

TITAN 7

News Articles & Feeds

TITAN_{CMS}
Powered by Northwoods





Easy as 1,2,3

Building a News Feed is a multi-part process:

1. ITMD creates your Data Node under the Milwaukee News section of the Navigation Tree.*
2. You will add your news to your Data Node using the instructions following this slide.
3. ITMD adds a Data List Block to your calendar page to display the events. *

* [Use Service Desk Plus to request a Data Node and a Data List.](#)



Create a new News Article Page

News Articles & Feeds

Data Nodes are where you create articles and input details (title, author, article) that need to appear on our website calendars.

Create

Publish

Preview

Results

Content

Properties

More

Milwaukee News > DOA

NEW! Search Crumbs

Dashboard

City 2020

CITY TEST SITE

City Forms

ImageLibrary

City Events

Home Improvement Resour

Milwaukee News

DOA

Recycle Bin

Filter Results

Include Children

Select a View

Blog Info

Showing 2 of 2

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	DOA			04/23/2026	
☐	Vision Zero Su...	Safer Streets. St...		04/09/2026	

To expand a Parent Node
Click the Expand Icon
(triangle "pointing" right)

To collapse a Parent Node
Click the Collapse
Icon(triangle "pointing"
down)

Create a News Article Page

1 Find and select your Parent News node

2 Click the Create button on the App Ribbon

3 Select Data Item

4 Type the title of your article

5 Click Done

Create

Publish

Preview

Results

Content

Properties

More

Milwaukee News > DOA

Dashboard

City 2020

CITY TEST SITE

City Forms

ImageLibrary

City Events

Home Improvement Resou

Milwaukee News

DOA

Recycle Bin

1

Filter Results

Include Children

Select a View
Blog Info

Actions

0 selected

Showing 2 of 2

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	DOA			04/23/2026	
☐	Vision Zero Su...	Safer Streets. St...		04/09/2026	

