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.

SITE CONTENT	The folder you have choosen and are therefore working in will display here.
Trach	Schulich Information Services / about_us / news / 2020
Schulich Information Services	
about_us	Name 🔺
- news	P index
2016	
- 2017	
2018	
2019	Click on the arrow to the right of
- 💼 2020 💽 🗲	a folder to choose that folder.

Add Content X	
Filter Q	Once you ha appropriate on "Add Co
< News and Events	Events" > "I
Events External URL	
Events page	
Events Yearly Index Page	
News Article External URL	
News Article page	
News Yearly Index Page	

Once you have chosen the ppropriate yearly news folder click n "Add Content > "News and vents" > "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).

Image: Determine Deter						
Nacement Folder * Prove you have choosen the correct folder. Statistic information Service: Prove you have choosen the correct folder. Statistic information Service: The service is the title short as it is part of the URL. If you want a to loger title is oppear keep the title in this field below want a to loger title is oppear the statistic information generation and and the full title in the "Atternative Page Title" field below Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear on your homepage and news index pages; Statistic is wild oppear intent Home Page; Statistic is wild oppear intent Home	ontent	N etadata	Configure	C] Fullscreen	Draft saved Close Draft	
Texe A provide a status						
Image: Control of the con	Placeme	nt Folder *				
<pre>det in the mean services : #back_updetword2003</pre>	202				Ensure you have choosen the correct folder.	
Styley Name information Services and the title of your anticle and the title of your anticle and any service of your anticle and the title of your anticle and any service of your anticle and the title of your anticle and any service of your anticle and the title of your anticle and any service of your any service of your any service of the table of a service of table of table of a service of table of t	Schulich Ir	nformation Se	ervices: /about_	us/news/2020		
hypigly Name information Services if ad the title of your article ad the title of your artic						
<pre>representation information Services informatio</pre>	Display N	Name				
<pre>intermediate defines a fit is part of the URL. If you want a data the tile in this field short and add the tile of your article is will depear on your homepage and news index pages. </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your summary (this will appear on your homepage and news index pages) </pre> <pre>inter add your anticle </pre> <pre>inter add your anticle </pre> <pre>inter the page Tile </pre> <pre>inter the page Tile </pre> <pre>inter time time time time time time time time</pre>	Informa	ation Servic	es			
<pre>inter add the title of your article</pre>						
add the title of your article winnary add your summary this will appear on your homepage and news index pages) the table the table published act this due to the outpublishing. However, until this due to resched, this asses will not be inducable or published net. the table of the published act this due to resched, the asses will not be inducable or published net. <td>Title</td> <td></td> <td></td> <td></td> <td>try to keep the title short as it is part of the URL. If you want a</td>	Title				try to keep the title short as it is part of the URL. If you want a	
add your summary (this will appear on your homepage and news index pages) add your summary (this will appear on your homepage and news index pages) Attend Date he sear will be published at this date if it is enabled for publishing. However, unstil this date is reached, this asset will not be indexable or published. The date of this date of it is enabled for publishing. However, unstil this date is reached, this asset will not be indexable or published. mm dd-yyyy hhrmm a Atternation an External Source 'Yes Check this button Now Thumbhail on Department Home Page Yes Check this button ONLY if there is a They 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 humbhail Image Construct Reference File Check this field EMPTY Intermative 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 humbhail Image If conse File If add the thumbhail image if there is one Reference File If add the thumbhail image if there is one Reference Construct If all is a if it is if ido is if it is if ido is if it is if if it is if if it is if if if it is if if it is if if if it is if if if if if it is if	add th	ne title of y	our article	_ <	I longer title to appear keep the title in this field short and add	
add your summary (this will appear on your homepage and news index pages) tart Date hease will be published at this date if is a ensolved for publishing. However, until this date is resched, this saste will not be indexable or publisheble. rm-dd-yyyy thorm a trian a constraint soure Yes Leave this unchecked how Thumbhail on Department Home Page Yes triant Difference triant on Department Home Page Yes theck this button ONLY if there is a Yes theck this button ONLY if there is a Yes theck this button ONLY if there is a the this manhail image for your article Department News Article Alternative Title Alternative Title Alternative Page Title the this field EMPTY add the thumbhail image if there is one Reference in leves article the constant is field EMPTY add the thumbhail image if there is a one Reference constant is a constant in this field EMPTY Adder Format - Insert - Table - View - Tools - Add your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"					the full title in the "Alternative Page Fitte" field below	
add your summary (this will appear on your homepage and news index pages) At at Date The sease the base of it is enabled for publishing. However, until this date is reached, this asset will not be indexable or published to the date and time will from an External Source Vision on Department Home Page: Vision check this button ONLY if there is a Vision on Department Home Page: Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Vision check this button ONLY if there is a Output the page Title Internative Page Check this field EMPTY Notent Edit is for external news article Vision check the three ellipses above and formatting and once complete cirk the three ellipses above and formatting and once complete cirk the three ellipses above and then cirk "submit"	summar	У				
