

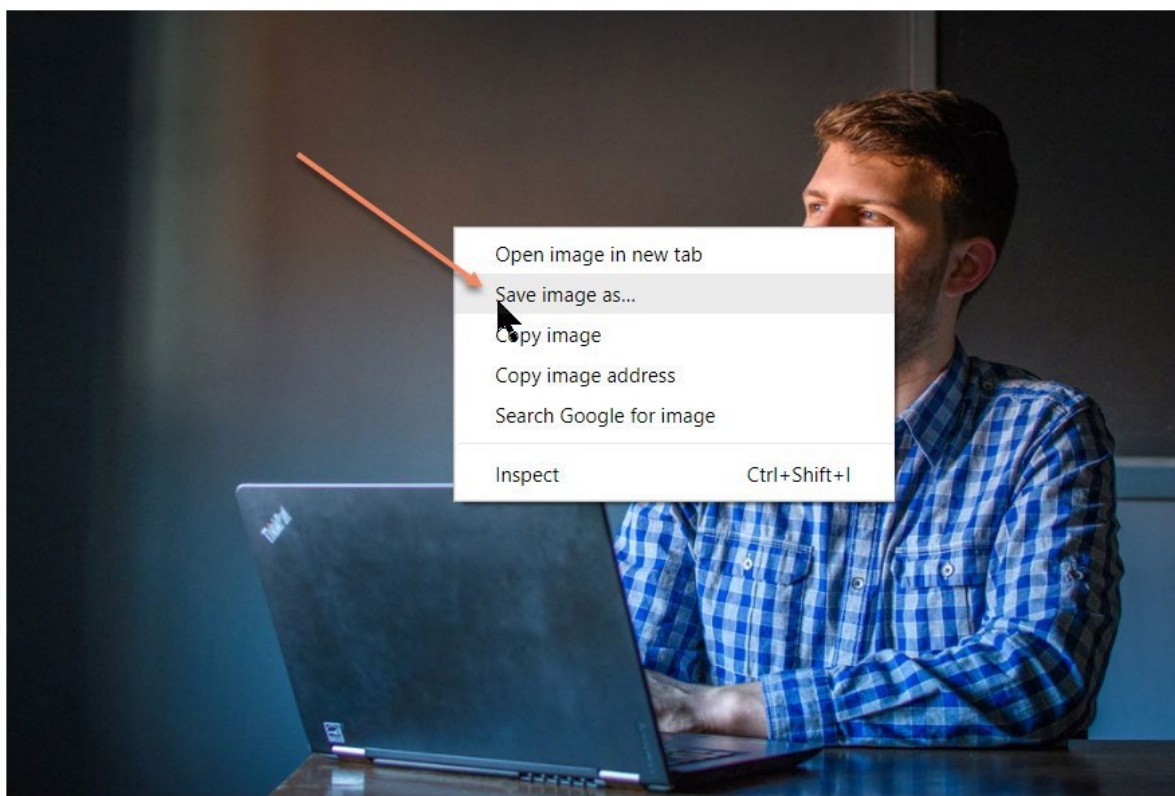
How to Add News Articles or Announcements:

There are two different types of stories. ClarkNews (formerly ClarkNow) Articles that you pull in or Departmental Announcements. Announcements are handwritten by your department and not worthy to add an article on the Clarknow site or push out to the media. These types of “announcements” are usually announcements about awards given to students, or a new department head joining the department, etc.

