

# TRAINING

## CREATING & POSTING A NEWS RELEASE IN EPA'S WEB CMS

Office of Public Affairs, AO

### Drupal WebCMS (DWCMS)

[Log in](#) [Logon Help](#)

**Username (Required)**  
  
Enter your EPA LAN ID

**Password (Required)**  
  
Enter your EPA LAN password

[Log in](#)

**WARNING NO**  
You are accessin  

1. this compute
2. this compute
3. all computers
4. all devices an  
network.

# This training is for...

- Anyone who will *publish* a news release.
- This generally includes:
  - HQ press officers in AO.
  - Regional Public Affairs Directors and staff.
  - Contractors who post news releases under the direction of EPA staff.
- New users may receive access with approval of OPA or their regional PAD.

# This training will cover:

How to post an EPA news release online, including:

- Basic info you need to know first.
- Logging in.
- Creating a draft news release.
- Publishing the draft news release.
- Finding the published news release.
- Making edits and re-publishing a news release.
- Where to get help or how-tos.

# This training won't cover:

- the authority, policy, or process to develop or issue a news release.
- the content of a news release.

EPA news releases are generally managed in the Office of Public Affairs, Office of the Administrator.

The Public Affairs Director (PAD) oversees news releases for that EPA region.

# What is a “news release”?

The primary audience for news releases is reporters.

Typically, EPA news releases are:

- A press release
- A news brief
- A media alert; media advisory
- A statement or desk statement
- Occasionally: Foreign language, usually Spanish

Each type uses the same “News Release” entry form.

# This training assumes...

... you use Word, maybe email, to develop a news release, including writing, review and approval, adding hotlinks, etc.

... you know little or nothing\* about HTML, EPA's Web Content Management System or "CMS", or other web things.

\*If you are already familiar with EPA's Web CMS, you will have a small learning curve. HOWEVER, publishing a news release requires a couple of unusual steps you need to know.

# A news release needs...

Headline (max 255 characters)

Release Date

Body

Subject

Press Office (Region #, or AA-ship if HQ)

Press Officer (name, email, phone)

Certain tags and metadata settings, depending.

## OPTIONAL BUT AVAILABLE TO YOU:

Secondary Headline

Geographic Area or Location – *this is NOT EPA Region.*

Non-English news releases – a couple of extra steps.

# Use a browser (until spring 2016 we used Lotus Notes)

- **Use Chrome for the news releases site.**  
Firefox is OK too if you already have it.



- You should not depend on *Internet Explorer* (IE) to create and publish news releases. IE is unpredictable in Web CMS.



- Contact your help desk to get Chrome installed. If they give you flack, see the OEI waiver for installing Chrome for this purpose. More info: [intranet.epa.gov/newsreleases](http://intranet.epa.gov/newsreleases)



# Technical note

- What you're actually doing is **creating a web page in EPA's "News Releases" web area.**
- This isn't too different from creating a news release in Notes, but there are improvements.
- Due to time, *this* training will deliberately skip many details about EPA's Web CMS.  
More about Web CMS at [epa.gov/webguide](http://epa.gov/webguide)

# Just so you know...

- Your news releases will be in the system **along with everyone else's**.
- You (or your region) don't have your own separate set of news releases.
- You use the ***Group Dashboard*** to manage your news releases. *More on this later.*

# Web CMS Terminology

**PLEASE READ THIS – this is important for using Web CMS.**

- **Web CMS** = EPA's web content management system.
- **Draft** = the first version of a new news release that you first create and save. **SAVING DOESN'T PUBLISH.**
- **Publish** = to go live, online so the public can see it. The news release doesn't go live until you *publish*. *Saving is not publishing.*
- **Unpublish** = to take it offline. This doesn't delete the revision inside Web CMS.
- **Revision** = subsequent versions of the published version, after you make edits. If you edit a published version, those edits don't automatically appear online.
- **Republish** = if you make changes, you must re-publish each time. **Your changes will not appear online unless you publish again.**

# Telework? Remote Log-In!

- You should be able to log in remotely (like, from home) to the Web CMS.
- It should be accessible once you log-in and you can access the EPA Intranet in your browser.
- Contact your usual help desk for remote log-in or telework stuff.

# Log into the EPA Web CMS.

- Go to <https://wcms.epa.gov/user>
- Use your regular EPA LAN user ID and password.
- Memorize or bookmark this URL.

EPA US Environmental Protection Agency

Learn the Issues Science & Technology Laws & Regulations About EPA

Search EPA.gov

## Drupal WebCMS (DWCMS)

**Log in** Logon Help

**Username (Required)**  
gbuddh04  
Enter your EPA LAN ID

**Password (Required)**  
Enter your EPA LAN password


**Log in**

**WARNING NOTICE**  
You are accessing a U.S. Government information system, which includes

1. this computer,
2. this computer network,
3. all computers connected to this network, and
4. all devices and storage media attached to this network or to a computer on this network.

This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system you understand and

# After you log in...

- You will be on “EPA Dashboard” page. For now, ignore all the system messages and things on the page.
- Click the link for “News Releases” under “My Web Areas”A screenshot of a web interface. It shows a section titled "My Web Areas" in blue text. Below this title, there is a link labeled "News Releases" in blue text. A red arrow points from the right side of the image towards the "News Releases" link.
- You will be taken to the “home” news releases page.
- If you don't see the “News Releases” link, you don't have rights to create or post a news release. **Contact us.**

# Fix the “Admin Info” thing

- If you see a WHITE “Admin Info” button at top right, **click it.**
- It should turn orange, and edit controls should appear.
- **Click the little green “Set” or “Save” button.**
- The green button will disappear. You should never have to do this again.

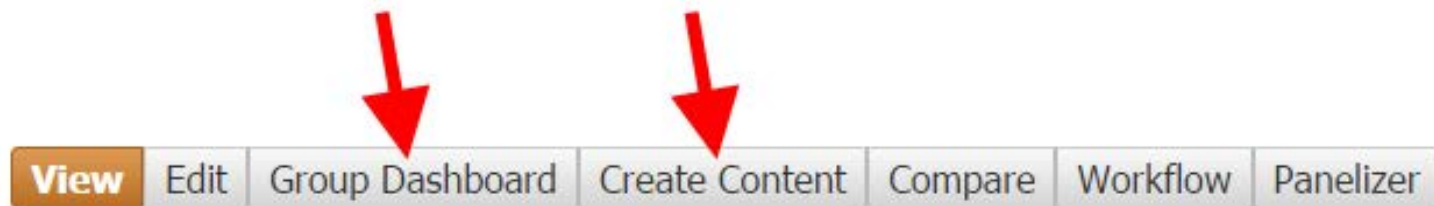


Its purpose is merely to show or hide the editing controls so you can have a clean view of the draft.

# Next, do one of two things:

To create a new news release, click the **Create Content** button.

