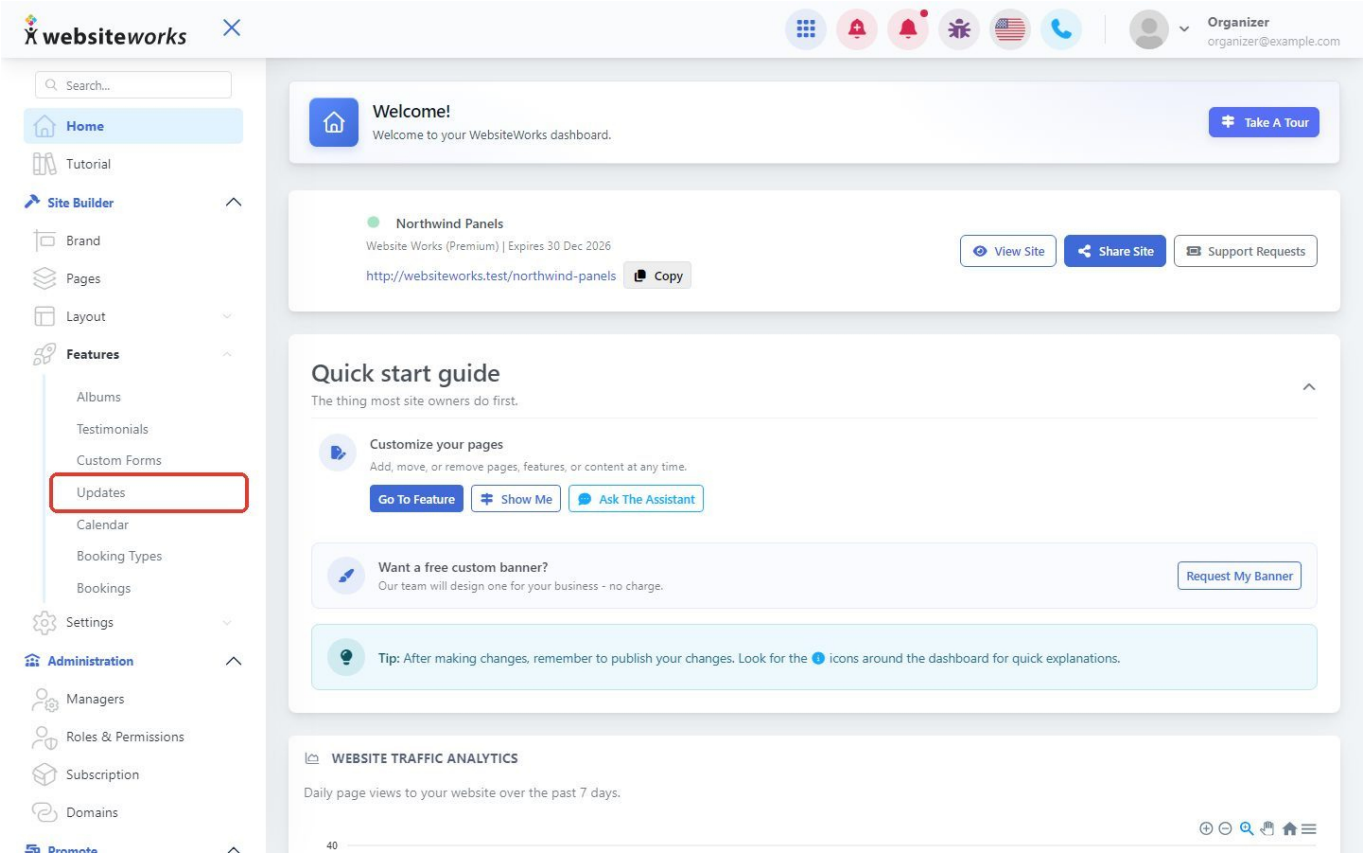
Posting news and updates

Category: News & Updates
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Reading Time: 2 min

Use **Updates** to share news with your visitors, like new opening hours, a new product or an upcoming sale. You write each update in your dashboard, then show your updates on any page with the **Updates** block.

