

Content Promoter for News Getting Started Guide

Last updated 10/30/2018

Things to Know

Content Promoter for News, like directory, consists of two types of pages: (1) a listing page (the index page for the news section), and (2) individual article pages. You can also pull your news content as a “feed” into other pages on your website.

Listing/Landing Page

The Standard Landing page pulls a list of articles in chronological order, with the most recent at the top of the list.

Engineering News



USU Professor Patents New Heart Rate Estimation Technology
📅 01/26/2018
Researchers at Utah State University don't need an Apple Watch or stethoscope to measure your heartbeat. They only need a video camera

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USU Researcher Develops Technology for Dream Chaser® Spacecraft
📅 01/25/2018
A Utah State University researcher was among those celebrating a recent successful test flight of the Dream Chaser spacecraft

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USU Engineering Faculty Named Educator of the Year
📅 01/24/2018
Marc Maguire, assistant professor of civil and environmental engineering at Utah State University, was named Educator of the Year by the Precast/Prestressed Concrete Institute

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Article Options: Featured Articles

The Standard layout also allows content managers to feature up to two levels of selected articles: (1) Main Featured, which appear wide across the top of the index page, and (2) One of Three Featured Articles, which appear below the main article in three columns. **Please note that whether an article is featured, or not, is set in the individual article page parameters, not with the news index page.**

- Featured Article Not A Featured Article
- Settings Main Featured Article
- One of Three Featured Articles

The Main Featured Article will remain at the top of your index page, above the general chronological listing and search bar, until you select another one, then the most recently selected (by the date you choose to enter) Main Featured Article will appear at the top of your index page. This option is set up automatically and will appear once you've chosen a Main Featured Article.

[Organization](#) [Bylaws](#) [Minutes](#) [Calendar](#) [Recognition](#) [Scholarship](#) [Newsletter](#) [Feedback](#)



Never Stop Learning | 2018-19 SEA Scholarship Applications Open Now

01/29/2018

As a member of the USU Staff Employee Association, you are invited to consider ways to never stop learning. To help in that pursuit, you can apply now through March 30, 2018 for the 2018-19 SEA Scholarships.

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President's Message | Spring 2018

01/31/2018

Welcome to 2018! Learn more about some of the great resources and opportunities available to members of the Staff Employee Association at USU.

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Opportunities to Engage with State Legislators

01/31/2018

As the Utah State Legislature gathers for the annual legislative session, SEA members are invited to engage with State law makers in variety of ways.

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Shelbi Guillot February 2018 SEA Employee of the Month

01/29/2018

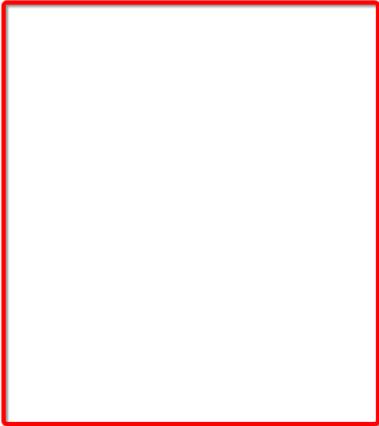
Shelbi Guillot was honored as the February 2018 SEA Employee of the Month.

[Read More »](#)

One of Three Featured Articles are also listed based on the designated publish date (set by the article creator). The three most recent articles will appear at the top of the index page with the most recent on the far left. If you have also selected to include a Main Featured Article, the three featured articles it will appear immediately below the Main Featured Article. When you pick a new article as One of Three Featured Articles, it will bump the oldest of the One of Three Featured Articles from that space.

All articles, including the featured articles, are in the chronological listing (most recent on top) that is included with every news index page. They also include an image (if added) and description, with a link to read more which will take visitors to the individual article page.

One word of caution, if you only select 1 or 2 One of Three Featured Articles, your layout will look lopsided because it's "missing" content for one of the three columns. The best course of action is to only use this when you've got at least three articles you want to highlight.

	<h3>Never Stop Learning 2018-19 SEA Scholarship Applications Open Now</h3> <p>01/29/2018</p> <p>As a member of the USU Staff Employee Association, you are invited to consider ways to never stop learning. To help in that pursuit, you can apply now through March 30, 2018 for the 2018-19 SEA Scholarships.</p> <p>Read More »</p>	
		
<h3>President's Message Spring 2018</h3> <p>01/31/2018</p> <p>Welcome to 2018! Learn more about some of the great resources and opportunities available to members of the Staff Employee Association at USU.</p> <p>Read More »</p>	<h3>Shelbi Guillot February 2018 SEA Employee of the Month</h3> <p>01/29/2018</p> <p>Shelbi Guillot was honored as the February 2018 SEA Employee of the Month.</p> <p>Read More »</p>	

Search Bar

Immediately below the featured article is the name of the news feed and a search bar that allows website visitors to search articles based on three things: (1) article title, (2) description, and (3) tags set for each article.