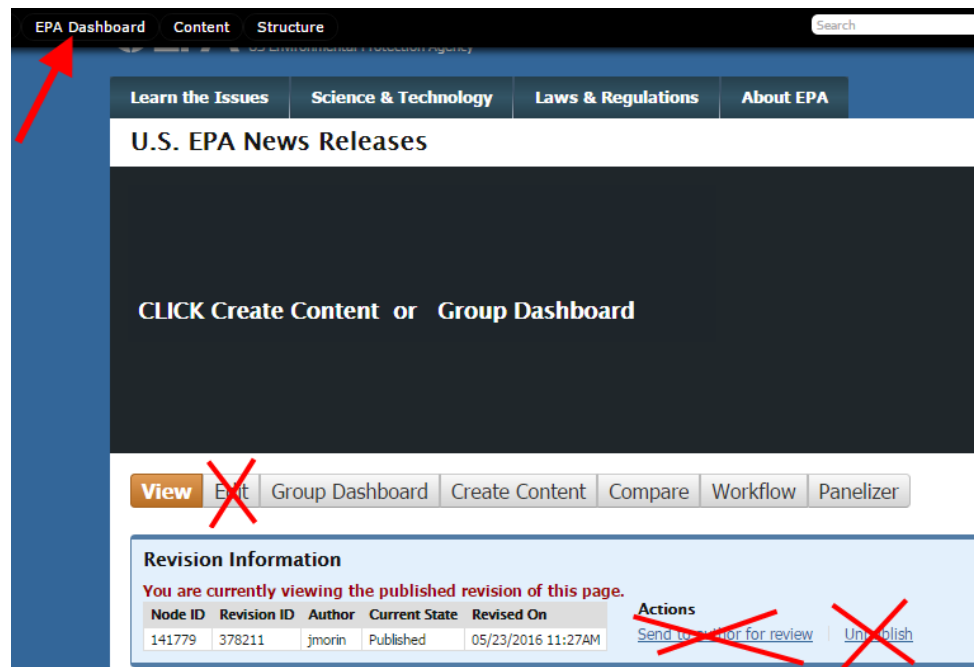
To manage existing (draft, revisions, published) news releases, click the **Group Dashboard** button. *Using the Group Dashboard comes later in this training.*





# IMPORTANT - PLEASE:

- **Do not click Edit or Unpublish on this page.** These controls are not related to your news release.
- Suggest you avoid the “EPA Dashboard” at top left. It is for ALL EPA web files. **Use the “Group Dashboard” – is similar but is just for news releases.**



# On the “Create Content” page

- Click “News Release” content type.

*IMPORTANT: Do not use Basic page or any other type. The other types do not support all the information or formatting for the news release system.*

- Next **Create Content for News Releases**



# THE FORM.

- Ta-da! This is where you start to create the news release.

[Home](#)

## Create News Release

**Headline \***

**Secondary Headline**

**WFR AREA \***

## TYPE OR PASTE IN THE HEADLINE.

Secondary Headline: Optional.

You may type or paste. It's a text-only field.

### NOTE

- Headlines are automatically set. You can't change font size or type.
- Headline limit: 255 characters. If exceeded, Web CMS will just cut off the text. There's no way around this.
- **IMPORTANT: Don't change settings in the web area box.** They are used by the Web CMS to put your news release in this web area.

### Create News Release

Headline

Secondary Headline

# **FYI: Most of the headline you enter will become the URL for the news release.**

**page title = URL**, except small words.

EXAMPLE:

If you use this headline...

**EPA Releases the First of Four Preliminary Risk Assessments for Insecticides Potentially Harmful to Bees**

...then the URL will be something like:

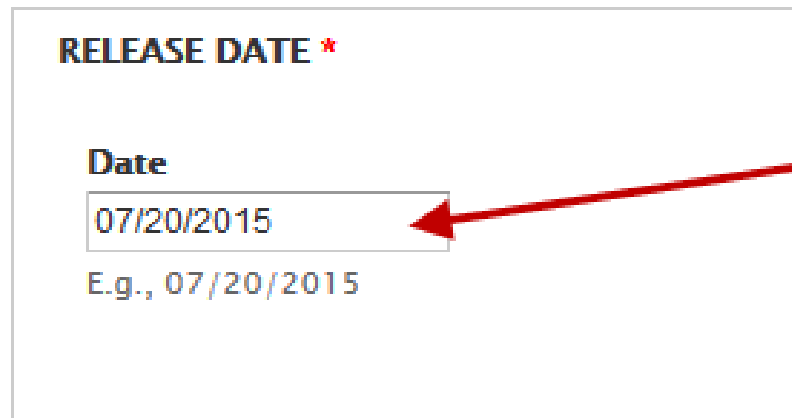
**epa.gov/newsreleases/epa-releases-first-four-preliminary-risk-assessments-insecticides-potentially-harmful**

The URL will cut off at 100 characters including “news releases.” Just so you know.

## ENTER THE DATE

The **Release Date** will automatically appear as today's date.

You can keep it, or change it to any date.



**RELEASE DATE \***

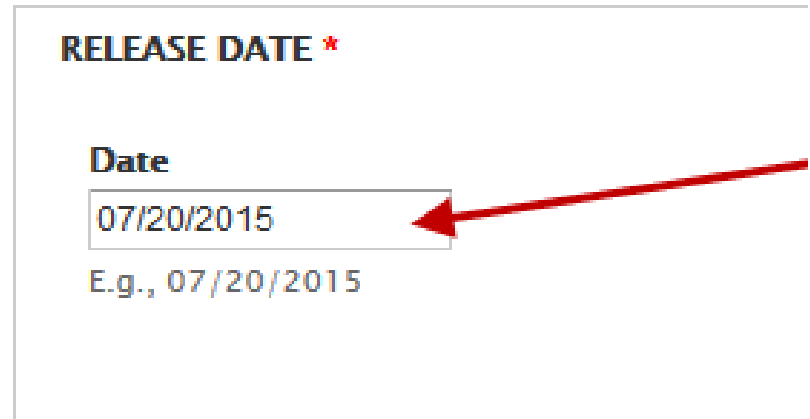
**Date**

07/20/2015

E.g., 07/20/2015

A red arrow points to the date input box.

# NOTE ABOUT THE DATE



RELEASE DATE \*

Date

07/20/2015

E.g., 07/20/2015

A red arrow points from the right side of the slide towards the date input field.

