

Enterprise Newsroom User's Guide

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1.0 What is the Kentucky.gov Enterprise Newsroom?

The Kentucky.gov Enterprise Newsroom is a high-profile component of the Kentucky.gov web portal and is part of the Microsoft Content Management Server (CMS) portal infrastructure. The Newsroom allows all cabinets, agencies, departments, and other governmental organizations to post press releases and important news to the Kentucky.gov Website. Participation in the Newsroom is a free service.

The Newsroom can be viewed by going to Kentucky.gov and clicking on "News Center" on the top navigation bar.

The screenshot shows the Commonwealth News Center website. At the top, there is a navigation bar with links for "Calendar", "News Center", "Advanced Search", and "How Do I...". The "News Center" link is circled in red. Below the navigation bar, the main content area features a "Recent Headlines" section with three news items: "Kentucky Mansions Preservation Foundation Donates Money To The 'People's House'", "CHAMPIONSHIP AUCTION AT THE KENTUCKY STATE FAIR", and "Governor Ernie Fletcher appoints six members to the Kentucky Bicycle and Bikeway Commission". On the right side, there is a "Subscribe for Free Today!" section with "Subscribe" and "Unsubscribe" buttons, and an "FAQs" section with a link "What is the News Center?". The bottom of the page shows the browser address bar with the URL "http://kentucky.gov/Newsroom/firstlady/082505kmpdonation.htm".

2.0 How Do I Sign Up?

The first step in getting your agency up and running with the Kentucky.gov Commonwealth News Center is to determine who in your agency will be the user(s) for the newsroom as well as what their user roles will be such as an author or an editor (see section 3.0). Once you have identified these individuals they will each need to self register with the portal by visiting www.kentucky.gov/Register.htm. Once the registration process is completed for these individuals, the Content Management Authorization Form (see attached Content Management Authorization Form for Newsroom) will need to be completed, signed by a responsible party for the agency and then faxed or mailed to Kentucky.gov.

***PLEASE NOTE:** If your users have previously registered for either the Kentucky.gov Calendar or CMS (for a website) they do **NOT** need to re-register through the self-registration process. The user ID that they were originally given by our office or the one in which they previously established through self-registration will be their Newsroom user ID as well.

3.0 What is the Difference between an Author and an Editor?

All users of the Newsroom are classified as either an author or an editor. These user roles provide a simple publishing workflow processes to be put into place in the event they are deemed necessary.

An author is a content provider whose role is to create or edit press releases or news events for your Newsroom. Once an author has completed a proposed press release or news event, a notification is sent to the editor for review and publishing. This review process provides editors with an oversight of authored content.

An editor is a content provider, publisher and is allowed to create, edit, review and publish content to the Newsroom. Their role is to ensure that press releases and news events published are accurate, approved and current.

Your agency does not have to have an author and an editor. Should you not need the workflow functionality, your users would be editors only.

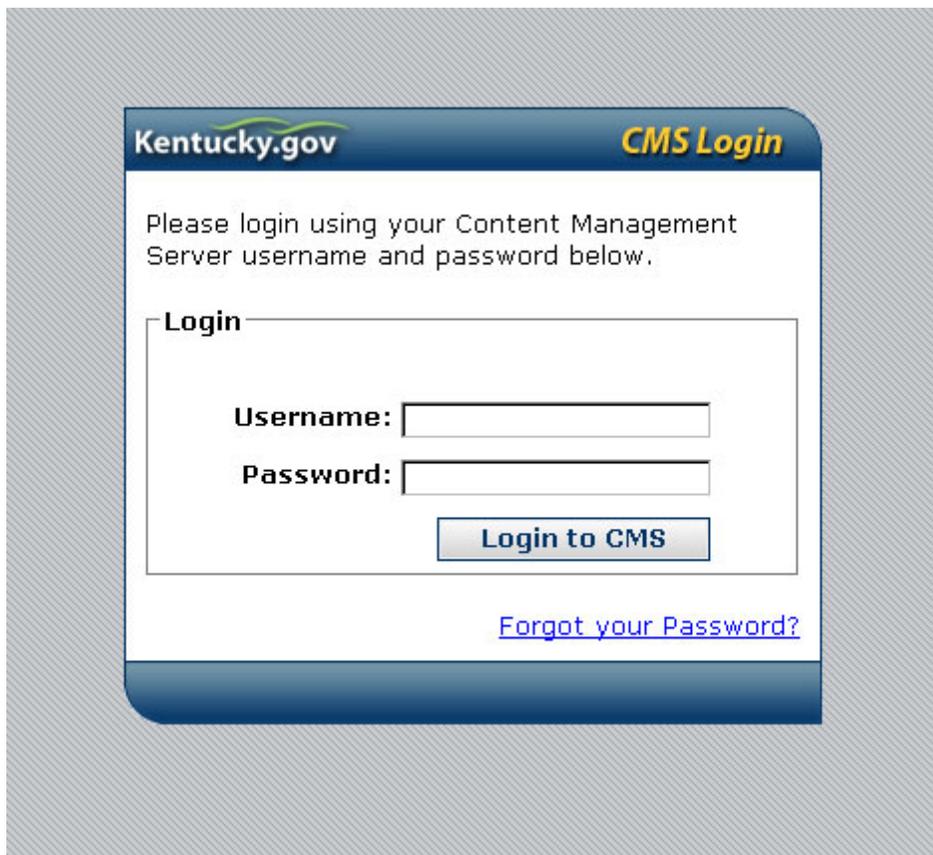
4.0 How Do I Add a New Press Release?

Please follow the steps below to add a new press release.

Step # 1: Login to MCMS

To add a new press release, the first thing you need to do is login to the MCMS system from Internet Explorer version 6.0 or above. The login URL is:

<https://cms.kentucky.gov/Newsroom/>



Kentucky.gov CMS Login

Please login using your Content Management Server username and password below.

Login

Username:

Password:

