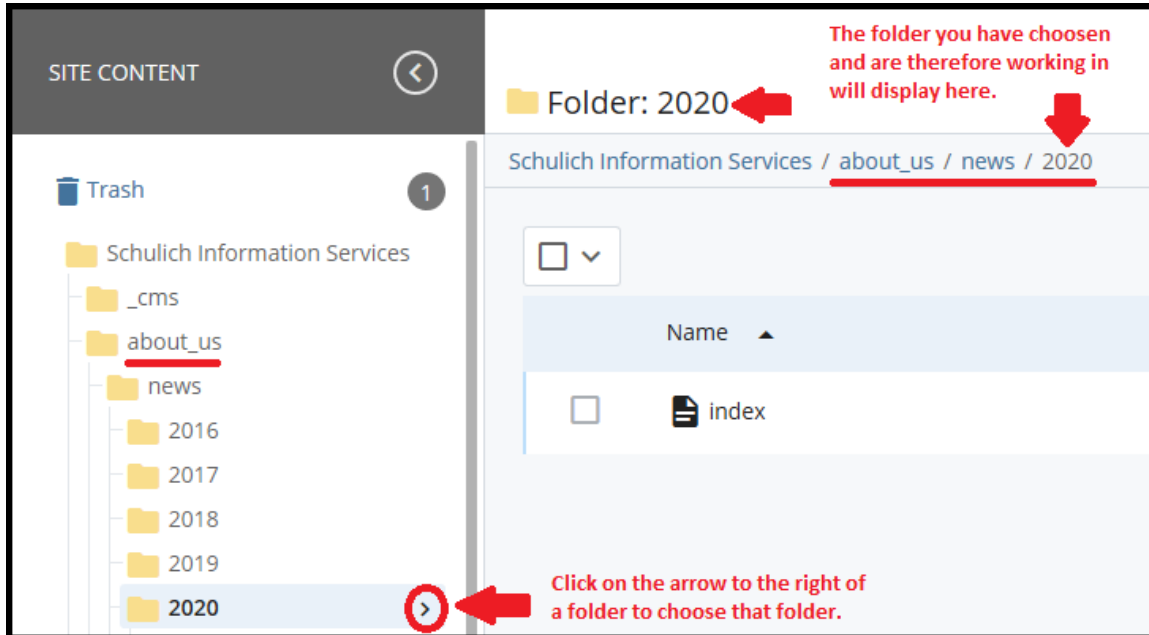


# Creating an External News Article

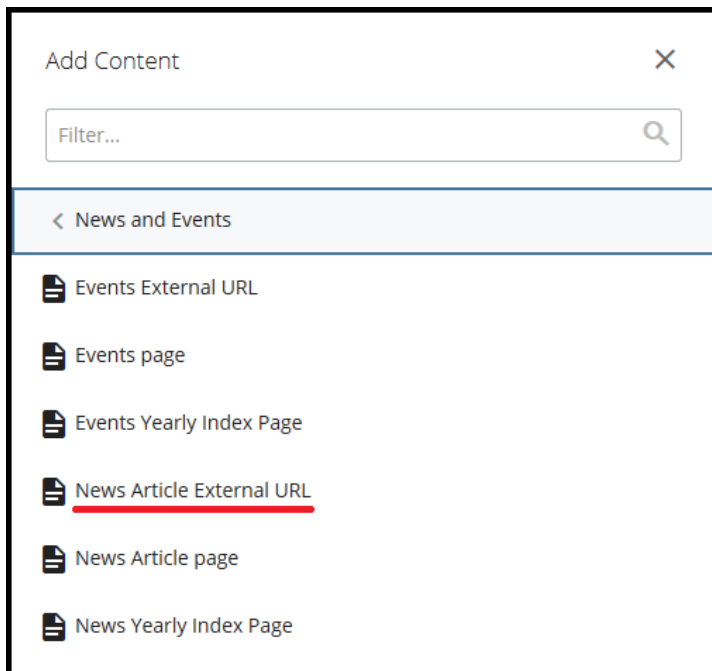
The News folder is located in the "About" or "About Us" folder.