TITANCMS 7.5

Create a News Article Page

1 Find and select your News node

2 Click the Create button on the App Ribbon

3 Select Data Item

4 Type the title of your article

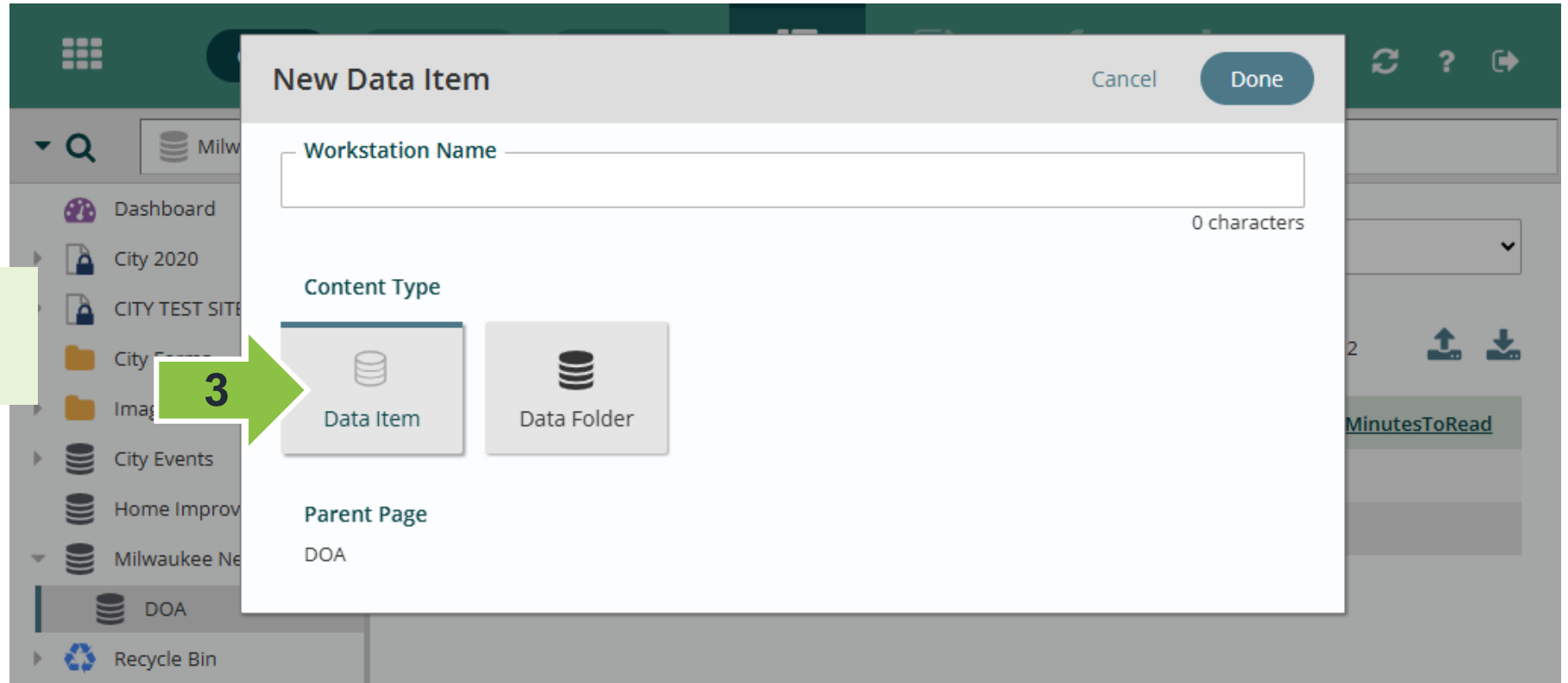
5 Click Done

The screenshot shows the TITAN CMS 7.5 interface. At the top, there is a dark green app ribbon with buttons for 'Create', 'Publish', 'Preview', 'Results', 'Content', 'Properties', and 'More'. A green arrow labeled '2' points to the 'Create' button. Below the ribbon is a search bar with the text 'Milwaukee News > DOA'. On the left, a sidebar menu lists various nodes: Dashboard, City 2020, CITY TEST SITE, City Forms, ImageLibrary, City Events, Home Improvement Resources, Milwaukee News (selected), DOA (highlighted), and Recycle Bin. The main content area displays a table of news items. The table has columns for Title, Subtitle, ExternalURL, Date, and MinutesToRead. Two items are listed: 'DOA' and 'Vision Zero Su...'. The 'DOA' item is selected, and its details are shown in the table.

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	DOA			04/23/2026	
☐	Vision Zero Su...	Safer Streets. St...		04/09/2026	

Create a News Article Page

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item as the Content Type**
- 4 Type the title of the article
- 5 Click Done



Create a News Article Page

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item
- 4 Input the title of your article**
- 5 Click Done

New Data Item Cancel Done

Workstation Name 40 characters

Content Type

☒ Data Item ☐ Data Folder

Parent Page
DOA

Create a News Article Page

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item
- 4 Type the title of the article

5 Click Done

New Data Item Cancel Done

Workstation Name
Public Service Recognition Week, May 3-9
40 characters

Content Type

Data Item Data Folder

Parent Page
DOA

Create a News Article Page

Success! The new Article Page has been added to the site.

Dashboard

City 2020

CITY TEST SITE

City Forms

ImageLibrary

City Events

Home Improvement Resou

Milwaukee News

DOA

Recycle Bin

Filter Results

☐ Include Children

Select a View
Blog Info

Showing 3 of 3

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	DOA			04/23/2026	
☐	Public Service R...			05/04/2026	
☐	Vision Zero Su...	Safer Streets. St...		04/09/2026	

Actions

0 selected

TITANcms 7.5

News Article Page Options

Two News Article page options are:

1. **A Freeform Content Article** is used when you want to create and format the full article directly in Titan. This option lets you add and manage the article's text, images, links, videos, and other content in the Freeform Editor.
2. **A Linked PDF or Titan Page Article** is used when the article content already exists somewhere else, such as in a PDF or another Titan page. Instead of building the full article in Titan, this option adds a news item to the feed that links readers to that existing content.

