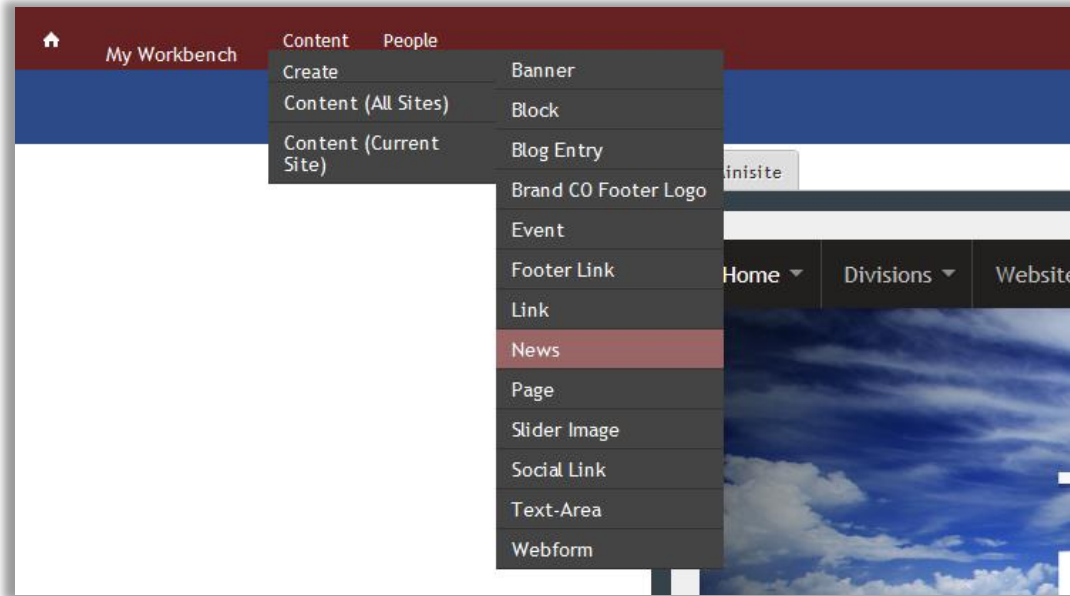


## Publishing News Posts to Colorado.gov News Page

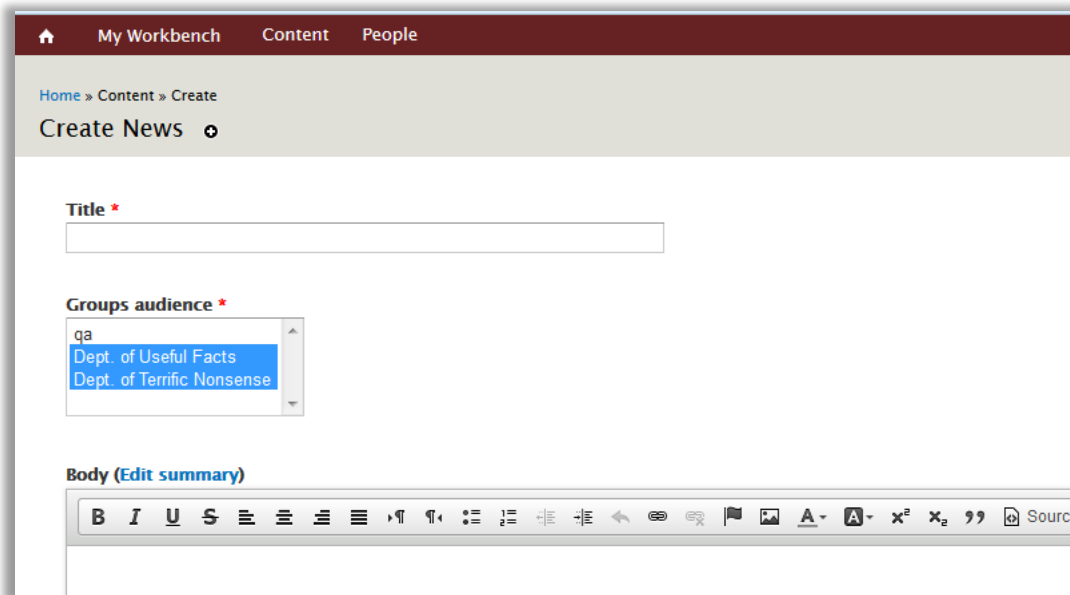
Any Pacific user who has editing rights on a minisite can create News posts. Any News post may be submitted for inclusion on the [Colorado.gov News page](#), even if the site does not have the “What’s New” block enabled.

