

Universiteit
Stellenbosch University

How to Create a Notice Article

The Notice Creation Process

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Contents

Making sure you have the correct article type	2
News Article:	2
Event Article:.....	2
Notice Article:	2
Making sure your image is the right size	3
The image.....	3
Size	3
Important to remember.....	3
Signing in.....	4
The sign in process.....	4
Creating your Notice Article.....	6
News & Events Page.....	6
Notices list.....	7
Side navigation and search function.....	8
Filling out the Notice Article form.....	9
Navigating to the form.....	9
Filling out the article	9
Page information Section.....	10
Saving your article.....	18
Saving to edit later	18
Saving for approval	21
Approval process.....	22
Regular users.....	22
Site owners.....	22
Feedback.....	23

Making sure you have the correct article type

When creating an article, keep in mind what the three different article types mean, in terms of where they will appear and the type of function they fulfil.

News Article:

A News Article is a piece, whether it's an article or interview, on a newsworthy event or person that has happened already.

Example: An interview with the rector on how they think the Diversity Week went, in terms of success of the initiative and what we must take going forward from it.

Event Article:

An Event Article is a piece to inform your target audience of an upcoming event (lectures, conferences, workshops, performances...) that will be taking place at Stellenbosch University

Example: Your faculty will be holding lecture on sustainable energy, hosted by a leading expert in their field, and the technologies that support it. The lecture will be held in two weeks' time and the faculty would like to encourage the faculty's students and the public to attend.

Notice Article:

A Notice Article is a short article that conveys useful information to the staff/students or an advertisement.

Example One: A Notice that informing staff/students about applying to do exam invigilation during the end of year exams.

Making sure your image is the right size

For every article that is uploaded onto the Sun site, there must be an image. If you don't have the right size image or a unique image that you would like to use for your article, don't worry, there are standard images available that can be used instead of your own image. If you don't have an image of your own then skip this section.

The image

The image used must be of a good quality to ensure that it doesn't look pixelated when it is displayed on the website. If you don't have a single image that is of the right shape and size then you can stitch several together to create a collage of smaller images that fit into the correct size

Size

Width: 940 pixels

Height: 310 pixels

If the measurements aren't exactly this size, meaning they are off by a few pixels either way, then the image is still usable and you don't need to worry about changing it to fit the exact measurements.

Important to remember

The title of your Notice Article will appear in the Events & Notices webpart and there is only a certain amount of space in the title area, this means you should keep your titles short and to the

point to make sure all of your title appears when displayed. The image below is an example of the Events & Notices webpart on the Sun homepage:

The screenshot shows the Stellenbosch University homepage. At the top, there is a navigation bar with links for About us, Faculties, Students, Management, Alumni, Donors, For staff, Contact us, and A-Z. The main content area features a dark banner with the text "SU Business School again ranked in top 3 in Africa by Eduniversal" and a "Read more" button. Below this is a slide show with three visible slides. The first slide shows a person speaking at a podium. The second slide shows two people. The third slide has text about a student named Matie. To the right of the slide show, there is a "Notices Tab" which is highlighted with a red box. This tab contains a list of notices such as "SU main entrance to be moved...", "SU Short Courses: More information", and "sun-e-HR: Application for leave for...". There is also a "View all" button. Arrows point from the text "Events & Notices" to the "Notices Tab" and from the "Notices Tab" back to the "Events & Notices" text.

Signing in

If you want to create an article of any type, you need to make sure that you are first logged in on the Sun site before you attempt to create the article. If you don't sign in and attempt to create an article then the site will prompt you to sign in first before taking you through to the article creation page.

The sign in process

At the bottom of any page of the website there will be a footer area with permanent links in it that will help you navigate around the site and a couple of other helpful functions. What we want to use is the sign in link.

