A Guide to
tSpark CMS 3

Updated 10/20/2010

CMS-PRO
CMS-UL
CMS-20
CMS-10
CMS-05
# tSpark CMS 3.0

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INTRODUCTION

This document is intended to provide guidance and instructions for tSpark CMS 3.0 users.

SECTION I – Content Management System General Usage

1.1 Basic Structure

The content management system is based on “zones” of content on the screen. A zone is an area of the page that can be added, edited, or deleted through Web screens.

When a general Web site visitor is viewing the page, they are viewing the zones of content in PUBLIC VIEW. If you want to edit a page/zone, you press the F2 or the escape key on the keyboard. You will be prompted for a username and password. This will only work if you have edit permission on this particular page. After logging in, you will have the option of switching to the EDIT VIEW for any zone on the page.
1.2 To enter the EDIT VIEW of a zone

1. Go to the page you want to edit and press F2 or the escape key.

2. Log in (if you aren’t already logged in)

3. **ZONE TOOLS** - For every zone on the page that you have permissions to edit, you will see a small rectangular grey box with icons that reads “edit.”

4. **EDIT ZONE CONTENT** - If you click the word “edit” you can edit the content within the existing zone. (For more information about how to use the content editor, please see section 2.1 below.)

5. **ZONE PROPERTIES** - If you click on the wrench icon you will have the option to edit zone properties, including sharing content with other pages, wrapping content around other content, and adjusting the size of the zone using the width, height, margin and padding. (For more information about the functions of “zone properties,” please see section 5.1 and 5.2 below.)

6. **DRAG AND DROP ZONES** - If you hover over the blue double bars, a “drag and drop tool” will appear. This will allow you to move the zone around the page.

7. **DELETE ZONES** - If you click the “delete button” you have the option to delete the entire zone.
1.3 Standard Zone Types

There are several types of content zones available in the system. Each type behaves differently. More details are provided in Section II of this document.

- **TEXT PAGE**— This is the most commonly used zone type. All standard text/image pages use this zone type. In public view, it simply displays the text in the proper styles. In edit view, it provides a full graphical (Word-style) editor that allows the user to edit the content on the page.

- **DOCUMENT LISTING**— The document listing zone allows you to post a list of documents on a page. The documents can be individually uploaded and managed and will appear in date order.

- **DOCUMENT LISTING CATEGORIZED**— This is very similar to the Document Listing zone type, but allows for the creation of organized “categories” of documents on the page.

- **VIDEO**— This allows you to upload video clips that will be displayed on the site, or embed YouTube videos.

- **PHOTO GALLERIES** (**CMS-UL & PRO**)— The photo gallery zone allows you to upload photographs that will be displayed in a simple grid that can be clicked for larger versions.

- **SLIDESHOW** (**CMS-UL & PRO**)— The photos will display in a very simple slideshow format.

- **NAVIGATION MANAGER** (**CMS-UL & PRO**)— This allows you to add links to a navigation menu. Links can be organized into headings.

- **NEWS STORIES** (**CMS-PRO**)— Display news stories and/or press releases.

- **RSS FEED** (**CMS-PRO**)— Display items from any standard RSS or Atom feed in a list.

- **CUSTOM ZONES**— Your site may have other custom zones implemented. Please see the appendix at the end of this document for details on custom zones created for your site.
1.4 Adding a New Page

To add a new page, you start from the **Management Menu**. You can access the management menu in two ways.

2. If you are logged in already, there is a CMS Management Menu link at the top right of all pages.

From the management menu, use the following steps.

1. Click the **Add a Page** link.
2. Under the **General** tab enter a descriptive **Name** for the page.

3. Select a **Template** for this page to determine the design of the page.
4. Next click the **Permissions** tab to manage who has access to edit this page.
5. Select the **Editors** that will be allowed to **edit** this page. Site Administrators can edit all pages regardless of the selection in this box. For more information about user roles, please see the Users and Security section (1.8) below.

6. Select the **users** that will be allowed to **view** the page. If you select “All/Anonymous” or leave it blank, there will be no password prompt and all visitors can view the page. If you select a user or group, a password will be required to access your page. Only the listed users will be able to view it.

7. Next click the **SEO** tab to manage the Page Title, Keywords and Description associated with this page for search engines such as Google® and Yahoo®.
8. If you want a specific path name for the new page, click the Advanced tab, otherwise skip this step and it will default to the descriptive name from step two.