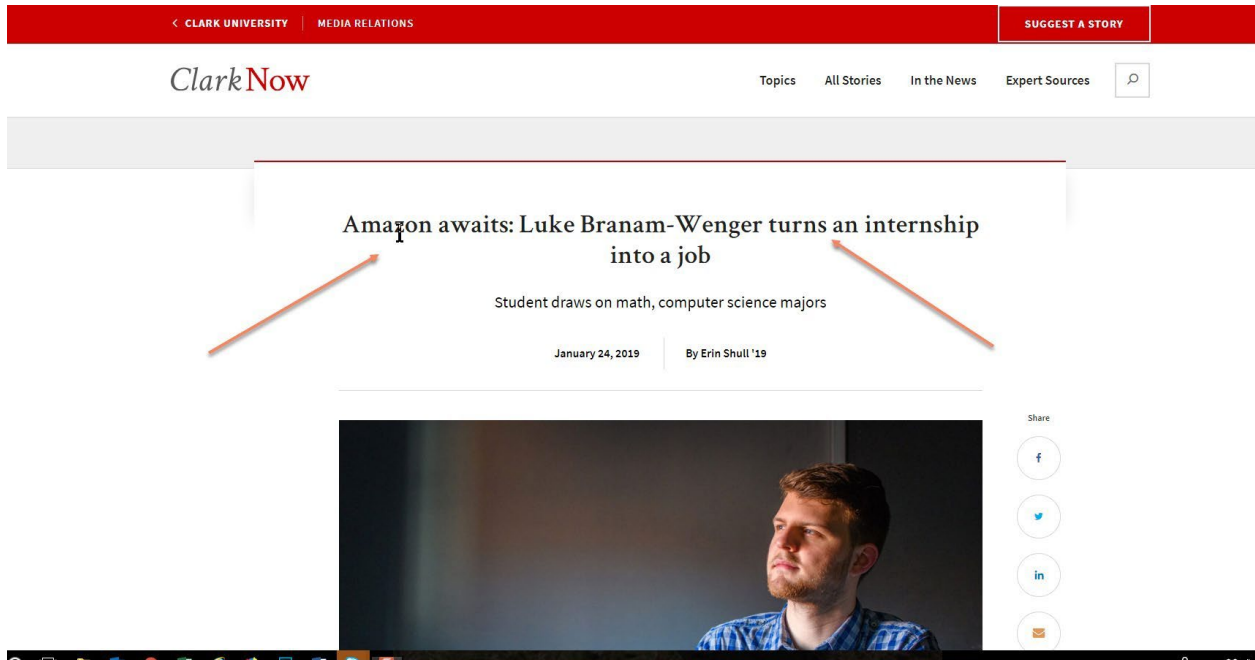
For a ClarkNow or News Articles to be pulled into your site

First find the ClarkNews (or ClarkNow Article) on <https://www.clarku.edu/news>.

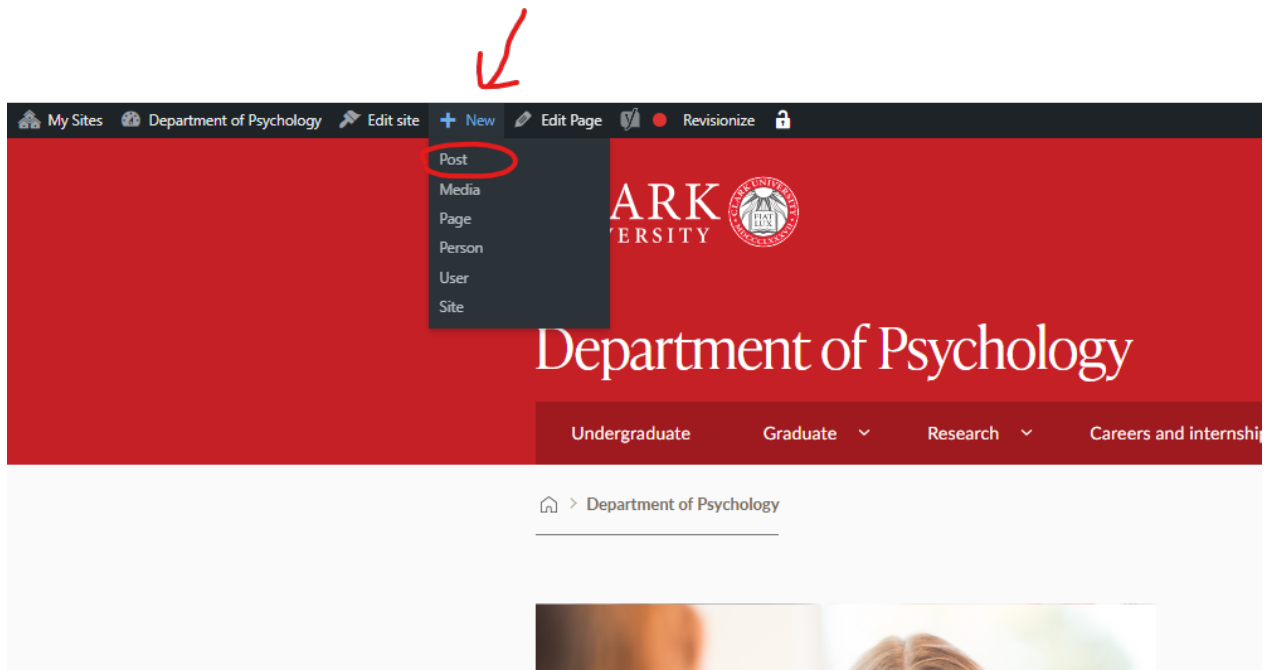
If there is an image, right click on that image and save it to your desktop – you will need this later when setting up a news item within your site.



