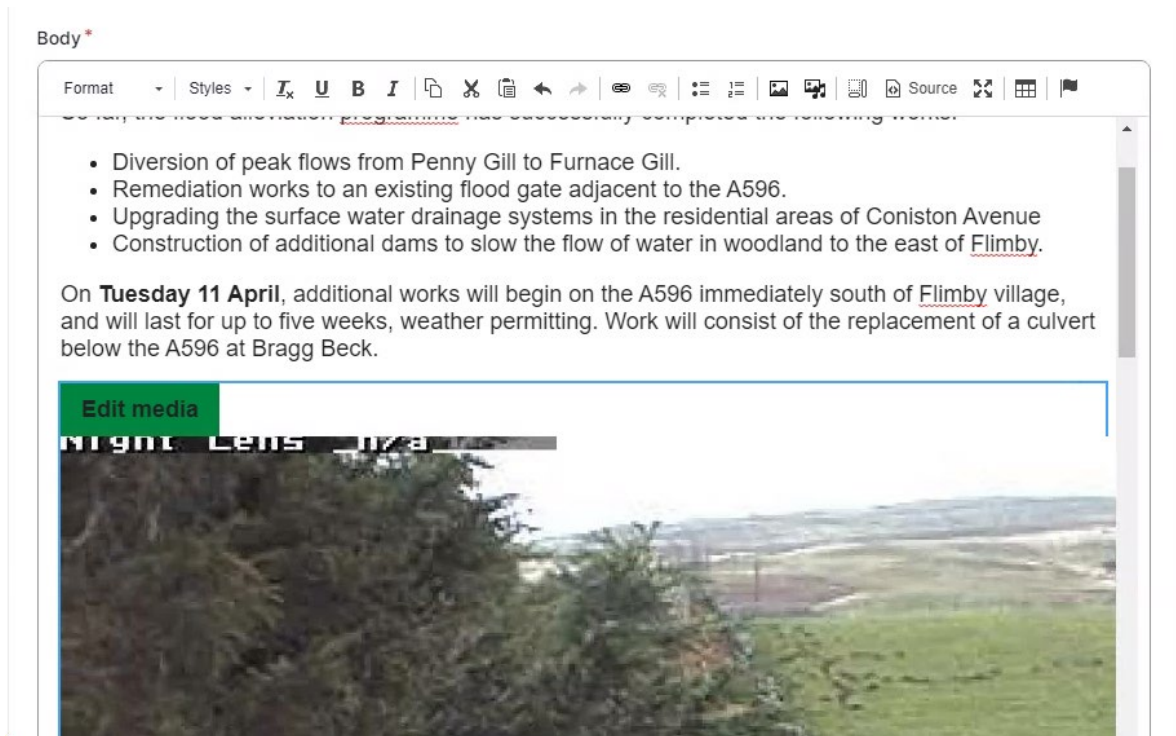
You can also control the alignment of the image in relation to the surrounding text.

The  icon allows you to select additional images from the Media Library, including the option to manually upload new images in the process. This operation is the same as explained earlier:



The "Add or select media" dialog box has a dark header with the title "Add or select media" and a close button. It contains an "Add file" section with a "Choose File" button and the text "No file chosen". Below this, it specifies "One file only.", "100 MB limit.", and "Allowed types: png gif jpeg jpeg.". There is a "Name" input field and a "Sort by" dropdown menu set to "Newest first", with an "Apply filters" button. Below the input fields are two view toggles: "Grid" (selected) and "Table". A grid of five image thumbnails is shown, with the first one (a road sign) selected, indicated by a blue checkmark. At the bottom left, it says "1 of 1 item selected", and at the bottom right, there is an "Insert selected" button.

When one or more images are inserted using this method, you will see a green **Edit Media** button above each image. Clicking this button will allow you to change the image properties as described earlier:




Body *

Format | Styles | *I* | **U** | **B** | *I* | [Icons] | Source | [Icons]

- Diversion of peak flows from Penny Gill to Furnace Gill.
- Remediation works to an existing flood gate adjacent to the A596.
- Upgrading the surface water drainage systems in the residential areas of Coniston Avenue
- Construction of additional dams to slow the flow of water in woodland to the east of [Flimby](#).