## THIS DATE IS:

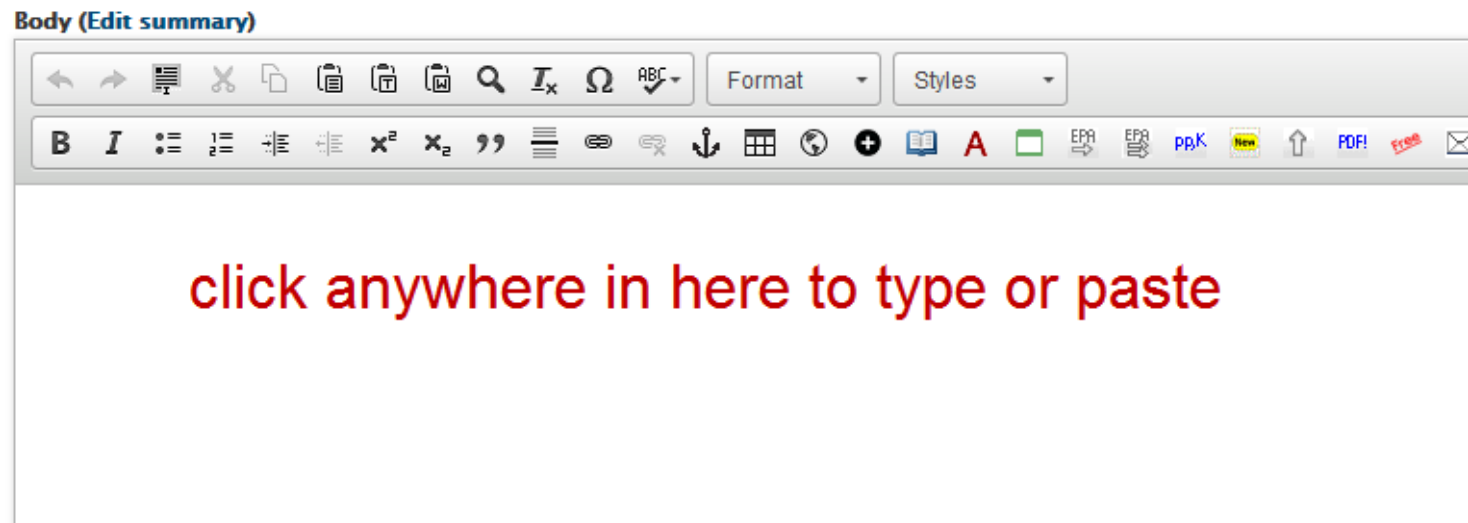
- It is the date used for chronology, and the search function.
- It is text only. It won't change if you edit and re-publish.

## THIS DATE IS NOT:

- It's not a timer to automatically publish later.
- It's not the physical publish date (in page footer).

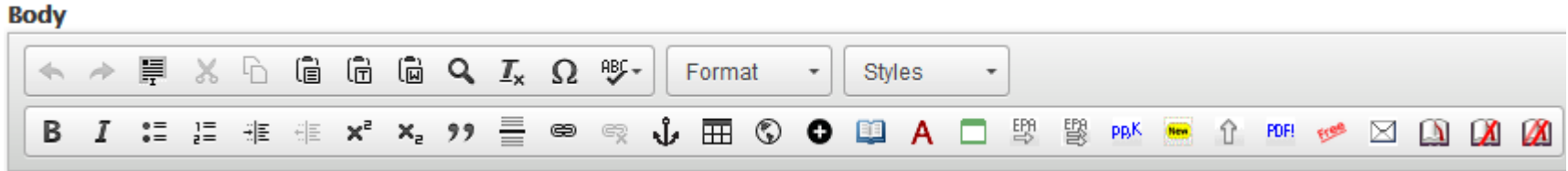
# ADD THE BODY

- Type or paste the news release from Word into the large "Body" field.
- Keep to plain text as much as possible.
- Just paste, e.g. Ctrl-V. Don't use the "clipboard" buttons.



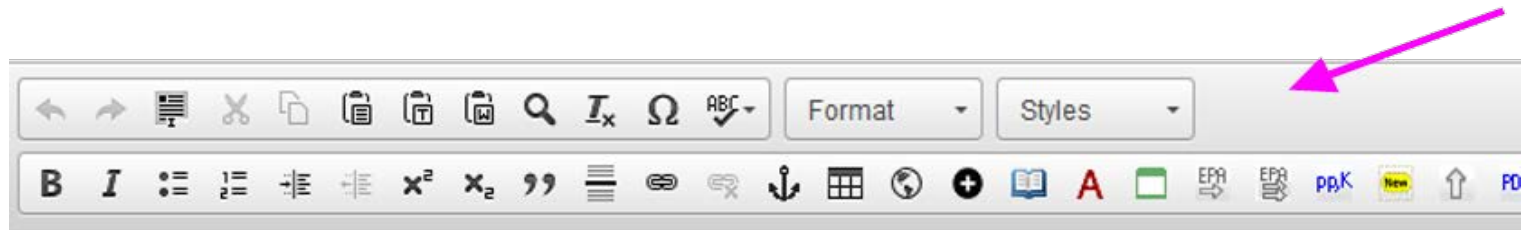


# About formatting



- The body section includes edit tools for text style, bold, italics, super/sub scripts, links, table insert, or other things.
- You should use these very sparingly. Suggest you format your news release in Word, then paste into Web CMS.

# Wait! Are you missing the edit bars?



- If you are using **IE** and you don't see the edit bars above, **STOP. You should not use IE for news releases.**
- **THE FIX:** ask the help desk to install **Chrome** on your computer or use **Firefox** if you have it.

More information about browser type and the OEI waiver:

<http://intranet.epa.gov/newsreleases>

# Got Multimedia?

- The body of the news release is where you can add special features like photos, sound bites, or embed a video. This is optional and up to the discretion of your news director.
- If you have A LOT of special features or info, consider creating a “media kit” – a separate, non-news-release page.
- Remember – you will ALSO need to add a link in your VOCUS email back to the news release page.
- Find out more about all this stuff on the **News Releases support site** ([intranet.epa.gov/newsreleases](http://intranet.epa.gov/newsreleases))

# The RICH TEXT Button (link)

- You can **IGNORE** the link of “Disable rich text.”
- *What it is:* This is to let you make certain, *limited* adjustments to the existing HTML code. But you can’t change styles or add scripts. Web CMS will automatically delete disallowed code you try to add.



# LET'S TALK ABOUT: Hotlinks

- If you added hotlinks to your news release in Word, you shouldn't have to do anything more. Hotlinks in your Word document should paste successfully into the body field.
- You can manually add hotlinks if you need to – covered next.
- NOTE - **You can't click a link to test it while in edit mode.** You can test it after you save as **draft**, before you publish.

