Creating news items

Content > + Add Content > News item

Content tab

Title is what will appear as the H1 (Heading 1) on the web page and what this piece of content will be called within the CMS.

The URL is automatic and uses the date and title, e.g.:
ox.ac.uk/news/2014-03-28-eating-organic-food-doesnt-lower-your-overall-risk-cancer.

Set the **Publication Date** (Calendar will pop out) but **NOTE** - this is not a way to post date an item, we'll come to that later (see Moderate). **Also** make this the date that you want to show on the story, not the date you are writing it on if you are planning ahead, Drupal uses this date when creating the auto-news feed.

News section – this determines which news listing the news item will appear in.

Oxweb lists the new item in the main university news listing. Partnerships is for the External organisations listing within the Research section and Student Gateway is for the Oxford students listing. You can choose more than one listing if needed.

Introduction - a line or two that is displayed in a sans serif font with a line beneath it.

Body - where the rest of the story goes.

Please do **NOT** copy straight in from Word. If your item is written in Word please paste it into Notepad first to remove Word formatting, then copy and paste it into Drupal. (If you use Chrome you could also try holding down CTRL + Shift + V to paste in text from Word etc, which *should* remove all formatting but it's not as fail safe as Notepad).

You will need to tidy up the text, remove unnecessary returns/line breaks, apply bold/italic, if you want to link to something that you know is on the new website you can highlight the text and click the Linkit tool, then type in a few characters from the page title, any relevant items will appear in a dropdown list, click to select.

To add a **blockquote**, select the text and the quoted person's name > look in the 'Paragraph' drop down, choose 'block quote' – or click the ["] icon in toolbar.

Tweet this – places a Twitter call to action at the bottom of a news item.

You can add a call to action and some Tweet text in the relevant fields when the check box is selected.

Oxweb Content tab

News classification - this is the list of category tags. Choose a tag that best suits your news story from the dropdown list. Multiple tags can be selected if you hold down the CMD key (Apple) or CTRL (on PC).

If you need a new term added to the dropdown list please email digicomms@admin.ox.ac.uk.

Please note that by typing in/selecting 'research' it will flag this story for inclusion on the Research index News listing (http://www.ox.ac.uk/research).

Division
Choose one if relevant (does not appear on published page but useful for RSS, other listings).

Department
List not populated (does not appear on published page but useful for RSS, other listings).

More in Oxford
Hand chosen items that appear under the 'Latest news' right hand column, e.g.: http://ox-production.torchboxapps.com/news/2014-03-11-can-humanities-help-solve-conflicts

Images

Main image
This is the big header - needs to be minimum of 1200 x 575 px.
(Main image size for rest of site is 1600 x 550)
Story needs a main image if it is going to appear as a homepage highlight or a 'News & Events' landing page highlight.

Listing
Appears in right hand column and news/tags/classification listings and needs to be square. TBX suggest 300 x 300 but this is future proofing, it actually appears at 90 x 90.

Uploading an image

Select
You'll probably always be uploading an image so > Choose file and select the already resized image then Upload > Next.
Alt text, Title text and Description can all be the same thing.
Additional description can have further info if necessary and a credit, the style we are using is:

> Credit: Rob Judges. This image comes from Oxford University Images

Just replace the name and the URL link, e.g. where you got the Shutterstock image from.

Ignore **Author.**

Copyright owner is the photographer/image library name, e.g. Shutterstock.
Ignore **Date Published.**
Save.
If you are not uploading:

Web
This is for putting in a YouTube video. Best to find the video in YouTube, go to 'Share' > embed > copy its link > paste it into this box and Submit. Make sure that 'Display as' is set to 'Original'. Video will appear full width of column.

Library
Accesses all the images already in the CMS, it's hardly user friendly, you need to know the file name or part of it, type in a few letters, let it find results then browse.

Adding an image into the Body

There are two image sizes:
Full width of the content column - 860 px wide (height relative) referred to as 'OW Content full width', and 'Medium' width (approx. one third column width) - 370 px wide (height relative) referred to as 'OW Content medium'.

You'll need to switch to 'Full HTML'.