### 1.1. CREATING NEWS POSTS

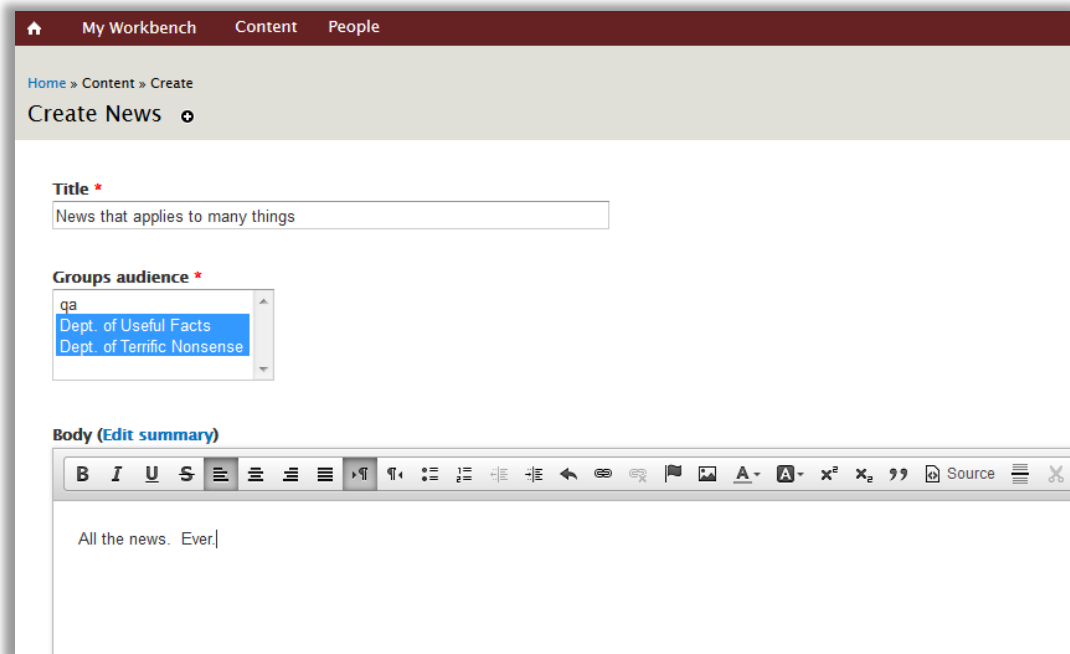
1. Within your Pacific site, navigate to Content > Create > News.



2. Within the groups audience menu, select the minisite(s) with which you would like the News post associated as you would any other content.