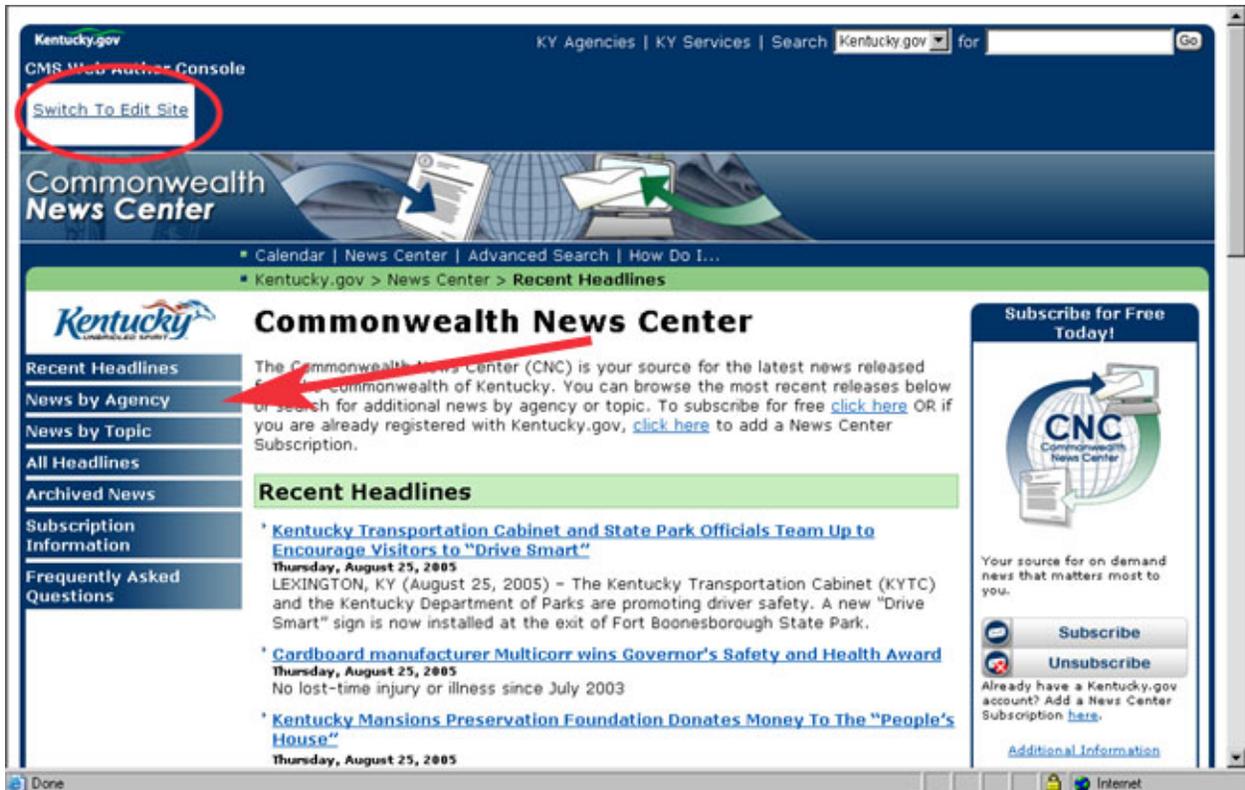
Login to CMS

[Forgot your Password?](#)

Step # 2: Navigate to Your Newsroom Web site

You will know that the login was successful when you see the "Switch To Edit Site" link in the upper left-hand corner of the page.

Navigate to your newsroom by clicking on "News by Agency" in the left-hand navigation.



The screenshot displays the Commonwealth News Center website. At the top left, the text "CMS Web Author Console" is visible, with a red circle around the "Switch To Edit Site" link. The main header features the "Commonwealth News Center" logo and a navigation menu with items like "Calendar", "News Center", and "Advanced Search". A breadcrumb trail shows "Kentucky.gov > News Center > Recent Headlines". The left sidebar contains a navigation menu with "News by Agency" highlighted by a red arrow. The main content area is titled "Commonwealth News Center" and includes a description of the site's purpose. Below this, a "Recent Headlines" section lists three news items with their dates and brief descriptions. On the right side, there is a "Subscribe for Free Today!" section with "Subscribe" and "Unsubscribe" buttons, and a note about on-demand news.

Kentucky.gov KY Agencies | KY Services | Search Kentucky.gov for

CMS Web Author Console

Switch To Edit Site

Commonwealth News Center

Calendar | News Center | Advanced Search | How Do I...

Kentucky.gov > News Center > Recent Headlines

Kentucky

Commonwealth News Center

Recent Headlines

News by Agency

News by Topic

All Headlines

Archived News

Subscription Information

Frequently Asked Questions

The Commonwealth News Center (CNC) is your source for the latest news released from the Commonwealth of Kentucky. You can browse the most recent releases below or search for additional news by agency or topic. To subscribe for free [click here](#) OR if you are already registered with Kentucky.gov, [click here](#) to add a News Center Subscription.

Recent Headlines

- [Kentucky Transportation Cabinet and State Park Officials Team Up to Encourage Visitors to "Drive Smart"](#)
Thursday, August 25, 2005
LEXINGTON, KY (August 25, 2005) - The Kentucky Transportation Cabinet (KYTC) and the Kentucky Department of Parks are promoting driver safety. A new "Drive Smart" sign is now installed at the exit of Fort Boonesborough State Park.
- [Cardboard manufacturer Multicorr wins Governor's Safety and Health Award](#)
Thursday, August 25, 2005
No lost-time injury or illness since July 2003
- [Kentucky Mansions Preservation Foundation Donates Money To The "People's House"](#)
Thursday, August 25, 2005

Subscribe for Free Today!

CNC Commonwealth News Center

Your source for on demand news that matters most to you.

Subscribe

Unsubscribe

Already have a Kentucky.gov account? Add a News Center Subscription [here](#).

Additional Information

Done Internet

Step # 3: Navigate to appropriate “News by Agency” section

After navigating to the “News by Agency” section, find your agency in the list. Please note that agencies are listed by Branch of Government (Executive, Judicial, or Legislative and Elected Officials). Scroll down until you find your agency link in the list, then click on that link. This will take you to your agency’s Kentucky.gov newsroom.



Step # 4: Enter Site Edit Mode

You will now see a list of all of your recent press releases. At this time, you should click on the "Switch To Edit Site" link to view the "Web Author Console."

The screenshot displays the Kentucky.gov CMS Web Author Console. At the top, there is a navigation bar with "Kentucky.gov" on the left and "KY Agencies | KY Services | Search" on the right. Below this is a "CMS Web Author Console" header with a "Switch To Edit Site" button circled in red. The main content area is titled "Commonwealth News Center" and features a navigation menu with "Calendar | News Center | Advanced Search | How Do I...". Below the menu is a breadcrumb trail: "Kentucky.gov > News Center > Kentucky Historical Society > Recent Headlines". The main content area is titled "Kentucky Historical Society - Recent Headlines" and contains a list of recent press releases. The first release is titled "Kentucky Historical Society Notes Passing of Dr. Thomas D. Clark" dated Tuesday, June 28, 2005. The second release is titled "July 9 'Hats Off to History' Celebrates Renaming of Kentucky History Center, Clark's 102nd Birthday" dated Friday, June 10, 2005. The third release is titled "Grant Money Allows Southeastern Kentucky Students to Visit Frankfort" dated Thursday, April 07, 2005. The fourth release is titled "Kentucky History Awards Recognize Best From Around the State". A left sidebar contains navigation links for "Recent Headlines", "News by Agency", "News by Topic", "All Headlines", "Archived News", "Subscription Information", "Frequently Asked Questions", and "Kentucky Historical Society".

Step # 5: Creating a new press release

You are now viewing the “Web Author Console”

To author a new press release, click on the “Create A New Press Release” link.