9. Click the Save button to add the page.

The page is now created and you can choose to edit it now, or return to the page list.
1.5 Editing a Page

There are two ways to get to the edit screen for a page. The first way is to use the F2 method (press the F2 key or the Escape key) from the public view of the page. After logging in, you can click the EDIT link in any existing content zone, or click the Add Content Area link to add a new zone. The second way is to go to the management menu (http://www.yourdomain.com/manage) and click “EDIT to the right of the page you want to edit in the list.

The edit view of a zone will vary greatly depending on the zone. See the sections below for the appropriate zone type documentation.
1.6 Adding Sections

Sections are intended to help organize large sites. From the management menu, select **Add a Section** to create a new section. Section properties are very similar to pages.

From the management menu, use the following steps.

1. Click the **Add a Section** link.
2. Enter a descriptive **name** for the section.
3. Select a **template** for the section. This will be the default for all pages created in the section.
4. Next click the **Permissions** tab to manage who has access to edit this section.

   ![Permissions Tab]

5. Select the users that will be allowed to **edit** the section. Editors can still be set on a per-page basis within the section. Site Administrators can edit all pages regardless of the selection in this box. For more information about user roles, please see the Users and Security section below. Click on the name on the left, and click the right arrow (>) to select the user.

6. Select the users that will be allowed to **view** the section. If you select “All/Anonymous” or leave it blank, there will be no password prompt and all visitors can view the page. If you select a user or group, a password will be required to access pages in this section. Only the listed users will be able to view it. Click on the name on the left, and click the right arrow (>) to select the user.

7. If you want a specific path name for the new section, click the **Advanced** tab. Otherwise, **skip this step** and it will default to the descriptive name from step two.

8. Click the **Submit** button.

Once the section has been created, you can hover over the in the management menu list to add pages/documents.
1.7 Adding Files *(Downloadable Documents)*

Files can be added to your site to allow users to download items. Files can be uploaded and downloaded, but cannot be edited through the CMS. Files are similar to pages and sections, but there are no zones or templates. This feature is typically used to allow people to download PDF or Word documents.

*From the management menu, use the following steps.*

1. Click the **Add a File** link.
2. Enter a descriptive **name** for the file.
3. Under “**Upload File**,” click the browse button to select the file from your computer to upload.
4. If you would like to convert this file to a PDF, check the box provided.
5. On the “Permissions” tab select the users that will be allowed to **edit** the file. Editing a file is just replacing the file; the actual content cannot be edited through the CMS. Site Administrators can replace all files regardless of the selection in this box. For more information about user roles, please see the Users and Security section below. Click on the name on the left, and click the right arrow (>) to select the user.

![Add File Dialog](image)

6. If you want a specific path name for the new file, click the **Advanced** tab. Otherwise, **skip this step** and it will default to the descriptive name from step two.

7. Click the Save button.

Your file will be uploaded and placed on the server. You can then link to the file from any page. See Text Zone details below for ways to link to a file.
1.8 User Accounts and Security

There are four default levels of users in the content management system.

1. Site Administrator – A site administrator has full rights to all content, user management, and settings on the site. A site administrator can also set up other users with accounts and roles.

2. Site Manager – A site manager has rights to all content on the site, but no ability to manage users.

3. Standard User - A standard user has rights to manage only those pages that are assigned by a higher-level user.

4. Designer - A designer has access to the template manager and other pages as assigned by a higher-level user.

The procedure for setting up a new user or changing the permissions on an existing user is as follows:

1. From the management menu, click the User Accounts button at the top of the page.

2. Either select Add a new user, or click the edit link next to an existing user.
3. Enter a name, e-mail address (optional but recommended), role, username, and password. If you are editing an existing user, do not enter a value in the password field unless you are resetting the password.

Users will only be able to access the Edit View of pages if they have permissions assigned. For more information about setting page permissions, please see the Adding a New Page section (1.4) above. Also, assigning permission to a section grants a user access to all pages within that section (unless otherwise specified at the page level).
1.9 Forgot Password

What if I forget my password?

1. Clicking the link on the login screen that says, I forgot my password.
2. Once you click the link you will be prompted to enter your e-mail address in the box provided.
3. After you enter your e-mail address
4. Click Submit.