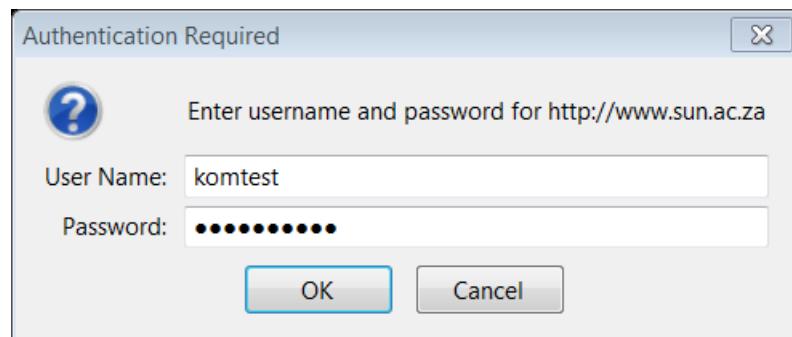
The screenshot shows the footer section of the Stellenbosch University website. It includes:

- News items:**
 - 'Dirty washing' made Matie student... (with image)
 - Comedians play race card in good fun (with image)
 - Dr Corena de Beer crowned as world... (with image)
- Events:**
 - 10 Oct 2013 Department of Afrikaans and Dutch...
 - 10 Oct 2013 Seminar: Indexing the Human
 - 10 Oct 2013 Inaugural lecture: Prof Mapundi K...
- Links:**
 - The HOPE Project (with image)
 - Prospective Students (with image)
 - Explore SU (with image)
- Footer menu:** A-Z | SPORT | NEWS & EVENTS
- Social media icons:** Twitter, Facebook, YouTube
- Navigation links:** About us, Faculties, Students, Alumni, Management, Donors, Careers @ SU, T & C, Maps, News & Events, Contact us, Sign In (highlighted with a red box and arrow)
- Copyright information:** All rights reserved © 2013 Stellenbosch University Private Bag X1, Matieland, 7602, Stellenbosch, South Africa
- Page number:** 'Sign In' button

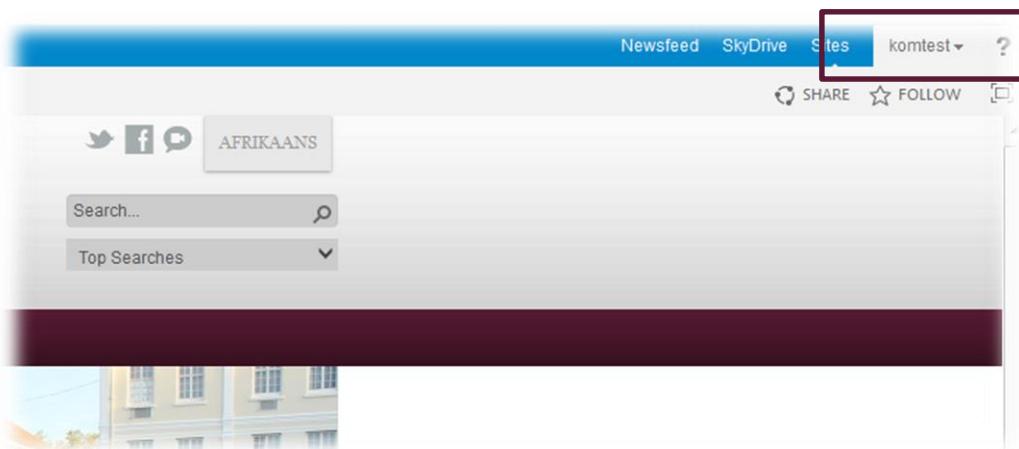
Scroll down to the bottom of the page, press 'Sign In' and fill out your Stellenbosch user name and password.

For Students: Your username will be your Student number given to you and will also be seen on your student card and your password is the one that you yourself have set for your account

For Staff: Your username will be the name you use to log into your Inetkey and the first part of your email address excluding the '@sun.ac.za' at the end and your password is the one that you yourself have set for your account



Now that you are signed in the site will reload the page you are on and you will see in the top right hand corner of the browser frame that you are logged in.



Now that you are logged in we can start the article creation process

Creating your Notice Article

News & Events Page

To create a Notice Article go to the 'News & Events' link at the bottom of any of the Sun site pages.