Step # 6: Enter Press Release Information

You will now see an editable form displayed where you will enter your press release content. If you have a press release that has already been created in MS Word, you must first copy the content from MS Word into Notepad, then from Notepad into the Newsroom. (Notepad is an accessory that should already be on your computer. Normally, you can open this tool by clicking on Start, Programs, Accessories, and then on Notepad.) Copying your text into Notepad will strip the formatting from your content and leave you with straight text which can then be placed into the Newsroom application. Your text will adopt the default formatting that has been established for the Newsroom. Failure to utilize Notepad may result in non-compliant content (absolute font sizes, margins, etc.) [See following page for graphic]

Issuing Agency: Commerce Cabinet

Issued By:

Press Release Title:

Press Release Date:

Contact Information:

Summary:

Display on Kentucky.gov Home Page?

Display on Newsroom Home Page?



***PLEASE NOTE:** If this is the first time you have used the Newsroom system, you will be asked if it is ok to install an active-X plug-in and/or an html editor. These plug-ins are required in order to author a press release so please select "Yes" when prompted.

***PLEASE NOTE:** The newsroom has a 20 minute timeout on your session so please **SAVE OFTEN** to avoid losing any of your work.

- **Issuing Agency.** The Issuing Agency name will be established for you. This is an indication of what Branch/Cabinet/Office your agency is associated with.
- **Issued By.** The Issued By name will be pre-filled for you upon receipt of your Content Management Authorization Form for Newsroom. If it is not pre-filled, this is where you enter the name of your organization.
- **Press Release Title.** Enter the title of the press release in this area.
- **Press Release Date.** Select the official date for the press release in the month, day and year drop down menus.
- **Contact Information.** Contact information should be entered in this text box. However, the contact information can be pre-filled for you upon request. If you choose not to pre-fill this box, you can enter contact information such as name, title, phone number, email address and hyperlink manually. For more information on inserting hyperlinks, please see the next section on formatting.
- **Summary.** A very brief summary of the press release should be entered here. This summary is used on pages such as the Kentucky.gov home page, the Kentucky.gov Newsroom main page and your agency's individual Newsroom. Most commonly, users select the first sentence of their press release for the summary to entice the user to read more. You can enter up to 700 characters into this text box.
- **Display on Kentucky.gov Home Page.** This box is checked by default and if left checked your new press release will appear on the Kentucky.gov home page. If you do not want this to appear on the Kentucky.gov home page simply uncheck the box.
- **Display on Newsroom Home Page.** This box is checked by default and if left checked your new press release will appear on the Newsroom home page. If you do not want this to appear on the Newsroom home page simply

uncheck the box.

- **Details.** This large section is where the main press release text is entered. This text box allows for full text formatting including the addition of hyperlinks, images, and file attachments.

Step # 7: Select Categories for your Press Release

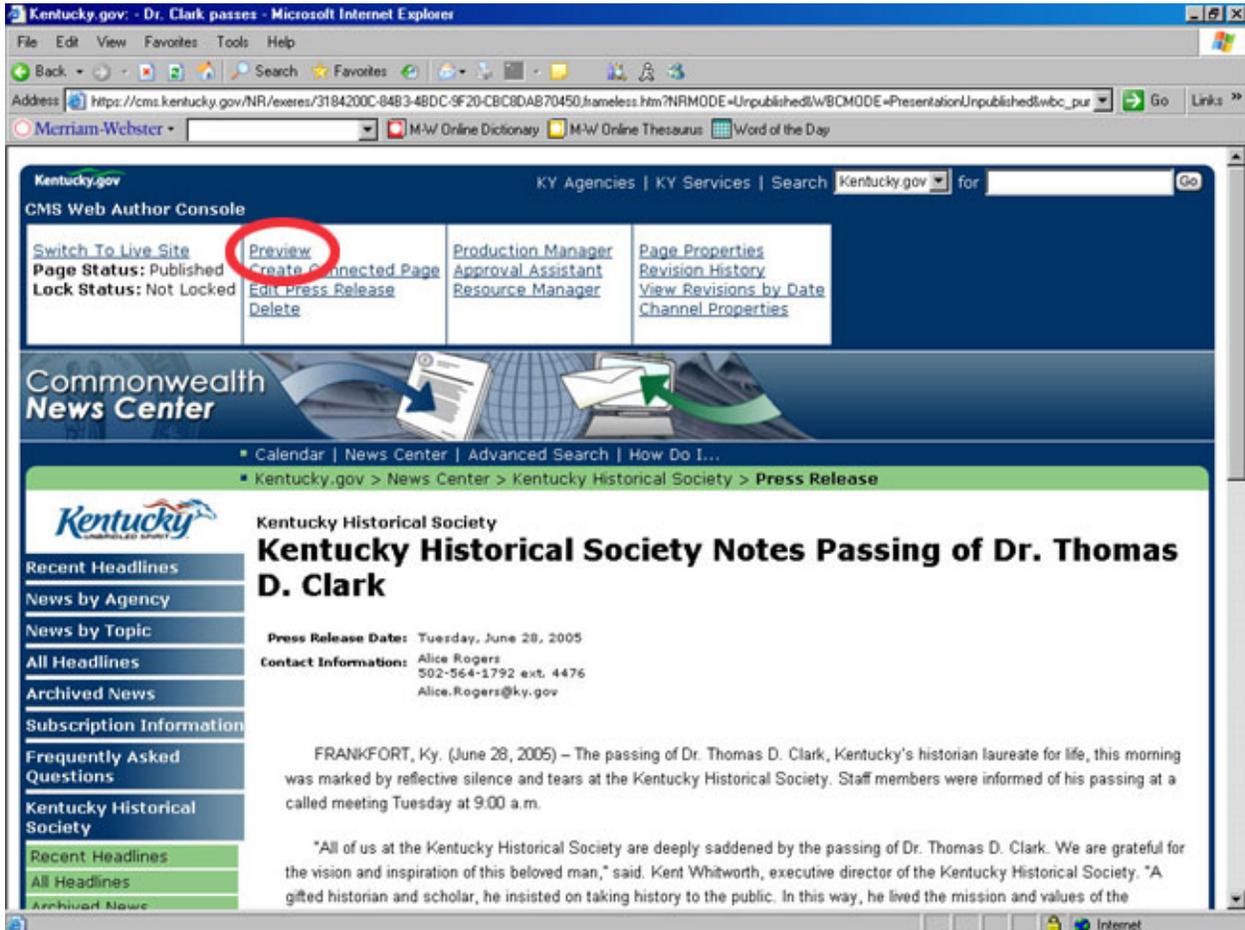
Once you have entered the press release information, you are now ready to select from the various categories or topics that pertain to your press release. Please select at least one category, but no more than five.

Please select from the following categories those that apply to this press release. You can choose more than one but not more than five.

