

Create Issue

If you are using the **Editor** and wish to post a story to a back-issue that does not yet exist on your website, it is first necessary to use the **Create Issue** tool, available from the Website Administration Main Menu. The tool creates a dated folder and a set of subfolders for each of your news categories into which articles can be saved.

Create Archive Date mm/dd	
<input type="text"/>	<input type="button" value="Process"/>
This utility may be used to add previous issues to a paper. It creates a blank directory and all blank subdirectories.	
If the new date falls on a new year enter mm/dd/yyyy	

To use:

Enter the date of the issue you wish to create in MM/DD format (i.e. May 9th would be 05/09). If the issue is not from the current year, enter the date as MM/DD/YYYY.

After entering the desired date, click **Process**. A folder will be created in the format **www.papername/news/yyyy/mmdd/** and automatically populated with subfolders. These subfolders are your news categories, i.e. Front Page, Sports, Editorial, and so on.

NOTE: It is possible to use this tool to create folders for future issues, as well.

Once an issue's folder has been created it is possible, using the **HTML Editor**, to save new stories there.

For more information, see the HTML Editor user guide:

<http://www.our-hometown.com/StoryStudio/editor.pdf>