

# CONNECTICUT

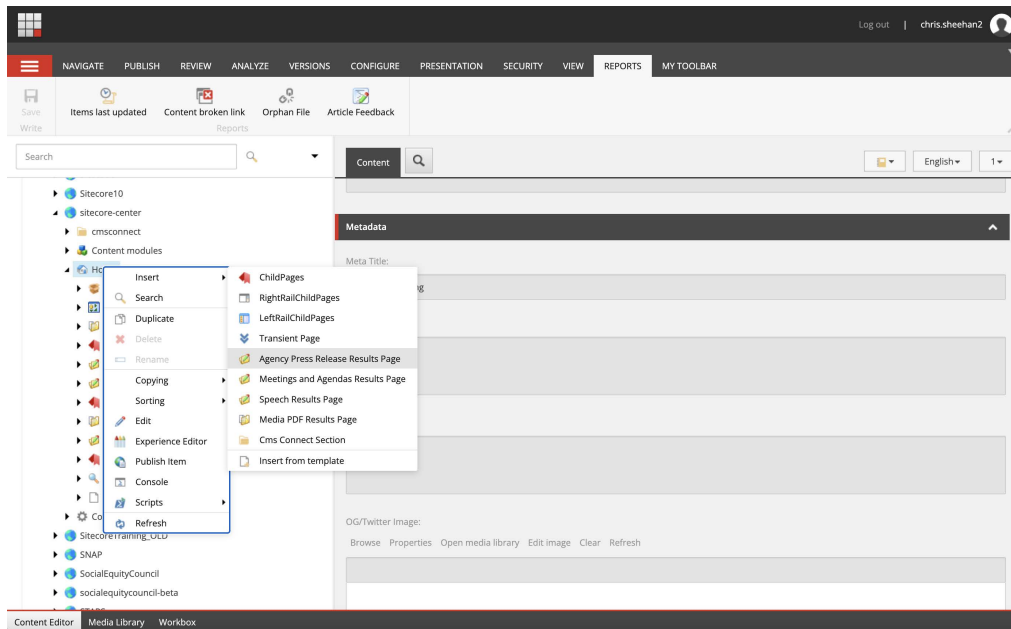
**Sitecore Training**

## Press Releases Feature

Press Releases is a feature that is universally available to all websites to present up-to-date news directly from the agency website. Details include: time, date, title, sub-title, article, links and press conference videos.

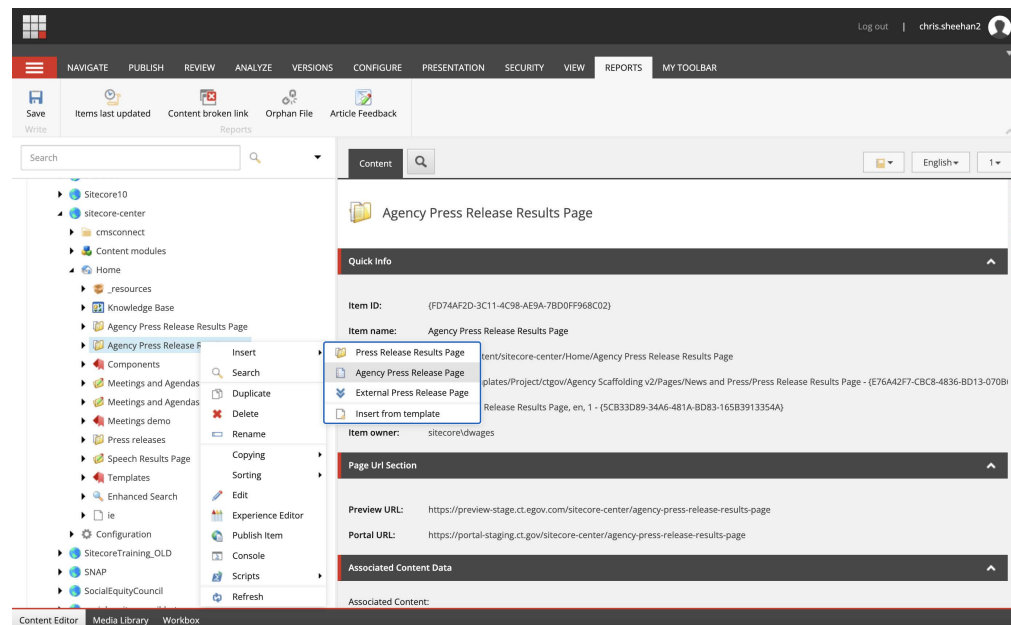
### Step 1:

Add the press releases feature to your site by right clicking the Home folder for your website. Choose Agency Press Release Results Page from the insert list.