Create a Freeform Content Article

News Articles & Feeds

Freeform Article Page Info

Double-click the Title to begin

- 1 Confirm the Title
- 2 OPTIONAL: Add a Subtitle
- 3 Enter the date the article was written
- 4 OPTIONAL: Enter the estimated Minutes to Read

CreatePublishPreviewResultsContentPropertiesMore

Milwaukee News > DOA

Dashboard

City 2020

CITY TEST SITE

City Forms

ImageLibrary

City Events

Home Improvement Resou

Milwaukee News

DOA

Recycle Bin

Filter Results

Include Children

Select a View
Blog Info

Showing 3 of 3

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	DOA			04/23/2026	
☐	Public Service R...			05/04/2026	
☐	Vision Zero Su...	Safer Streets. St...		04/09/2026	

Freeform Article Page Info

1 Confirm the Title

1

Title

Public Service Recognition Week, May 3-9

2 OPTIONAL: Add a Subtitle

2

Subtitle

Celebrate With Us & Share Your Pride

3 Enter the date the article was written

3

Date

05/04/2026



4 OPTIONAL: Enter the estimated Minutes to Read

4

Minutes To Read

5

Article Content

Input and Format your Freeform Article Content

5a. Double-click the Article Content field to open the Freeform Editor



Title
Public Service Recognition Week, May 3-9

Subtitle
Celebrate With Us & Share Your Pride

? External URL

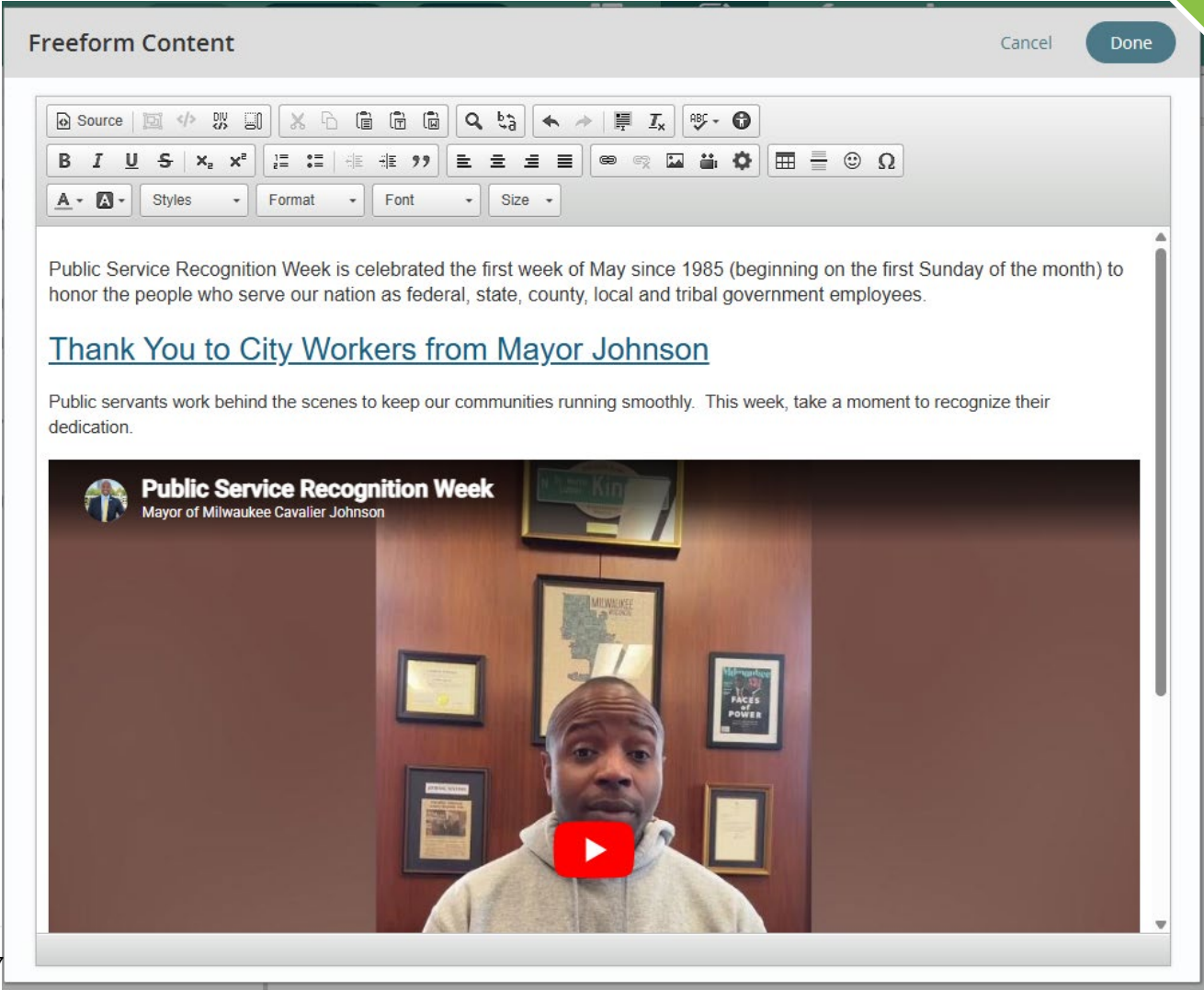
Date
05/04/2026

Minutes To Read
5

Article Content

Write Your Article: Input and Format your Article's Content

5b. Use the Freeform Content Editor to input and format text, images, links, videos, etc. within your article.



5c

5c. Click Done to close the Freeform Editor

Freeform Article Page – Teaser Image

6. Add a Teaser Image

NOTE: Required minimum dimensions for the News Article Teaser Image are 600 x 600 pixels

6a Browse to find your Teaser Image

6b Image size Medium

6c Input Teaser Text

Original 2048 x 1536
Gallery 320 x 320
HomeBanner 595 x 290
Large 640 x 480
LargePhoto 597 x 447

LightBox 400 x 400
Medium 320 x 240
MediumSquare 320 x 320
Portrait 119 x 89
Small 160 x 120
Teaser 112 x 84
TeaserWide 273 x 81