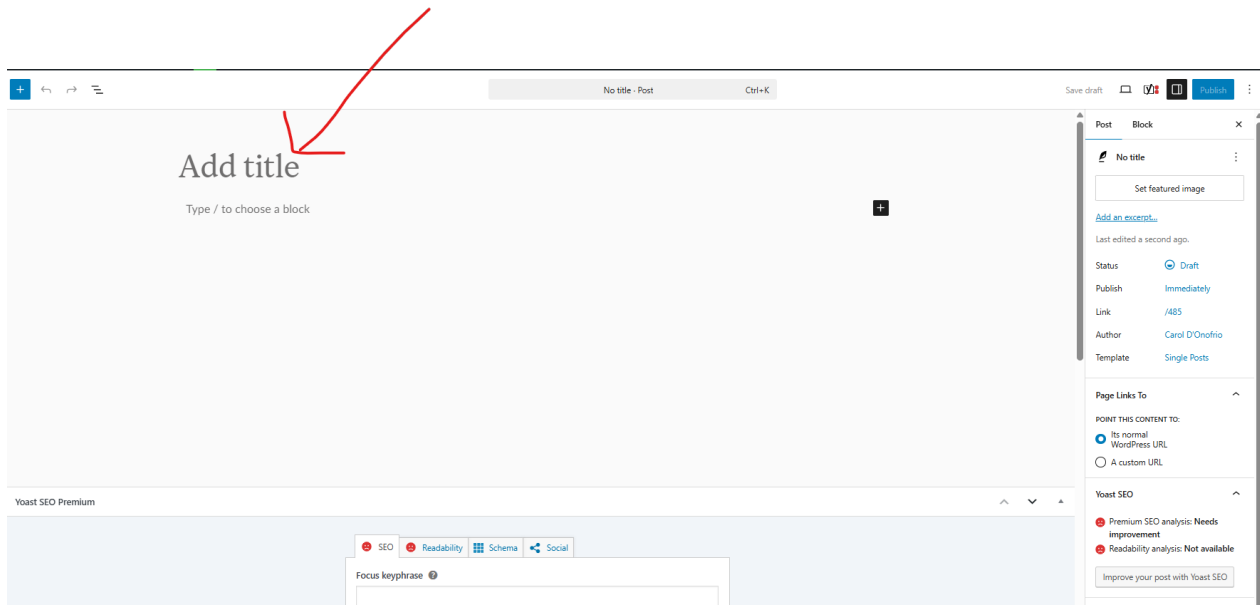
Then copy the title of the news article.



