



## Creating a News Article

Users need ['Add & edit' and 'publish' permissions](#) for a News channel to be able to add articles to it.

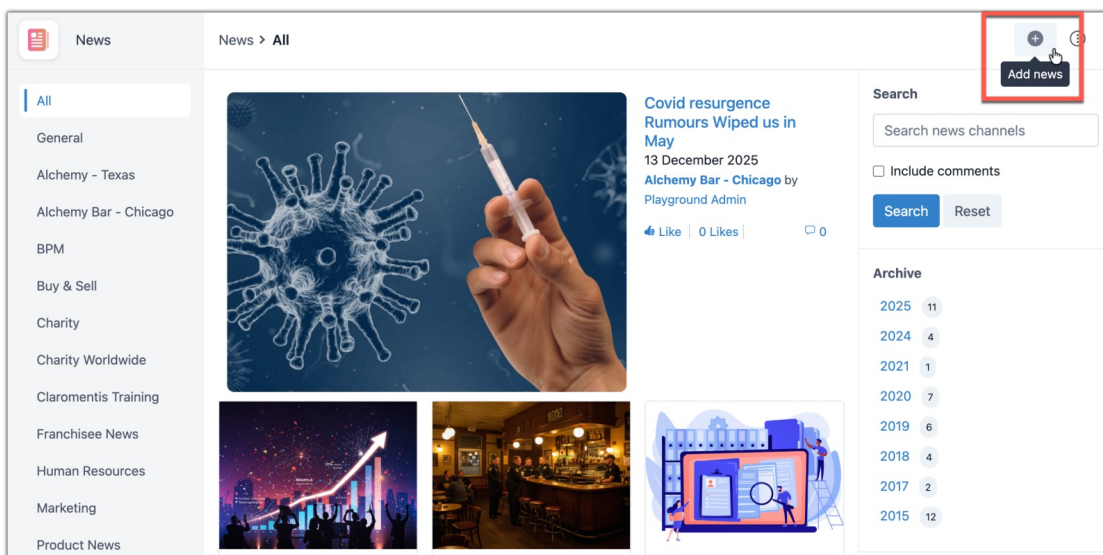
News application administrators can ensure all users who should be able to create new articles have appropriate permissions across [Channels](#) as required.

## Steps

Articles can be created from the front end of News by users with permissions or from the admin side by administrators.

The content creation process is the same as described in the following steps.

### 1. Click the 'Add News' button (shown below on the front end of News)



### 2. The article creation page will appear; click through the tabs at the top to review all the options available and create your article.

- Article details tab

News > Add News Article

Article details Metadata Additional options All

Channel: General

Language: English

Title:

Tags:   
popular tags: intranet, claromentis, microsoft, excel, social

Upload image

Short Summary:  [SOURCE]  
The summary will be displayed at the top of the article, article preview and Pages component

AI Content Generator

Content:

Link:  http://  
For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/

Comments:  Enable  Disable

Submit news Save as draft

- **Channel:** Select the News channel the news article will be posted in (Only channels you have permission to add to will appear here)
- **Language:** Select the main/default language for the article (To create your news article in multiple languages, check out our guide on [Multilingual news article](#))
- **Title:** The main title of your article
- **Tag:** Add relevant tags that add to the tag cloud on the front end of news
- **Image:** Upload an image as the article header and its thumbnail in components ([AI image creation](#) is available in v10+)
- **Short Summary:** Will appear in components to describe the article's contents
- **Content:** The main body of your article (add images, URLs, videos, styling, [AI content creation](#) can be used in v10+)
- **Link:** If relevant, link any associated content
- **Comments:** Allow comments to be left on the article or not (Disabling this means the comment box will not appear to anyone)

- Metadata tab

News > Add News Article

Article details Metadata Additional options All

Source:  URL  Title

Submit news Save as draft

Metadata fields are added by administrators in the corresponding application, and any created appear when adding an article.

They are optional to fill out, but give an opportunity to add more information to the article if needed. e.g. as above, a link to a source used to write the

article.

#### - Additional Options

The screenshot shows the 'Add News Article' form with the 'Additional options' tab selected. The form includes the following fields and options:

- Publish date:** 27-02-2026, 11:36
- Delete after:**  06-03-2026, 11:36
- Stick it until:**  06-03-2026, 11:36
- Send notification to all users with view rights:**
- Hide author:**
- Buttons:** Submit news (highlighted in blue), Save as draft

A note below the 'Delete after' option states: "Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards."

- **Publish date:** Set a time & date for when the article should be automatically published
- **Delete after:** Set a time & date for when the article should be automatically deleted
- **Stick it until:** Set a time & date for how long the news article should be pinned to the top of the channel landing page.
- **Send notification to all users with view rights:** Select the option to send a notification to users with view rights to the channel.
- **Hide Author:** Check this to ensure the creator's name is not shown alongside the article

#### - All

Will show the contents of all tabs on one page for you to scroll through, rather than opening each tab individually.

### 3. Once everything has been entered and configured as you would like it, publish the article by clicking 'Submit News':

The screenshot shows the 'Add News Article' form with the 'All' tab selected. The form includes the following fields and options:

- Link:** http://
- Comments:**  Enable  Disable
- Buttons:** Submit news (highlighted in red), Save as draft

A note below the 'Link' field states: "For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/"

If you would like to save the article to come back to later, a personal draft (that only you can access) can be created by clicking 'Save as draft' instead.

## Notifications about a new article

As outlined [here](#), a notification will be sent about the News article when it is published if:

- The 'Send notification to all users with view rights' option was selected by the creator

(Everyone with 'view' rights to the channel will be notified)

News > Add News Article

Article details Metadata Additional options All

Publish date 27-02-2026 11:36

Delete after 06-03-2026 11:36

Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.

Stick it until 06-03-2026 11:36

Send notification to all users with view rights

Hide author

Submit news Save as draft

or

- Users are [subscribed to the channel](#)

(Subscribed users will always receive a notification when articles are posted in the channel(s) they are subscribed to)

The format notifications are received in e.g.. in system, email is determined by each user's [notification preferences](#).

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Tags: [intranet](#), [news](#), [user guide](#), [article](#), [create](#)