Thumbnail 80 x 80
VideoTeaser 128 x 75

6b

Teaser Image

Path

/ImageLibrary/Groups/cityDOAdmin/Images/Hello-Summer

Size

Medium 320 x 240

Browse

6a

Teaser Text

Projects like this help us add new housing, strengthen neighborhoods, and make productive use of land in our community.

6c

OPTIONAL: Freeform Article – Related Posts

7. Add one or more Related Post to your article's page

7a Click Edit to open the Link Editor

The screenshot shows the 'Related Posts' section in the WordPress editor. At the top, there is a checkbox labeled 'Open in new window'. Below it are two input fields: 'Linked Text' and 'Link Destination'. To the right of these fields is a blue 'Edit' button. A green arrow labeled '7a' points to the 'Edit' button. Below the 'Edit' button are five circular icons: a plus sign, a minus sign, a circular arrow, and two arrows pointing up and down. A large empty rectangular box is at the bottom of the section.

OPTIONAL: Freeform Article – Related Posts

7b Browse to the related page

7c Confirm the Path

7d Enter your Linked Text

7e Click Done

The screenshot shows the 'Link Editor' dialog box. At the top right, there are 'Cancel' and 'Done' buttons. A green arrow labeled '7e' points to the 'Done' button. Below the title bar, there are five buttons: 'Content' (with a chain link icon), 'External' (with an external link icon), 'Recent' (with a clock icon), 'Email' (with an envelope icon), and 'Telephone' (with a telephone handset icon). Below these buttons, there is a 'Link Destination' section. It includes a 'Path' text input field containing '/mayor/State-of-the-City', a 'Size' dropdown menu, and a 'Browse' button. A green arrow labeled '7c' points to the 'Path' field, and another green arrow labeled '7b' points to the 'Browse' button. Below the 'Link Destination' section is a 'Linked Text' text input field containing 'Watch the 2026 State of the City Address'. A green arrow labeled '7d' points to this field. At the bottom, there is a 'New Window' section with a checkbox labeled 'Open in new window'.