The screenshot shows the Stellenbosch University homepage. On the left, there's a large image of two students with the text 'Prospective Students'. In the center, a box highlights 'The HOPE Project' with a description and a 'Read more' button. To the right, there's a photo of people walking and a 'Explore SU' button. Below the main header, there's a navigation bar with tabs: TEACHING & LEARNING, RESEARCH & INNOVATION, COMMUNITY INTERACTION, OPERATIONS & FINANCE, LIBRARY, AZ, SPORT, and NEWS & EVENTS (which is highlighted with a red border). The footer contains the university logo, social media links, and a copyright notice: 'All rights reserved © 2013 Stellenbosch University Private Bag X1, Mabland, 7602, Stellenbosch, South Africa Tel: +27 21 808 9111'.

Once you click on the link you will arrive at the Article list page and the tab will be set, by default, to the news tab as shown below:

The screenshot shows the 'WELCOME TO Stellenbosch University' page. A 'News Tab' is highlighted with a red arrow pointing to it. The top navigation bar includes links for Home, About us, Faculties, Students, Management, Alumni, Donors, For staff, Contact us, A-Z, and EDIT LINKS. Below the navigation, there are three news items: 1. 'Hockey dominates at Maties Sport's awards function' (Author: Pia Nanny) with a photo of a group of people. 2. 'Dirty washing' made Matie student realise she discriminates as well (Author: Bonihale Selahle) with a photo of a person. 3. 'Cape Town the cradle of modern astronomy in South Africa' (Author: Alec Basson) with a photo of a man giving a speech. To the right, there are buttons for 'Create News Article', 'Archive', and 'How to Create a News Article'. A 'Highlights' section is also visible.

Now you must navigate to the Events tab as shown below:

*Note: depending on the tab that you have selected, that is the type of article that you will create

The screenshot shows the Stellenbosch University website's 'News & Events' section. At the top, the university's logo and name are visible, along with social media links and a search bar. A navigation bar below includes links for Home, About us, Faculties, Students, Management, Alumni, Donors, For staff, Contact us, and A-Z, with an 'EDIT LINKS' option. A 'Notices Tab' is highlighted with a white box. Below this, a breadcrumb navigation shows 'News' → 'Events' → 'Notices'. A news item titled 'SU Short Courses: More information' is displayed, featuring a small image of a leaf and a summary of the policy changes. To the right, there are two grey boxes: one for 'Create Notice Article' and another for 'How to Create a Notice Article'. Further down, a bar chart titled 'Published' shows the number of notices from 2012 to 2013, with a significant peak in 2012 followed by a smaller number in 2013. The chart includes a legend for 'All' notices.

Notices list

On the News & Events page you will see a list of all the Event Article pieces that are on the Sun site in the main frame of your page. You will see for each article there is a picture, followed by the heading and a summary of the article.

*Note: All articles will appear on this list if they have been approved and the article isn't offensive in any way. Stellenbosch University reserves the right to remove any article it sees as not meeting any of the quality standards.

Side navigation and search function

On the right hand side of your page will see that there are a few navigation buttons that will take you to different places, as well as a section that will help you find certain events by using sliders and a bar graph

Grey navigation buttons

Create Notice Article

The ‘Create Notice Article’ button will take you through to the form that will let you create an actual notice piece that you will be able to submit for approval in the areas that you request

How to Create an Event Article:

The ‘How to Create a Notice Article’ button will bring you to this document that you are reading currently

Search function

The search function area will help you find particular Notice Article on a certain published date. Manipulate the bar graph to find articles in particular periods.

Filling out the Notice Article form

Navigating to the form

Now that you are ready with your image and want to start writing out your article, click on the ‘Create Notice Article’ button on the right hand side of your screen and you will arrive at a form that looks like the example below:

The screenshot shows a SharePoint 'Create Notice Article' form. At the top, there's a toolbar with options like PUBLISH, EDIT, PAGE, FORMAT TEXT, and INSERT. The 'FORMAT TEXT' tab is selected. Below the toolbar, there's a ribbon menu with sections like Recent, Custom List, Article Approval Task List, Comments2, Site feature request examples, Request for New Websites, Dual News, News, Dual Events, Events, Dual Notices, Notices, Approved Workflow Tasks, People, Pages, Maps, Functional Areas, Images, Comments, and Site Contents. The main form area has fields for Title (Afrikaans), Summary (Afrikaans), Opsomming (Afrikaans), Page Content (Afrikaans), Bladsy Inhoud (Afrikaans), Page Image (Afrikaans), Published Date (Afrikaans), Is Highlight (checkbox), Staff Only (checkbox), Enterprise Keywords (text input), Featured Site Name (text input), and Visibly Featured (multiple selection dropdown). A note at the bottom says 'The article is now complete, begin the approval process'. At the very bottom are Save and Cancel buttons.