Publish to Make Your Articles Appear in Your Feed

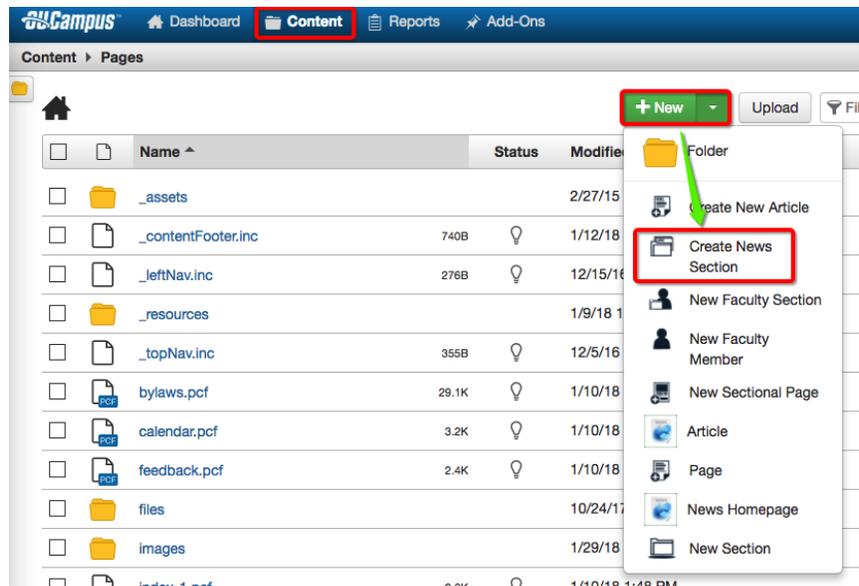
Creating your news feed and your news articles are only the first steps in making your articles appear in your feed. Once you've created a new article page and published it, you must also complete the process by republishing your news index (landing/listing) page. Once that is done, your new article will appear.

Keep in mind that if you make any changes to an article's parameters (title, description, publish date, etc.) you will need to republish the news index page before the changes are visible. The article itself, already linked on the index page from a previous publish will still show the individual article updates immediately after you publish it.

Getting Started

Setting Up Your News

Click Content → Pages → + New → Create News Section



You will need to enter the following:

1. Directory Name (i.e. news, blog, newsletter, etc.), note that no special characters, capital letters, or spaces are allowed
2. Page Title (i.e. Department News)
3. Feed Type (default choice is Standard Feed)

The two archive options ([Standard Archive](#) and [Styled Archive](#)) are only for use if you are creating a dedicated archive of older articles (up to five years old). If you have questions about whether you should use these options, please talk to the IT Web Team.

Once you click Create, your news section is ready with an index (landing) page which will display the articles you can now create.

Designating Specific Tags for Your News

If you want to create a designated list of specific tags for use in a particular news folder (i.e. News, Unit Name, Main Feed), you can do so in a few ways from the Tag Access Settings window:

Fixed Tags

The tags selected are automatically applied to all files within the folder.

Filtered Tags

Allow only these tags Disallow these tags

Users can select from the collections and their associated tags, as well as individual tags for all files within the folder.

1. Set your folder to include a set of tags automatically (Fixed Tags)
2. Set your folder to only allow certain tag choices (Filtered Tags → Allow only these tags)
3. Set your folder to not allow certain tag choices (Filtered Tags → Disallow these tags)

Fixed Tags: Creating a Pre-set List of Tags that are Included with Each New Article

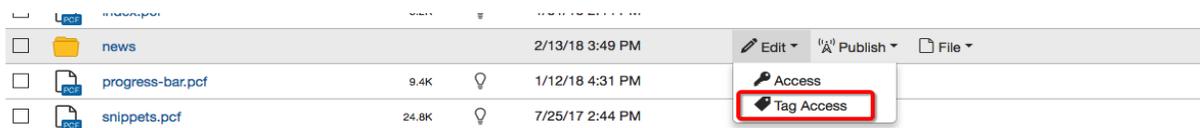
To create a set of fixed (required) tags that will be included with every article you create in a particular folder, from Content → Pages → hover over your news folder and from Edit select Tag Access.



Once inside the Tag Access Settings, you use Fixed Tags to create your required list of tags. Having fixed tags still allows content creators to add more tags to an article, but by default the fixed tags will be included and can't be removed.

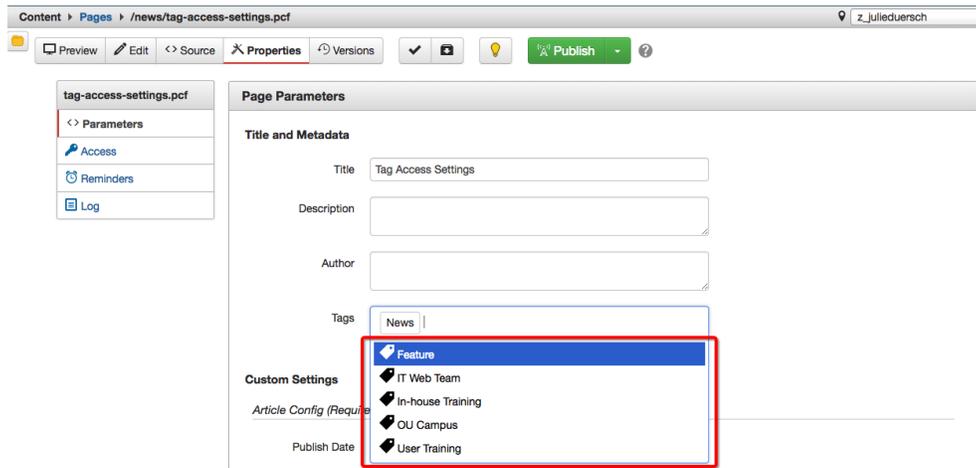
Filtered Tags: Allow Only Certain Tag Choices

You can also limit the tags that can be used for your articles to a specific list of approved tags, while giving content creators the option to select from that list and include any or all of the tags available. From Content → Pages → hover over your news folder and from Edit select Tag Access.