OPTIONAL: Freeform Article – Related Posts

7f Confirm the correct related post (article) has been added to the list

Related Posts

☐ Open in new window

Linked Text

Link Destination

Edit + - ↺ ↑ ↓

Changed

no	Watch the 2026 State ...	/mayor/State-of-the-City
----	--------------------------	--------------------------

NOTE:

“no” will be indicated in the first column when “Open in new window” is unchecked.

“yes” will appear if “Open in new window” is checked.

OPTIONAL: Freeform Article – Call to Action

8. Add one or more Call to Action

8a Click Edit to open the Link Editor

8a

Call To Action

☐ Open in new window

Linked Text

Link Destination

Edit

+ - ↺ ↑ ↓

OPTIONAL: Freeform Article – Call to Action

- 8b Browse to the page or file
- 8c Confirm the Path
- 8d Enter your Linked Text
- 8e Check “Open in new window” for file and External page links
- 8f Click Done

DOA > Public Service Re

Call To Action

☐ Open in new

Link Destination

Path

Size

Browse

Linked Text

New Window

☒ Open in new window

Content External Recent Email Telephone

Cancel Done

OPTIONAL: Freeform Article – Call to Acton

8g Confirm the correct related post (article) has been added to the list

Call To Action

☐ Open in new window

Linked Text

Link Destination

Edit

+ - ↺ ↑ ↓

✓ Changed

yes	Download the "Thank ...	/ImageLibrary/Groups/cityDOAdmin/Images/PSRW-2026-socials.png
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NOTE:

“yes” will be indicated in the first column when “Open in new window” is checked.

“no” will appear if “Open in new window” is unchecked.

Publish Your Freeform Article Page

8h Preview, Save or Publish

The screenshot displays the TITAN CMS interface for editing an article. The top navigation bar includes buttons for 'Create', 'Publish', 'Preview', 'Results', 'Content', 'Properties', and 'More'. The 'Publish' button is highlighted with a green box, and a green arrow points to its dropdown menu. The dropdown menu contains the following options: 'Publish...', 'Save', 'No Workflow Save...', and 'Decline'. The left sidebar shows a navigation menu with items like 'Dashboard', 'City 2020', 'CITY TEST', 'City Forms', 'File Library', 'ImageLibrary', 'City Events', 'Home Improvement Resour', 'Milwaukee News', 'Common-Council', 'DOA', and 'Recycle Bin'. The main content area shows a form for an article titled 'Service Recognition Week, May 3-9'. The form includes fields for 'Subtitle' (Celebrate With Us & Share Your Pride), 'External URL', 'Date' (05/04/2026), 'Minutes To Read' (5), and 'Article Content'. The article content text is: 'Public Service Recognition Week is celebrated the first week of May since 1985 (beginning on the first Sunday of the month) to honor the people who serve our nation as federal, state, county, local and tribal government employees. [Thank You to City Workers from Mayor Johnson](#)'.

Create a New Freeform Article

Success! The new article has been added to the site.



Public Service Recognition Week, May 3-9

Celebrate With Us & Share Your Pride

Share On Social

[f](#) [in](#) [✉](#)

📅 May 4, 2026 ⌚ 5 Minute Read

Public Service Recognition Week is celebrated the first week of May since 1985 (beginning on the first Sunday of the month) to honor the people who serve our nation as federal, state, county, local and tribal government employees.

[Thank You to City Workers from Mayor Johnson](#)

Public servants work behind the scenes to keep our communities running smoothly. This week, take a moment to recognize their dedication.