Read more about this: <http://www.epa.gov>

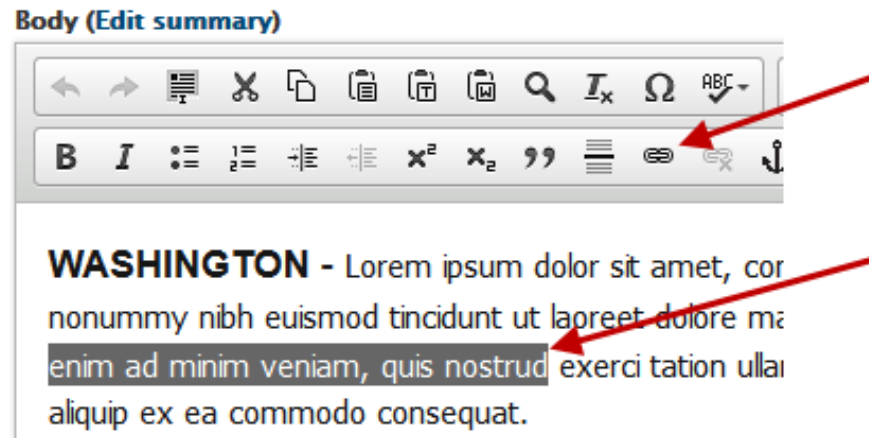


## IF YOU *DO* NEED TO MANUALLY ADD A HOTLINK, HERE'S ONE WAY:

- First COPY the URL of the Web page you want to link to, so you have it ready to paste.

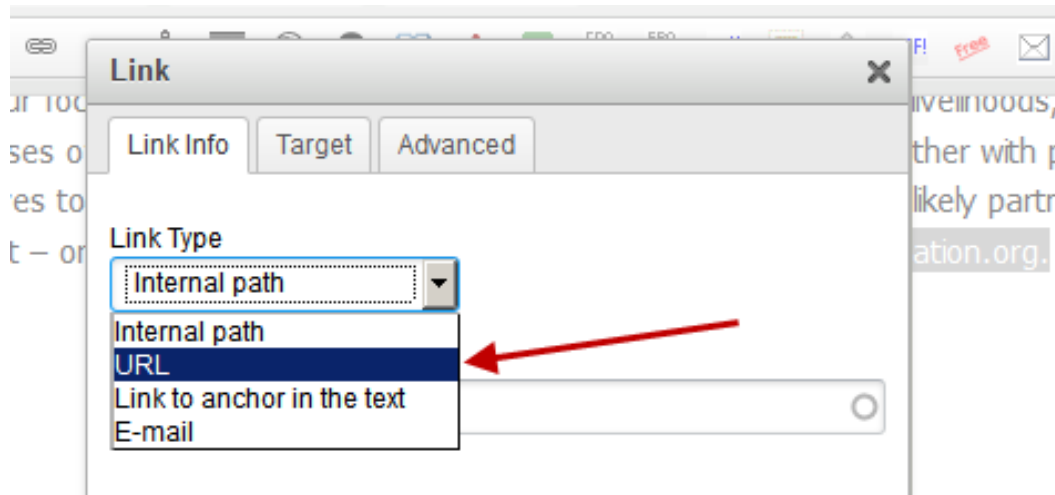
Example: [http://www.epa.gov/mercury/mgmt\\_options.html](http://www.epa.gov/mercury/mgmt_options.html)

- In your news release, select (block) the characters to be hotlinked.
- Click the **chain** "link" icon in the edit bar.



## (manually adding a hotlink)

Change the Link Type to **URL**. This is important.



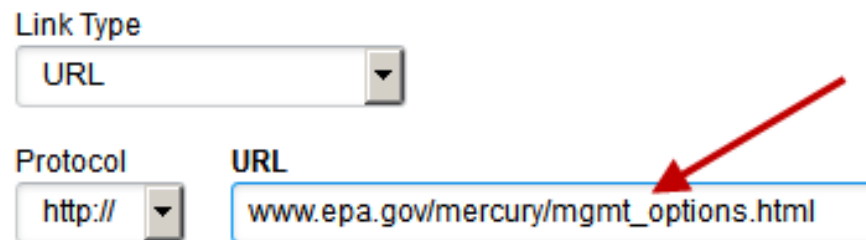
(There are other ways to make links in Web CMS. You can use those, too, if you know how. See also <https://www.epa.gov/drupaltraining/linking-content-drupal-webcms>)

## (manually adding a hotlink)

PASTE the URL into the URL field. The **http://** part of your URL might disappear. *It's OK, it's supposed to.*

Do not change "Protocol."

Click the **OK** button (not shown).



The image shows a dialog box for configuring a link. It has two rows of controls. The first row is labeled "Link Type" and contains a dropdown menu with "URL" selected. The second row has two parts: "Protocol" and "URL". The "Protocol" dropdown menu has "http://" selected. The "URL" text field contains the text "www.epa.gov/mercury/mgmt\_options.html". A red arrow points from the top right towards the URL text field.

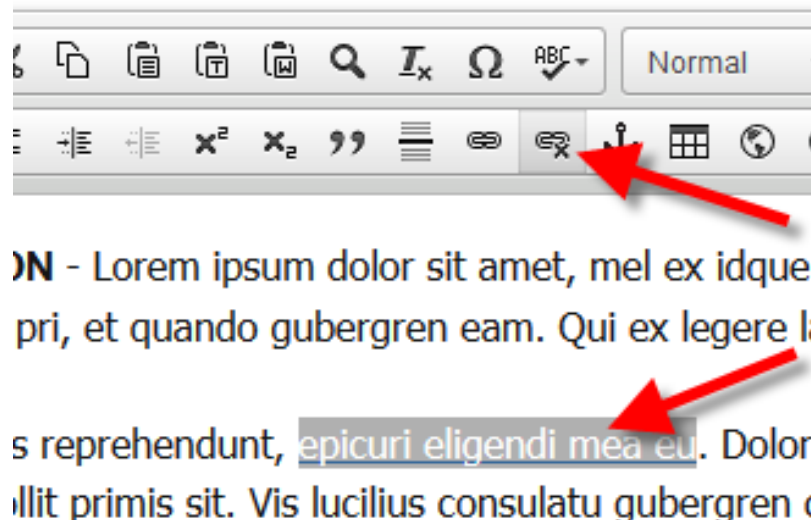
Link Type	URL
Protocol	http://
URL	www.epa.gov/mercury/mgmt_options.html

**Done.**



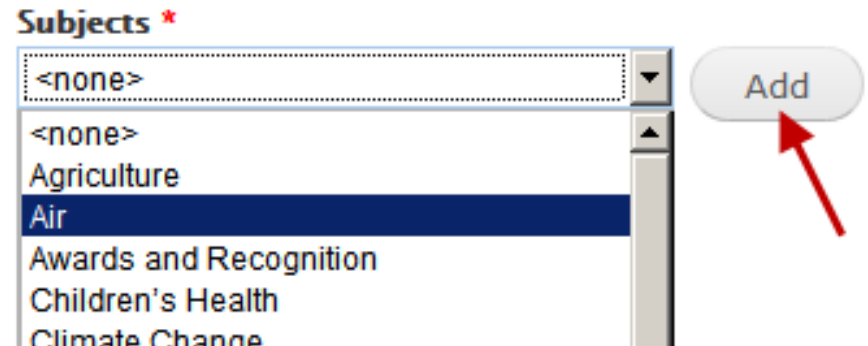
# Delete an existing link (unlink)

- Block the text to unlink.
- Click on the link icon with the “X”
- This will unlink the selected text.