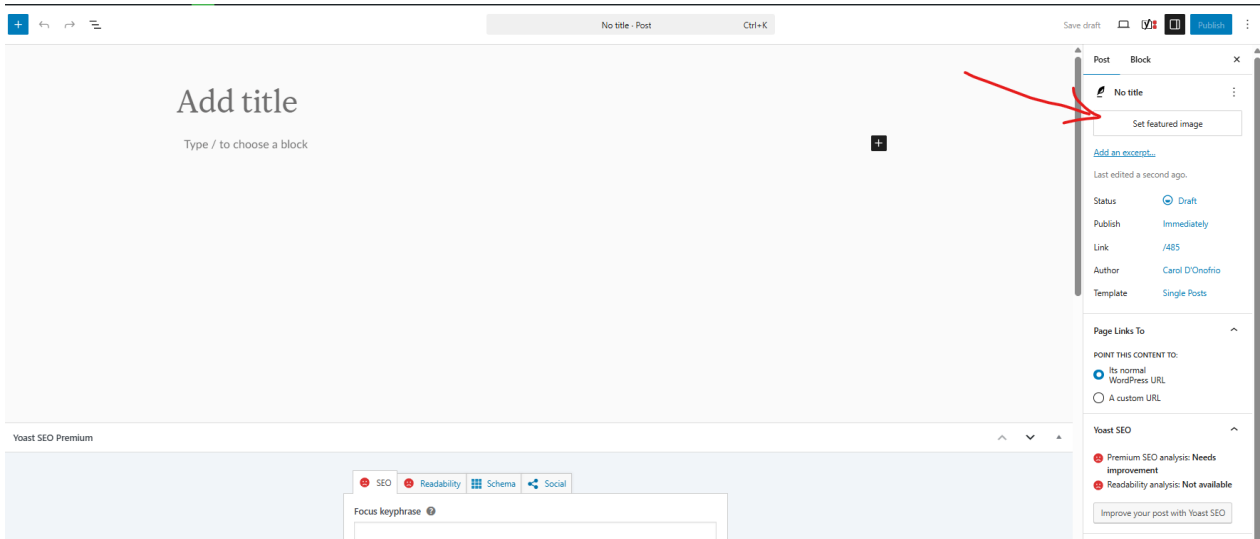
Click on the button in the black horizontal administrative bar that states “New” or hover over it and you’ll see “Post”.



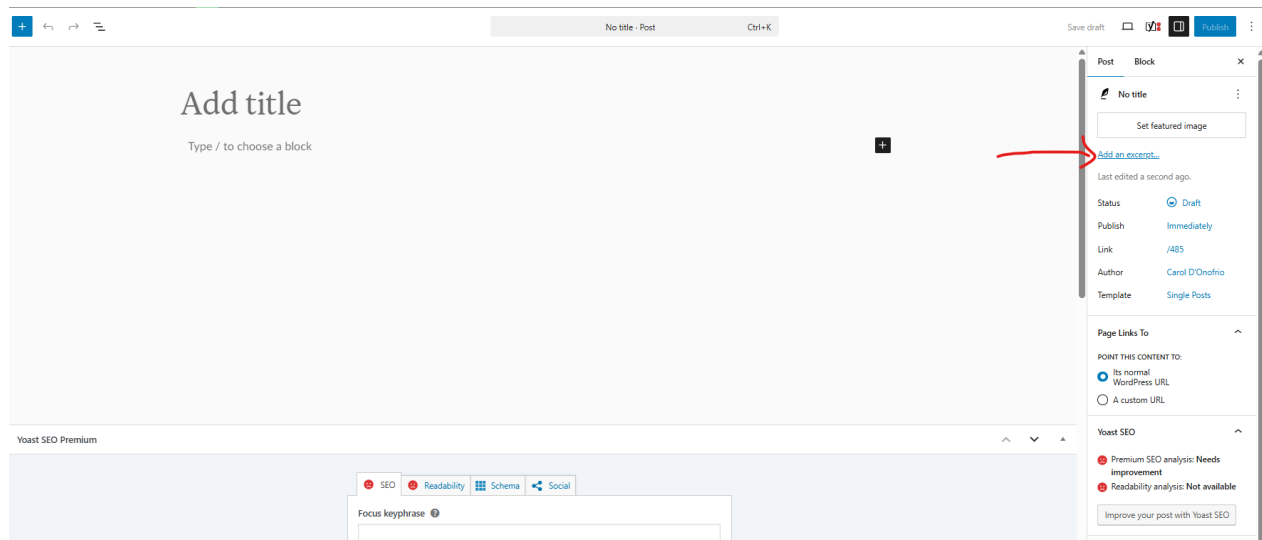
In the title field, paste that news article title in that field.



