

# Post a Press Release for your Agency

This guide is intended for the following agencies: Sheriff, Prosecutor, Surrogate, Improvement Authority, Mosquito Control, Stigma-Free Committee.

## 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

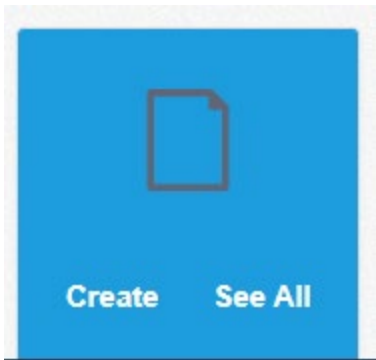
Now, on the dashboard, you'll see a series of icons called "shortcuts." Find the shortcut that applies to you:

- Improvement News
- Mosquito News
- Prosecutor News
- Sheriff News
- Surrogate News
- Stigma-Free News



## Step 3: Hover over your agency's shortcut and select "Create"

Use your mouse to hover over the shortcut. 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

News title (Required)

70 characters left

Add news summary (Required)

400 characters left

Add official publish date (Required)

Select news categories (Required)

Add news image

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

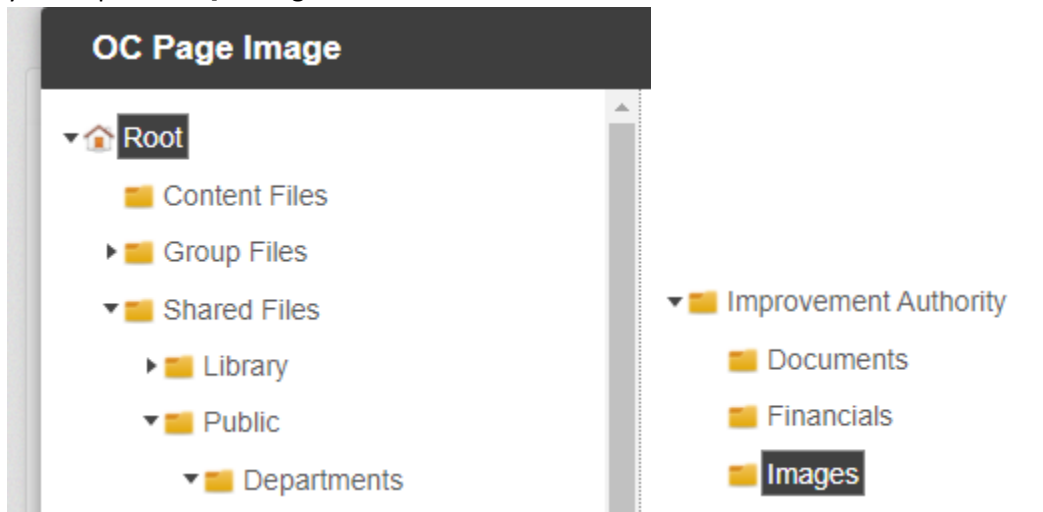
**Add news summary:** a short summary of what the release is about. This text appears in web searches.

**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.

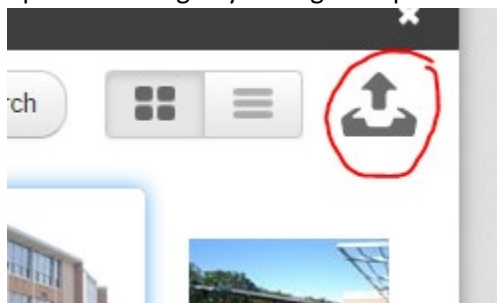
**Select news categories:** pick a category, or multiple categories (by pressing Shift while clicking) that the release fits into. People will be able to search by this category, so make sure to pick at least one!

**Add news image:** this is not required, but if you have a lead image for the press release, add it here.

- 1) Click "Add image"
- 2) Navigate to the folder where your images "live": Shared Files > Public > Departments > [name of your department] > images