Once inside the Tag Access Settings, you use Filtered Tags to create your approved list. Be sure that the Allow only these tags button is selected and then save your settings.

The next article you create will be created with only these tags as options. Please keep in mind that content creators can still type a non-approved tag for the article and it will seem to be okay, but it will not actually be saved. Only approved tags from the list will be saved.



Filtered Tags: Disallowing Certain Tag Choices

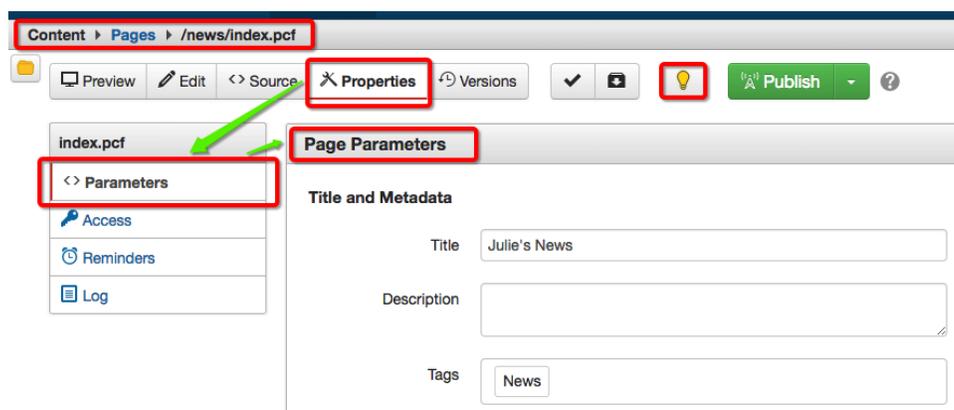
You can also lock your folder to NOT allow certain tag choices. While this may not seem helpful at first, you may find a use for it later on, especially if you want to disallow certain versions of your site name (like abbreviations or shortened names), or run into inappropriate tags that need to be blocked.

Pulling Content From Outside Your Website

You can pull content from outside your website in two ways:

1. [Creating articles that link to external content](#) (i.e. USU Today, newspapers, magazines, other news sources)
2. Pulling in articles from other news feeds in the USU OU Campus system (some restrictions apply) based on tags

With the change from RSS news feeds to Content Promoter for News, you now have the option to pull articles across websites. By default, your news feed will only include articles on your specific site tagged with “News” (set as default for all new articles created). To bring in articles from other websites you need to do the following inside your news index page Properties → Parameters. (If you don’t see < > Parameters, it may be because you haven’t checked out the page by clicking on the light bulb.)

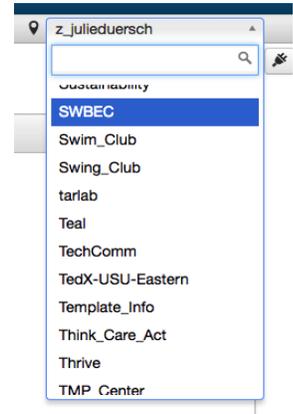


Under the Tagging section, you will add any specific tags you want to pull into your news feed. Keep in mind that any articles that get pulled must match **ALL** listed tags (i.e. News AND Science AND Research, not News OR Science OR Research). If an article is missing even one of the listed tags, it won't appear in the news feed.

Tagging

Tag List (Comma-separated)
Type comma-separated tags to find files that match all listed tags.

Search Site Names (Comma-separated)
Type comma-separated site name as it is listed in the dropdown menu of sites you would like to search.



If you want to pull articles from other sites, you will need to add your own site name, exactly as listed in the site dropdown menu, along with the other site names, exactly as they appear in the site dropdown menu. If you don't add your own site name, only articles, with **ALL** the designated tags, from the other site(s) will appear.

If you don't see the site name you need, or want help finding the site name for a specific site you are interested in, please contact the IT Web Team.

If the site you are interested in isn't on your list, you can still pull in specific articles of interest by creating an article on your site and [linking to external content](#) in that article.

