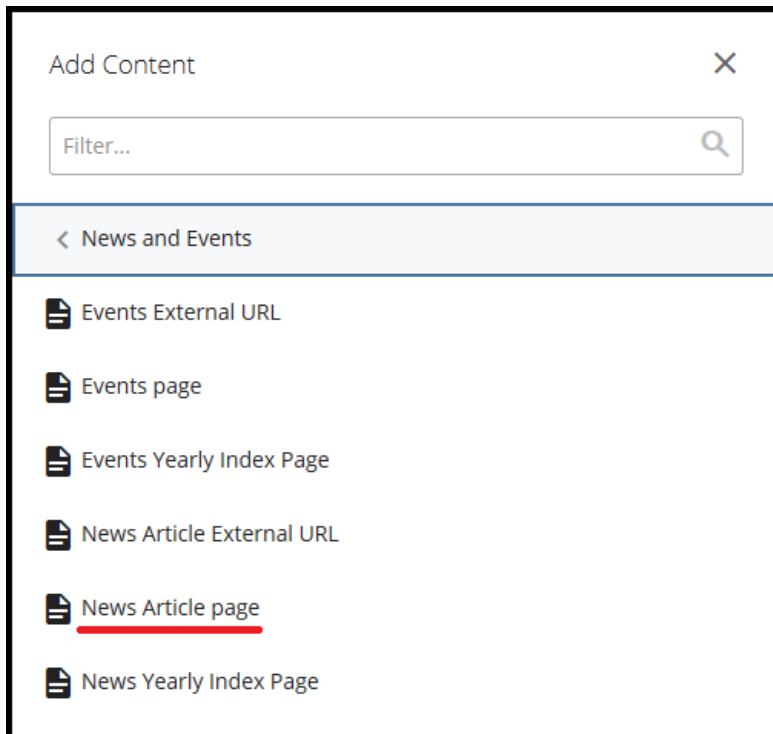
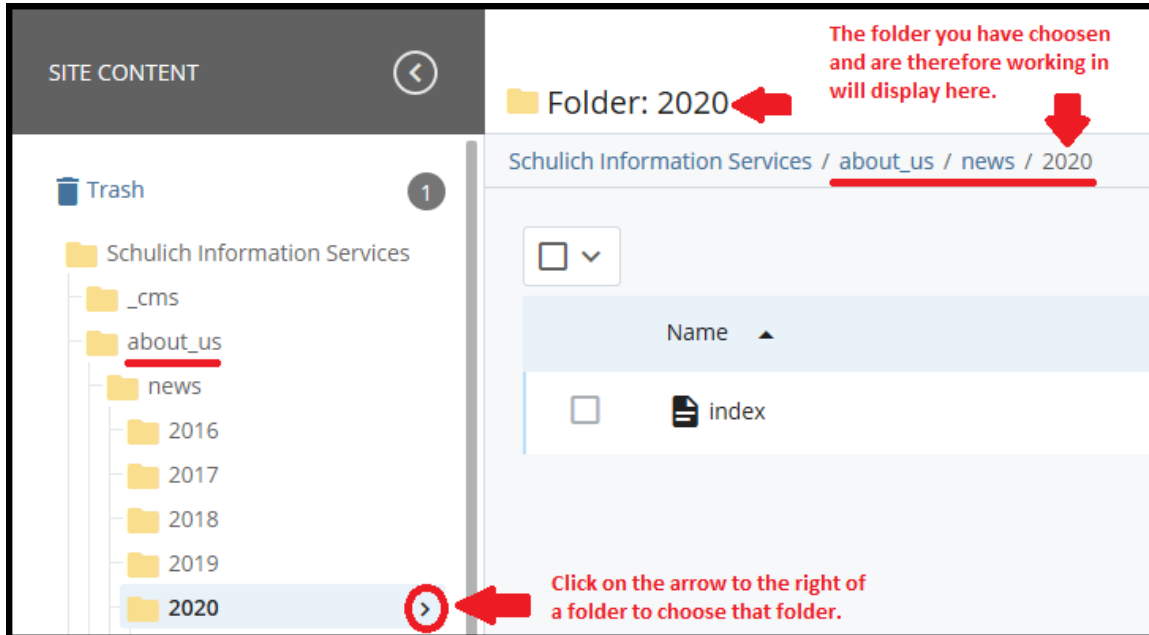


Creating a News Article

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 a 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 Page".

Create your 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 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. Leave the "URL for external news articles" field **empty**
8. Add the full article, including any images, content, links, etc. into the wysiwyg editor – add your formatting (e.g. bolding, italics, etc.)
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 your article and all relevant index pages (news article, yearly index page, news index page, homepage – see the screen shot at the end of this document).

Content Metadata Configure Fullscreen Draft saved Close Preview Draft

Placement Folder *

2020 ← Ensure you have chosen the correct folder.
Schulich Information Services: /about_us/news/2020

Display Name
Information Services

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

Summary
add your summary
(this will appear on your homepage and news index pages)

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.
mm-dd-yyyy hh:mm a ← choose the date and time

Article from an External Source
 Yes ← Leave this unchecked

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
Choose File ← add the thumbnail image if there is one

URL for external news article
← leave this field EMPTY

Content

Edit Format Insert Table View Tools

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

← ↶ [Image Icon] [Code Icon] [Refresh Icon]

Add your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"

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

The screenshot shows a 'SITE CONTENT' interface with a left-hand navigation pane and a main content area. The navigation pane is titled 'Schulich Information Services' and contains a list of folders and files. The main content area is titled 'News Article Example' and contains the text 'Publish ALL relevant pages'.

SITE CONTENT (with a back arrow icon)

News Article Example

Trash (with a count of 12)

Schulich Information Services

- _cms
- about_us
- events
- news
 - 2020
 - example_news 1. Publish the news article page
 - index 2. Publish yearly index page
 - index 3. Publish News Index page
 - index
- docs
- get_help
- img
- js
- online_forms
- people
- services
- index 4. Publish your homepage