Step 1: Open Updates

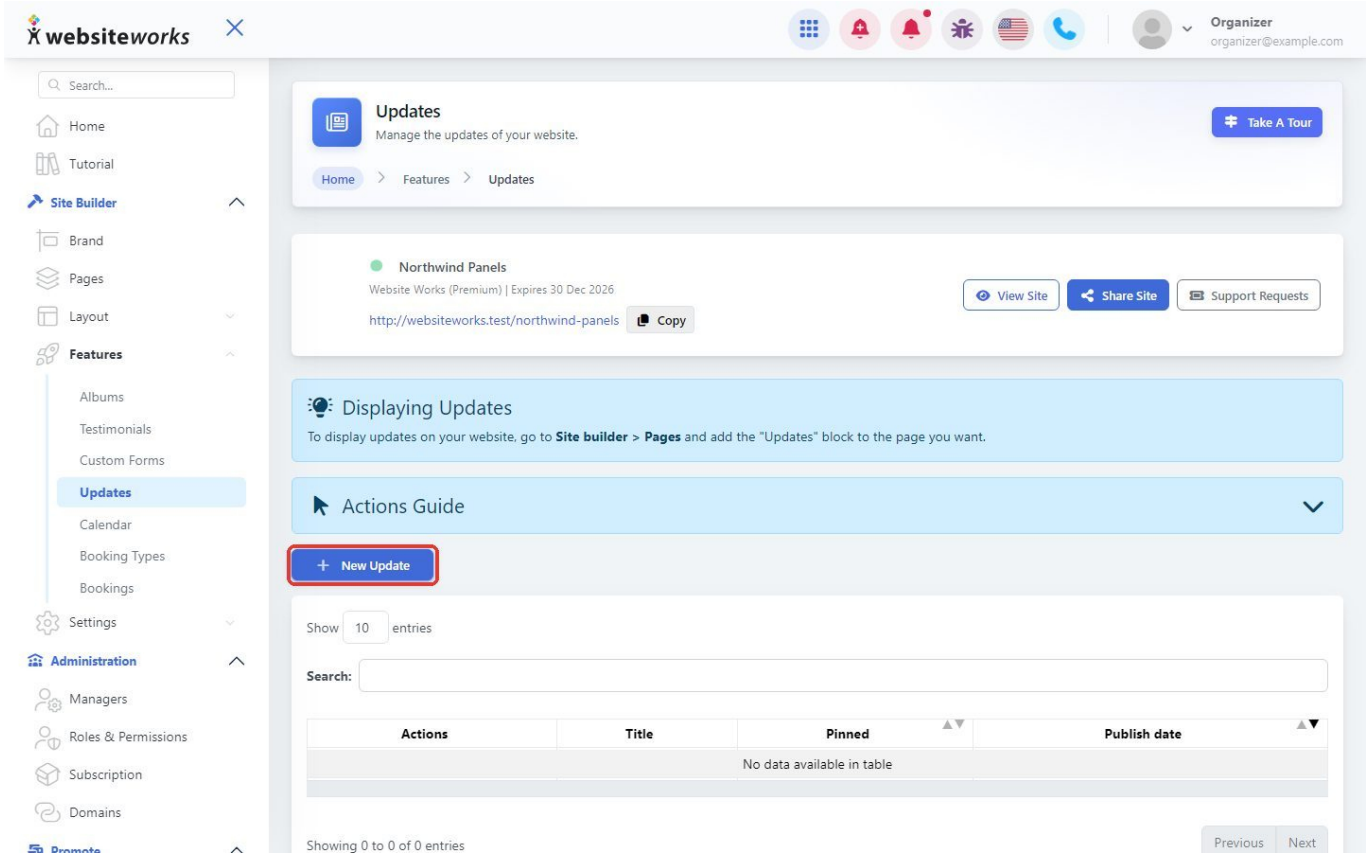
In the menu, click **Features**, then **Updates**.



Open Features > Updates.