The following message will appear after you have submitted your e-mail address:

An e-mail has been sent to <your email address> with instructions for resetting your password. Please click the link provided in the e-mail. Please be sure to check your spam/junk folder if you do not receive the e-mail within 15 minutes.
1.10 Roles

Roles are used to allow groups of users to have View permissions on a page. You can password-protect a page on the site to limit it to only users in a particular role or roles.

1. From the management menu, click the User Accounts button at the top of the page.
2. Click the Manage Roles button.
3. Enter a role name and description.
4. Click Submit to create the role.
5. You will now be able to create users and select the new role for those users. The role will also now be available when assigning View permissions on a page (see Adding a Page above).
SECTION II – Text Zones

2.1 Text Page Zone

For text pages, a graphical editor is used (example above). The editor creates HTML Web pages without requiring the user to know HTML or even the need to know what HTML is.

2.2 Basic Controls

The Bold, Italics, and Bulleted List icons behave in a very similar way to Microsoft Word. Simply select the text to apply it to, and click the appropriate button.
2.3 Styles

Styles are pre-defined formats for various items in the template design. Working with the style menu can be a bit tricky.

To apply a style to a heading (or other text), first select the text using your mouse. Then choose (click on) the desired style from the menu.
2.4 Removing or changing the style...

**WARNING:** Do not attempt to apply multiple styles to the same text block.

To add a style, select the text first and then choose from the existing list. Expand the style menu to see that the current style is applied. To remove a style, select the text and then click the “remove format” button.

The blue box around the style indicates which style is currently being applied. As you move your mouse over other styles a similar blue box will highlight the styles. To change the style simply Click the box to select that style.
2.5 Links

To create a link, first enter the text that will become the link. Then, select the text using your mouse.

Click the link icon in the toolbar to open the link dialog box.

To link to a page on another Web site, type the web address in the “URL” field. Click OK when complete.

To link to any page on your site, Click the “Select From Site” button to choose from the list, Click the select button next to the name of the page. After you have selected your page, Click OK.
If you would like to create a link to an e-mail address, select E-mail from the Link Type select box and enter the appropriate e-mail address.

There are many other advanced options in this dialog box. These are recommended for advanced users only.

- Link to an anchor on this page
- Select a target window (or new window)
- Provide IDs, access keys, and other advanced HTML options.
2.6 Images

You can click the image icon 📷 to add an image to a page. In most cases, you should click the “Select From Site” button to select or upload your image. After clicking Select From Site, you can select from previously uploaded images, or upload a new image.

To select an existing image, simply click on the name of the image in the list. You may also want to click on the view link to see the image before adding it.

To upload a new image, click the “Upload” button ⏬ in the image selection window. To look for an image on your computer, select “browse files.” After selecting the image from your computer, click “Upload Files.” When the upload is complete, the list of images will refresh and you can select your image from the list.
After selecting or uploading an image, you will be returned to a window where you can set detailed OPTIONAL settings for the image:

- **URL**: This is the physical location of the image file. If you used the Browse Server button, this will be prefilled for you.

- **Alternative Text**: We strongly recommend filling in some descriptive text for your image. This will help the visually impaired to understand the purpose of the image.

- **Width/Height**: First click the small ‘refresh size’ arrow (insert icon) to populate the boxes. Then you can adjust the values to make the image smaller. It is not recommended to make the image bigger because the quality will reduce.

- **Border**: Enter a number in this box to add a border around the image. The larger the number, the thicker the border.

- **HSpace/VSspace**: These numbers correspond to the horizontal and vertical space around the image. In most cases, this does not need to be set. A typical number for this is 5.
• **Align**: If your image is surrounded by text or other items on the page, you may want to select an alignment to wrap the text around the image (or not). The most commonly used selections for this are Left and Right. (Left and right are available in the drop down list by clicking the arrow.)

Changes made to these settings appear in the preview box so that you can see them before inserting the image.

When complete, click OK to add the image to your page. To edit the image after inserting, you can right-click on it and select Image Properties.

» **TIP**: Formatting Web Images

• **File Types**: JPG is the preferred file type for photos and GIF is preferred for graphics such as logos and line drawings with solid colors.

• **Resolution**: Web image resolution is calculated by multiplying the width by 72 (pixels) and the height by 72 (pixels) for proper display on the web page. For example, if you have an image that is 1 inch wide and 2.5 inches high on your web page, then the image would have a resolution of 72px X 180px.