- | | | |
|---|--|--|
| <input type="checkbox"/> Business and Economy
Business, growth, jobs, economic development, conducting business in Kentucky, licensing, permitting... | <input type="checkbox"/> Health
Medical, health care, insurance, nutrition, public health, public safety, services... | <input type="checkbox"/> Public Safety, Law and Courts
Homeland Security, crime, prison, law enforcement, disasters, emergency management, emergency preparedness, ethics reform, adult institutions, justice, military, national guard... |
| <input type="checkbox"/> Consumer Protection
Consumer action, publications, credit, complaints, scams... | <input type="checkbox"/> History, Arts and Culture
Museums, libraries, genealogy, ethnic, traditions... | <input type="checkbox"/> Recreation, Tourism and Travel
State fair, gaming, hunting, fishing, outdoors, state parks, entertainment, sports, events... |
| <input type="checkbox"/> Education
Public and private education, schools, secondary education, secondary education, student and teacher resources, online learning... | <input type="checkbox"/> Jobs
Employment, training, careers, workforce, labor, wages and salaries, workplace... | <input type="checkbox"/> Science and Technology
Biology, engineering, space, innovation, infrastructure, communications... |
| <input type="checkbox"/> Environment, Energy and Agriculture
Farms, food production, natural resources, conservation, weather, agriculture, energy resources, environmental education, forestry, utilities... | <input type="checkbox"/> Legislature
Pending legislation, policies, procedures, laws, regulations, statutes and rules... | <input type="checkbox"/> Transportation
Transportation, highway maintenance, highway construction, infrastructure, air, train, road, international... |
| <input type="checkbox"/> Family, Home and Community
Family, children, housing, human services, community development, traditions, culture, homeless, minority empowerment... | <input type="checkbox"/> Money and Taxes
Budget/Fiscal, Unclaimed government money, credit, saving, retirement... | <input type="checkbox"/> Voting and Elections
Voter registration, elected officials... |

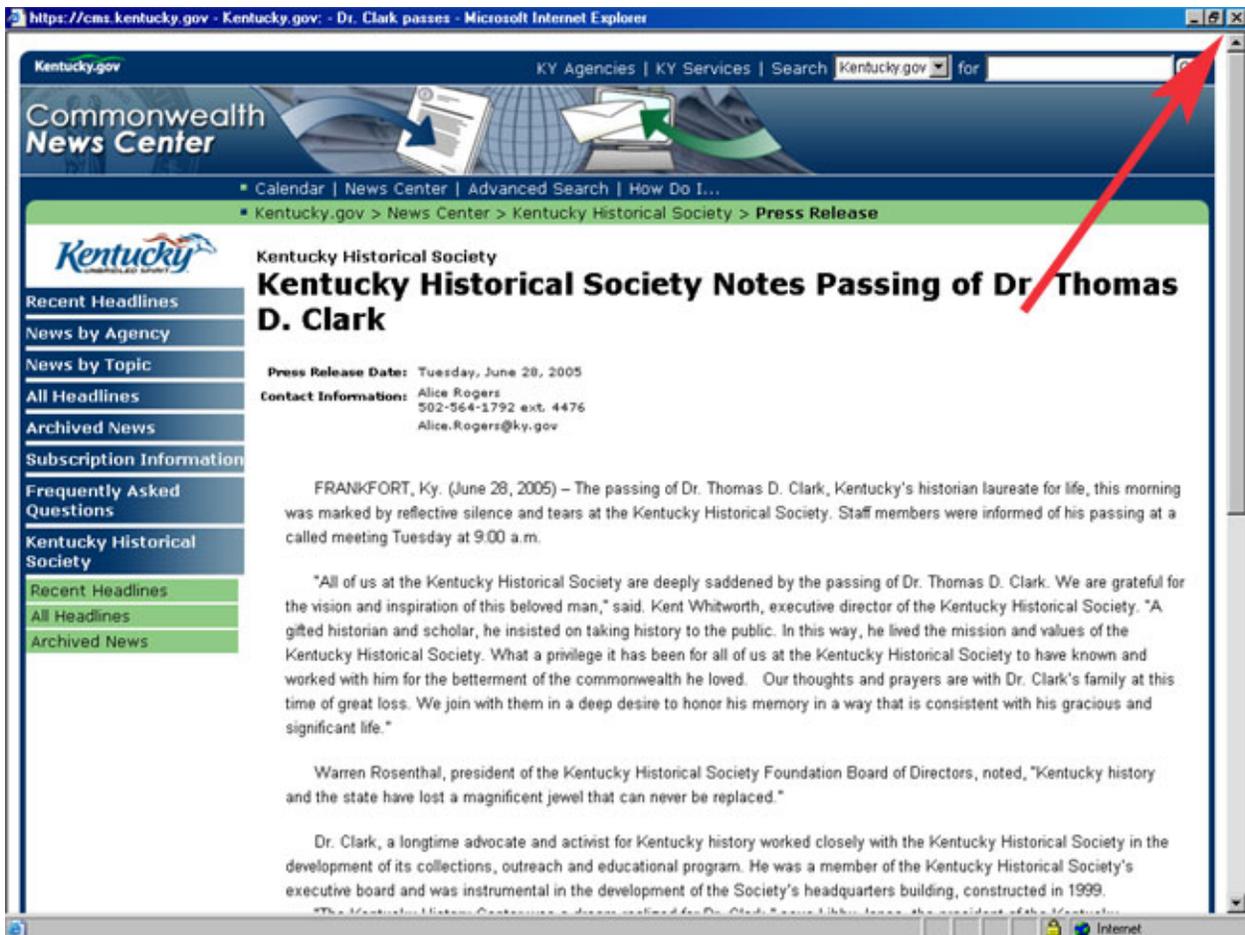
Step # 8: Preview your Press Release

Once you have completed the press release information, you are now ready to preview what the press release will look like once it is published. To do so, click on the "Preview" link in the CMS Web Author Console in the upper left-hand corner of the page.



The screenshot shows a Microsoft Internet Explorer browser window displaying the CMS Web Author Console for a press release. The browser's address bar shows the URL: https://cms.kentucky.gov/NR/exeres/3184200C-84B3-48DC-9F20-CBC8DAB70450/frameless.htm?NRMODE=Unpublished&WBCMODE=PresentationUnpublished&wbc_pur. The console includes a search bar and a navigation menu with the following links: [Switch To Live Site](#), [Preview](#) (circled in red), [Create Connected Page](#), [Production Manager](#), [Page Properties](#), [Lock Status: Not Locked](#), [Edit Press Release](#), [Approval Assistant](#), [Revision History](#), [Delete](#), [Resource Manager](#), [View Revisions by Date](#), and [Channel Properties](#). Below the console is the "Commonwealth News Center" banner with navigation links: [Calendar](#), [News Center](#), [Advanced Search](#), and [How Do I...](#). The breadcrumb trail reads: [Kentucky.gov](#) > [News Center](#) > [Kentucky Historical Society](#) > [Press Release](#). The main content area features the "Kentucky Historical Society" logo and the title "Kentucky Historical Society Notes Passing of Dr. Thomas D. Clark". The press release text includes the date "Tuesday, June 28, 2005" and contact information for Alice Rogers. The body text describes the passing of Dr. Thomas D. Clark and includes a quote from Kent Whitworth, executive director of the Kentucky Historical Society.