Step 2: Create a new update

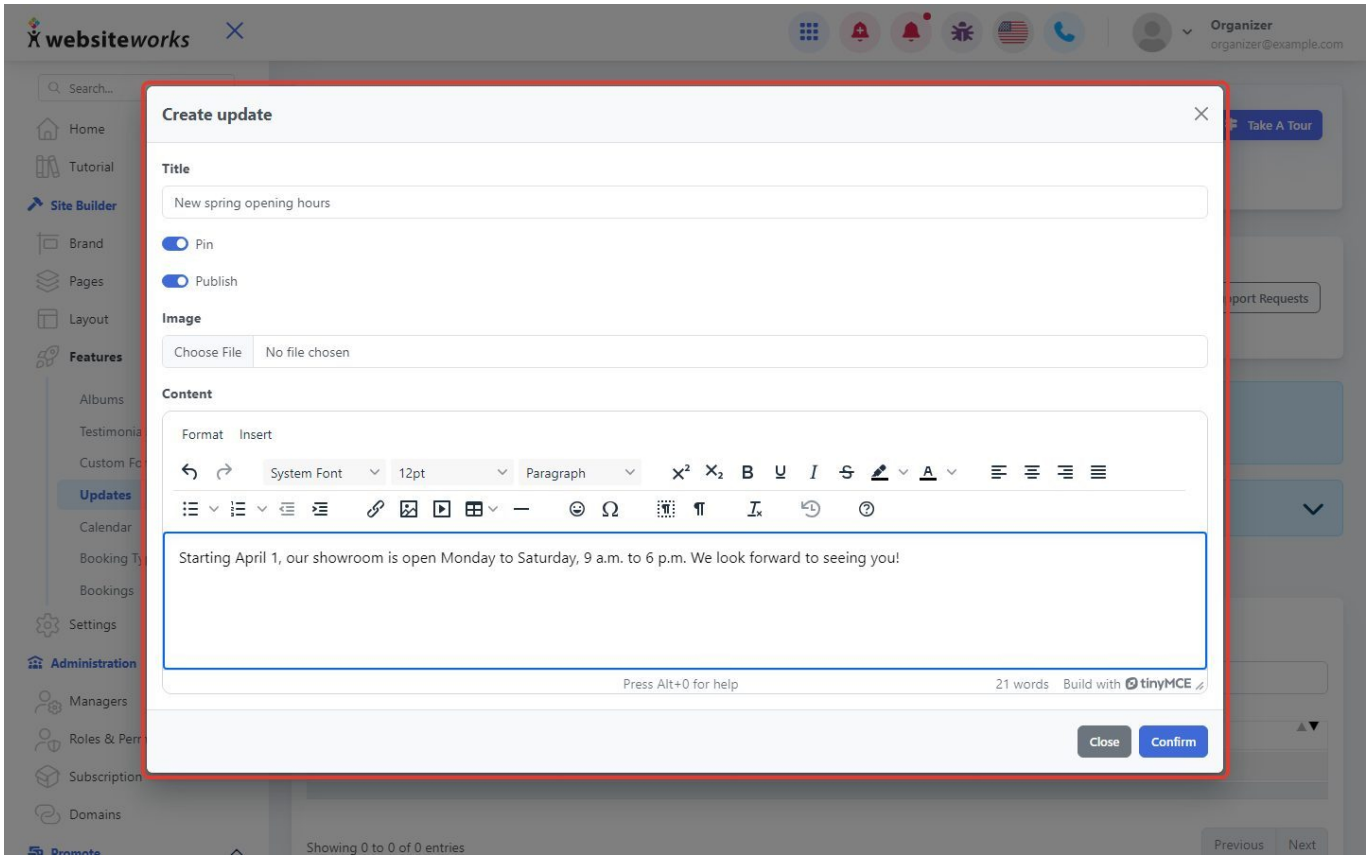
Click **New Update**.



Click New Update.