### Step 2:

Add a Press Release page by right clicking the Agency Press Release Results folder. Choose Agency Press Release Page from the insert list.



### Step 3:

Add your content and press release data.

**Publish Date:** Set the date and time that your Press Release will be published.

**Seal Image:** If this image has not been pre-selected for the agency website, please proceed to click Browse and navigate to your site media folder to insert the appropriate agency image.

**Sub Title:** This is optional. You can add a sub-title that will display right below the Press Release title on the article page.

**News and Press Title:** This will be the main title of your Press Release. It will display at the top of the Press release right below the Seal Image.

The screenshot displays a Content Editor interface with a dark header and a sidebar on the left. The main content area is titled "Press Release Data" and contains the following fields:

- Date Published:** A dropdown menu set to "8/21/2024".
- Seal Image [standard value]:** A field containing a circular logo for "LAMONT-BYSIEWICZ TRANSITION". Below the image, it shows "Dimensions: 728 x 190" and "Default Alternate Text: 'Lamont-Bysiewicz Transition'".
- Sub Title:** A text input field containing "Cooling Centers Are Open and Can be Located by Calling 2-1-1 or Visiting 211ct.org".
- Contact Info:** A text input field that is currently empty.

The sidebar on the left shows a tree view of site content, including folders like "Sitecore10", "sitecore-center", and "Agency Press Release Results Page". The bottom of the interface shows a navigation bar with "Content Editor", "Media Library", and "Workbox".

#### Step 4:

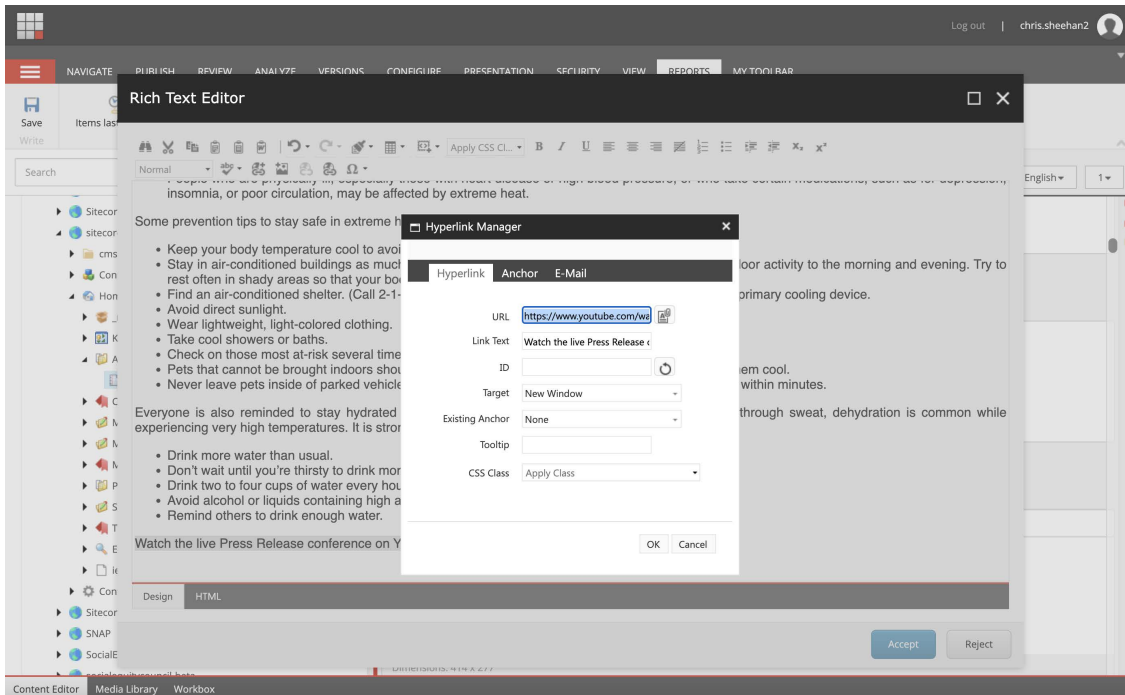
**News and Press Teaser:** This is the lead copy that draws the reader to click on the Title and go to the Press Release page where the main content is located. This teaser will appear on the Press Release Results page. Use the Show Editor of this field to insert the content.

**News and Press Content:** This is the main content and will appear on the Press Release page. Click on the Show Editor option and add all the descriptive copy needed for the Press Release article.