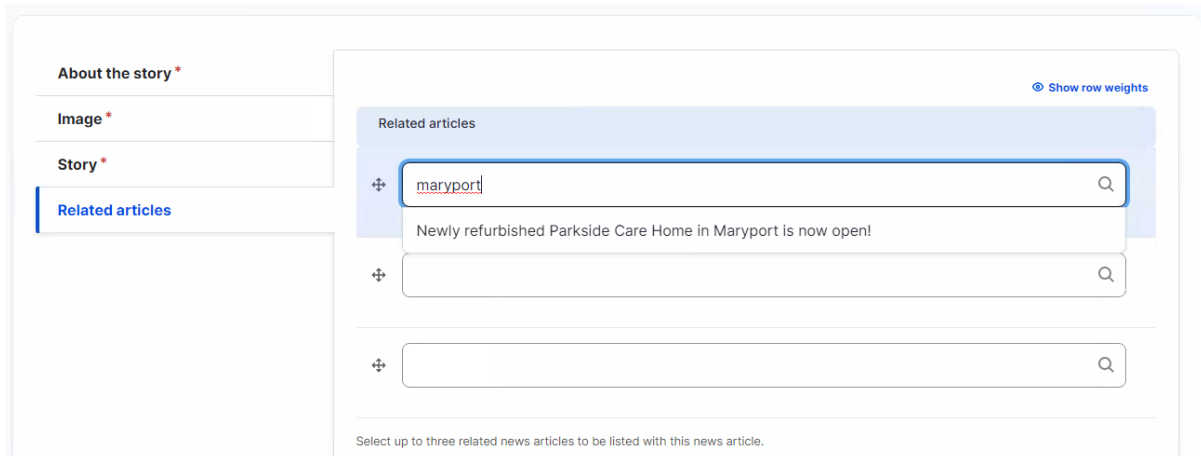
On **Tuesday 11 April**, additional works will begin on the A596 immediately south of [Flimby](#) village, and will last for up to five weeks, weather permitting. Work will consist of the replacement of a culvert below the A596 at Bragg Beck.

Edit media



Adding links to other related news stories

You can link up to three other articles in the News site, this is done on the **Related Articles** tab:



About the story *

Image *

Story *

Related articles

Related articles Show row weights

✚ 🔍

Newly refurbished Parkside Care Home in Maryport is now open!

✚ 🔍

✚ 🔍

Select up to three related news articles to be listed with this news article.

To locate an existing News Article, start typing in the title of the page you wish to link to, any search matches will appear under the text box. Click an entry to select it.

Saving a News Article

Select the Blue Save button to save the News Article:



You will be returned to the Content list page, and a message will confirm your latest action:

Content

Content Media Alert banners

Overview Moderated content Approvals dashboard

Status message
News article [£1.5 million investment for flood alleviation works in Flimby](#) has been updated.

Title	Content type	Published status
<input type="text"/>	- Any -	- Any -

<input type="checkbox"/>	Title	Content type
<input type="checkbox"/>	£1.5 million investment for flood alleviation works in Flimby	News article

You should also see your News Article appear in the list of content items:

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	£1.5 million investment for flood alleviation works in Flimby	News article	news	Published	29/03/2023 - 22:45	Edit
<input type="checkbox"/>	M6 Shap Summit	Vaisala weather station readings	Anonymous (not verified)	Published	29/03/2023 - 22:35	
<input type="checkbox"/>	A66 Crackenthorpe	Vaisala weather station readings	Anonymous (not verified)	Published	29/03/2023 - 22:35	
<input type="checkbox"/>	A590 Ayeside	Vaisala weather station readings	Anonymous (not verified)	Published	29/03/2023 - 22:35	

NOTE: Unless you have additional permissions to the News Editor role, you will only be able to edit content items of type **News article**.

You can make additional edits to a News Article by selecting the **Edit** button next to the News Article you wish to change:

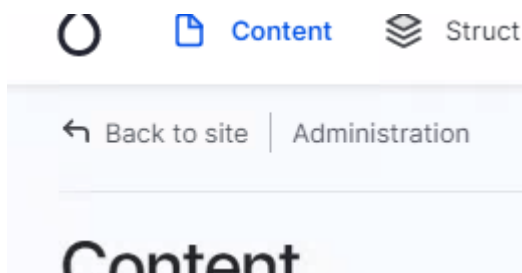


Viewing the News Article

To view the News Article on the site, you can click on the title of the News Article in the Content list:




<input type="checkbox"/>	Title	Content type
<input type="checkbox"/>	£1.5 million investment for flood alleviation works in Flimby	News article
<input type="checkbox"/>	M6 Shan Summit	Voicela wa

Alternatively you can click the **Back to site** link at the top left corner:



If your News Article is one of the three newest items it will appear on the home page in the News Teaser section:

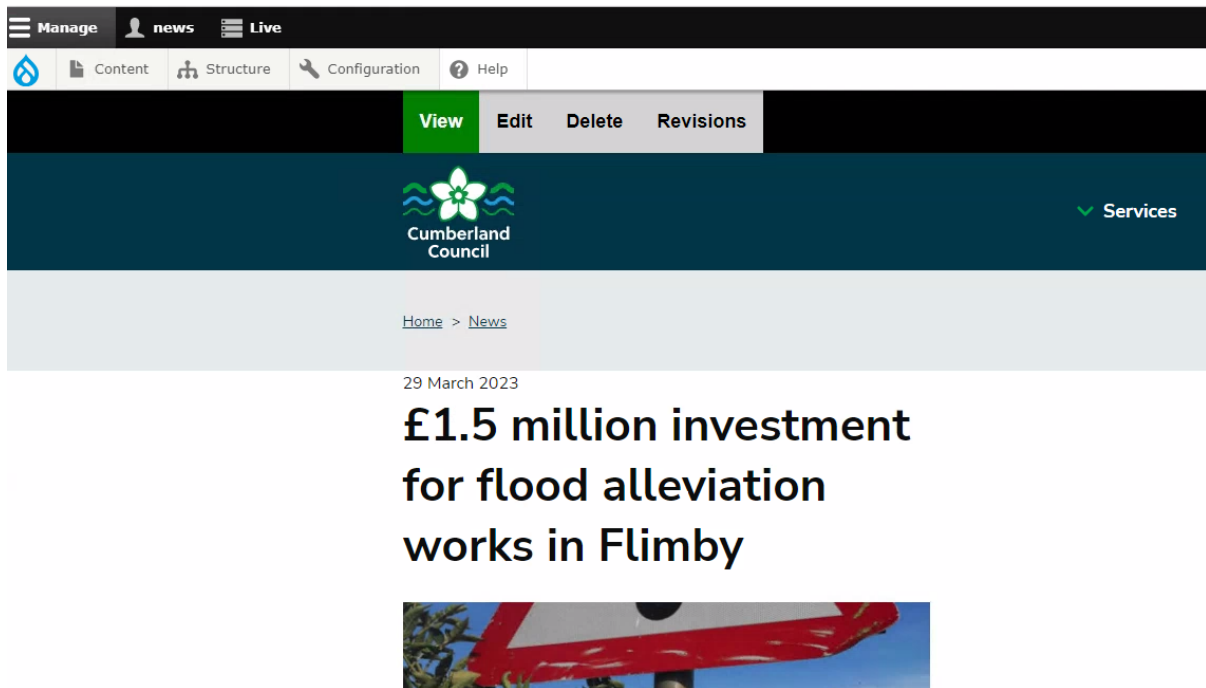
News

 <p>£1.5 million investment for flood alleviation works in Flimby</p> <p>Cumbria County Council are updating residents, businesses, and visitors that flood alleviation work will continue in Flimby, commencing on Tuesday 11 April.</p> <p>29 March 2023</p>	 <p>Newly refurbished Parkside Care Home in Maryport is now open!</p> <p>Cumbria County Council is delighted to announce that the £1m refurbishment of Parkside Care Home in Maryport has now been completed and its doors are now open to welcome residents.</p> <p>20 March 2023</p>	 <p>Volunteers from Hensingham Day Service create a living artwork for the Cumbria Coastal Community Forest</p> <p>A living willow sculpture has been created by staff and service users from Cumbria County Council's Hensingham Day Service as part of a project funded by the Cumbria Coastal Community Forest.</p> <p>17 March 2023</p>
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NOTE: If your News Article is still set to **Draft** status, the latest revisions to the article will not be visible to the public, only to News Editors who are logged in to the site.