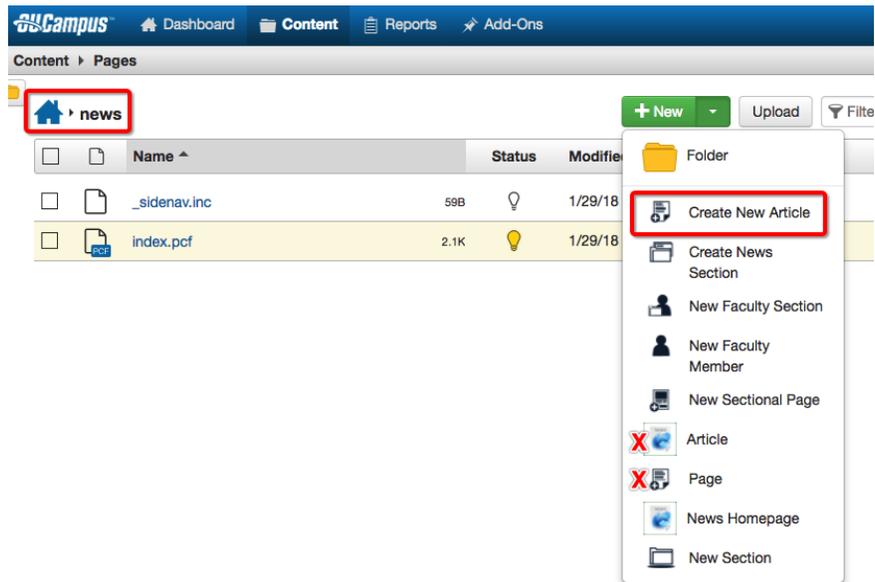
Creating a Tag-Specific News Feed

You can also create a news feed with a specific topic in mind. For example, you may want to have a news feed that is focused on space-related articles, or undergraduate research, or math education. To do this, use the Tag List to filter your content and the Search Site Names to designate where the articles can be found.

You can also work with other campus units to add tags to their articles that will allow you to pull them into your feed. For help in organizing your news feed, please contact the IT Web Team.

Creating An Article

Once you've created your news section, you can start adding articles to your feed. You do this by making sure you are in the news folder of your site (seen below with the blue house > news), then clicking on + New and selecting Create New Article. Do NOT select Article or Page (the items with an X next to them) or the article won't appear in your feed.



You will be given a Create New Article window where you will give your article a Page Title which helps with Google search results. This can include capital letters and spaces. You can also add your site after the article name by using a pipe (|) like this: Article Name | Unit. This will appear in your browser tab and as the H1 header for your article.

The Filename allows you to name the file. Typically this is the name of the article (i.e. Page Title) with underscores or dashes between the words. For example:

- Page Title = Amazing Things We are Doing at USU
- Filename = amazing-things-we-are-doing-at-usu

You will also select your article type. Your choices are (1) Standard, (2) Image Gallery and (3) Video. Consider carefully the option that is best for your particular article.

Standard

Test Article

Edit Main Content Area

400 x 250

Paragraph - Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. [This link](#) and [that link](#) should have tooltips on hover. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc. Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc.

Paragraph - Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc. Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc.

Standard comes with one image (you can add more). The first image you add will be the default thumbnail for your article on the news landing page, unless you add a specific thumbnail in your page parameters. Please note that it is recommended that your image have the dimensions of 400 x 250 pixels if it will be used for your article thumbnail. If you need a larger image for your article, it is recommended that you create a thumbnail with those dimensions and upload and add it to your page parameters so your news feed will have a more symmetrical feel.

Note that the text will wrap around this initial image. If you choose to add other images to your page, you can do so like any other OU Campus webpage in your website.

Image Gallery

Use this article type if you will be adding an image gallery to your article. Like image galleries on regular OU Campus web pages, you create your gallery asset separately from the page, then click the green Gallery edit button at the top of the article and link the gallery you've created to the page.

Image Gallery Article



Edit Main Content Area

Paragraph - Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. [This link](#) and [that link](#) should have tooltips on hover. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc. Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc.

You can choose the type of gallery you want to use in your article in Page Parameters. Your options include:

- Bootstrap Carousel
- Image Gallery
- Image Carousel
- Lightbox Image Gallery
- Lightbox Video Gallery (YouTube or Vimeo)
- Rotating Quote Gallery

To learn more about what the image gallery options look like, visit the [USU IT Web Team examples page](#). You can also play around with what each option looks like on your page and decide which option works best for you without changing the gallery asset itself.

For this page option, you will need to upload and link a thumbnail image (preferably 400 x 250 pixels) that will appear on the article listing page. If you choose to not include a thumbnail image (or any image in the Standard article), your article will appear with the title, date, and descriptive text only. This applies for both the image gallery and video article options.

For help in creating the right size for your thumbnail, feel free to reach out to the IT Web Team. We also have access to a library of stock photos to help spice things up. You can look at the images available at thinkstockphotos.com. Just email us the image number you need and the size you want it.