Now back to creating  
your news release...

# Add the Subject



Pull down the **Subjects** picker and stop on the subject you want.

Then click the Add button. ***You must click “Add”***  
*or it won't insert the Subject. This trips up a lot of people.*

**To add multiple Subjects:** pull the picker down again, select the next subject, and click Add again.

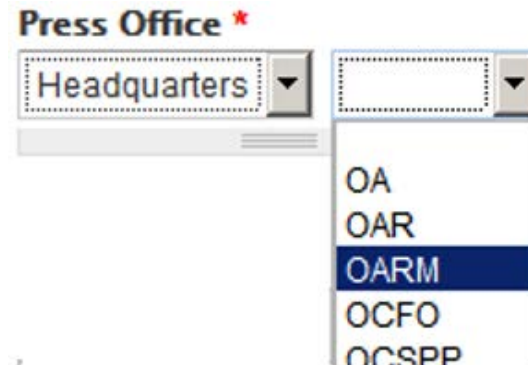
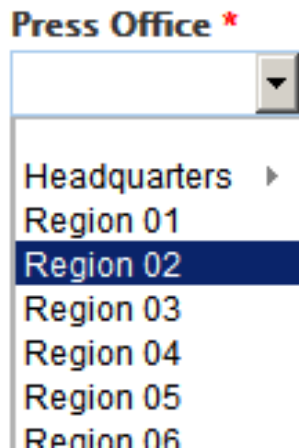
**To remove a Subject:** click the “Remove” word.

# Choose Press Office

Click the Press Office Picker. If you choose Headquarters, a list of the AA-ships will appear to choose from.

Click the Add button. You must click “Add” to insert the Press Office into the list.

Yes, you can add more than one.



# Add the press officer contact info.

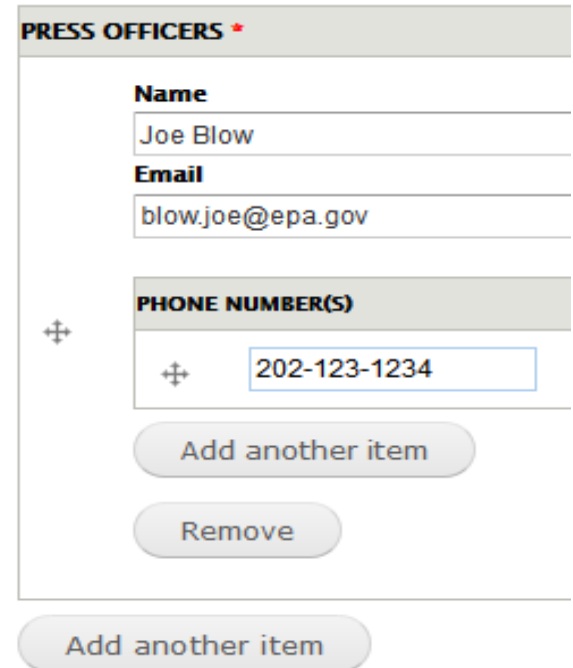
Note – format the phone number how you want it, like (222) 456-7890, 222-456-7890, etc.

To add another phone number for **THIS** press officer:

- Click "Add another item" under the first phone.

To add another press officer:

- Click "Add another item" underneath the previous Press Officers box.



The screenshot shows a form titled "PRESS OFFICERS \*". It contains the following fields and controls:

- Name:** A text input field containing "Joe Blow".
- Email:** A text input field containing "blow.joe@epa.gov".
- PHONE NUMBER(S):** A section with a plus icon and a text input field containing "202-123-1234".
- Buttons:** Below the phone number field are two buttons: "Add another item" and "Remove".
- Footer:** At the bottom of the form is a button labeled "Add another item".

(Yes, we've asked them to clarify the buttons to be "Add another phone number" and "Add another press officer.")

# Description, Keywords are Automatic

We made it so these two fields are filled in automatically, to help your work go faster.

- **Description** - populates from the news release title.
- **Keywords** - populates from the subject(s) you select.

You have the *option* to edit Description and Keywords. But you don't have to.

*How are Description and Keywords used?* They are used by the EPA Web, also search engines to identify and sort web pages. They are embedded in the HTML code of the web page and do not appear on the news release page.

☒ Generate automatic description

Uncheck this to create a custom description below.

## Description

EPA News Release: EPA's Energy Star Battle of the Build  
Million, Prevents 250,000 Metric Tons of GHG Emissions/ The  
all 50 states, the District of Columbia, and Puerto Rico

Content limited to 256 characters, remaining: 19

Do not restate the title; add context to it.

☒ Generate automatic keywords

Uncheck this to add custom keywords below.

## Keywords

Air

A comma-separated list of keywords and phrases about the page title/description. Use terms that are part of your page or document.

# ABOUT THESE:

- **Type.** Leave this alone. Do not change it.
- **Channel.** Leave “About EPA” checked. Optional: check any of the others depending on the content of your news release.
- **Is Searchable.** Leave this alone. Do not check this.

*These settings are required in the Web CMS. They will not (greatly) affect access to your news release.*

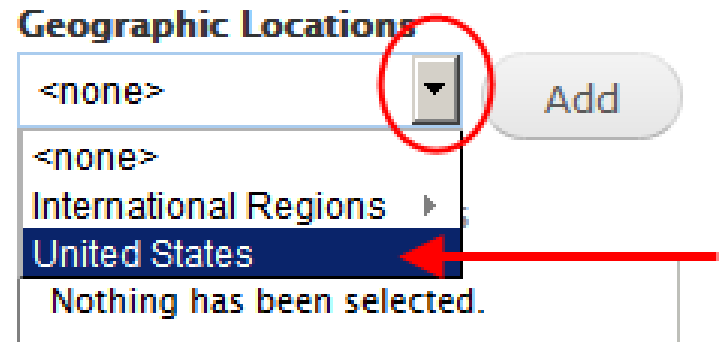
The screenshot shows a portion of a web CMS interface. It is crossed out with a large red 'X'. The visible elements include:

- Type \***: A dropdown menu with the selected value "Speeches, Testimony and Transcripts". Below it is a link: "Use [this guide](#) for choosing the right type."
- Channel \***: A list of checkboxes:
  - ☒ About EPA
  - ☐ Laws & Regulations
  - ☐ Learn the Issues
  - ☐ Science & TechnologyBelow this list is a link: "Use [this guide](#) for choosing the right channel."
- ☐ Is Searchable Collection: Below this checkbox is the text "Removes all navigation elements from the content."