If your news is set-up to include thumbnails those images must be 140x140 px.

To create an External News article choose the correct yearly News folder (e.g. 2020) by clicking on the arrow to the right of the folder.



Once you have chosen the appropriate yearly news folder click on "Add Content > "News and Events" > "News Article External URL".



Create your external news article in the window that opens by adding the following (see the screen shot on following page):

1. Title try to keep the title short as it is part of the URL. If you need a longer title to appear on the page add the full title in the "Alternative Page Title" field and keep the title in the "Title" field shorter
2. Summary (this is what will show on your homepage and your news index pages)
  - a. A summary is a good way to introduce your news article while giving a brief overview to the readers to grab their interest. Summaries should be 2-3 sentences either giving an overview of the article or simply just contain the first couple sentences of the article
3. Start date and time you want your article to appear

**NOTE: date and time are important, if you have more than one article for the same day they will appear based on time**

**ALSO NOTE: if you are post-dating your article the article will NOT appear on your index page until the start date you have chosen**

4. Check off "Show on Department Home Page". Check off "Show Thumbnail on Department Home Page" **ONLY** if there is a thumbnail image, otherwise leave it unchecked

**NOTE: the thumbnail will appear on your homepage for the most recent article ONLY**

5. Leave Alternate Page title blank or add the longer title here
6. Add thumbnail if there is one
7. Add the url in the "URL for external news article" field
8. Leave the editor area **empty**.
9. Click "Advanced Submit" (three ellipses) and then "Submit"
10. Confirm your article is in the correct folder
11. Review the yearly index page, the news index page, and your homepage to ensure the article is showing on all three (3) pages
12. Once the above steps are complete you will need to publish all relevant index pages (yearly index page, news index page, homepage – see the screen shot at the end of this document).  
**NOTE: The External News Article page cannot be published but all relevant index pages MUST be published.**

Content Metadata Configure Fullscreen Draft saved Close Preview Draft

Placement Folder \*  
 Ensure you have chosen the correct folder  
 Schulich Information Services: /about\_us/ne...

Display Name

Title  
 try to keep the title short as it is part of the URL. If you want a longer title to appear on the page keep the title in this field short and add the full title in the "Alternative Page Title" field below

Summary

Start Date  
 The asset will be published at this date if it is enabled for publishing. However, until this date is reached, this asset will not be indexable or publishable.  
 choose the date and time

Article from an External Source  
 Yes leave this checked

Show on Department Home Page:  
 Yes check this button

Show Thumbnail on Department Home Page  
 Yes check this button ONLY if there is a thumbnail image for your article

Department News Article

Alternative Title

Alternative Page Title  
 if you want a longer title to appear on your page keep the title in the "Title" field shorter and add the longer title in this field

Thumbnail Image  
 add the thumbnail image if there is one

URL for external news article  
 delete the text in this box and add the URL for the external article

Content

Edit Format Insert Table View Tools

← → B I U [List Icons] Formats A [Color Picker] [Background Color Picker] [List Icons] [List Icons]

🔗 [Image Icon] [Table Icon] [Code Icon] [Refresh Icon]

**LEAVE THIS AREA EMPTY**

**Publishing** - Once you have created your external news article you must publish all relevant index pages. This includes the yearly index page, the news index page, and your homepage.

**NOTE:** You do NOT publish the external news article page you created.

The screenshot shows a 'SITE CONTENT' interface with a file tree on the left and instructions on the right. The file tree includes folders like 'Trash', 'Schulich Information Services', and various sub-folders such as '2020', 'docs', and 'services'. Three 'index' files are highlighted with colored underlines and numbered instructions: a purple underline for 'index' under '2020' with the instruction '1. Publish yearly index page', a green underline for 'index' under 'news' with '2. Publish News Index page', and an orange underline for 'index' at the root with '3. Publish your homepage'.

**External News Article Example**

**Publish ALL relevant pages**

1. Publish yearly index page

2. Publish News Index page

3. Publish your homepage