Video

Video Article

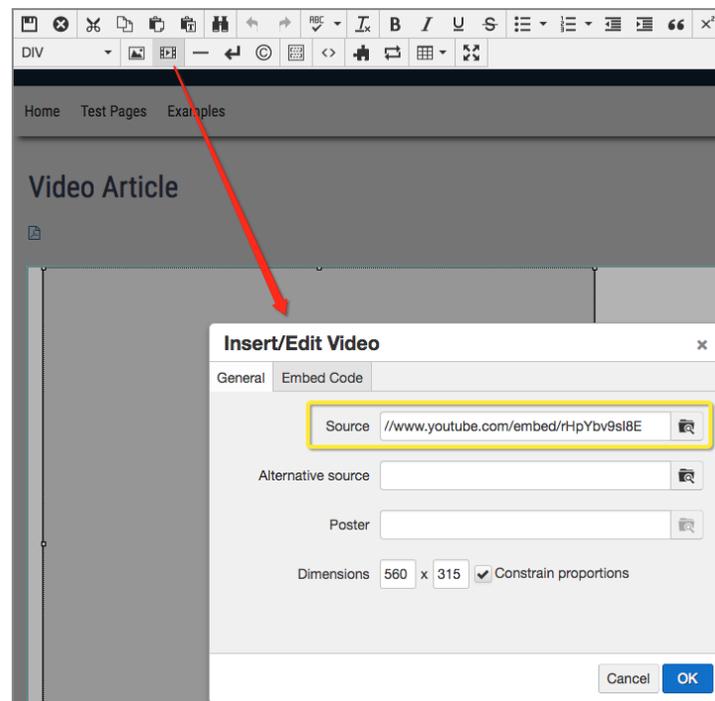
Edit Main Content Area



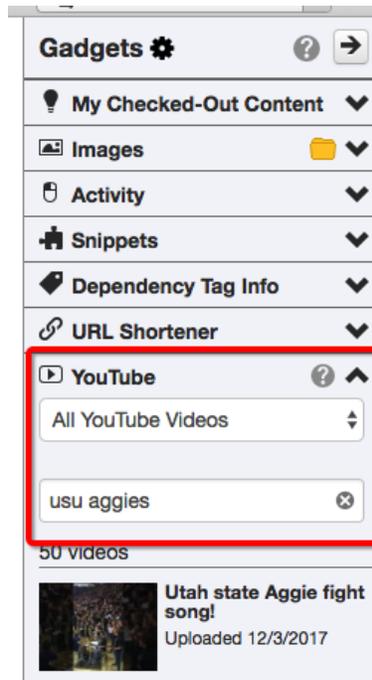
Paragraph - Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. [This link](#) and [that link](#) should have tooltips on hover. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc. Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc.

Paragraph - Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc. Nulla facilisi. Vivamus sagittis lectus in [justo congue blandit](#). Sed eget felis eget nulla consectetur congue. Maecenas metus. Fusce ac orci blandit purus facilisis hendrerit. Nullam ut metus quis ipsum convallis euismod. Phasellus turpis purus, pharetra sit amet, dictum eget, ornare eget, ipsum. Morbi pulvinar quam vel sapien. Nulla vitae nisi vitae leo luctus volutpat. Sed faucibus dignissim nunc.

Like the Standard Article, the video article title is set when you create the page. To add your video, simply click Edit Main Content Area, click the showblocks tool, select the default video and choose Insert/Edit video to add your video URL.



You can also use the Gadgets tool by clicking on the plug icon in the top right corner of the edit screen. This gives you the option to link to a YouTube video by URL or embed code (note, you can use this same gadget to embed videos on other OU Campus web pages too).

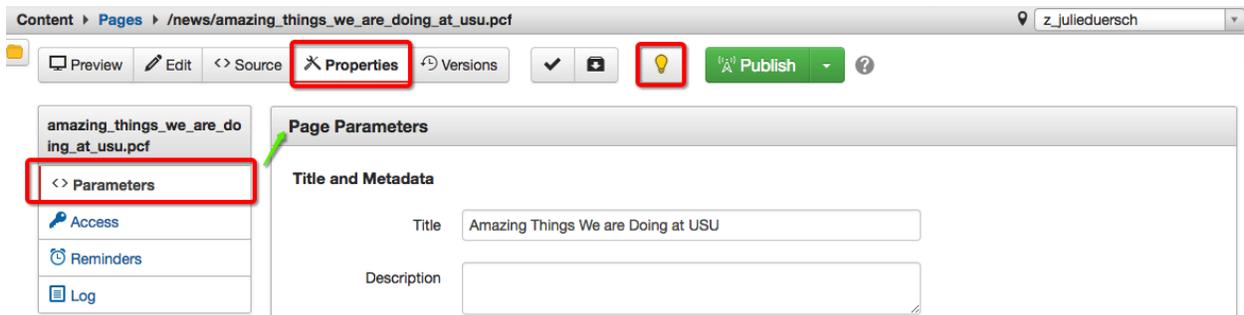


If you are linking to a Kaltura video, please contact the IT Web Team office for help.

For this page option, like image gallery, you will need to upload and link a thumbnail image (preferably 400 x 250 pixels) that will appear on the article listing page.

Configuring Your Page

Once your new article page has been selected, you need to configure your page using your page parameters.



Be sure that the yellow light bulb is on or you won't be able to see the < > Parameters option in Properties.

This is where you make your article truly shine and enhance the ability of website visitors to find what you've written.

Title and Metadata

Title and Metadata

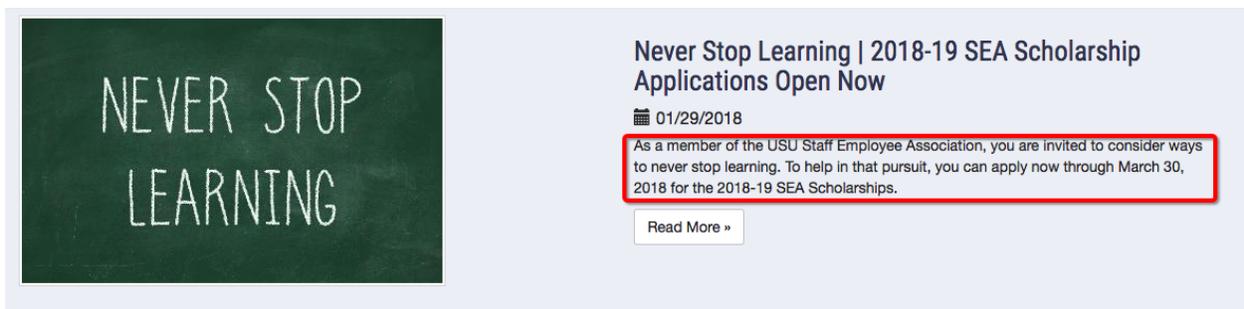
Title	<input type="text" value="Amazing Things We are Doing at USU"/>
Description	<input type="text"/>
Author	<input type="text"/>
Tags	<input type="text" value="News"/>

Title

The title appears at the top of your article automatically and is only editable in the page parameters (not through a green edit button on your article page). The title also appears in your browser tab and is helpful in search engine optimization.

