

# Post a Press Release for your Agency

This guide is intended for the following agencies: Communications and Digital Media.

## Step 1: Log into OpenCities

Visit <https://morriscounty.admin.opencities.com/> and log in using your email address and password.

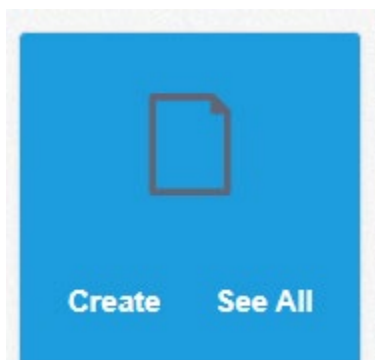
## Step 2: Find your agency's shortcut on the dashboard

Now, on the dashboard, you'll see a series of icons called "shortcuts." Find "County News":



## Step 3: Hover over the shortcut and select "Create"

Use your mouse to hover over the shortcut, and select "Create" to make a new press release.



Doing this will take you to a blank press release screen.

## Step 4: Fill in details about the press release

Fill in the following:

Page name

New page

News title (Required)

70 characters left

Add news summary (Required)

400 characters left

Add official publish date (Required)

 Add Date & Time

Select news categories (Required)

Announcements  
Arrest  
Arts & Culture  
Business & Economy  
Community Safety

Add news image

 Add Image

**Page name AND News title:** the title of the press release

**Add news summary:** a short summary of what the release is about. This text appears in web searches.

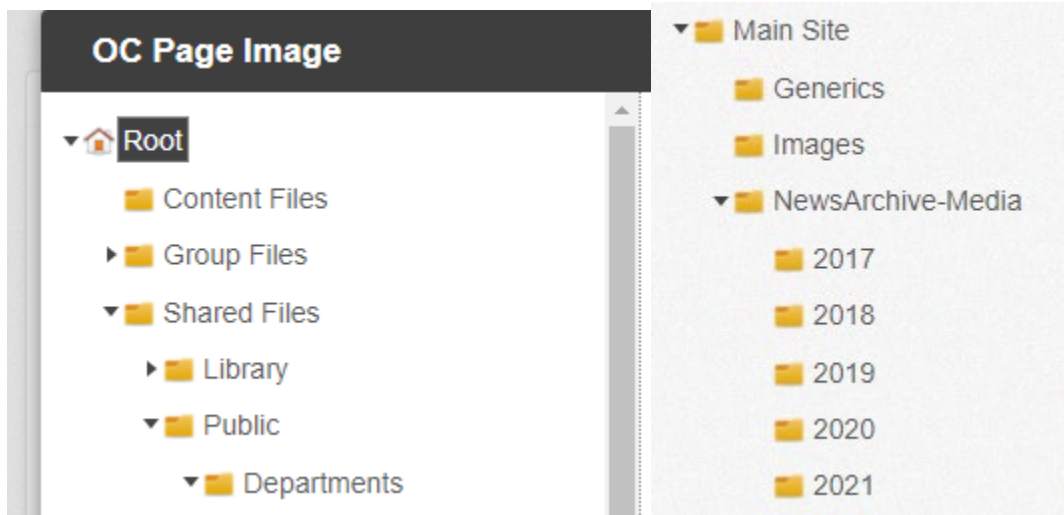
**Add official publish date:** add the publish date and time. If you want to post your release immediately, pick today's date and the current time.

**Select news categories:** pick a category, or multiple categories (by pressing Shift while clicking) that the release fits into. People will be able to search by this category, so make sure to pick at least one!

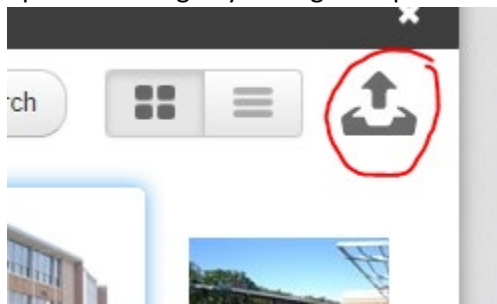
**Add news image:** The press release *will not show up on the home page without a news image.*

1) Click "Add image"

- 2) Navigate to the folder where your images “live”: Shared Files > Public > Main Site > NewsArchive-Media > year



- 3) You can pick a previously uploaded file here, and click Insert to add the image, OR you can upload an image by hitting the upload button:

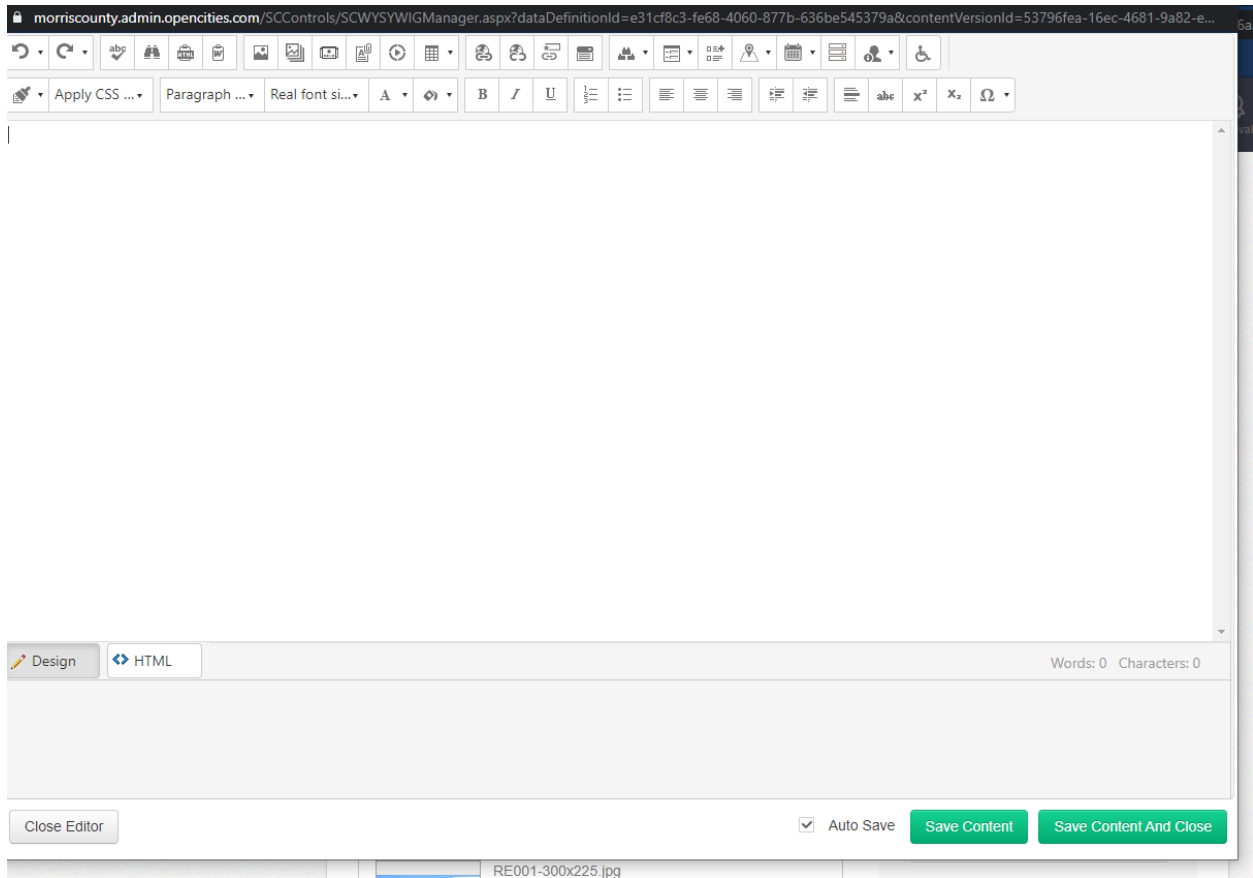


### Step 5: Add the text of the press release

Now's the time to actually add the text of your press release!

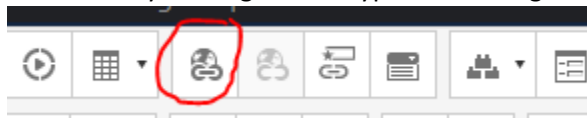
Click on the blue box to open a text editor:





This editor looks VERY similar to Microsoft Word. You can paste in your content from Word, or directly type into this window.

Add a link by clicking on the hyperlink manager:



You can add a link to an external site (“Hyperlink”), an *internal page* (“InternalLink”), or an email address (“Email”).

**Hyperlink Manager** [X]

InternalLink | **Hyperlink** | Anchor | Email | Phone

URL:  [Icon]

Link Text:

ID:  [Refresh]

Target:  [Dropdown]

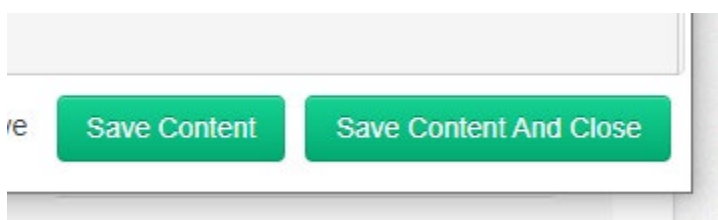
Existing Anchor:  [Dropdown]

Tooltip:

CSS Class:  [Dropdown]

Cancel [OK]

Once you're done adding your content, click "Save Content and Close" to close out of the text editor:



### Step 6: If a COVID release, tag as "COVID"

On the bottom of the page, you'll see a heading called "Supporting information." Click on the arrow to expand it.

Choose how this content will display on homepage listings

Show on homepage listing (default) ▼

**Supporting information** ▼

Additional side panels (Only for templates with side panels)

No items to display

+ Add

Add supporting information

At the bottom of this section, you'll see "Content labels". Begin typing "Covid" into this field --- select "Covid-19" from the drop down.

Content labels

covid

Add option: "covid"

Covid-19

Content labels

Covid-19 ✕

## Step 7: Save or Publish your press release

If you want to keep your press release as a draft, click the "Save" button. You can return to your release later.

If you want to publish your release, click “Publish.” You’ll be asked to write a note before publishing. This is useful when you’re making changes to your release in the future, if needed.