# To add a geographic name.

## ***This is OPTIONAL.***

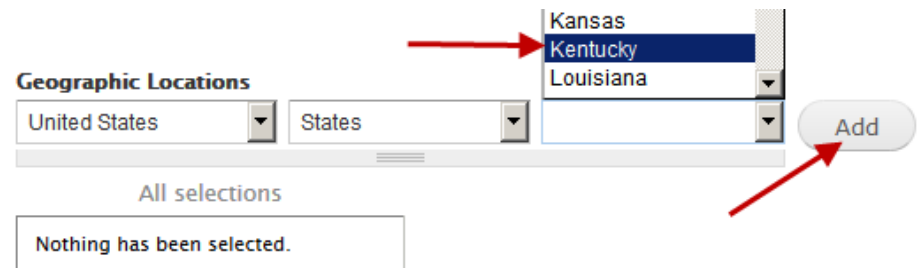
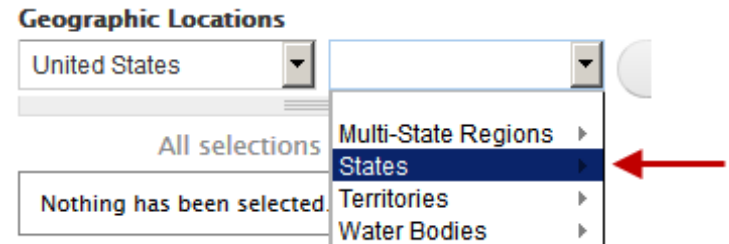
- There's also a "Geographic Location" picker near the bottom of the form.
- Adding state names is a multi-step process but it's easy.
- Begin by clicking the "Geographic Locations" chooser, then pick "United States."





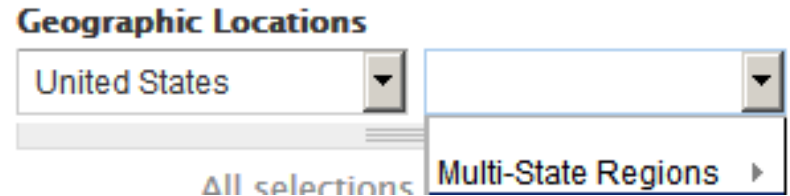
# Enter State(s) or other Location

- ***Remember, this is OPTIONAL.***
- Click “States.”
- A new chooser with state names will appear. Click the state you want.
- Click Add.
- Repeat for multiple states.



# What is Multi-State Region?

- **Multi-state regions refers to general areas of the US.**



- *It does not mean EPA Region, even if your region seems to fit the description.*
- **WHY USE THIS?** To tag your news release for readers (reporters, mainly) who look for announcements for that section of the USA.

EXAMPLE: information about a hurricane that hits Louisiana would be of interest to readers in the "SOUTHEAST."

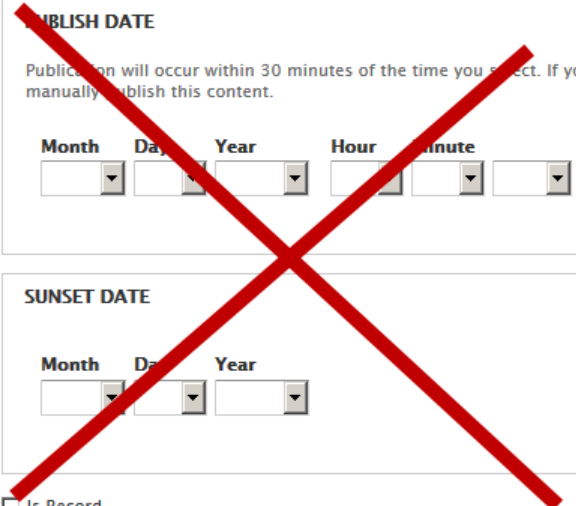
# ¿What if the news release is not English?

## ONLY FOR NON-ENGLISH NEWS RELEASES

- Non-English news releases require designating language type, and updating the Keywords and Description in a particular way.
- **Contact us if you think you might need a non-English news release.** They are very infrequent. EPA issues a non-English news release on average only twice a month.
- There is a .doc file on [intranet.epa.gov/newsreleases](http://intranet.epa.gov/newsreleases) covering how to post a foreign-language news release.

# IGNORE

- If you happen to see settings that appear to pre-set the publish time.
- Suggest you **ignore this for now**, and continue to *manually* publish news releases as needed.
- Reason is, the publication presets are accurate to only within a half-hour.  
*Do not depend on this embargoed or precise publishing times.*



The image shows a screenshot of a web form with two sections: 'PUBLISH DATE' and 'SUNSET DATE'. The 'PUBLISH DATE' section includes a text box with the instruction 'Publication will occur within 30 minutes of the time you select. If you manually publish this content.' Below this are five dropdown menus labeled 'Month', 'Day', 'Year', 'Hour', and 'Minute'. The 'SUNSET DATE' section has three dropdown menus labeled 'Month', 'Day', and 'Year'. At the bottom of the form is a checkbox labeled 'Is Record'. A large red 'X' is drawn over the entire form, indicating that these settings should be ignored.

# Save Your Draft

Click **SAVE**. This saves as a **draft**. **THIS DOES NOT PUBLISH.**

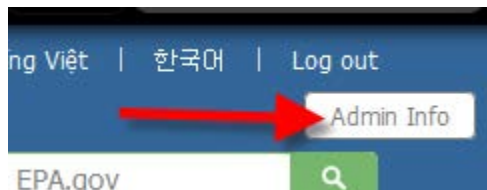
**Important** – **you must click Save**. If you try to “view” the draft without first saving it as a draft, your entries or changes will probably be lost.



**WAIT.** It may take the Web CMS a few moments to respond to your SAVE click.

# “Admin Info”

- If you see a WHITE “Admin Info” button at top right, **click it.**
- It should turn orange, and edit controls should appear.
- **Click the little green “Set” or “Save” button.**
- The green button will disappear.

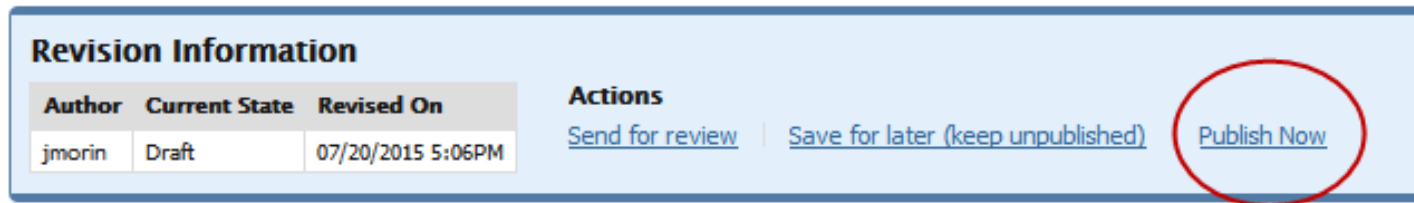


Its purpose is merely to show or hide the editing controls so you can have a clean view of the draft.