Create a Linked URL News Page

News Articles & Feeds

Create a Linked URL News Article

1 Find and select your News node

2 Click the Create button on the App Ribbon

3 Select Data Item

4 Type the title of your article

5 Click Done

The screenshot shows the TITAN CMS 7.5 interface. The top navigation bar includes buttons for 'Create', 'Publish', and 'Preview', along with icons for 'Results', 'Content', 'Properties', and 'More'. The breadcrumb trail indicates the current location: 'Milwaukee News > Common-Council > District 7'. The left sidebar contains a list of data items, including 'Dashboard', 'City 2020', 'CITY TEST SITE', 'City Forms', 'File Library', 'ImageLibrary', 'City Events', 'Home Improvement Res', and 'Milwaukee News'. Under 'Milwaukee News', the 'Common-Council' folder is expanded, showing 'District 7' as a selected item. A green arrow with the number 1 points to this 'District 7' node. The main content area displays a table with one row of data for 'District 7'.

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	District 7			05/05/2026	

Create a Linked URL News Article

- ## 1 Find and select your News node

- ## 2 Click the Create button on the App Ribbon

- ### 3 Select Data Item

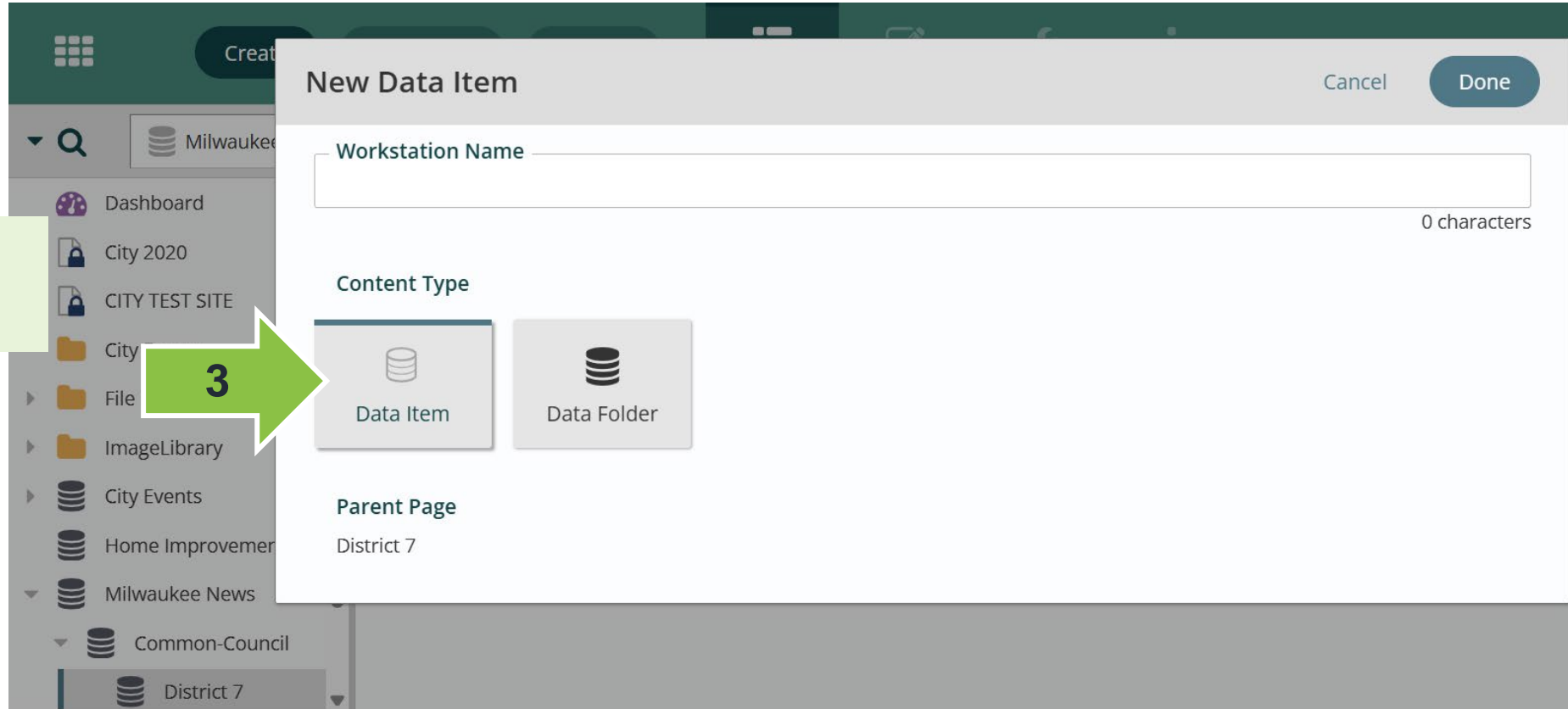
- 4 Type the title of your article

- 5 Click Done

[illegible]

Create a Linked URL News Article

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item as the Content Type**
- 4 Type the title of the article
- 5 Click Done



Create a Linked URL News Article

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item
- 4 Type the title of your article**
- 5 Click Done

New Data Item Cancel Done

Workstation Name 53 characters

Content Type

☒ Data Item ☐ Data Folder

Parent Page
District 7

Create a Linked URL News Article

- 1 Find and select your News node
- 2 Click the Create button on the App Ribbon
- 3 Select Data Item
- 4 Type the title of the article

5 Click Done

New Data Item Cancel Done

Workstation Name 53 characters