<pre>interval way by but nonkepage can be needed for publishing. However, unsil this date is reached, this asset will not be indecable or publishede. mm-ddyyyy hhmm a</pre>	add yo	our summa	ry on your hon	nengge and i	news index nanes)	
Arr Date The start will be published at this date if it is enabled for publishing. However, until this date is reached, this eases will not be indexable or published et and sypyy hhumm a choose the date and time will deform an External Source ' vs choose this button how on Department Home Page: ' vs choose this button ONLY if there is a ' vs choose Article choose File choose File choose the date and due longer title to appear on your page keep the title in the "Title" field shorter and add the longer title in this field humbnail image for your article ' hoose File choose File choose File choose the date and the button add the thumbnail image if there is one eff of concer File choose File choose article eff of concer File choose of the choose article eff of concer File choose of the choose article eff of concer File choose of the choose article eff of concer File choose choose article eff of concer File choose choose choose choose article choose choose choose and formating and conce complete circk the three ellipses above and from titing and conce complete circk the three ellipses above and then circk "submit"	(uns w	in uppeur	on your non	iepuye unu i	news muex puges)	
Att Date he asset will be published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published at shis date if it is ensolied in the date and time. will be published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published. will be published at shis date if it is ensolied for publishing. However, until this date is reached, this asset will not be indexable or published. will be published at shis date if it is ensolied for publishing. However, until this button how Thumbhail on Department Home Page: will be published at this button how Thumbhail on Department Home Page: will be published at this field the this button will be page Title will be p					.d.	
he asex will be published at this date if it is enabled for publishing. However, until this date is reached, this asex will not be indeaded or published. Immeddygygy hhmm a free more free free free free free free free f	Start Dat	te				
mm-dd-yyyy hhrmn a texted from an External Source 'Ys 'Ys ibow on Department Home Page: 'Ys ibow Thumbnail on Department Home Page: 'Ys ibow Thumbnail on Department Home Page: ibow Thumbnail image for your article Check this button ONLY If there is a there is a thumbnail image for your page keep the title in the "Title" field shorter and add the longer title in this field humbnail Image there is a dt the thumbnail image if there is one Ref Choose File there is a dt the thumbnail image if there is one Ref Choose File there is a dt the is field EMPTY content Edit - Format - Inset - Table - View - Tools - there is a dt - Ker - Table - View - Tools - there is a dt - Ker - Table - View - Tools - Add your article copy in this box, add any images and formatting and one complete click the three ellipses above and then click "submit"	The asset v	vill be publish	ed at this date if	it is enabled for	r publishing. However, until this date is reached, this asset will not be indexable or publishable.	
<pre>tricle from an External Source Yes Leave this unchecked thew on Department Home Page Yes check this button ONLY if there is a thew Thumbnall on Department Home Page Yes check this button ONLY if there is a thew Thumbnall on Department Home Page Yes check this button ONLY if there is a thew Thumbnall image for your article Cepartment News Article Alternative Title Alternative Title Alternative Page Title for external news article check this field EMPTY check this field EMPTY content Edit Format Inset Table Ver Tools Advour article copy in this box, add any images and formatting and orecomplete click the three ellipses above and then click "Submit" </pre>	mm-dd	-yyyy hh:m	m a	_ C	Choose the date and time	
viricle from an External Source Yes Leave this unchecked they on Department Home Page: ves they this button ONLY if there is a they this button ONLY if you want a longer title to appear on your page keep the title in this field EMPTY they they this but the there ellipses above and from thing and once complete click the three ellipses above and then click "Submit"						
Yes Cave this unchecked thew on Department Home Page: Check this button Yes Check this button ONLY if there is a thew Thumbnail on Department Home Page: Check this button ONLY if there is a Yes Check this button ONLY if there is a Department News Article Check this button ONLY if there is a Alternative Title Image 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 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 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 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 P Choose File If you want a longer title to appear on your page keep the title in the "Title" field EMPTY content If you want a longer title to appear on your page keep the title to appear on your page keep the title in the "Title" Title" in the 'Y wew Tools * If the rest is a B = Formats · A · A · A · E · E · E · E · E · E · E	Article fr	om an Exte	rnal Source			
