

CMS News Instructions

Browse to the latest or last posted news item
Confirm you are in the correct year and month
channel

Switch to Edit Site

Click on Create New Page

Select News Item Template

Select the appropriate office and categories

Office

Category

Highway

Local Area

Mountain Pass

Important Page

Type in a brief introductory sentence, similar to intro
sentence of your news item but not the same,
something interesting and compelling.

Enter the contents of your news item (if copying from
Word be sure to remove the Word formatting)

Click on Save New page

Enter a name for your news item (remember the
name is your url... (day in dd format)_(highway)(three
word description, i5rampclosure is not descriptive
enough)

Use the title of the news item for the Display Name –
no special characters

If everything looks ok, click "Approve"

Your news item will show up live in about 5 minutes.

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