A new window will be displayed showing what the press release will look like to your readers once it has been published.

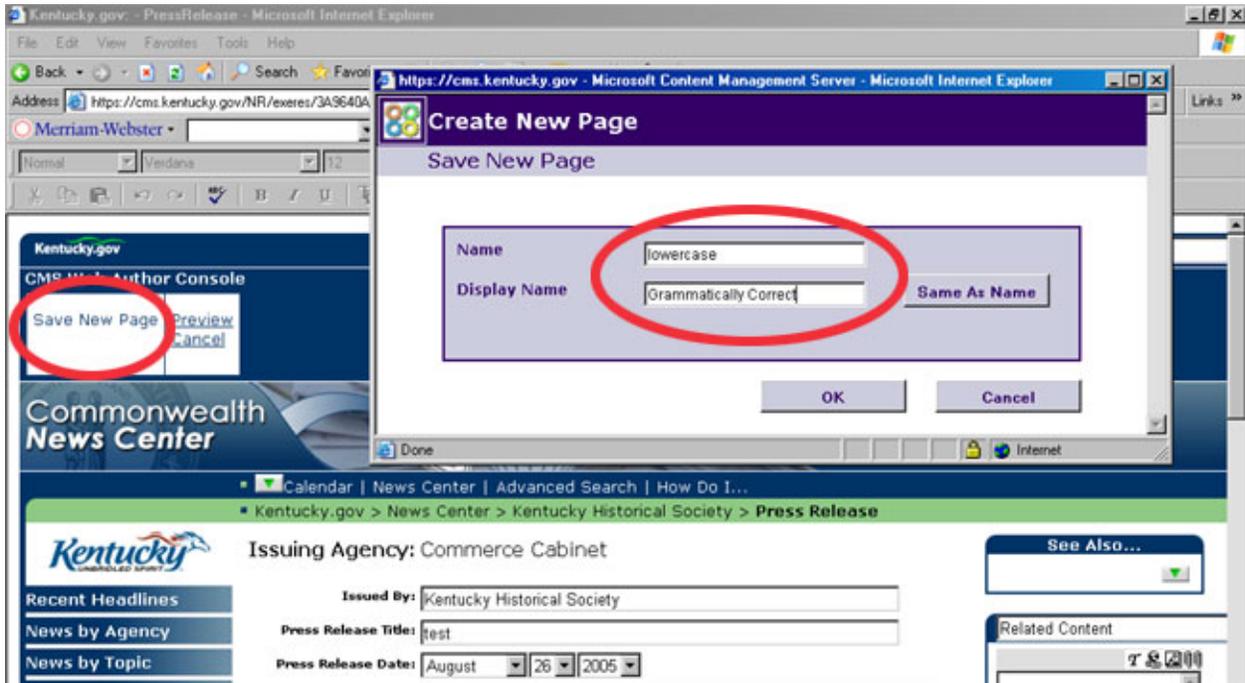


If you see problems with the press release, close the preview window and correct them before continuing on to the next step.

To exit the preview feature, close the preview window that was created by clicking the "X" in the upper right-hand corner.

Step # 9: Save the New Press Release

You now need to save your new press release. This is done by clicking on the “Save New Page” link in the upper left-hand corner of the page. In the event you decide not to submit the press release, you can alternatively choose the “Cancel” option.



Once you have pressed the “Save New Page” link, you will be prompted to enter a name and display name for the new page.

In the “Name” field, please enter a name for the new page/press release. This name will appear in the URL that is used to access the page. It does not need to be full title of the press release. It should be a shortened version or a convention that you establish such as “pr082405a” or “books082405”. Please do not include any spaces as this would result in a messy appearance to your URL and it is best practice to use all lowercase letters and avoid special characters such as underscores which may not be visible if the link is embedded in an e-mail or Word document.

The “Display Name” is used in the browser title bar. You may make this the same name as your “Name” or you may title this a more specific title such as a shortened version of your press release title.

Click "OK" to continue.

You will now see the press release that you created, with the CMS Web Author Console displayed at the top of the page. If your role is that of an Author, you will now click the "Submit" link. If you are an Editor, you may elect to click "Approve" and publish the release. (See Step # 11)

Kentucky.gov KY Agencies | KY Services | Search Kentucky.gov for

CMS Web Author Console

Switch To Live Site Page Status: Saved Lock Status: WinNT://DMZ/jkeeler	Preview Create Connected Page Edit Press Release Delete	Production Manager Approval Assistant Resource Manager	Submit Approve Decline	Page Properties Revision History View Revisions by Date Channel Properties
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Commonwealth News Center

Calendar | News Center | Advanced Search | How Do I...

Kentucky.gov > News Center > Kentucky Historical Society > Press Release

Step # 10: Set Publishing Date (Optional)

If you want your press release to be viewable immediately, you can ignore this step.

Some users may want to create press release information prior to its actual release date and have it displayed on the website at a later time. Users may also wish to put up older press releases. These scenarios can be accomplished by editing the press release properties, which contains a section that allows you to input a past or future publication date. To do this, click on the "Page Properties" link in the upper right-hand corner of the CMS Web Author Console.

Once you have clicked this link, a new window will appear showing page options. There will be a section titled "Start Publishing". To have your press release publish at a past or future date, enter a that date and time into these form fields and press the "Save" button to close the window.

The screenshot shows the 'Page Properties' dialog box in a Microsoft Internet Explorer browser window. The browser address bar shows 'https://cms.kentucky.gov - Microsoft Content Management Server - Microsoft Internet Explorer'. The dialog box has a purple header with the title 'Page Properties'. It contains several fields: 'Name' (drclark), 'Display Name' (Dr. Clark passes), 'URL' (/Newsroom/history/Dr.+Clark+passes), and 'Template Path' (/Templates/kygov/pmc/agency/PressRelease). Below these are tabs for 'Standard' and 'Custom'. The 'Custom' tab is active, showing a 'Description' field and a 'Publishing Options' section. The 'Publishing Options' section is circled in red and contains: 'Start Publishing' with radio buttons for 'Immediately', '6/28/2005 12:34 PM' (selected), and 'Never'; and 'Stop Publishing' with radio buttons for 'Never', '8/26/2005 11:55 AM' (selected), and 'Immediately'. Below this are 'Owner' (Everybody) and 'Last Modified' (6/28/2005 3:19:06 PM) fields. At the bottom are checkboxes for 'Important Page', 'Hide When Published', 'Web Robots Can Crawl Links', and 'Web Robots Can Index This Page'. 'Save' and 'Cancel' buttons are at the bottom right. The background shows the 'CMS Web Author Console' with a 'Kentucky.gov' logo and a 'Commonwealth News Center' sidebar.

Step # 11: Submit or Approve Press Release

You are now ready to either submit or approve the press release. If you are an author, you will only be able to submit your new press release by using the "Submit" link in the web author console. It will not be viewable on the website until an editor has reviewed and approved the press release. If you are an editor, you can either submit the new press release and approve it later or approve the press release for publication now by clicking on the "Approve" link.