Filling out the article

Fill out the title, summary and content of your Notice Article (both in English and Afrikaans). All three of these fields are compulsory to fill out. If your news piece isn't long enough to have a summary of it, then just copy and paste the first paragraph of your article into the summary text box.

The summary only takes 255 characters in total (characters include letters, numbers, spaces and punctuation marks so the space can get filled out very quickly). The content area works similarly to a word document and there are formatting options at the top of your screen in the toolbar that works the same way as it does in Microsoft Word with a little less functionality

Note: If you are unsure how many characters the piece of text you wish to use has, then copy paste it into word and, underneath the ‘Review’ tab, use the ‘Word Count’ function, it will give you a detailed breakdown of the text you have highlighted including the character count with spaces

Page information Section

The Second section of the form requires you to fill out information about your article and also upload a picture. We are going to walk through this process section by section.

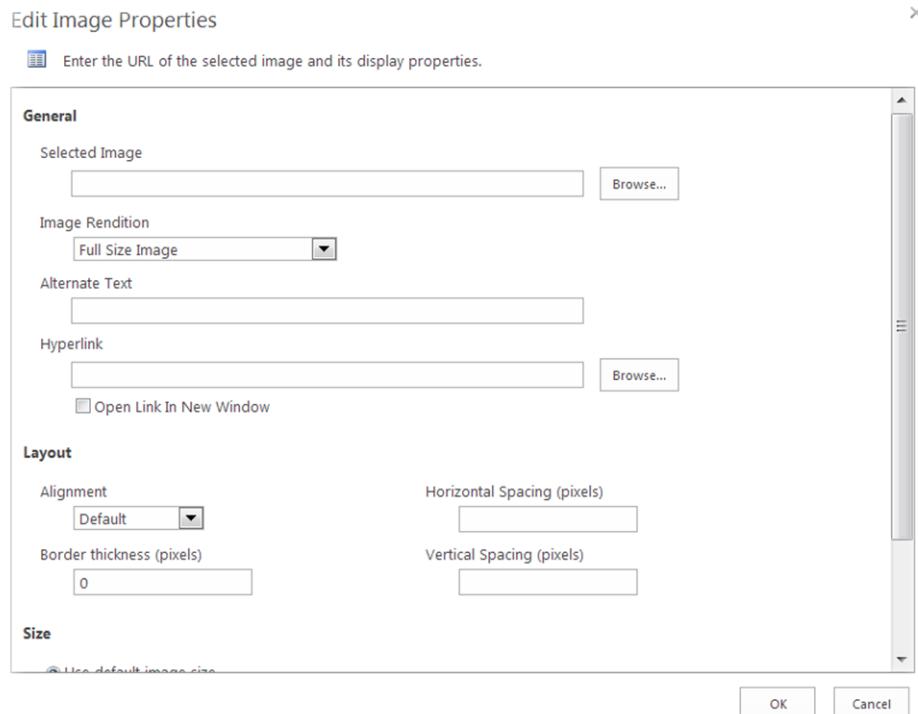
If you have an image that you would like to upload follow the ‘Uploading your own image’ section if you don’t have an image go straight to the ‘Using a standard image’ section.

Uploading your own image

Click on the ‘Click here to upload a picture from SharePoint’ link as shown below:

The screenshot shows a SharePoint page edit form. On the left is a navigation bar with links like Notices, Featured Approval, Workflow Tasks, People, Pages, Maps, Functional Areas, Images, Comments, Site Contents, and a 'Page Image' link which is highlighted with a red box. The main area contains fields for Published Date (1/23/2015), Is Highlight (checkbox), Staff Only (checkbox), Should this information only be visible to the SU staff? (checkbox), Enterprise Keywords (text input), Featured Site Name (text input), Visibly Featured (multiple selection dropdown with 'SU Main' selected), and a note about the visibility option. At the bottom is a message 'The article is now complete, begin the approval process' with a checkbox, and Save and Cancel buttons.