*For cropping or resizing an image please reference your “image editing” software manual.* Adobe Photoshop users can also visit: http://kb2.adobe.com/cps/331/331327.html
2.7 Copy and Paste

Site editors will frequently want to copy and paste content from other documents into their pages. The editor provides tools for accomplishing this.

To copy and paste, first select the text from your existing document and press the control button and the letter “C” at the same time to copy the text. To paste the text, place your cursor in the area where you would like the text to appear and press control and the letter “V.” (For Macintosh users it is command “C” and command “V.”)

You may use the paste button (insert icon) within the Edit Content page, however you will still be instructed to use Control/Command “V.”

Please note: If you copy and paste text from Microsoft Word or another similar program, all of your formatting will be removed. The reason for this is that these types of programs add hidden characters that will appear on the Web. Therefore, it is recommended that you format your text within the edit tool.

2.8 Source Button

The source button is generally for advanced users, but can be useful for others as well. The source button shows the HTML code that is being generated by the editor. The code can be edited.

One use of this button is to remove unwanted formatting from documents. Occasionally, two styles can get applied to the same text block and it cannot be fixed using the normal methods. In that case, you can go into source view to completely remove a particular block of text and start over.
SECTION III – Document Listing (and Document Listing, Categorized)

These zones are used to provide lists of downloadable documents. They are commonly used for lists of forms or policies.

3.1 Document Listing

When you enter the edit view for this type of zone, you are presented with a list of the documents. If it is a new page, the list will be empty.

1. Click Add a new Document, or click the edit link next to an existing document.
2. Enter a name, date, and description for the document.
3. Under Type, you can select File to upload a file, or Link to enter the full URL address of a file or a page located on another site. If you select Link, you must enter a full URL including the http:// at the start. If you select File, click the browse button to select the file from your computer.
4. You can check the box next to Archived if you want to document to appear in the Archive section of the page.
5. Click Submit to save and upload the document.

Documents will appear on the site in reverse chronological order. An archive link will appear at the bottom.
3.2 Document Listing, Categorized

The categorized document listing follows the same structure and features as the regular document listing, but allows documents to be organized into categories on the page. Prior to adding documents (details above), click on the Manage Categories link to set up categories. Categories will appear in alphabetical order on the page. To set up a custom order, simply name the categories with numbers (e.g., 1. Documents, 2. Policies, 3. Forms). After categories are set up, you will be able to select a category on the Add a new document page.
SECTION IV – Photo Galleries *(CMS-UL & PRO)*

A photo galleries zone is used to present photographs to site visitors. This zone type is organized as follows:

TOP LEVEL: Galleries (also known as collections) – Each zone must have at least one gallery. This can be considered the name of a group of photographs.

SECOND LEVEL: Photographs – These are the actual photos that will be uploaded.
4.1 Adding Photo Galleries

1. Click Add Content where you would like to add a slide show or image gallery on the page.
2. From the drop down menu select, Photo Gallery.
3. Click Submit.

Please note: you have the option of choosing either a slide show or an image gallery to display your photos. You can make this distinction by clicking the “settings” button and then choosing either slide show or image gallery from the drop down menu.
4.2 Adding Photos to a Gallery

1. After the gallery is created (above), Click the word Edit and a new window will open where you can manage your photo gallery.
2. To add an image, click Add Image.
3. Choose a photo from your computer. When the photo it finished uploading, it will appear in the window.
4. Click Browse to select the photo from your computer.
5. You may add a title and description to the photo simply by typing the information in the fields provided.
6. Click Submit.

4.3 Manage Photos in a Gallery

1. Click Photo List. This will give you a list of all of the photos within your gallery/slide show.
2. Each photo in the list has a link next to it allowing you to Edit or Delete the photo.
3. You can manage each photo individually through the Edit feature.
SECTION V – Shared Zones

5.1 Creating Shared Content
In order to share content between pages, you must first be in edit view. When in edit view, click the wrench icon (wrench icon) in the zone where you would like to add your shared content list. This will open a “zone properties” page. Check the check box at the top of the page that has says “Shared” next to it. Then an empty “share name” box will appear. Give your shared content a name and click “submit.” This document will now appear in your shared content list.

5.2 Selecting Shared Content
To select shared content, go to a blank content area and select “Add Content Area”. Choose from the drop down menu, “Content From Another Page”, and click “Submit”. Then, click edit and, in the new window, choose the word “Select” next to the shared content you want to choose. Your shared content will now appear in the content zone.
SECTION VI – **Navigation Manager** *(CMS-UL & PRO)*

### 6.1 Managing Your Navigation Menus

With CMS v 3.0 you have the option of managing your navigation menus.