Description

The description field has a 255 character limit, appears next to the image on your index page listing (or featured article listing), and helps in search engine optimization (helps searchers find your article).



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01/29/2018

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Read More »

Author

If you don't have an author who needs citing, you can leave this blank. If you include the author, their name won't appear on the listing page, but it will appear on the pdf page for the individual article.

Tags

Tags are key to maximizing the use of your article. Each article comes automatically tagged with News, and from here you will want to have a specific strategy for tagging. For example, if you are an article creator in Engineering, you will likely want to add an Engineering tag. If you are also in a specific department, you'll probably want to add that tag too (i.e. Civil & Environmental Engineering, or CEE, or Civil Engineering). Maybe you include an author, or a faculty or staff member's name because they are part of the story, or you could include a tag for a club or degree. Whatever you choose you will want to use your tags consistently. For webmasters, you can help keep things consistent by [pre-selecting the tags available for your unit](#).

The purpose of the tags is two-fold: (1) to allow other units around campus to pull in articles you've created that may be of interest to their readers, and (2) to help visitors to your news webpage find the article they are looking for via the search functionality built into the news landing page.

Custom Settings: Article Config (Required)

Article Config (Required)

Publish Date

Thumbnail Image

Optional - only set this for a different photo than first photo in article.

Featured Article Settings Not A Featured Article
 Main Featured Article
 One of Three Featured Articles

External URL (Optional)

Warning. cannot generate pdf for external url's.

Choose where Side Navigation will appear Hide Side Navigation
 Show Left Navigation
 Show Right Navigation

Path to Side Nav

Use if you have an alternative side navigation.

Title of Side Navigation

This title will be displayed on mobile view.

Publish Date

The publish date is manually set by the article creator. This is key to where the article will appear in the chronological listing of articles, and whether or not it will appear as a Main Featured Article or One of Three Featured Articles because those are also chronologically based--the most recent article with that setting will appear and an older article will not. This was chosen so that content creators didn't have to go back to older articles and manually remove their featured article settings, they could simply create a new article that needed to be featured and have it appear in the top spot. Please note that if you leave this blank, your article will appear at the bottom of your news feed. If you date it in the future, it will still appear on your feed after publish with the future date making it appear at or near the top of your news feed.

Thumbnail Image

The thumbnail image is the image that will appear on your news landing page next to the description, date, etc. If your article is an image gallery or video article, you will need to include a thumbnail if you want an image on your landing page. Standard articles, if they include at least one static image, will have the first image in the article appear as their default thumbnail. Since that image may be larger than the recommended thumbnail size of 400 x 250 pixels, you are encouraged to create a separate thumbnail image in the standard size for your article listing. If you need help cropping an image for this purpose, please contact the IT Web Team.

If you are linking to an external article and want to include one of the images from that article as your thumbnail, you can simply include the image URL here. For help finding the image URL for an external article, contact the IT Web Team.

Featured Article Settings

This is your opportunity to feature a specific article and its content on your news landing page.

- Featured Article Settings**
- Not A Featured Article**
 - Main Featured Article**
 - One of Three Featured Articles**

External URL (Optional)

The External URL (Optional) allows you to have content from other writers/producers show up in your news feed. If you use this option, simply leave the default page content as is (default filler text and a placeholder image), website visitors will be redirected to the external article and never see the filler default content on the page itself.

Choose Where Side Navigation will appear

Your page comes with Hide Side Navigation by default. If you want to have a side navigation for this page, you will need to select Show Left Navigation or Show Right Navigation. Typically this is a setting that all news pages in a feed will share.

Path to Side Nav

If you choose to Show Left Navigation or Show Right Navigation, you will need to set your Path to Side Nav. Your default news directory comes preloaded with a `_sidenav.inc` file that you can add to. However, to make it show up on your news feed landing page, you will need to point it to that file in the Path to Side Nav.

The Path to Side Nav needs to include the `/[directory name]/[side nav file name]`. We do not set this by default since you get to decide what your news directory will be called and whether you want to point to the news directory side navigation, or a main site side navigation.

Title of Side Navigation

By default, any side navigation on your site will have the title Primary Page Menu when viewed on a mobile device. To configure that title, you need to set that in the Page Parameters (see News Links example below). This allows visitors to distinguish between the main site navigation and the side navigation.



Custom Settings: Gallery Options

Gallery Options

GALLERY OPTIONS Use Wide Gallery

Gallery Type

Specify the look and feel of all gallery assets on this page.

Quote Options Quotes No Image

Gallery Options

If you want to include an image gallery as part of your article, you are encouraged to [choose the image gallery article type](#). Then you can choose which type of image gallery to include in your article Page Parameters Gallery Options. You can include an image gallery in a Standard or Video article, however, it's not built in and will have to be manually added.

Gallery Type

If you choose Use Wide Gallery, the gallery will span the width of the page. You can also choose which type of Gallery to use. Your options are: Bootstrap Carousel, Image Gallery, Image Carousel, Lightbox Image Gallery, Lightbox Video Gallery (YouTube or Vimeo), and Rotating Quote Gallery. For help in choosing your preferred gallery, please contact the IT Web Team.