the on Department Home Page: Yes check this button ONLY if there is a thumbnail on Department Home Page Yes check this button ONLY if there is a thumbnail image for your article Cepartment News Article Cepartment News Article Alternative Title Alternative Page Title Choose File check this field EMPTY Choose File check this field EMPTY Content Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ Centent Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ Choose File check this field EMPTY Content Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ Content Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ Choose File check this field EMPTY Content Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ Content Edit ▼ Format ↑ Insert ▼ Table ▼ View ▼ Tools ▼ Content Edit ♥ Format ↑ Insert ♥ Tools ♥ Choose File check this field EMPTY Content Edit ♥ Format ↑ Insert ♥ Tools ♥ Choose File check this field EMPTY Content Edit ♥ Format ↑ Insert ♥ Tools ♥ Choose File check this field EMPTY Content Edit ♥ Format ↑ Insert ♥ Tools ♥ Check the three ellipses above and then click "Submit"	Yes		Leave this	unchecked		
Internation Department Home Page Yes theck this button ONLY if there is a thumbnail image for your article theck this button ONLY if there is a thumbnail image for your article Department News Article Iternative Title 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 Iternative Tools ← RL for external news article isotnent Edit ← Format ← Insert ← Table ← View ← Tools ← A ded your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"	Show on	Departmer	nt Home Page	.		
whow Thumbnail on Department Home Page wheek this button ONLY if there is a thumbnail image for your article Cepartment News Article Image Image Image Image <td>Yes</td> <td>Departmen</td> <td>it frome i obt</td> <td>· 🗢 ا</td> <td>check this button</td>	Yes	Departmen	it frome i obt	· 🗢 ا	check this button	
International on Department Nome Page Yes Check this button ONLY if there is a humbhail image for your article Check this button ONLY if there is a humbhail image for your article Check this button ONLY if there is a humbhail image for your article Check this button ONLY if there is a humbhail image for your article Iternative Title Alternative Page Title Iternative Page Title Iternative Page Title Iternative Title Alternative Page Title Iternative Title Alternative Page Title Iternative Title Iternative Title Iternative Title Iternative Title Add the thumbhail image if there is one IRL for external news article Iternative Table View Tools * Iternative Title * Iter * Table * View * Tools * Iternative Table * View * Tools *	Chau Th		Desertment	Lines Dage		
Image for your article Oppartment News Article Image Title Image Title </td <td>Show in Yes</td> <td>umbhail on</td> <td>Department</td> <td>Home Page</td> <td>check this button ONLY if there is a</td>	Show in Yes	umbhail on	Department	Home Page	check this button ONLY if there is a	
Department News Article Iternative Title Alternative Page Title Iternative Page Title Iternative Page Title <					thumbnail image for your article	
Alternative Title Alternative Page Title Immonal Image Choose File Immonal Image Choose File Immonal Image Add the thumbnail image if there is one RL for external news article Content Edit < Format < Insert < Table < View < Tools						
 Alternative Title Alternative Page 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 humbnail Image Choose File add the thumbnail image if there is one IRL for external news article Choose File Choose F	Depart	tment Ne	ews Article	2		
 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 Choose File add the thumbnail image if there is one RL for external news article If eave this field EMPTY Sontent Edit - Format - Insert - Table - View - Tools - B I U E E E E Formats - A - A - A - E - E - E E Add your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"	\bigcirc					
Alternative Page 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 Alternative article Content Edit Format Insert Table View Tools A A A A A A A A A A A A A	(v) A	lternative	e 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 in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the longer title in this field in the "Title" field shorter and add the three is one in the "Title" field Shorter and add the three is one in the "Title" field EMPTY in the "Title" field E	Alter	native Page	Title			
In the "Inter Tried shorter and add the longer title in this field Immonial Image Im				•	if you want a longer title to appear on your page keep the title	
Image					• In the "Title" field shorter and add the longer title in this field	
Add your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"	Thumbn	ail Image				
JRL for external news article Leave this field EMPTY content Edit - Format - Insert + Table + View + Tools + Image: B I U E E E E E Formats - A + A + A + E + E + E = E Image: B I U E E E E E E Formats + A + A + A + E + E + E = E Image: B I U E E E E E E E Formats + A + A + E + E + E + E = E Image: B I U E E E E E E E Formats + A + A + E + E + E + E = E Image: B I U E E E E E E E E Formats + A + A + E + E + E + E + E + E Image: B I E + E + E + E + E + E + E + E + E + E	🛃 Cho	oose File		_<	add the thumbnail image if there is one	
content Edit • Format • Insert • Table • View • Tools •	UDI for a	utereal new	us articla			
Image: Content Edit \cdot Format \cdot Insert \cdot Table \cdot View \cdot Tools \cdot \circ B I \blacksquare	URL for e	external nev	ws article	~ ^	Leave this field statemy	
Edit ▼ Format ▼ Insert ▼ Table ▼ View ▼ Tools ▼ ● ● ● Image:					leave this field EMPTY	
Edit \cdot Format \cdot Insert \cdot Table \cdot View \cdot Tools \cdot \circ B I \cup \equiv \equiv \equiv \equiv Formats \cdot $A \cdot A \cdot A \cdot \equiv$ $\cdot \equiv \cdot \equiv \cdot \equiv \cdot \equiv$ \circ \sim	Content					
★ ★	Edit -	Format -	Insert -	Table - Vie		
B I U E E E Formats * A ▲ I	Luit ·	· Jinat ·				
 	5	» В	ΙU	E 2 3	를	
Add your article copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"	e d	2 1		◇ 23	0	
once complete click the three ellipses above and then click "Submit"	Add yo	Add your article copy in this box, add any images and formatting and				
	once co	omplete cl	ick the three	ellipses abo	ove 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

SITE CONTENT) News Article Example					
Trash 1	Publish ALL relevant pages					
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						
4. Publish your home	page					