Step 3: Write your update

In the **Create update** window:

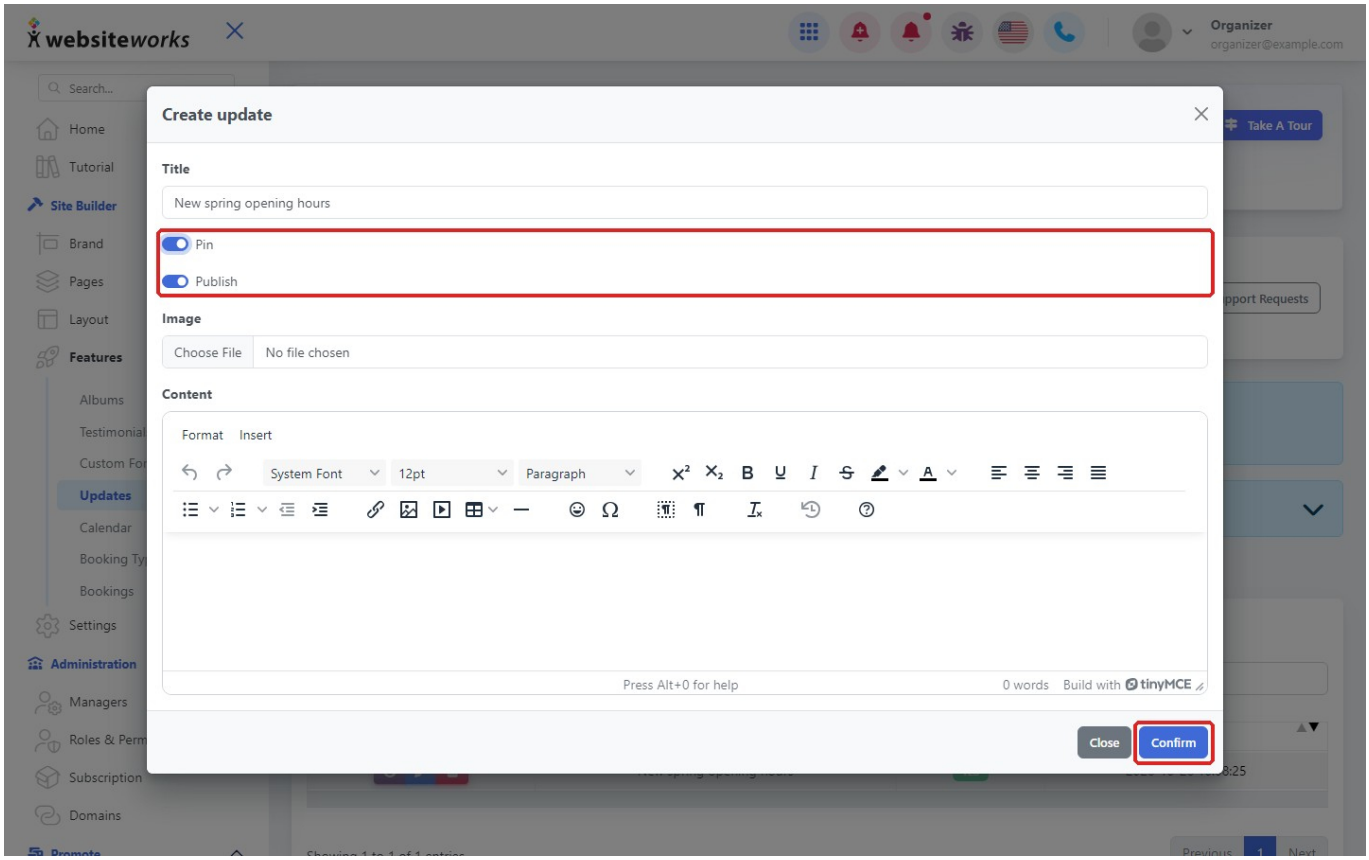


Fill in your update.

- **Title**: the headline visitors see.
- **Image**: click **Choose File** to add a picture (optional).
- **Content**: write your message. Use the toolbar to add bold text, lists or links.