Quote Options

Quote Options lets you choose whether to include images with the Rotating Quote Gallery. For more information on the Rotating Quote Gallery, please contact the IT Web Team.

Social Media Metadata

Social Media Metadata

Social Media Image	<input type="text"/>  Clear
Social Media Title	<input type="text"/> <i>If this field is left blank, the title of the page is used.</i>
Social Media Description	<input type="text"/> <i>70 characters or less. If this field is left blank, the description of the page is used.</i>

This section of your parameters allows you to add separate social media metadata to your article, which lets you tailor how it appears when you share on Facebook or Twitter. This includes a social media image, title and description.

Social Media Image

Select an image you want to display when sharing on Social Media. This can be the same image you used as your thumbnail or an image from the article. By leaving this blank, you will not display an image by default when sharing your article on social media.

Social Media Title

If you would like to use a shortened or targeted title on your Social Media post, this is the place to put it. If you leave this field blank, the title of your page (article title) will be shown by default.

Social Media Description

If you would like to use a targeted description on your Social Media post (to focus on your social media audience), this is the place to put it. If you leave this field blank, the description of your page will be shown by default.

You can also learn more about [publishing to your Social Media](#).

PDF MetaData

This section of your parameters allows you to improve the search engine optimization (SEO) for your .pdf page, and add information that will appear in the footer for the .pdf version of your article.

PDF Subject

If you already entered a description, that will become your default PDF Subject so you don't have to enter anything here unless you want a different subject for your .pdf.

PDF Keywords

This allows you to tag your page to help searchers find your article in .pdf format.

PDF Footer

Adds a footer to your page.

PDF Layout Configuration

This section of your parameters allows you to choose how the .pdf version of your article will appear to website visitors.

PDF Layout Configuration

Number of Columns

Please choose the number of columns you would like the PDF to display as.

Number of Columns

The default is 2 columns, but you can choose from 1, 2 or 3 columns for your .pdf layout. You can see what it will look like by clicking Preview and choosing PDF as your type from the dropdown menu. This allows you to make sure the settings you've chosen look good in your .pdf version of the article.

Content > Pages > /newsletter/scott_jaggi_december_2017_employee_of_the_month.pcf

SEA

Preview Edit <> Source X Properties ? Publish - ?

SEA (default) PDF

Scott Jaggi December 2017 SEA Employee of the Month - 1

Scott Jaggi December 2017 SEA Employee of the Month

01/29/2018



Scott Jaggi was honored as the December 2017 SEA Employee of the Month during a presentation at Facilities.

Scott Jaggi was honored as the SEA December 2017 Employee of the Month. Scott serves as the Finishes Foreman for Facilities and in an excerpt from his nomination letter, "Scott does a great job leading the shop, dealing with the day to day challenges of accomplishing

What if I want to link to an external article in my news feed?

If your organization has been spotlighted in an article or news feature by another organization you can add it to your news feed by linking to the external article/feature URL. To do this, you follow these steps:

1. Create a new article in OU Campus, ignore the actual article itself and go straight to properties



1. Add your title: Mirroring the article title from the External Article is recommended
2. Add your description: Create your own brief (255 character) description of the article content
3. Add the Author: This is a great place to acknowledge both the source and the specific author of external content
4. Add your tags: This will help visitors to your website to find specific articles they are looking for, and allows other USU organizations to pull in the article into their news feed (if tagged appropriately)
5. Add your publish date: This should be the same publish date as the external article publish date
6. Add your thumbnail image: You can upload a specific image and link with dependency tag, or link to an image URL from the external article
7. Add the External URL (web address) for the article/feature. Keep in mind that if the external source ever removes or changes the URL for this content, the article links will break.

A screenshot of the 'Page Parameters' form. The form is divided into two main sections: 'Title and Metadata' and 'Custom Settings'. In the 'Title and Metadata' section, the 'Title' field contains 'CEHS Online Graduate Education Program Ranked 5th in the Natio', the 'Description' field contains 'USU Today highlights success of CEHS Online Graduate Education Program.', the 'Author' field contains 'Rebecca Dixon, USU Today', and the 'Tags' field contains 'CEHS', 'Graduate Education', 'News', 'Rebecca Dixon', and 'USU Today'. In the 'Custom Settings' section, the 'Article Config (Required)' section has a 'Publish Date' field set to '02/08/2018'. The 'Thumbnail Image' field contains the URL 'https://www.usu.edu/today/images/large/CEHS-Rank' and has a 'Clear' button. The 'Featured Article Settings' section has 'Not A Featured Article' selected. The 'External URL (Optional)' field contains 'https://www.usu.edu/today/index.cfm?id=57377'. The 'Choose where Side Navigation will appear' section has 'Hide Side Navigation' selected. The 'Path to Side Nav' field is empty.

Once you've saved and published your article, it will appear in your news landing page. Clicking on the Read More button will take your visitors to the external story or news feature in a new browser tab.

Remember that, unlike news content hosted directly on your OU Campus website, website visitors will not have the option to print a .pdf version of the article.

PDF File Creation

One nice feature available with this functionality is the automatic creation of .pdf files with article content. Please note that this feature doesn't work if you are linking to an external source for your article; it only works for articles actually created inside your OU Campus website.

