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Edit the Teaser Text of Your News Items

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When you create a news item, a teaser (summary) is placed on the News page. The News page shows a list view of news items (stories), and includes the news item title along with its teaser. The teaser is automatically pulled from the beginning portion of your news item content.

There are two ways you can edit how the teaser text will display on your News page.

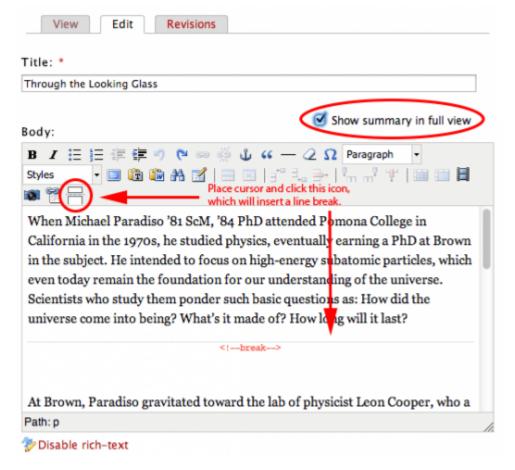
Sample News page:



Control where the "break" occurs

- 1. First, create a News Item
 - o Under the "Create Content" menu item, choose "News"
 - o Title the News Item
 - Insert content into the body

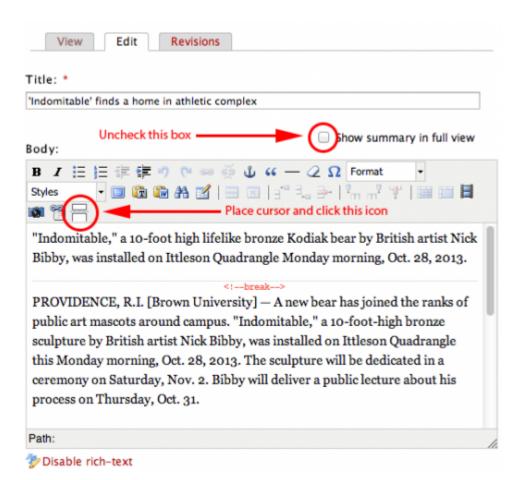
- 2. Determine what portion of the content you would like to use as the teaser text.
- 3. Place your cursor at the end of this text.
- 4. In the toolbar, click the "Separate the teaser and body of this content" icon (this is the last icon in the toolbar). This will insert a "line break", which indicates the end of the teaser and the start of the main content.
- 5. If you would like the teaser text to appear in the full news story, leave the "Show summary in full view" box checked. If you don't want the teaser text to appear in the full news story, uncheck this box.
- 6. If you want the item to be published, change the workflow state from Draft to Public.
- 7. Save your changes.



Add different text for the teaser

- 1. Create a News Item (see above), or go into Edit mode for an existing News Item.
- 2. Enter your teaser text above your news story content.
- 3. Place your cursor at the end of the teaser text, and click the "Separate the teaser and body of this content" icon.
- 4. Uncheck (remove the check mark from) the box next to "Show summary in full view".
- 5. Save your changes.

In this scenario, the teaser text will not appear as part of the full news story. It is more like an actual "summary" of the news story.



Example



"Create News" page