Step 4: Pin and publish

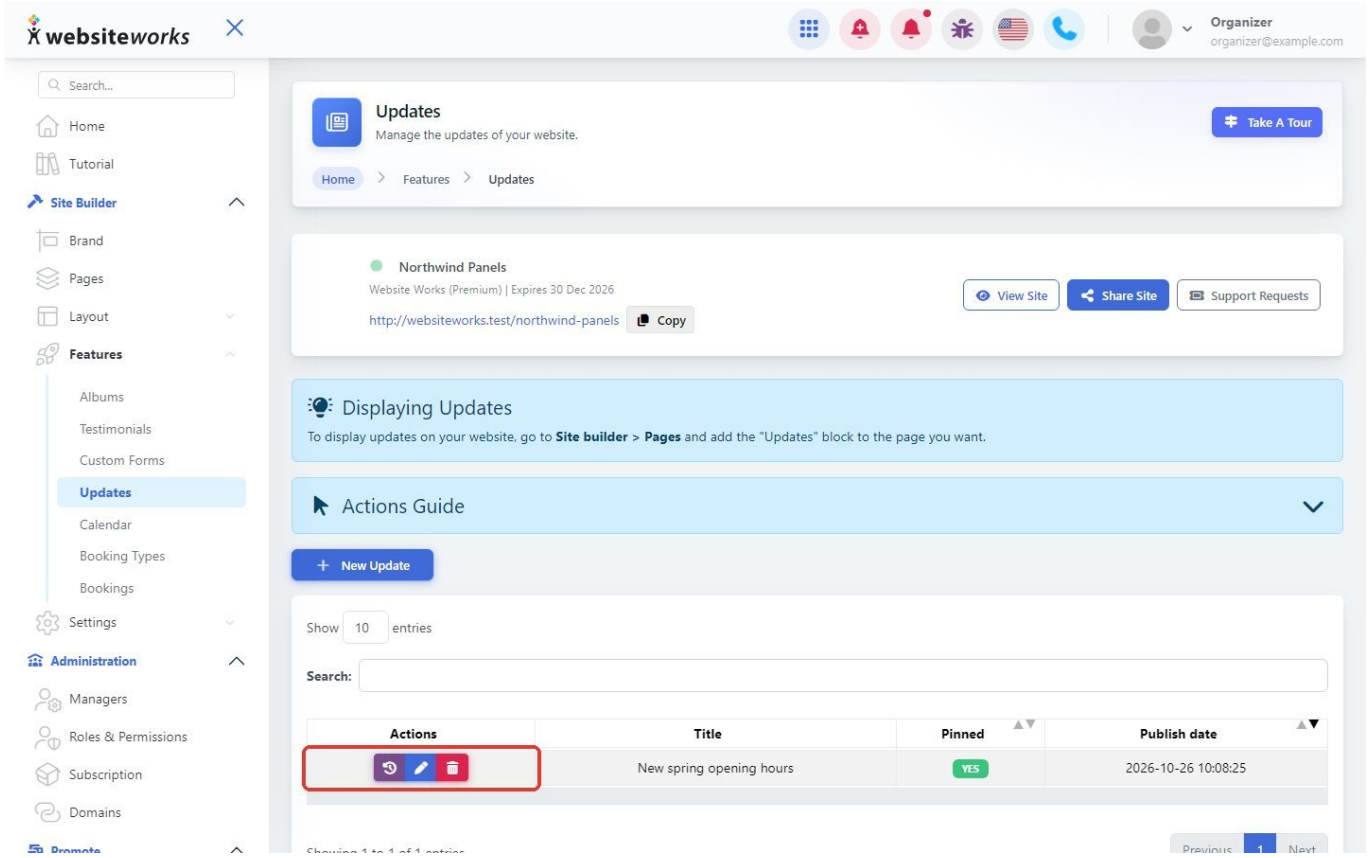
Turn on **Pin** to keep this update at the top of the list. Turn on **Publish** to show it on your website. Leave **Publish** off to keep it as a draft. Click **Confirm** to save.



Pin keeps it on top. Publish makes it visible.