Once you have clicked the link you will get to a separate window that looks like this:



Click on the ‘Browse’ button next to the ‘Selected Image’ textbox and a new window will open:

Select an Asset

Current Location: Article Images at <http://www.sun.ac.za/english/PublishingImages/Article%20Images>

Thumbnail - Click to add new item

Content Type Name Modified Modified By Length (seconds)

fraserland
The victorious Super League team.
US Spiral Dynamics

Documents Form Templates Images Pages Site Assets Site Collection Documents Site Collection Images Site Pages Style Library Search Stellenbosch University Documents Governance Documentation Images AboutSU aboutsu Article Images conference-facilities1 Convocation Engineering Events_Stock_Images Follow our Multimedia icons Images Lists Logos Management_staff Maps Media Library Media Pages Images

Location (URL): /english/PublishingImages/Article Images

Insert Cancel

Browse to the ‘Article Images’ folder through the side navigation as shown above. It will be beneath the ‘Stellenbosch University’ and then the ‘Images’ folder. Click on the ‘Article Images’ folder to open it and you should get a screen like the one above.

Now click on the ‘Click to add new item’ link as shown below:

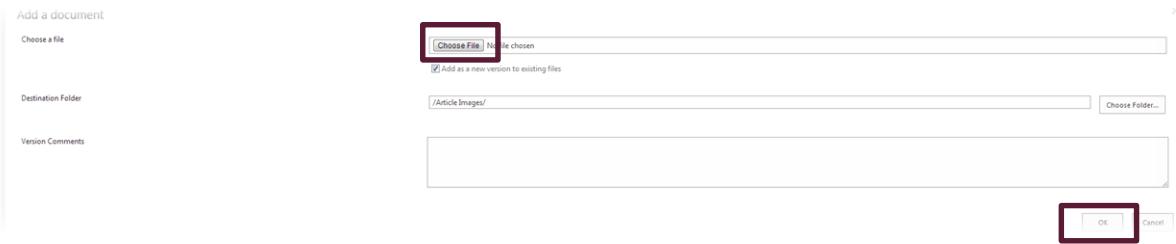
Thumbnail - Click to add new item

Content Type Name Modified Modified By Length (seconds)

fraserland
The victorious Super League team.
US Spiral Dynamics

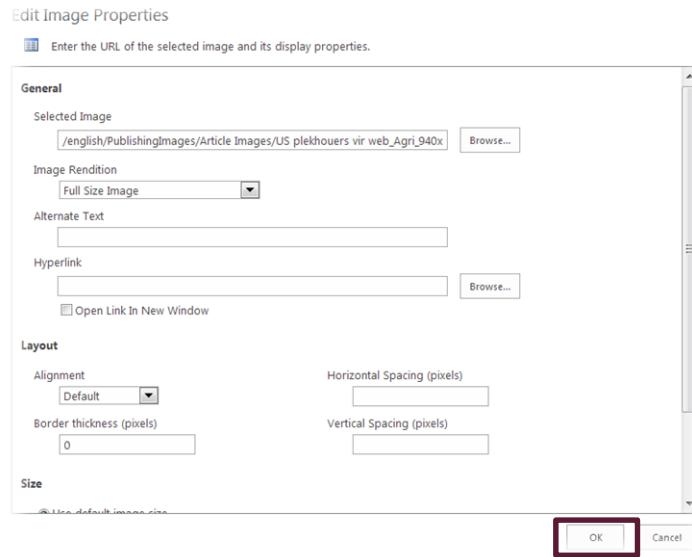
Documents Form Templates Images Pages Site Assets Site Collection Documents Site Collection Images Site Pages Style Library Search Stellenbosch University Documents Governance Documentation Images

The window that will open will look like the image below, click on the ‘Choose File’ button and find your image that you want to use and double click on it and the press the ‘OK’ button on the form shown below



Now there is a new window that asks you to fill out extra meta data about the image you are uploading, you can skip filling out the information if you want, it is not compulsory, just press save at the top or bottom of the form as shown below. If you want to fill out the information though, it will make the image more searchable for search engines such as Google and the built in search engine we have on SharePoint

Now your image will be in the 'Article Images' folder, just double click on it and you will be taken back to the original form that you got when you first pressed the 'Click here to upload a picture from SharePoint' link. Press the 'OK' button in the bottom right hand corner as shown below:



Now you will be back to the original News Article form and you will have an example of what your image will look like.