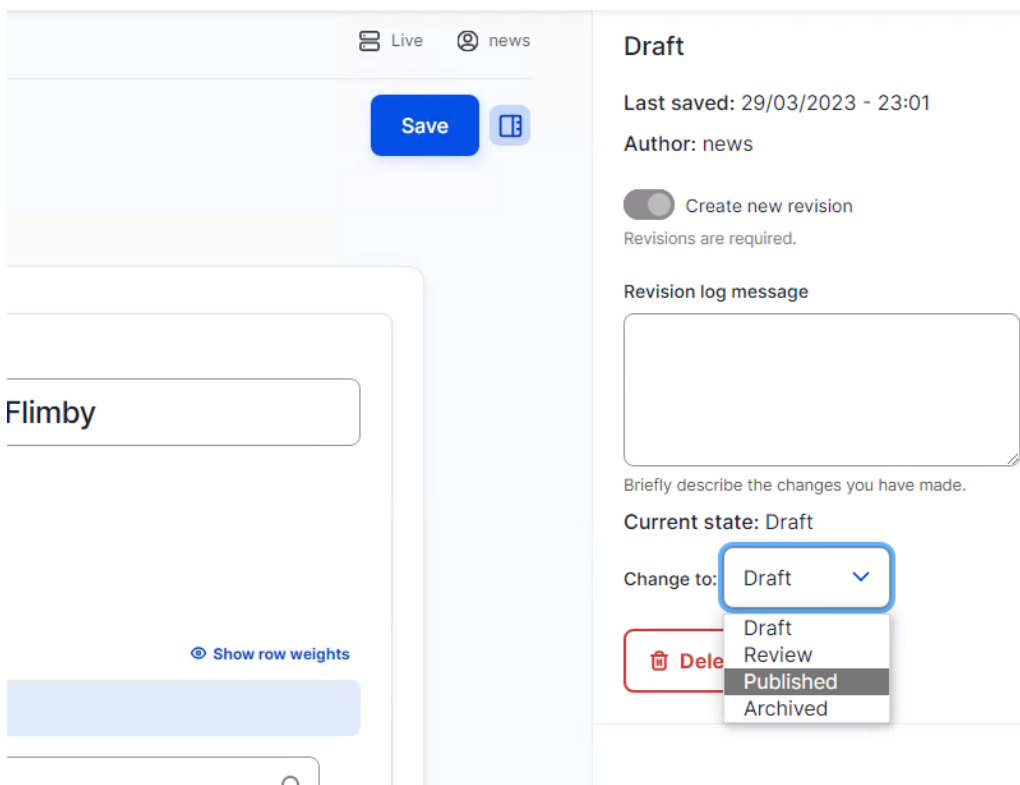
Publishing a News Article

Once you are satisfied that the News Article is ready for publishing, you **Edit** the page – this can be done by viewing the page on the site and selecting the **Edit** button at the top of the page:



The screenshot shows a web page editor interface. At the top, there is a navigation bar with 'Manage', 'news', and 'Live' options. Below this is a toolbar with 'Content', 'Structure', 'Configuration', and 'Help' icons. A secondary navigation bar contains 'View', 'Edit', 'Delete', and 'Revisions' buttons. The main header features the Cumberland Council logo and a 'Services' link. The breadcrumb trail reads 'Home > News'. The article title is '£1.5 million investment for flood alleviation works in Flimby', dated 29 March 2023. A red banner image is partially visible below the title.

To publish the page change the **Current state** (on the right side of the page) to “Published” in the drop-down selector:



The screenshot shows the right-hand sidebar of the page editor. The 'Draft' state is indicated at the top. Below this, it shows 'Last saved: 29/03/2023 - 23:01' and 'Author: news'. There is a toggle for 'Create new revision' which is currently off, with the note 'Revisions are required.' Below that is a 'Revision log message' field. The 'Current state: Draft' is shown, and a 'Change to:' dropdown menu is open, displaying options: 'Draft', 'Review', 'Published', and 'Archived'. The 'Published' option is highlighted. A 'Delete' button is also visible.

Then click the **Save** button to publish the page, your News Article should now be published and visible to external visitors.

The screenshot shows the Cumberland Council website interface. At the top, there is a navigation bar with 'View', 'Edit', 'Delete', and 'Revisions' buttons. Below this is the Cumberland Council logo and a search bar. A green notification banner at the top of the content area states: 'News article [£1.5 million investment for flood alleviation works in Flimby](#) has been updated.' Below the notification, the date '29 March 2023' is displayed. The main heading for the article is '£1.5 million investment for flood alleviation works in Flimby'. To the right of the article is a 'News search' section with a search input field and an 'Apply' button. A small image of a red ribbon is visible below the article title.

Viewing News Articles in the Content list

To see other News Articles from the Content List page, select “**News Article**” in the Content Type filter and press the Filter button to list all News Articles. This will also hide the other content types in the system:

The screenshot shows the 'Content' management interface. At the top, there are tabs for 'Content', 'Media', and 'Alert banners'. Below these are sub-tabs for 'Overview', 'Moderated content', and 'Approvals dashboard'. The main area contains a search and filter section with fields for 'Title', 'Content type' (set to 'News article'), 'Published status' (set to '- Any -'), and 'Author'. There are 'Filter' and 'Reset' buttons. Below this is a table listing news articles.

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	£1.5 million investment for flood alleviation works in Flimby	News article	news	Published	29/03/2023 - 23:10	Edit
<input type="checkbox"/>	Volunteers from Hensingham Day Service create a living artwork for the Cumbria Coastal Community Forest	News article	news	Published	21/03/2023 - 12:24	Edit
<input type="checkbox"/>	Newly refurbished Parkside Care Home in Maryport is now open!	News article	news	Published	21/03/2023 - 12:12	Edit
<input type="checkbox"/>	Works to begin on Kirkstone Pass next week	News article	news	Published	21/03/2023 - 12:12	Edit
<input type="checkbox"/>	Constitution agreed for new council	News article	dchampion	Published	21/03/2023 - 12:11	Edit