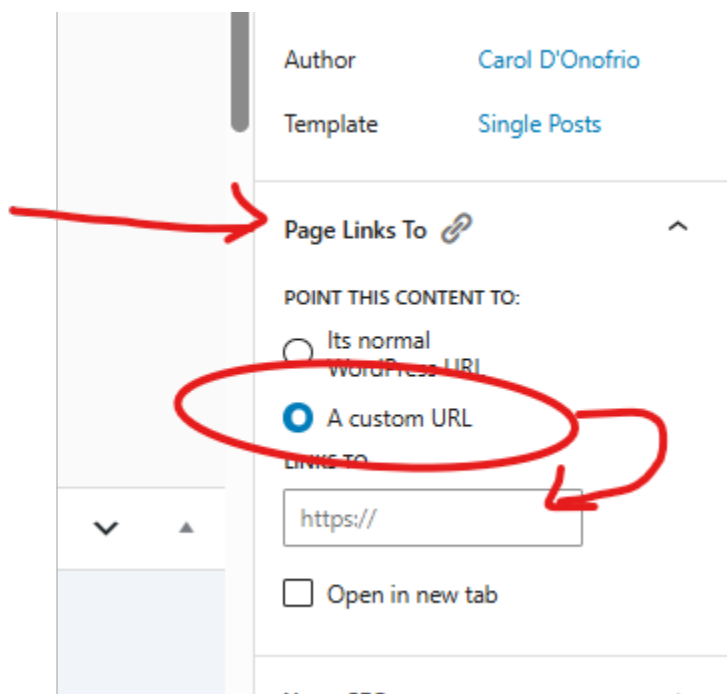
Then add the image you just saved and use the “Set feature image” button to upload it.



Add an excerpt. This is a summary of what the article may be about. Usually just one or two sentences to describe the article.



Then create a link (or redirect) to the actual article on <https://www.clarku.edu/news>



Paste in the url of the news article.

Publishing Date

If you want to change the publishing date of the article to match when it was posted, then click on “Publish” on the right sidebar, to set the date of when the article was published:

The image shows a WordPress post editor interface. On the left, a 'Publish' dialog box is open, showing a time of 03:22 PM and a date of April 15, 2025. A red arrow points from the 'Publish' button in the dialog to the 'Publish' button in the right-hand sidebar. The sidebar shows the post status as 'Draft', with 'Publish' and 'Immediately' buttons highlighted by a red circle. Other sidebar options include 'Link', 'Author', 'Template', 'Page Links To', 'POINT THIS CONTENT TO:', 'LINKS TO', and 'Yoast SEO'.

Set featured image

[Add an excerpt...](#)

Last edited a second ago.

Status Draft

Publish **Immediately**

Link [/485](#)

Author [Carol D'Onofrio](#)

Template [Single Posts](#)

Page Links To [Link icon](#) [Up arrow](#)

POINT THIS CONTENT TO:

Its normal WordPress URL

A custom URL

LINKS TO

Open in new tab

Yoast SEO [Up arrow](#)

Premium SEO analysis: **Needs improvement**

Readability analysis: **Not available**

[Learn more about Yoast SEO](#)

Then hit "ok" then hit "Publish" to save it. Then your done. You'll see it automatically pulls in the article to your News Module:

News

[View All >](#)

Hannah Olech '20 brings the past to life

Alumni Spotlight: Dr. Abhinav Sur,
Recent Ph.D ...