For full width:
Put in a return where you want the image to appear in your text.

Click icon on right of toolbar that lets you 'Add media'.

Then either upload your image or select it from 'Library'.

For medium width:
Position your cursor at the start of the paragraph you want image in (**NOTE**: you do **not need** to make a new empty paragraph for this image).

'Add media' and upload or select image.

Once image is in text, click to select then from 'Style' drop down menu choose 'float right' – this looks much better on the page.

Body (Edit summary)

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> What are these numbers doing here?
>
> **Professor Tom Povey**

Path: p

Text format: Full HTML

This field is displayed as the main content on this page. On listings, a trimmed version is shown; you can specify a customized summary if you prefer.

Editor's notes

The editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here, the editor's notes appear here.

Path: p

Text format: Filtered HTML

Contacts
There is a growing list of this based on Events, would you ever need to use them?

Related

Pages - are chosen from pages within Drupal, i.e. in our site.
They appear below the main content as 'Further information'.

Websites - are outside of Drupal, e.g. BBC, The Guardian etc.

They appear below the main content as 'Media coverage'.

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« All news

FURTHER INFORMATION
• 'Smart Handpumps' to bring a reliable water service to rural Africa

MEDIA COVERAGE
• This is where 'Related websites' appears

Content - allows you to add in more than just a link, so if you needed to give a further description to a link beyond just its name.

Please note that you need to create your own heading label and make it a Heading 2.
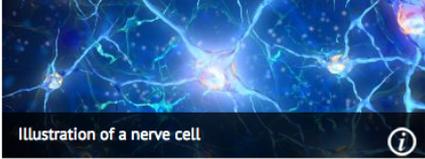
Related documents
Upload any related docs/PDFs, appears in right hand column.

Graphical teaser
Mostly ignore (it's like an advert in the right hand column).

Oxweb menu
Ignore.

Access control
Must be set to News.

Research Stories listing
If the news item needs to appear in the research stories listing on the Research section homepage check the 'Show on Research Stories listing' box. You will also need to select a department under the 'Research department' dropdown. In the 'Research series' field type 'News'. If relevant choose Research funder, Engagement type, and Policy area.

Meta tags
You can ignore it, but it depends on your office policy. Do you always create an abstract and/or keywords for the benefit or search, listing, other websites or aggregators? Up to you.

Comments settings
Ignore, comments are closed by default.

Contextual View Modes Settings
Ignore.

Publishing options
By default the 'Promoted to front page' checkbox is ticked. This means the news item will feature in one of the two News slots on the homepage. There may be news stories that you feel do not require this, if so just untick this box.

Finally
Click Save, check it looks OK, if it doesn't go back to 'Edit', if it does, choose 'Publish' and Apply.

Things to check:
Is there an unnecessary paragraph break after the intro text?

Are there any single spaces before the first letter of a new paragraph in the body text?

Have you added a classification tag or tags?

Moderate tab

If you want to post date an item. Create it and then Save it (do not move it to Published). Go to its Moderate tab, then its Schedule button, then + Add scheduled revision. Revision – choose the top item, Operation – Moderate to Published, pick a date and a time (15 minute increments) then Schedule. But note that the live site is republished every half hour so if the schedule happens just after the republish the page won't appear on live until the next republishing.

On the News and Events landing page

Top Stories
If you know your news item has a Main image then just delete what is there already then type in a few letters from the new item's title, the CMS will find it, then click to select.

You can alter the order by dragging the 4-headed arrow up or down.

Body is the content panel beneath the blogs, it can contain anything: images, text, slideshow, video etc.

Small news
Like Related content - can be used for anything you want to draw attention to, e.g. focus on MedSci, Awards, external news coverage etc. It needs a title (select text, apply Heading 2 from the 'Paragraph' drop down).

Every line below appears formatted with a line between items.

Can be as long as you want but try to balance the final page.

Homepage
The first two news items are automatically generated from latest stories with a main image, the 3rd slot is manually chosen, for speed go to: https://www.ox.ac.uk/node/1359/edit

Update Display title, introduction, image and link (assuming you are linking to a page inside CMS already, click Select then use the Linkit tool).