

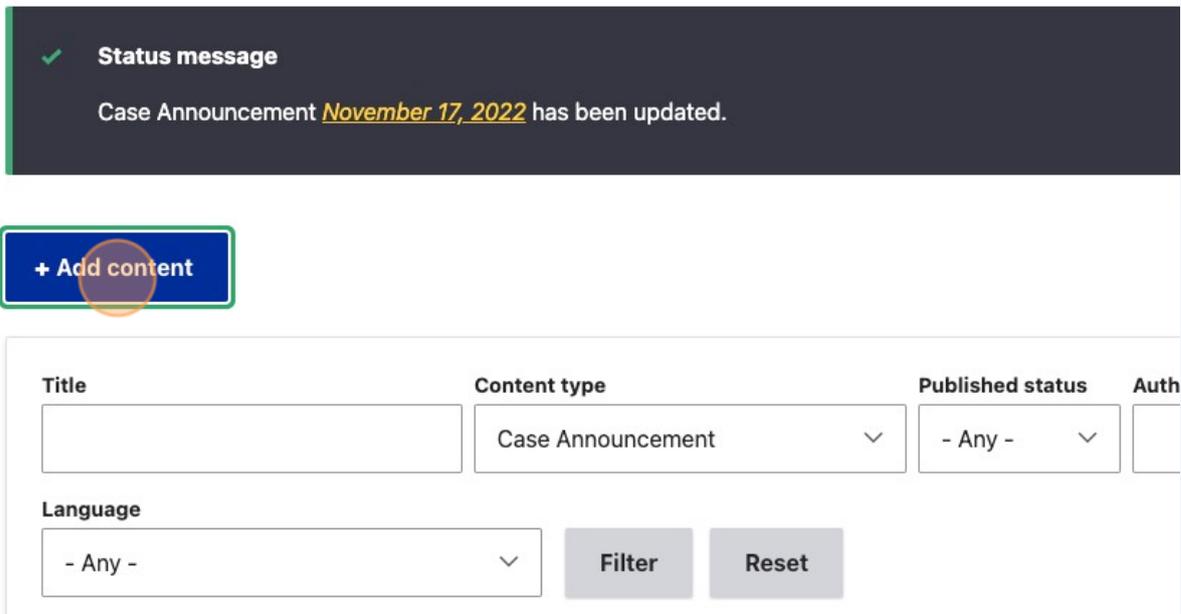
Adding and Editing a Case Announcement on a Website Scribe[®]

1

Navigate to [https://test-colorado-judicial-branch.pantheonsite.io/admin/content?title=&type=case announcement&status=All&uid=&langcode=All](https://test-colorado-judicial-branch.pantheonsite.io/admin/content?title=&type=case%20announcement&status=All&uid=&langcode=All)

2

To add a case announcement - Click "Add content"



The screenshot shows a dark grey status message box with a green checkmark icon. The text inside reads: "Status message" followed by "Case Announcement *November 17, 2022* has been updated." Below this is a blue button with a white plus sign and the text "+ Add content". Underneath the button is a form with several fields: "Title" (text input), "Content type" (dropdown menu showing "Case Announcement"), "Published status" (dropdown menu showing "- Any -"), and "Auth" (text input). Below these fields is a "Language" dropdown menu showing "- Any -", and two buttons labeled "Filter" and "Reset".

3 Click "Case Announcement"

ADD CONTENT

- > [Ballot Initiative](#)
- > [Bond Hearing Office](#)
- > [Bond Hearing Schedule](#)
- > [Case Announcement](#)
- > [Case of Interest](#)
- > [Chief Judge Orders And Directives](#)
- > [Chief Justice Directive](#)
- > [Contact](#)

4 The title is the date of the announcement

Home > Node > November 17, 2022 > November 17, 2022

Edit Case Announcement November 17, 2022 ☆

View Edit Delete Revisions

Title *

November 17, 2022

Type *

Court of Appeals ▾

Date

11/17/2022 📅

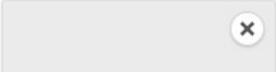
5 Select the type from the dropdown - Court of Appeals or Supreme Court.

View Edit Delete Revisions

Title *
November 17, 2022

Type *
Court of Appeals ▾

Date
11/17/2022 📅

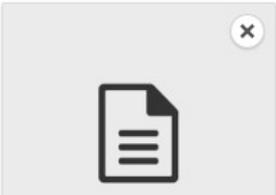
File *


6 Click the "Date" field.

Title *
November 17, 2022

Type *
Court of Appeals ▾

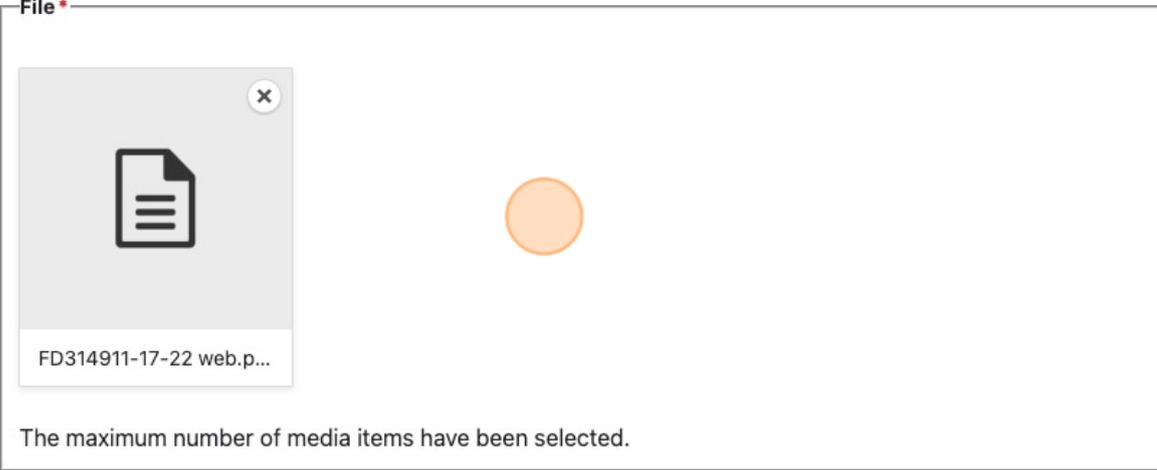
Date
11/17/2022 📅

File *


7 Upload the PDF file.

11/17/2022 📅

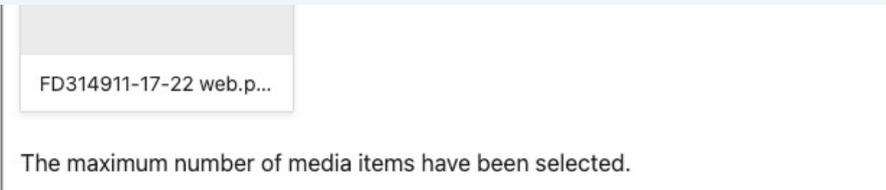
File *



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The maximum number of media items have been selected.

8 Click this button to save.



FD314911-17-22 web.p...

The maximum number of media items have been selected.

Published

Save Preview 🗑️ Delete