1. When in **Edit Mode** select the word **Edit** that corresponds with the navigation menu that you would like to manage.
2. A new window will open with a list of your existing links/headings. If there are no existing links, you can create a new menu by adding headings and/or links.

![Image of Navigation Manager interface]

**Please Note:** The visual design of the navigation menus can be controlled by a programmer or a designer. Default styles are provided in the system.
6.2 Adding a New Heading

1. If you would like to add a new heading to the list of headings/links, choose the Add a new heading button.

2. A new window will open that will allow you to type the name of your new heading. You also have the option of making the heading a link. Once you have typed the name of your heading/link, check the box that says, This heading is also a link.
3. After you check the box, another space will become available for you to type the URL of the Web site you would like to link to. You can either type the URL in manually or you can click the link that says, Choose from site.
4. You also have the option of checking the box that says, New window. This will allow your page to open within a new browser window.
5. Once your heading is created, click the Manage Links link next to the heading to manage the links under that heading.
6.3 Adding Links

1. If you would like to add a new link to the list of links, choose the Add a new link button.
2. A new window will open that will allow you to type the name of your new link and the URL of the Web site you would like to link to.
3. You can either type the URL in manually or you can click the link that says, Choose from site.
4. You also have the option of checking the box that says, New window. This will allow your page to open within a new browser window.

6.4 Rearranging Your Headings/Links

If you click and drag the (crosshair icon) next to one of the existing headings/links you can easily rearrange the order of the links.
6.5 Menu Style

You also have the option of choosing your menu style.

1. When editing the headings/links, choose the **Settings** button.

2. Once you have selected the settings button, a new window will open up that includes a drop down menu with all of the available menu styles. Your menu choices and their descriptions are as follows:

   - Accordion (expanding vertical menus, two level limit)
   - Vertical (vertical list)
   - Vertical with headings (vertical list with headings)
   - Pulldown (horizontal menu with pull/dropdown menus)
   - Flyout (vertical list with optional submenus that expanding to the right)
   - Horizontal (simple list of links in a horizontal row)

**Please note:** The "Vertical" and "Horizontal" menu styles do not have headings. They are just lists of links.
3. Once you have selected your menu style, you have the option of adding a title that will appear above your menu. You can type this in manually in the box called, **Menu title**.

4. Finally, designers and administrators also have the option of typing in a **menu class** in the box provided.

5. Click **Submit** to save changes.
SECTION VII – News Stories  *(CMS-PRO)*

With CMS-PRO you are able to display a list of news stories and/or press releases within any editable page on your Web site.

**7.1 Add a News Story Module to a Page**

1. First, you must be in **Edit Mode**.
2. Once you are in **Edit Mode** you choose the content area where your news stories will appear.
3. Click **Add to Content**.

   ![Add a New Content Zone]

4. A new window will open allowing you to select the type of content you would like to add to the page.
5. You then choose, **News Stories** from the dropdown menu
6. Click **Submit**.
7.2 Add a News Story to the News Story Module

1. An edit box will appear in the area where you chose to add the News Story Module.

2. Click the Edit button and an Edit Content window will open allowing you to add your news stories.

3. To add your first news story click, Add a Story. Another new window will open allowing you to fill in a title, author, teaser, the body of the article, and an image. Today’s date will be added automatically. If you would like another date, you may change the date that appears.

4. On this page you may also choose if the story you are creating will be a featured story or an archived story. (An archived story will NOT appear on your live Web site.)

5. Additionally, if you have a PDF that you would like to appear within your news stories, choose PDF from the dropdown menu next to, File Type.

6. Click Submit.

Once you have submitted your story you will return to the small window titled, Edit Content. The window will have three selections in it, including: “Add Story,” “Story List,” and “Settings.” You may add another news story by clicking, Add a Story.
7.3 Edit or Delete News Stories

1. Click Story List to view a list of all of your news stories in that module.
2. When you click Story List you may edit or delete an existing story by clicking on the word Edit or Delete next to the corresponding story.
3. If you choose to delete the story, a window will open asking you if you are sure you want to delete this news story. If you click OK the story will be deleted. If you click Cancel the story will remain in your list of news stories.
4. Once you are finished editing your news stories you may view them by closing the edit content page by clicking the x in the upper right hand corner of that window.