Using a standard image

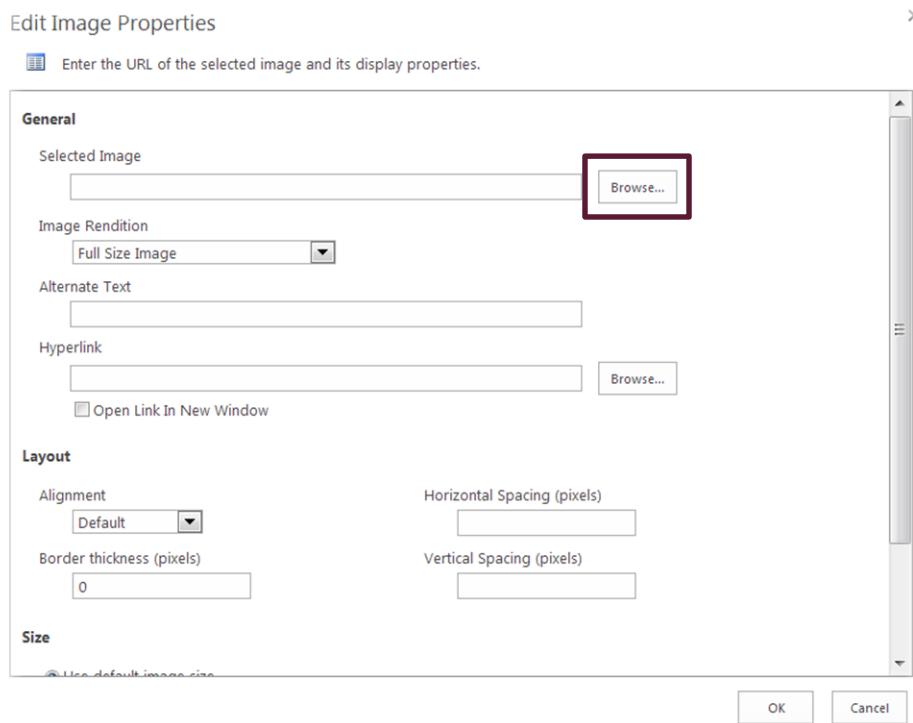
Click on the 'Click here to upload a picture from SharePoint' link as shown below:

The screenshot shows a SharePoint page with a left navigation bar containing links like 'Featured Approval', 'Workflow Tasks', 'People', 'Pages', 'Maps', 'Functional Areas', 'Images', 'Comments', and 'Site Contents'. The main content area has several input fields:

- 'Page image': A text box with a placeholder 'Click here to insert a picture from SharePoint.' and a red box highlighting it.
- 'Published Date': A date picker set to '1/23/2015' with a small calendar icon.
- 'Is Highlight': A checkbox.
- 'Staff Only': A checkbox.
- 'Enterprise Keywords': A text box with a placeholder 'Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse.'
- 'Featured Site Name': A dropdown menu with 'SU Main' selected.
- 'Visibly Featured': A checkbox.
- 'The article is now complete, begin the approval process': A checkbox.

At the bottom are 'Save' and 'Cancel' buttons.