If there's no “Admin Info” button *at all* at top right, contact us.

# To Publish Your Draft

After saving the draft, you should see a link for "Publish Now" in the blue "Revision" bar at the top of the page.



The screenshot shows a light blue horizontal bar titled "Revision Information". On the left, there is a table with three columns: "Author", "Current State", and "Revised On". The table contains one row with the values "jmorin", "Draft", and "07/20/2015 5:06PM". To the right of the table, under the heading "Actions", there are three links: "Send for review", "Save for later (keep unpublished)", and "Publish Now". The "Publish Now" link is circled in red.

Author	Current State	Revised On
jmorin	Draft	07/20/2015 5:06PM

**Actions**

[Send for review](#) | [Save for later \(keep unpublished\)](#) | [Publish Now](#)

**CLICK "Publish Now" – to the publish dialogue.**

# The publish dialogue page

## HERE IS WHERE YOU PUBLISH NOW.

- **You must enter a log message.** Suggest either a simple concept like "publishing" or message-to-self, like "publishing for Jane Doe who's out today."
- **You must check the external links box.**
- **You must check the accessible box.**
- **Click "Update state".** Now it will publish.

The screenshot shows a web form titled "Log message for this state change" with a red asterisk. A red arrow points to the text input field. Below the field is a grey bar with the text "Please enter a meaningful log message." Another red arrow points to a checkbox labeled "I certify that all links on this page comply with EPA's Ex". Below this checkbox are three bullet points: "the Procedure applies to links on all EPA web pages", "content owners and their respective offices are resp", and "this content will be subject to random external site non-compliant pages will be unpublished until re". A third red arrow points to another checkbox labeled "I certify that the content on this page is accessible per". Below this checkbox are three bullet points: "the 508 standards apply to all the EPA content on tl embedded from non-EPA websites;", "content owners and their respective offices are resp", and "this content will be subject to random 508 compliai non-compliant pages will be unpublished until re". At the bottom, a red arrow points to a green "Update state" button and a grey "Cancel" button.

Log message for this state change \*

Please enter a meaningful log message.

☐ I certify that all links on this page comply with EPA's Ex

- the Procedure applies to links on all EPA web pages
- content owners and their respective offices are resp
- this content will be subject to random external site non-compliant pages will be unpublished until re

☐ I certify that the content on this page is accessible per

- the 508 standards apply to all the EPA content on tl embedded from non-EPA websites;
- content owners and their respective offices are resp
- this content will be subject to random 508 compliai non-compliant pages will be unpublished until re

Update state Cancel



# What is accessible?

## What about external links?

- When you publish a news release in Web CMS, you will be asked to certify that the news release meets EPA and legal requirements for ***external links and accessibility***.
- While there are many requirements, the ones likely to affect you are few and won't come up often.
- **Please see the VERY BRIEF training online.** *You should look at it. Web CMS will log that you "certified."*

# Status Page of the Current Revision.

After it publishes you will get a new page showing the status block of the news release “Current Revision.” STATUS should say “Published.”


EPA's Energy Star Battle of the Buildings Competition Saves \$50 Million, Prevents 250,000 Metric Tons of GHG Emissions/ The agency recognizes competitors in all 50 states, the District of Columbia, and Puerto Rico transitioned to the published state.

### Current Revision

ID	TITLE	AUTHOR	STATUS	LAST UPDATED	ACTIONS	HISTORY									
205371	EPA's Energy Star Battle of the Buildings Competition Saves \$50 Million, Prevents 250,000 Metric Tons of GHG Emissions/ The agency recognizes competitors in all 50 states, the District of Columbia, and Puerto Rico	jmorin	<div>Published -&gt; Send to author for review (scheduled)</div> <div>Transitions on 06/09/2018 10:34AM</div>	07/22/2015 10:34AM	Edit   Send to author for review   Unpublish	<table> <tr> <th>DATE</th> <th>STATUS CHANGE</th> <th>LOG</th> </tr> <tr> <td>07/22/2015 10:34AM</td> <td>jmorin =&gt; Published.</td> <td>publishing</td> </tr> <tr> <td>07/22/2015 10:33AM</td> <td>jmorin =&gt; Published.</td> <td></td> </tr> </table>	DATE	STATUS CHANGE	LOG	07/22/2015 10:34AM	jmorin => Published.	publishing	07/22/2015 10:33AM	jmorin => Published.	
DATE	STATUS CHANGE	LOG													
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07/22/2015 10:33AM	jmorin => Published.														

# Where is it online?

- Suggested: Send people to <http://www.epa.gov/newsroom>
- as in “epa dot gov slash newsroom”
- The actual page to browser and search is: <https://www.epa.gov/newsreleases/search>

IMPORTANT!

DO NOT POST OR GIVE OUT A “WCMS” URL.

Look *closely* at the URL of your news release.



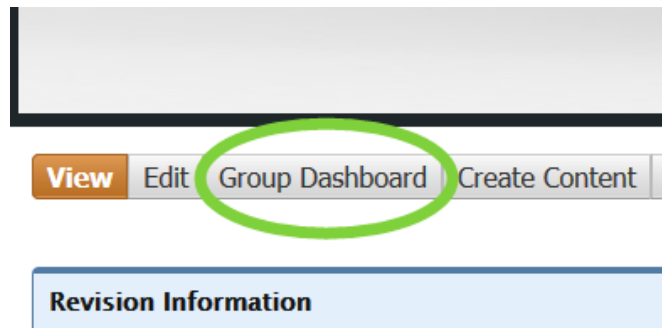
If you see **https://wcms** in the URL, this is the Web CMS version. No one outside of EPA will be able to see it.

Change the wcms to www, then go to the real, published page to be sure it's there.

# GROUP DASHBOARD

# To **edit** a published news release

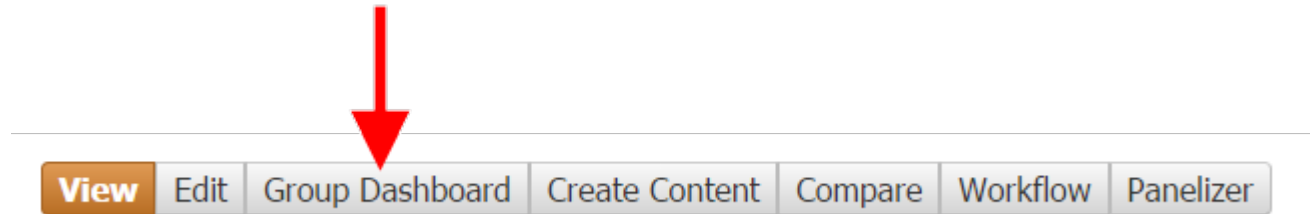
- Use the **Group Dashboard** to find and edit your published news release.



