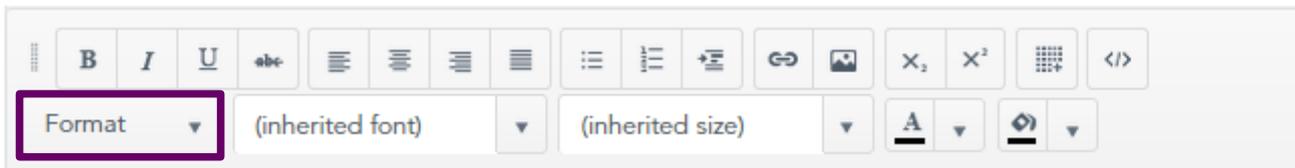


How To: 'News & Insights' Module

1. Login to the CMS
2. From the menu to the left of the screen, click: 
3. This page displays the full list of News and Insights articles.
4. Click 'Add new record' and type a title in the 'Page Title' field. The 'Page Long Title' is the title which will appear at the very top of the browser, inside the tab.
5. The 'Page Intro' field is a small snippet of text taken from the article which will display as a preview on the front end. If you wish to leave this field blank and publish the article, a snippet will be generated automatically.
6. Select a publication date by clicking the calendar icon: 
7. Click into the text editor box. The formatting menu below will appear:



- Using 'ByrneWallace Appoints Three New Partners' as an example, this guide will show you how to properly format content within the 'News and Insights' module.

A. **ByrneWallace appoints three new partners** Share This

Friday, 17 October 2014

B. Diego Gallagher has been appointed partner in the Health and Regulatory Law team; Louise Forrest has been appointed partner in the Construction and Procurement team; and Gerry Beausang has joined the firm as a new partner in the firm's Corporate team.

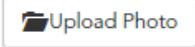
Gerry Beausang is an experienced corporate lawyer with extensive experience advising sponsors and public companies in relation to capital markets transactions, including flotations, fundraisings, disposals, takeovers and general compliance matters. He also regularly advises on M&A, joint ventures, commercial contracts, venture capital and corporate reorganisations and restructurings, with an emphasis on companies in the food and agri-business, renewable energy and exploration sectors. Prior to joining ByrneWallace, Gerry qualified as a solicitor in a leading City of London firm and worked in a large Dublin law firm.

Louise Forrest specialises in both construction and public procurement law. Louise advises contracting authorities, developers, contractors, consultants, receivers and funders, on all aspects of non-contentious and contentious construction law. Louise also advises public sector and private sector clients on public procurement issues on works, supplies and services contracts including drafting tender documents and advice on tender submissions, clarifications and challenges to awards.

Diego Gallagher has extensive experience in advising on contentious and non-contentious matters in relation to child protection law, mental health law, public law issues and associated matters. Diego primarily advises state agencies and has extensive advocacy skills.

C. 

8. Highlight sections of text and, using the 'Format' dropdown menu, style the content as follows:

- A. The main title in purple is generated from the 'Page Title' field.
- B. 'Paragraph' formatting, with three links inserted for solicitors' names.
- C. Insert a featured image using the Upload Photo section: The system will automatically position the image to the right of the content.

9. - To insert a link, highlight any word or sentence and click the hyperlink button:



- Paste the destination URL into the 'Web Address' field and click 'Insert'.
- To insert an email address hyperlink, simply insert an email address into the 'Web Address' field and click 'Insert'.
- If you would like a note to appear when a user hovers over a link (eg. 'Click here to open in a new window'), type it into the 'ToolTip' field when inserting a link.

10. To insert an image or PDF, click  to open the media upload library. Click the '+Upload' button to select an image or PDF from your device.

11. To publish the service tick the 'Published' box. This will make the page visible on the site, should a user find a link to it. Ensure that 'Hide Menu' is ticked so that the article does not appear anywhere in the top menu.

- Published
- Hide menu

12. Click the Save button.