Step 5: Edit or delete an update

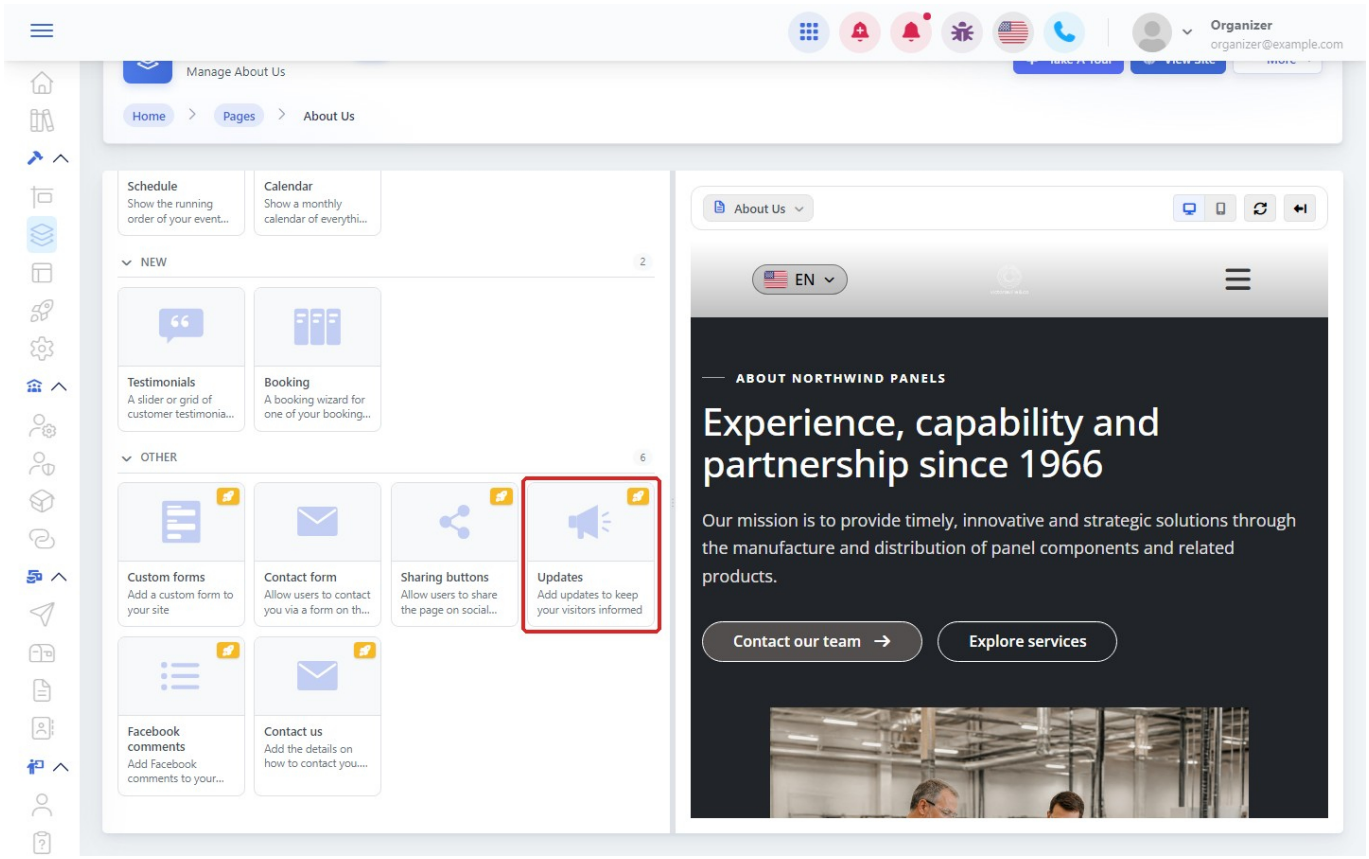
Your updates are listed with their **Title**, **Pinned** status and **Publish date**. Use the buttons in the **Actions** column to see the **History** of changes, **Manage** (edit) the update or **Delete** it. Click **Actions Guide** to see what each button does.



Edit or delete an update from the Actions column.

Step 6: Show your updates on a page

Updates only appear on your website where you add the **Updates** block. Open **Pages** and click **New Editor** next to the page where you want it. Choose **Manual Forms**, click **Add block**, open the **Features** tab and click the **Updates** block. When the page looks right, click **Publish Changes**.



Add the Updates block to a page.

Tip: You only need to add the block once. New updates you publish appear there automatically.