You have now added the new press release to the Kentucky.gov Enterprise Newsroom. At this time you can choose to add another press release by returning to your "Headlines by Agency" page and selecting "Create a New Press Release".

The screenshot displays the 'CMS Web Author Console' for Kentucky.gov. At the top, there are navigation links for 'KY Agencies | KY Services | Search' and a search box. The console itself is a grid of links for managing a press release. The 'Submit' and 'Approve' links are circled in red. Below the console is a banner for the 'Commonwealth News Center' with navigation links for 'Calendar | News Center | Advanced Search | How Do I...'. At the bottom, there is a breadcrumb trail: 'Kentucky.gov > News Center > Kentucky Historical Society > Press Release'.

Switch To Live Site Page Status: Saved Lock Status: WinNT://DMZ/jkeeler	Preview Create Connected Page Edit Press Release Delete	Production Manager Approval Assistant Resource Manager	Submit Approve Decline	Page Properties Revision History View Revisions by Date Channel Properties
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Commonwealth News Center

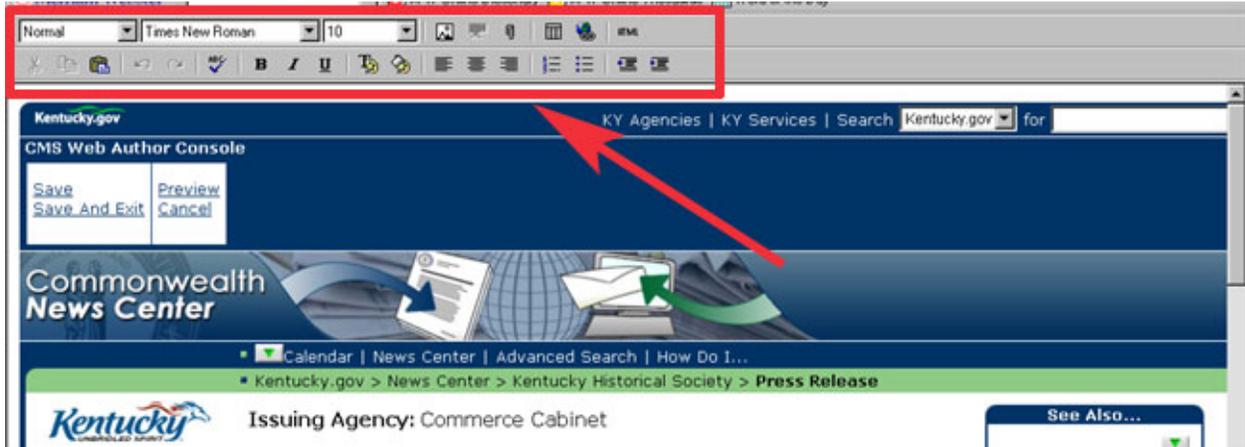
- Calendar | News Center | Advanced Search | How Do I...
- Kentucky.gov > News Center > Kentucky Historical Society > Press Release

5.0 How Do I Format Content?

When entering a new press release (or editing an existing press release), you have the ability to apply text formatting into the contact, summary, and details field. Below you will find useful hints on how to apply formatting to your content.

5.1 Basic Text Formatting

When you are either creating a new press release or editing an existing press release, you will see a row of text format controls added below the address bar on your browser. For those who use Microsoft Word, these should appear familiar to you.



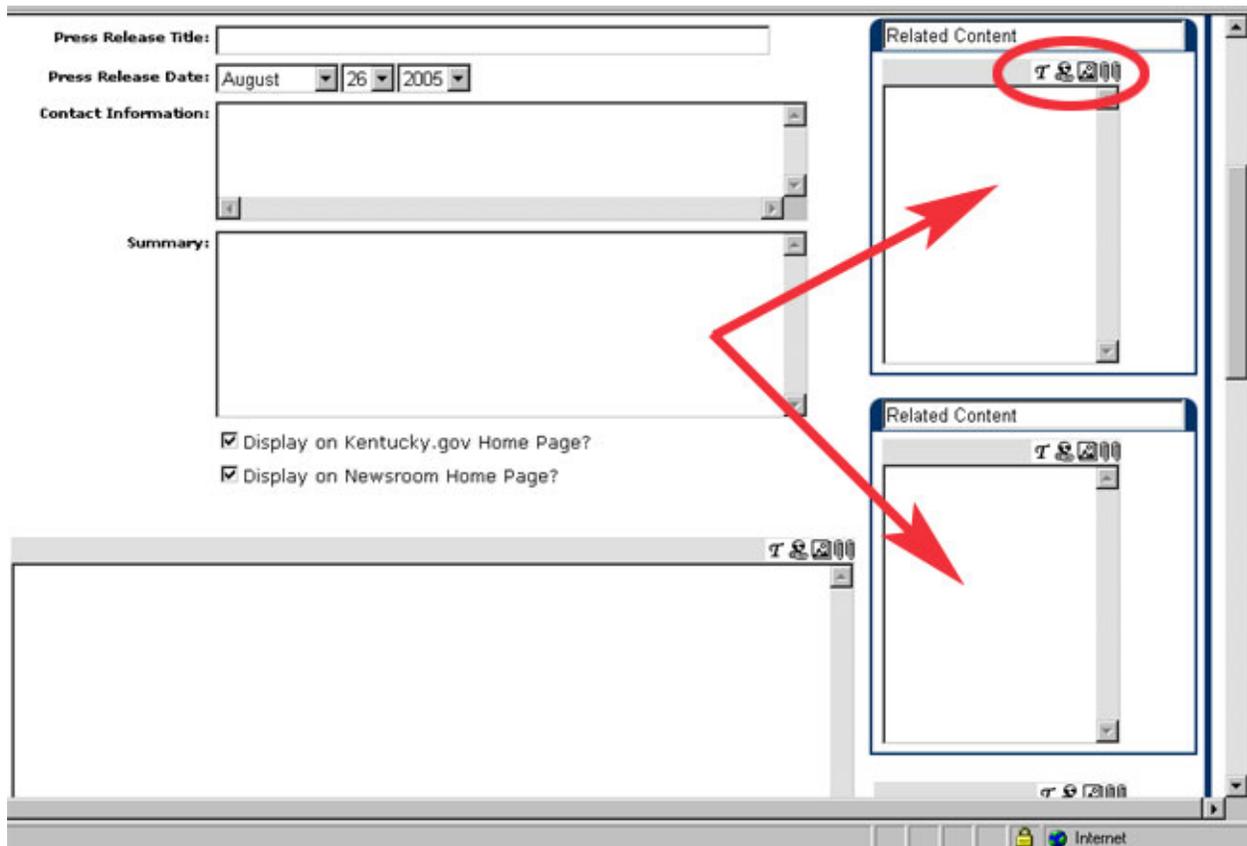
These buttons allow you to perform basic formatting functions such as set font style (e.g. bold, italics, color) and alignment control (e.g. center, indent). You can even spell check your content using the "Check Spelling" button. You can also insert a table into the content area by pressing the "Insert Table" button.