Never Stop Learning | 2018-19 SEA Scholarship Applications Open Now

01/29/2018 

As part of an institution of higher education, we fully embrace the idea of lifelong learning. There are many ways to tap into this while here: auditing classes, pursuing a degree, on-campus and community speakers and events, and continuing education through professional conferences and workshops. To help you pursue a degree or continuing education, SEA offers two types of scholarships each year and SEA members are invited to apply between December 1, 2017 and March 30, 2018 for the 2018-19 fiscal year.

Once your article is complete and published to your website, you will find a small Adobe PDF icon under the publish date on the right hand side of the article title. If you, or any other website visitor, click on that icon, a new tab will open and a .pdf file will appear. As the content editor, you choose the number of columns (1, 2 or 3) you want to be used for that .pdf by making your selection in your page parameters.

Please note that image galleries and video articles will not display their image or video content in the .pdf. Only the text content will be rendered in the .pdf file.

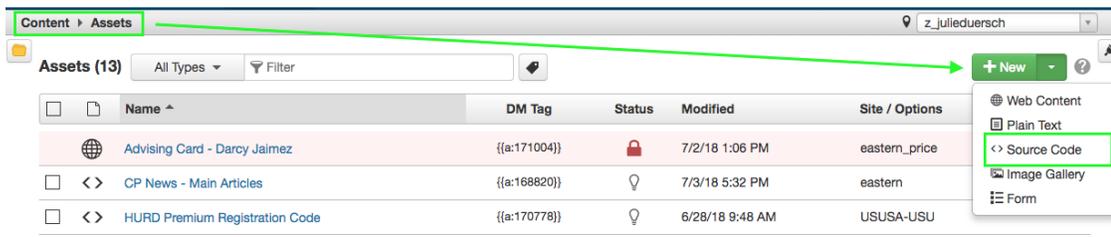
Digital Commons for Storing Archived Articles (Older than 5 Years)

For more information about submitting your articles (older than 5 years) to Digital Commons for accessible storage, review the [Digital Commons documentation](#).

Homepage News Feeds

<https://it.usu.edu/web/special-features/news-feed-embed-options>

Create a source code asset: Content → Assets → New → < > Source Code



```
<newsblogger feed-length="1" tag-list="News" sitenames="Engineering" style="oneColumn" />
```

You will need to create one for each specific news feed you want to include. Articles are listed chronologically, with the most recent article first.

Feed Length

Feed length (`feed-length="1"`) refers to the number of articles you want to pull into your news feed. In the code example you are only pulling one article. You will want to consider the style you are choosing when selecting the number of articles to pull. For a two- or three-column style you may want to choose two or three articles, respectively, to get the look you want.

Tag List

Tag List (`tag-list="News"`) refers to the tags you want to pull. News is a good default because it's the default for all news articles, but you can add more tags by separating them with a comma and a space (i.e. News, Engineering). The articles that get pulled must match **all** listed tags.

Sitenames

Sitenames (`sitenames="Engineering"`) refers to names of the websites in OU Campus that you want to include in this article pull, they must appear exactly as they do in the dropdown menu. If you only want to pull articles from your own website, you can leave this blank (i.e. `sitenames=""`).

Style

Style (`style="oneColumn"`) refers to the type of layout you want for your news feed. Your choices are: `oneColumn`, `twoColumn`, `threeColumn`, `headline`, `magazine`. Each option spans the width of the column in which you place the code asset.

- `oneColumn`: includes the image, title, publish date and description
- `twoColumn`: includes the image, title, publish date and description; it is best to select only two articles for this option, more than that may not look the way you want on your page.
- `threeColumn`: includes the image, title, publish date and description; it is best to select only three articles for this option, more than that may not look the way you want on your page.
- `headline`: includes the article title
- `magazine`: includes the article image, title and publish date; image quality matters, and could become an issue if used full width without selecting an image specifically for that option

You can use more than one of these code assets on a page.

Publishing to Social Media

To publish your articles directly to Social Media (Facebook and Twitter), you need to first add your Social Media (Facebook or Twitter) account to OU Campus.

To do that, you need to contact the IT Web Team and either come to our office during the set up with your username and password (preferred, and we can also come to you if you need us to) or share your office Facebook and/or Twitter username and password (not preferred). Once the link is made and the proper settings are created, anyone with access to edit your website can publish an article to the linked Social Media account, using the parameters provided.

When the editor selects Publish for the article, they will see Social Media as one of the tabs. After clicking on that tab, they can complete the specific information to include with that post on Social Media as follows:

The screenshot shows a web interface titled "Publish - demo-successful-of-oucampus-cp-news.pcf". At the top, there are three tabs: "Final Check", "Schedule", and "Social Media", with "Social Media" being the active tab. Below the tabs, the "Facebook" section is visible. It contains three main components: a "Pages" dropdown menu with the text "Select accounts", a "Wall Post" text area containing the text "Check out the latest news from Utah State University" and a character count "52/420", and an "Add URL" checkbox which is currently unchecked. At the bottom right of the interface, there are two buttons: "Cancel" and "Publish", with the "Publish" button being highlighted in green.

Pages

Allows you to select the specific Social Media page you want your content to be posted to (your choices are created when you set up the connection in OU Campus).

Wall Post

Comes with generic text, but you can change that to anything that makes sense for the article.

Add URL

Be sure to check the Add URL to add a link to the article in your feed.

Don't forget to Publish.