☒ Data Item ☐ Data Folder

Parent Page
District 7

Create a Linked URL News Article

Success! The new article has been added to the site.

Create

Publish

Preview

Results

Content

Properties

More

Milwaukee News > Common-Council > District 7

Dashboard

City 2020

CITY TEST SITE

City Forms

File Library

ImageLibrary

City Events

Home Improvement Reso

Milwaukee News

Common-Council

District 7

Filter Results

Include Children

Select a View

Blog Info

Actions

0 selected

Showing 2 of 2

	Title	Subtitle	ExternalURL	Date	MinutesToRead
☐	District 7			05/05/2026	
☐	Family Community Resource Fair Set ...			05/05/2026	

TITANCMS 7.5

Linked Article Info and URL

News Articles & Feeds

Linked Article Page Info and URL

Double-click the Title to begin

- 1 Confirm the Title
- 2 OPTIONAL: Add a Subtitle
- 3 Enter the date the article was written
- 4 OPTIONAL: Enter the estimated Minutes to Read

CreatePublishPreviewResultsContentPropertiesMore

Milwaukee News > Common-Council > District 7

DashboardCity 2020CITY TEST SITECity FormsFile LibraryImageLibraryCity EventsHome Improvement ResMilwaukee NewsCommon-CouncilDistrict 7

Filter Results

Include Children

Select a ViewBlog Info

Showing 2 of 2

Title	Subtitle	ExternalURL	Date	MinutesToRead
District 7			05/05/2026	
Family Community Resource Fair Set ...			05/05/2026	

Article Details

1 Confirm the Title

1

Title

Family Community Resource Fair Set for Saturday, May 2

✓ Changed

Subtitle

2 Enter the full URL to the PDF file or webpage

2

? External URL

<https://city.milwaukee.gov/ImageLibrary/Groups/ccCouncil/News/2026/District-07/07---Community-Resource-Fair-Advisory.pdf>

✓ Changed

3 Enter the date the article was written

3

Date

04/30/2026



✓ Changed

Linked Article Page Info – Teaser Image

4. Select a Teaser Image

NOTE: Required minimum dimensions for the News Article Teaser Image are 600 x 600 pixels

4a Browse to find your Teaser Image

4b Select image size (minimum 600 x 600px)