Inserting Objects

CMS allows you to include images, add hyperlinks, and attach files for download to your content. To do so, use the top row of formatting control buttons.

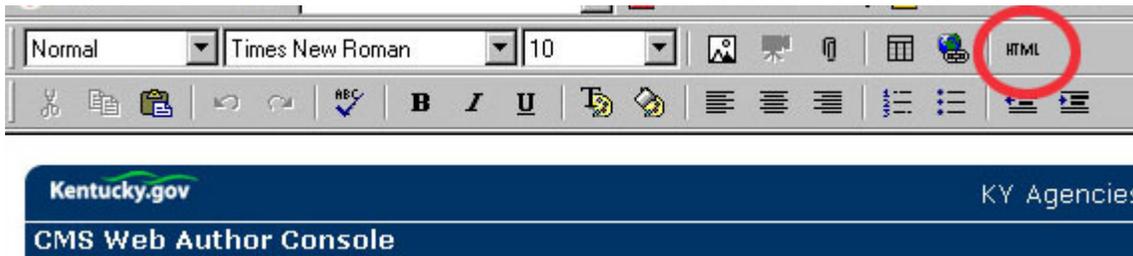
Hint: To find out what a button does, place your mouse pointer on top of it. A tool-tip will appear indicating what the button does.

You may also elect to utilize one, or more, of the Related Content boxes located on the right side of the page. The Related Content boxes offer an excellent means of highlighting information pertinent to your press release. You can easily place images, hyperlinks, attachments, or even additional text in these boxes. (Note: The See Also box is used solely for hyperlinks)



5.2 HTML Edit Mode

For the finest level of control, you can edit the HTML directly. To do so, press the “Edit Source” or “HTML” button on the top row of formatting controls. You will now see the raw HTML source in the text box. This allows those fluent in HTML to format their content directly.



6.0 How Do I Approve a New Press Release Created By An Author?

If you are an editor, it is your job to approve press releases submitted by authors. When a new press release is submitted, you will receive an email notifying you that it is available for review. To review and approve a new press release, follow these steps.

Step # 1: Login to CMS

(Please see “How Do I Add a Press Release”, Step # 1)

Step # 2: Navigate to Newsroom Web site

(Please see “How Do I Add a Press Release”, Step # 2)

Step # 3: Enter Edit Mode

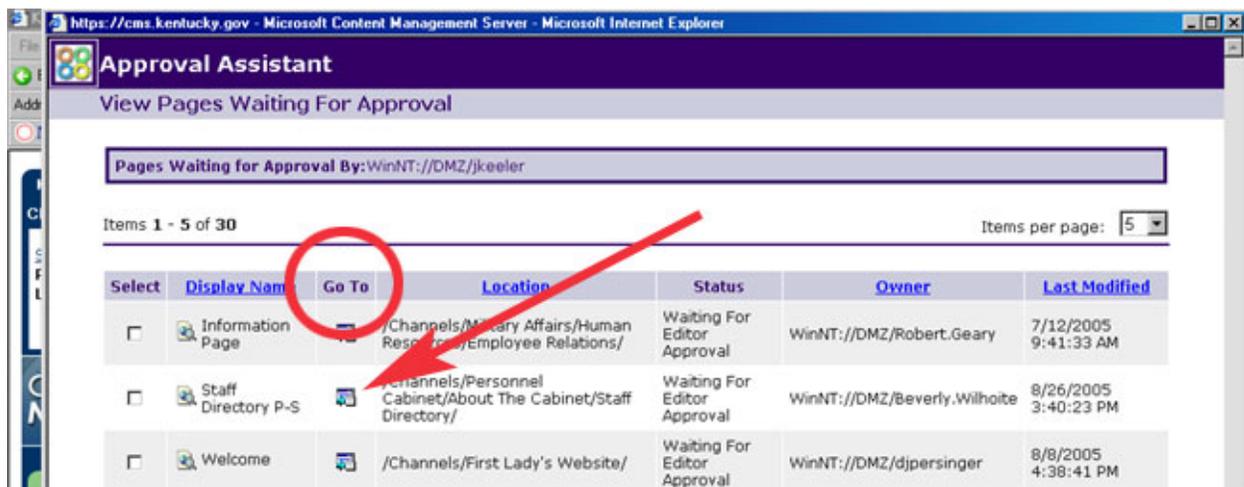
(Please see “How Do I Add a Press Release”, Step # 4)

Step # 4: Select "Approval Assistant"

Once you have clicked on "Approval Assistant" you will see a list of press releases waiting for review.



You can view each of these press releases by clicking on the "Go To" icon.



Since you are an editor, you can also go to the press release and edit the content yourself. Please refer to the next section for more information on editing a press release.

Step # 5: Review Publishing Date (Optional)

If you typically enter press releases at a time before they're released and then use the future publishing capabilities of MCMS, you will want to review the "Start Publishing Date" under "Page Properties". (Please see "How Do I Add a Press Release", Step # 10 for more information.)

Step # 6: “Approve” or “Decline” Press Release

Using the checkboxes on the left of the Approval Assistant, you can choose to accept or decline a press release. Alternatively, you can choose to view the press release and use the “Approve” and “Decline” links on that page.

7.0 How Do I Edit an Existing Press Release?

If you find that you need to edit a press release after it has been approved and posted to the website, you can do so by following these steps.

Step # 1: Login to MCMS

(Please see “How Do I Add a Press Release”, Step # 1)

Step # 2: Navigate to Press Release

(Please see “How Do I Add a Press Release”, Step # 2)

Step # 3: Enter Edit Mode

(Please see “How Do I Add a Press Release”, Step # 4)

Step # 4: Select “Edit” Option

Click on the “Edit” link in the CMS Web Author Console. This will bring up the press release form filled in with the current content.

Step # 5: Edit Press Release Content

Make changes to the press release content where needed.

Step # 6: Select “Save and Exit” Option

Once you have edited the content of the press release, you can choose to preview the press release. If you are satisfied with the press release, click on the “Save and Exit” link.

Step # 7: “Submit” or “Approve” Modified Press Release

If you are an author, you will only be able to submit the modified press release. An editor will need to approve the changes before they are visible on the Web site. If you are an editor, you may choose to approve and publish the changes immediately by clicking on “Approve”.

Re-approving a press release does not push it back out to subscribers. If you would like to notify subscribers of a change in an existing press release please see Section 8.0.

8.0 How Do I Re-Release an Existing Press Release?

If you find that you need to re-release a press release after it has been approved and posted to the website, you can do so by following these steps.