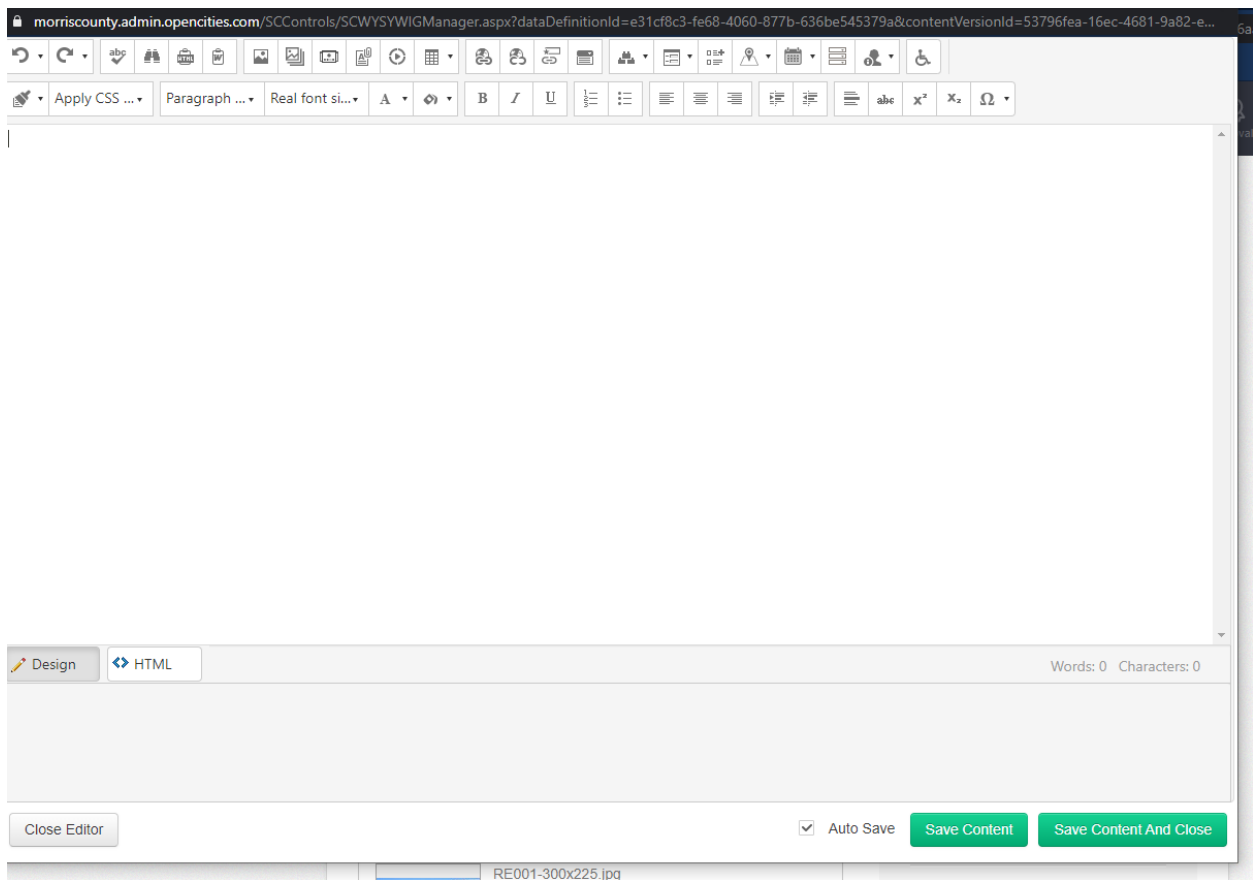
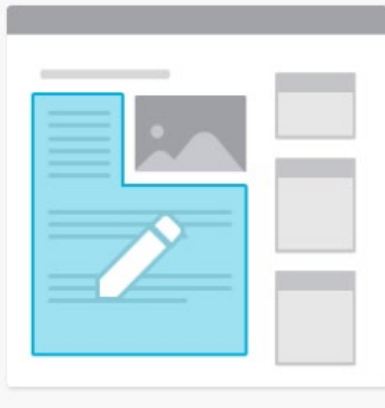
- 3) You can pick a previously uploaded file here, and click Insert to add the image, OR you can upload an image by hitting the upload button:



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

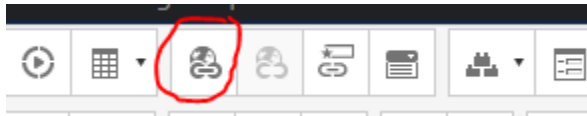
Now's the time to actually add the text of your press release!

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]

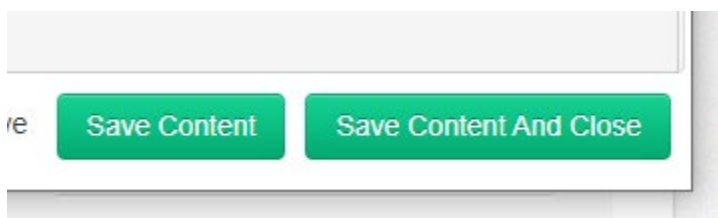
Existing Anchor:  [Dropdown]

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: 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.

Publish

Save