- When you **SAVE** and **PUBLISH** your edits, the published one is replaced automatically.
  - The URL and the “release date” do not change.
- Previous revisions remain in the system (offline) but you can go back to them if you need to.

# Login > Dashboard > Content

- Log in (if you didn't already) and go to “News Releases”
- Click the Group Dashboard button.



- Click on the **Browse Content** link or tab. This goes to the actual listing of all files.

## Group Dashboard



# Find your news release

- The “Content” list shows ALL NEWS RELEASES -  
- not just published, and not just yours.
- You will need to find your news release **among all the others**.
- Browse, search, or sort the list...



# Various ways to find yours:

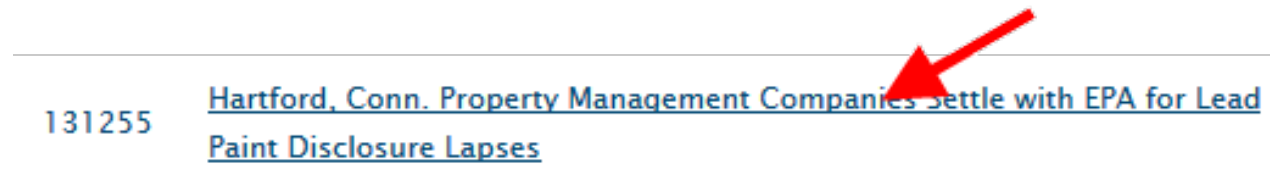
- Put your user ID in the “Author” field.
  - This will show you just yours.
- Choose “Published” as the Status type.
  - This will show just the published ones.
- Click “Search.”

The screenshot shows a search interface with three main sections: Author, Type, and Status. The Author section has a text input field containing 'jdoe45' and a small circular icon to its right. Below the input field is the text 'Enter a comma separated list of user names.' The Type section is a dropdown menu with the following options: Basic page, Document, Event, News Release, Regulation, Web Area, and Webform. The Status section is a dropdown menu with the following options: Draft, Draft, needs review, Draft, approved, Published (highlighted in blue), Published, needs review, Published, scheduled for expiration, and Unpublished. A green 'Search' button is located at the bottom left. Red arrows point to the 'jdoe45' text, the 'Published' option in the Status dropdown, and the 'Search' button.

Author	Type	Status
jdoe45	Basic page	Draft
	Document	Draft, needs review
	Event	Draft, approved
	News Release	<b>Published</b>
	Regulation	Published, needs review
	Web Area	Published, scheduled for expiration
	Webform	Unpublished

# When you see your news release

- Click the title.



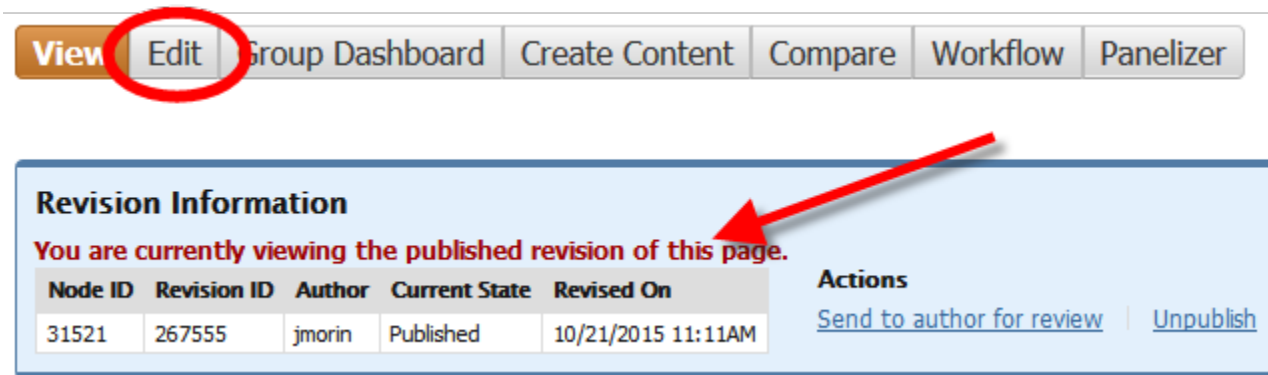
- This will open the page. You can edit it as a “Revision.”

# Finishing someone else's?

- You should be able to edit or publish someone else's news release.
- And someone else can edit, publish, or otherwise finish up a news release that you left undone (for whatever reason).
- **CAUTION:** All news releases are in here, so be **VERY CAREFUL** open the correct news release.
- Web CMS keeps track of which user changes which revisions – in case there's a question.

# Now you can edit the “Revision”

- You should now be at **<https://wcms.epa.gov/newsreleases/whateveryoucalledit>**
- You should see the edit controls at the top.



The screenshot shows the top navigation bar of the WCMS interface. The 'Edit' button is circled in red. Below the navigation bar, the 'Revision Information' section is highlighted in light blue. A red arrow points from the 'Edit' button to the 'Revision Information' section. The 'Revision Information' section contains a message and a table of revision data.

**Revision Information**

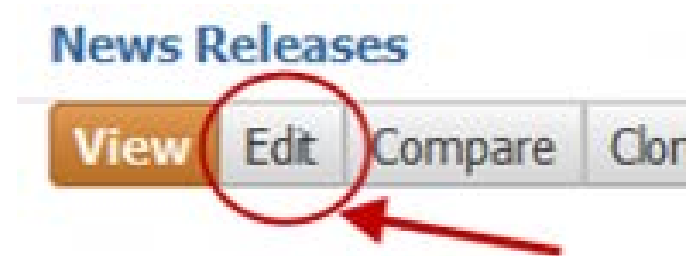
You are currently viewing the published revision of this page.

Node ID	Revision ID	Author	Current State	Revised On
31521	267555	jmorin	Published	10/21/2015 11:11AM

**Actions**

[Send to author for review](#) | [Unpublish](#)

# Edit and Publish



- Click the **Edit** button at the top of the page. Make your changes.
- Click the **SAVE** when you're done making edits.
- **REMEMBER: "SAVE" DOES NOT PUT YOUR CHANGES ONLINE.**  
You must click to re-publish the revision with your changes.



## NOTES

- The URL will not change. People who linked to your news release should not have a broken link.
- It may take a few minutes for a re-published page to appear online. Remember to refresh your browser.

# *REMEMBER*

- **You must also do the PUBLISH step** if you make a change and save the revision.
- Just saving your changed revision will not put your changed version online.



# Bookmark these URLs

- Login:

<https://wcms.epa.gov/user>

- Help:

<https://intranet.epa.gov/newsreleases>

# WHERE TO GET HELP:

<http://intranet.epa.gov/newsreleases>

- More training and how-tos, on:
  - Embedding a video
  - Adding photos
  - Adding actualities (sound bites)
  - Cheat sheet – quick reminders
- HELP! If you need assistance.
- Access for new users to the system.



THANKS!