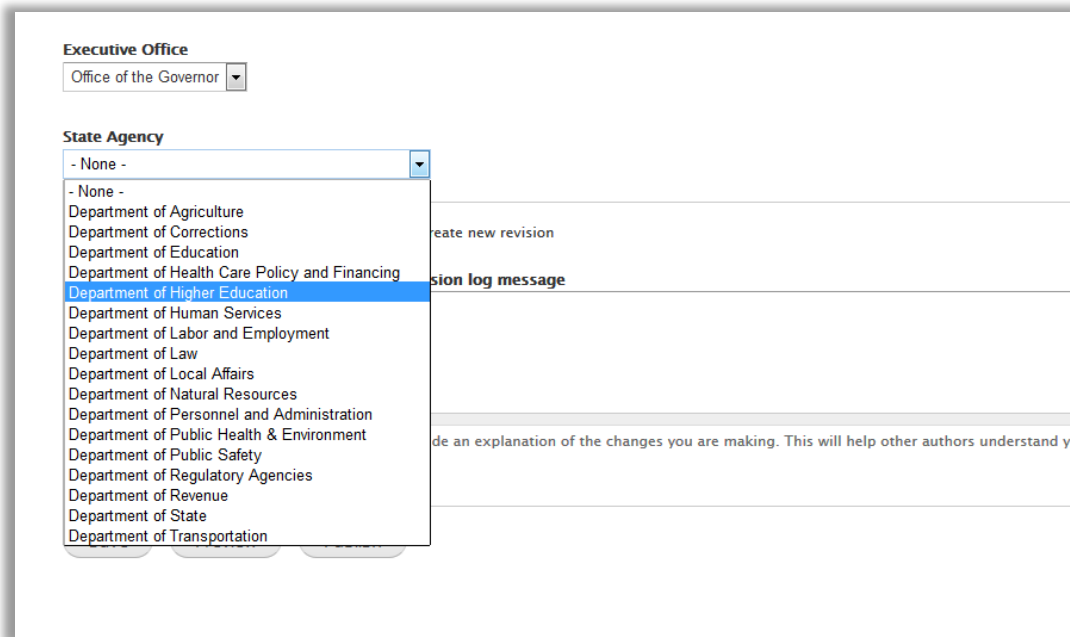


3. Complete the title and body content for the News post.

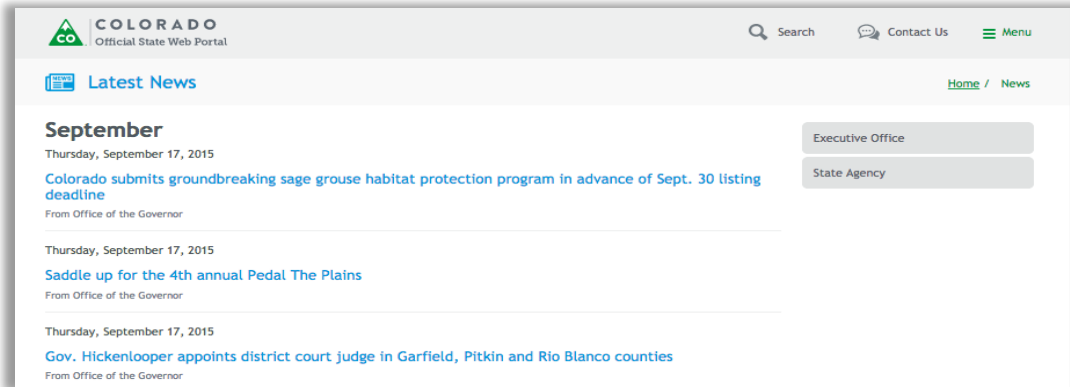


1.2. SUBMITTING NEWS POST TO COLORADO.GOV NEWS PAGE

1. Select your executive office or state agency from the appropriate dropdown menu toward the bottom of the page.
  - If you do NOT want your News posts featured on Colorado.gov, do not select your office or agency.

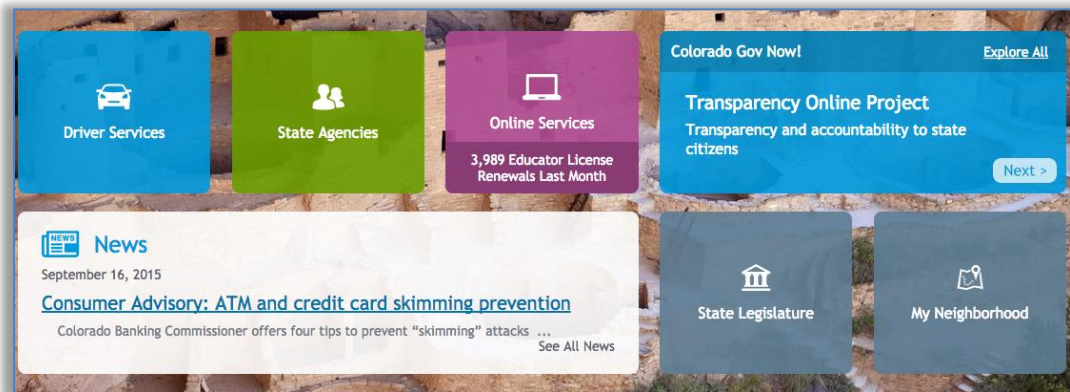


2. Once published, the News post will appear on the Colorado.gov News page (www.colorado.gov/news) at the next half hour interval.



### 1.3. COLORADO.GOV HOMEPAGE NEWS

News posts published in the previous 5 days are randomly selected for the Colorado.gov home page featured item.



**Note: If a News post is unpublished or deleted on Pacific, it will NOT be automatically removed from Colorado.gov News. Please contact Partner Support to have the News post removed from Colorado.gov.**