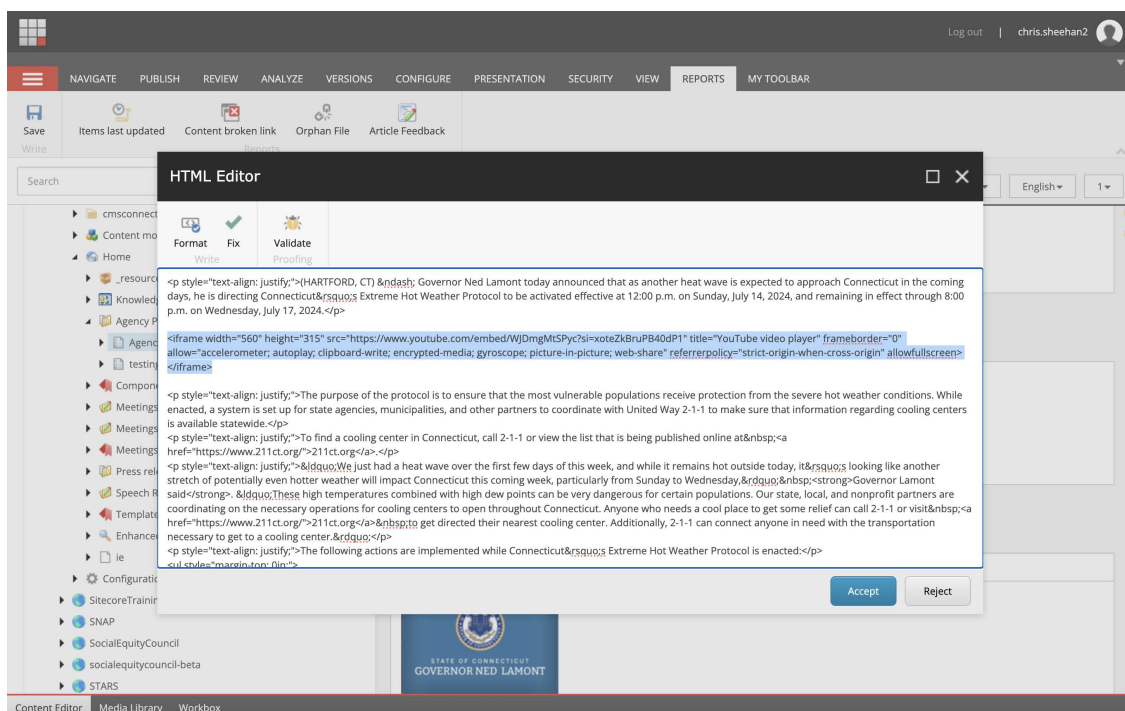
The screenshot displays a content management system (CMS) interface. At the top, there is a navigation bar with tabs for NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. Below this is a secondary toolbar with icons for Save, Items last updated, Content broken link, Orphan File, and Article Feedback. A search bar is located on the left side of the main content area. The left sidebar shows a tree view of the site structure, with 'Agency Press Release Page' selected. The main content area is divided into three sections: 'News and Press Title', 'News and Press Teaser', and 'News and Press Content'. Each section has a 'Show editor' link. The 'News and Press Title' field contains the text 'Governor Lamont Activates Extreme Hot Weather Protocol From Sunday to Wednesday'. The 'News and Press Teaser' field contains a short paragraph: 'Governor Ned Lamont today announced that as another heat wave is expected to approach Connecticut in the coming days, he is directing Connecticut's Extreme Hot Weather Protocol to be activated effective at 12:00 p.m. on Sunday, July 14, 2024, and remaining in effect through 8:00 p.m. on Wednesday, July 17, 2024.' The 'News and Press Content' field contains a longer paragraph: '(HARTFORD, CT) – Governor Ned Lamont today announced that as another heat wave is expected to approach Connecticut in the coming days, he is directing Connecticut's Extreme Hot Weather Protocol to be activated effective at 12:00 p.m. on Sunday, July 14, 2024, and remaining in effect through 8:00 p.m. on Wednesday, July 17, 2024. The purpose of the protocol is to ensure that the most vulnerable populations receive protection from the severe hot weather conditions. While enacted, a system is set up for state agencies, municipalities, and other partners to coordinate with United Way 2-1-1 to make sure that information regarding cooling centers is available statewide.'

## Step 5:

**Video (Option 1):** Insert a Call to Action link. To add a video link to the News and Press Content, select the copy to add the External Link hyperlink for the video in the Show Editor option. Click OK, Accept (in the Rich Text Editor) and Save your work.



**Video (Option 2):** Embed a YouTube video. To add an embedded video to the News and Press Content, go to the YouTube link and click on the Share icon. In the Share panel, select the Embed option and copy the iframe code. Return to the News and Press Content, open the HTML editor and paste the iframe code in the section of the page that you choose. Click Accept and Save your work.



## Step 6:

**Publish:** Click on Publish Item, and publish the new Press Release page. It will be live and automatically be added to the Press Releases search results page.