Alumni, colleagues celebrate beloved
professors

Tayla Cormier lends her art to the
Archives

Events

[View All >](#)

There are currently no upcoming events scheduled,
please check back at a later date.

Biology Seminars

Upcoming Seminars

May 19th, 4pm
Brian Looney, Clark University

*All Seminars will be held on zoom, please Lauren Cardello
(lcardello@clarku.edu) if you would like to receive the link
for an event.*

And on the View All Stories page:

All Stories

FILTER BY:

ALL CATEGORIES



ALL MEDIA TYPES



Aandishah Tehzeeb Samara '21 investigates the
cloudy forecast in the Arctic

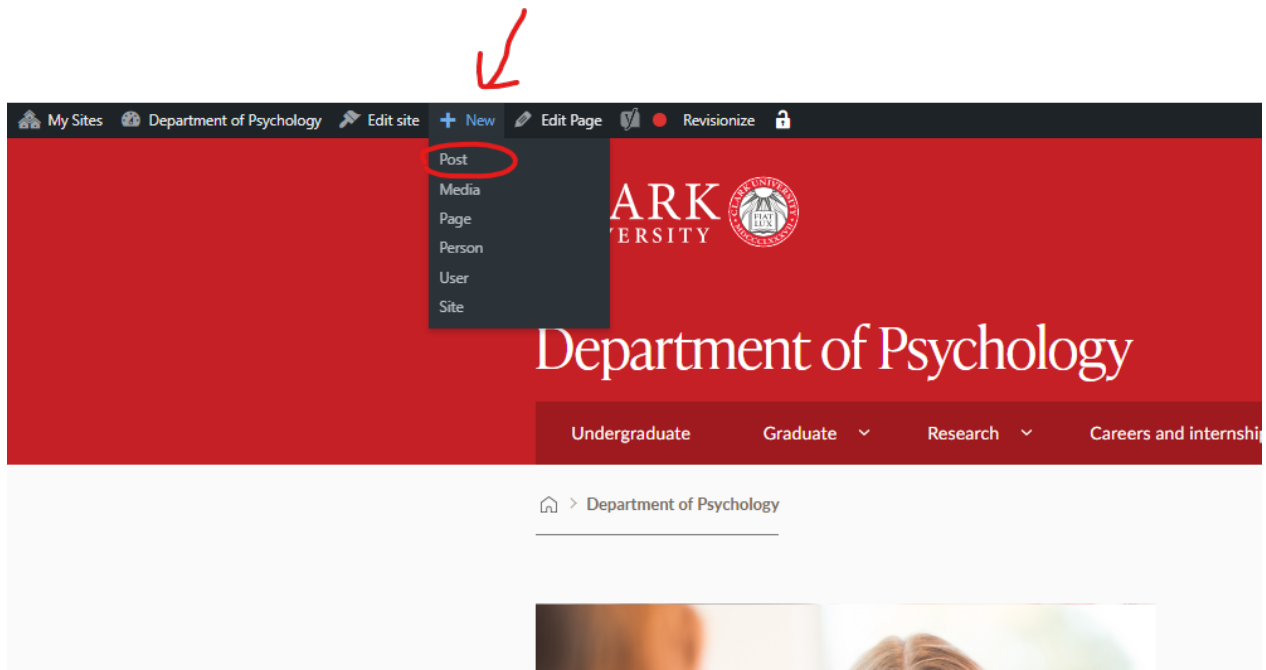


Chau Duong '21 eyes a career improving cancer
treatments in Vietnam

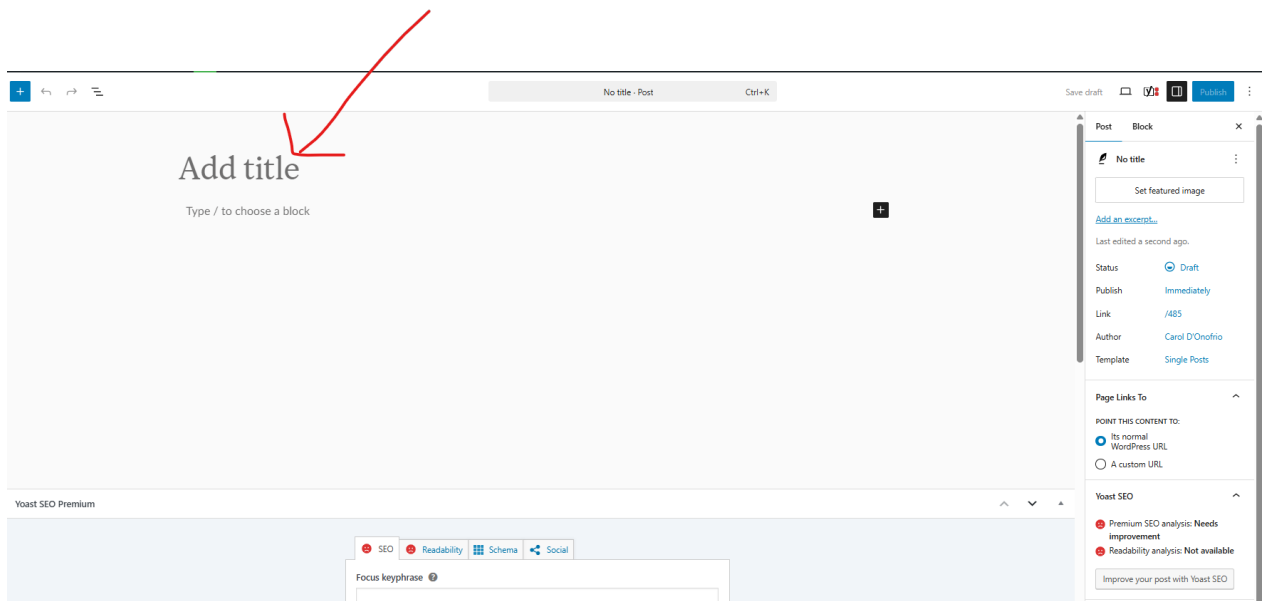
Creating Your Own Announcements

Adding your departmental announcement or story

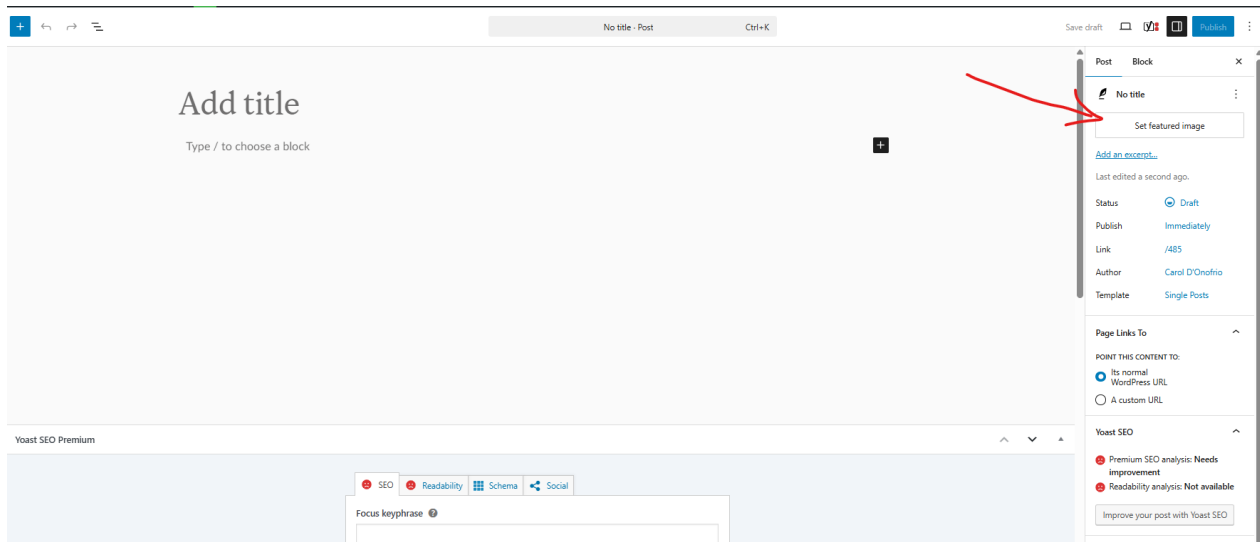
Again, go to the black horizontal bar and hit "+New" – then choose the "Story" type:



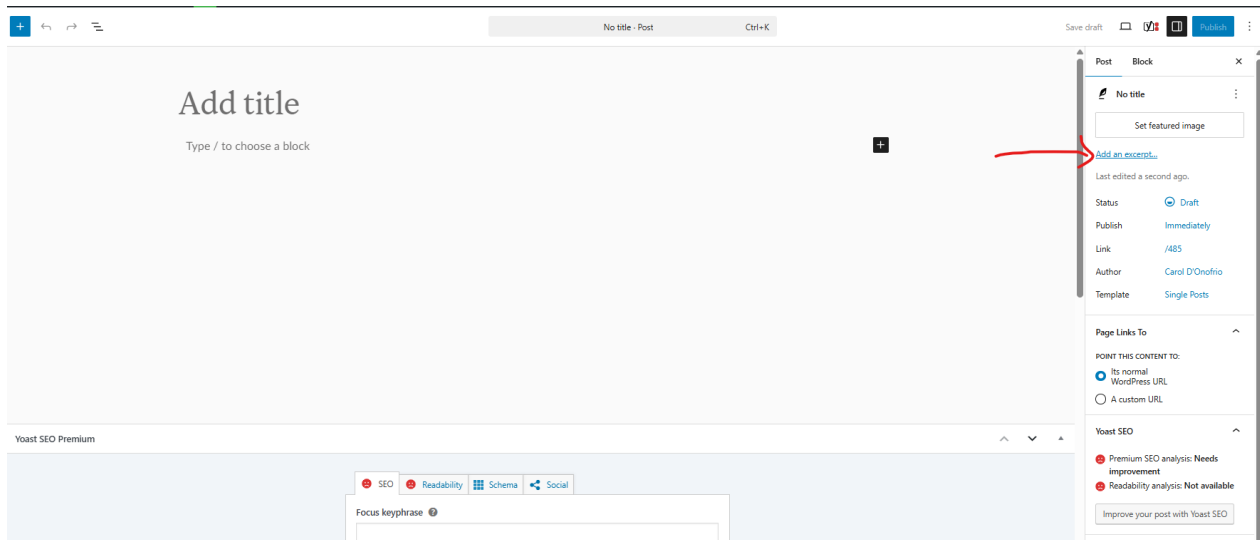
Add the Title of your announcement:



Add a featured image to your announcement:



Add an excerpt. This is a summary of what the article may be about. Usually just one or two sentences to describe the article.



Now start writing your announcement by using the empty block or adding new blocks.

Publishing / Schedule Your Announcement:

You can choose to schedule a story to publish on a certain date and time. For instance, maybe your on vacation and you don't want the announcement to come out until a day your away.

Just go to the Publish area:

The screenshot shows the WordPress publish settings interface. On the left, a 'Publish' modal is open, displaying a time of 03:22 PM and a date of April 15, 2025. A red arrow points from the 'Publish' button in the right sidebar to the 'Publish' button in the modal. The right sidebar shows the status as 'Draft' and the 'Publish' button highlighted with a red circle. Below the publish settings, there are sections for 'Page Links To', 'Yoast SEO', and 'LINKS TO'.

Make sure you hit ""Save draft"" then hit the blue "publish" button to save your announcement.

Article will not publish until that date and time that you have set. If you didn't set a date or time, it will publish immediately.