4c Input Teaser Text for your Teaser Image

> Common-Council > District 7

Teaser Image

Path

/File-Library/City-News/CC-District-Seals/news-seal-cc-cc.png

Size

Original 600 x 600

Browse

✓ Changed

Teaser Text

Common Council - City Clerk Communications Center News Release logo

✓ Changed

Publish Your Linked URL Article Page

5 Preview, Save or Publish

The screenshot displays the TITAN CMS 7.5 interface. At the top, a dark green header bar contains navigation buttons: 'Create', 'Publish' (with a dropdown arrow), and 'Preview'. Below the header, a breadcrumb trail reads 'District 7 > Family Community Resource Fair Set for Saturday May 2'. The main content area features a form with fields for 'Community Resource Fair Set for Saturday, May 2', 'Subtitle', and 'External URL'. The 'External URL' field contains the text 'https://city.milwaukee.gov/ImageLibrary/Groups/ccCouncil/News/2026/District-07/07---Community-Resource-Fair-Advisory.pdf'. Below the URL field, there are two green 'Changed' status indicators. A 'Date' field shows '04/30/2026'. On the left side, a sidebar menu lists various sections like 'Dashboard', 'City 2020', 'CITY TEST', 'City Forms', 'File Library', 'ImageLibrary', 'City Events', 'Home Improvement Res', 'Milwaukee News', 'Common-Council', and 'District 7'. A green callout box highlights the 'Publish...' option in the 'Publish' dropdown menu, with arrows pointing from the '5 Preview, Save or Publish' header to the callout and the 'Publish' button.

Dashboard

City 2020

CITY TEST

City Forms

File Library

ImageLibrary

City Events

Home Improvement Res

Milwaukee News

Common-Council

District 7

TITAN_{CMS} 7.5

Results

Content

Properties

More

District 7 > Family Community Resource Fair Set for Saturday May 2

Community Resource Fair Set for Saturday, May 2

Subtitle

External URL

<https://city.milwaukee.gov/ImageLibrary/Groups/ccCouncil/News/2026/District-07/07---Community-Resource-Fair-Advisory.pdf>

Changed

Date

04/30/2026

Changed

Publish...

Save

No Workflow Save...

Decline

Linked URL Article – Publish Options

6a. OPTIONAL: Enter Start Date, Time and Note

6b. Click Done

6b

Publish Options Cancel Done

? Start Date (optional)

Date 04/30/2026 Time 12:00 AM

? Add a Note to Version History (optional)

0 characters

☐ Always open this dialog when publishing

Changed

Add a Linked URL Article Page to the Feed

Success! The new event is added to the site.



May 04, 2026
Public Service Recognition Week, May 3-9



April 30, 2026
Family Community Resource Fair Set for Saturday, May 2



April 09, 2026
Vision Zero Summit to Unite Milwaukee Around Safer Streets and Stronger Communities



March 31, 2026
Watch State of the City Address



March 23, 2026
Hello Summer Kick Off



February 23, 2026
Mayor Johnson Hosts Roundtable with Grocery Store Owners



February 23, 2026
New Grant Program to Address Food Deserts

Create a User-Friendly URL for an Article

News Articles & Feeds

Create a User-Friendly URL for an Article

- 1 a. Select your article
b. Click Properties on the App Ribbon

- 2 Beginning with the forward slash, type your user-friendly URL in the **URL Aliases** field

IMPORTANT NOTES:

- Do NOT include "milwaukee.gov"
- Include the leading forward slash "/" in the URL Aliases field
- Do NOT include spaces

- 3 Click the **Add URL Alias button**. The alias will be added to your list

- 4 Publish your page

4

1b

1a

2

3

3. Confirm

Changed

TITAN_{CMS} 7.5

Edit a Freeform or Linked URL Article

News Articles & Feeds

Edit a Freeform or Linked Article Page

- 1 Find and select your Parent News node**
- 2 Double-click the Title of the article you need to edit**
- 3 Follow the appropriate steps above to edit the Freeform or Linked URL Article Info or content**
- 4 Preview, Save or Publish the page**