Step # 1: Login to MCMS

(Please see “How Do I Add a Press Release”, Step # 1)

Step # 2: Navigate to Press Release

(Please see “How Do I Add a Press Release”, Step # 2)

Step # 3: Enter Edit Mode

(Please see “How Do I Add a Press Release”, Step # 4)

Step # 4: Select “Edit” Option

Click on the “Edit” link in the CMS Web Author Console. This will bring up the press release form filled in with the current content.

Step # 5: Edit Press Release Content

Make changes to the press release content where needed.

Step # 6: Mark the Revisions Box

Once you have edited the content of the press release, you can push the edited press release back out to your subscribers by checking the box that reads “Notify Subscribers that the Press Release has been revised?” When you check that box a revision comments box will appear. This box is where you can indicate the change to the press release for your users. For example you might put in the revision comments something to the effect of “Statistics in paragraph two have been updated to reflect corrected amounts.”

The screenshot shows a web application interface for editing a press release. The top toolbar is highlighted with a red box. The main content area contains the following fields:

- Press Release Title:** Kentucky Historical Society Notes Passing of Dr. Thomas D. Clark
- Press Release Date:** June 28, 2005
- Contact Information:** Alice Rogers, 502-564-1792 ext. 4476, Alice.Rogers@ky.gov
- Summary:** The passing of Dr. Thomas D. Clark, Kentucky's historian laureate for life, this morning was marked by reflective silence and tears at the Kentucky Historical Society.
- Display on Kentucky.gov Home Page?
- Display on Newsroom Home Page?
- Notify Subscribers that this Press Release has been revised?

A red arrow points to the checkbox for "Notify Subscribers that this Press Release has been revised?". The footer of the page shows a preview of the press release text: "FRANKFORT, Ky. (June 28, 2005) – The passing of Dr. Thomas D. Clark, Kentucky's

Step # 6: Select “Save and Exit” Option

Once you have edited the content of the press release and inserted your revision comments, you can choose to preview the press release. Once you are satisfied with the press release, click on the “Save and Exit” link.

Step # 7: “Submit” or “Approve” Modified Press Release

If you are an author, you will only be able to submit the modified press release. An editor will need to approve the changes before they are visible on the Web site. If you are an editor, you may choose to approve and publish the changes immediately by clicking on “Approve”. When you click “Approve” an email will be generated for subscribers.

9.0 How Do I Delete a Press Release?

In rare situations you may want to delete a press release. Only editors may delete a press release. To do so an editor should follow these steps.

Step # 1: Login to MCMS

(Please see "How Do I Add a Press Release", Step # 1)

Step # 2: Navigate to Press Release

(Please see "How Do I Add a Press Release", Step # 2)

Step # 3: Enter Edit Mode

(Please see "How Do I Add a Press Release", Step # 4)

Step # 4: Select "Delete" Option

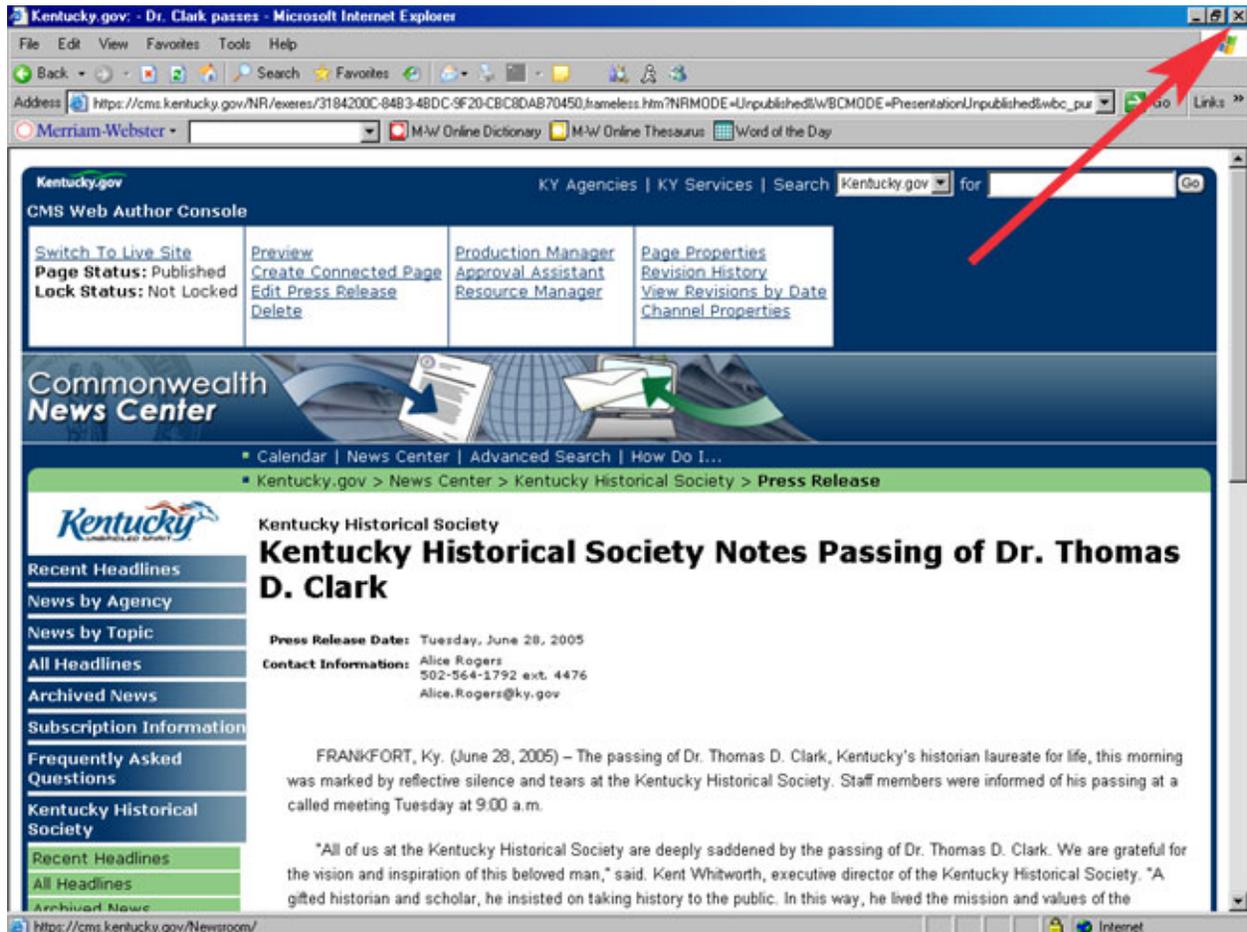
Click on the "Delete" link in the CMS Web Author Console. This will bring up a confirmation page asking you whether you really want to delete the press release.

Step # 5: Choose "Yes" to Complete the Delete

Once you have confirmed that you indeed want to remove the press release, the system will delete the press release and it will no longer be visible to Newsroom visitors.

10.0 How Do I Logout of MCMS?

Once you have completed your session, please remember to sign out of MCMS. To do so, simply click the "X" in the top-right corner of your window.



Hint: Please bookmark the Login URL. This will save you valuable time as you return to the site to manage your press releases.