Once you have clicked the link you will get to a separate window that looks like this:



Click on the 'Browse' button next to the 'Selected Image' textbox and a new window will open:

Select an Asset

Current Location: Notices_Stock_Images at http://www.sun.ac.za/english/Publishing/Images/Notices_Stock_Images

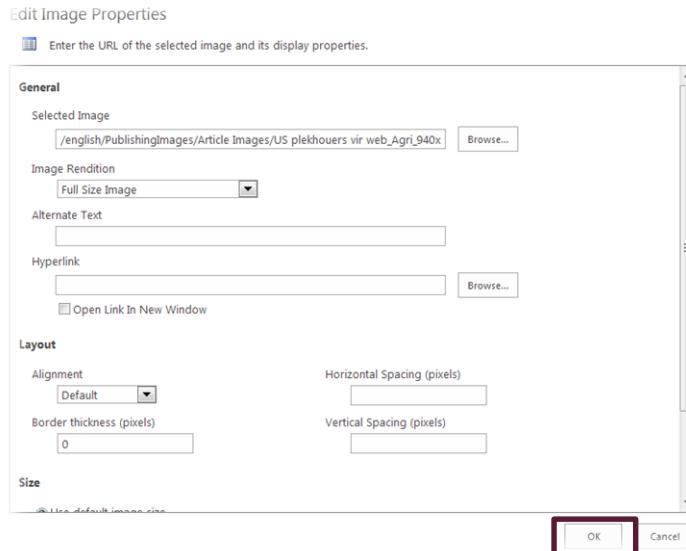
The screenshot shows a SharePoint library grid view titled 'Notices_Stock_Images'. The left sidebar navigation includes 'Stellenbosch University' and 'Images' under 'Documents'. The main grid displays a collection of images with their names and descriptions:

- akerblaar (2)
- akkerblaar (2)
- Algemeen
- Alumni
- bandjes
- AGR W
- Banner_1
- Biblio_web
- Convocation
- convocation
- Energy Conservation Concept
- Diversiteit_reg
- ebw
- Geen Foto
- General
- HUMARGA
- IMG_5241 (2)
- IMG_9172.web
- Fakulteit Ingenieurswese
- Faculty of Engineers
- Ing1websize
- Ing2websize
- Fakulteit ingenieurswese
- Faculty of Engineering
- Ing2websize
- Formation Technol
- Konvokasie
- NTRUM AGE CENTRE EELWIMI
- LETTER
- Language Centre Red
- Letter_mashoof
- milak
- Moderne vreemde Tale
- EXPLOSIVE ACTION
- No Image
- Noimage
- Novartis_toyin_gbabe
- nuus banner

Below the grid, there is a page number '1 - 30' and a navigation icon.

Browse to the 'Notices_Stock_Images' folder through the side navigation as shown above. It will be beneath the 'Stellenbosch University' and then the 'Images' folder. Click on the 'Notices_Stock_Images' folder to open it and you should get a screen like the one above.

In this folder there are standard images that you can use for your article, generally we use the Oak Leaf' image for articles without their own images. Select the image you want by double clicking on it and you will be back to the original form that you got when you first pressed the 'Click here to upload a picture from SharePoint' link. Press the 'OK' button in the bottom right hand corner as shown below:



Now you will be taken back to the original News Article creation form and you will have an example of what your image will look like as shown below:



Print

Published Date:

The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Is Highlight

Staff Only

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?

Enterprise Keywords:

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse.

Featured Site Name:

SU Main:

This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-optie wat bepaal watter afdeling en site op die artikel sal verskyn.

The article is now complete, begin the approval process

Filling out the page information:

This is the most important section when creating an article if the information isn't correct here, it may not get to appear where you intend it to appear. We are going to run through this from top to bottom.

Print

Published Date:

The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Is Highlight

Staff Only

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?

Enterprise Keywords:

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse.

Featured Site Name:

SU Main:

This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-optie wat bepaal watter afdeling en site op die artikel sal verskyn.

The article is now complete, begin the approval process

First is the published date, this is the date the article is published and it is automatically set to the current date. You can leave this field as is.

Next are two check boxes for 'Is Highlight' and 'Staff Only.' We can leave these as they are.

The next field is the enterprise keywords. In this section you can fill out information that is relevant to the article for when people are searching for it. For example, if you were writing an article for the Economic and Management Sciences Faculty you could use the following keywords; 'economy; budget; accounting'

*note, these words need to be separated by a semi-colon (';')

The next field is the Featured Site Name. This determines who gets notified of the article once you have created and saved it. In this case we are writing an article we want to appear on the EMS website so we can either type 'Economic and Management Sciences' or we can click on the tags on the right of the field to browse through the full list of tags of the university as shown below:

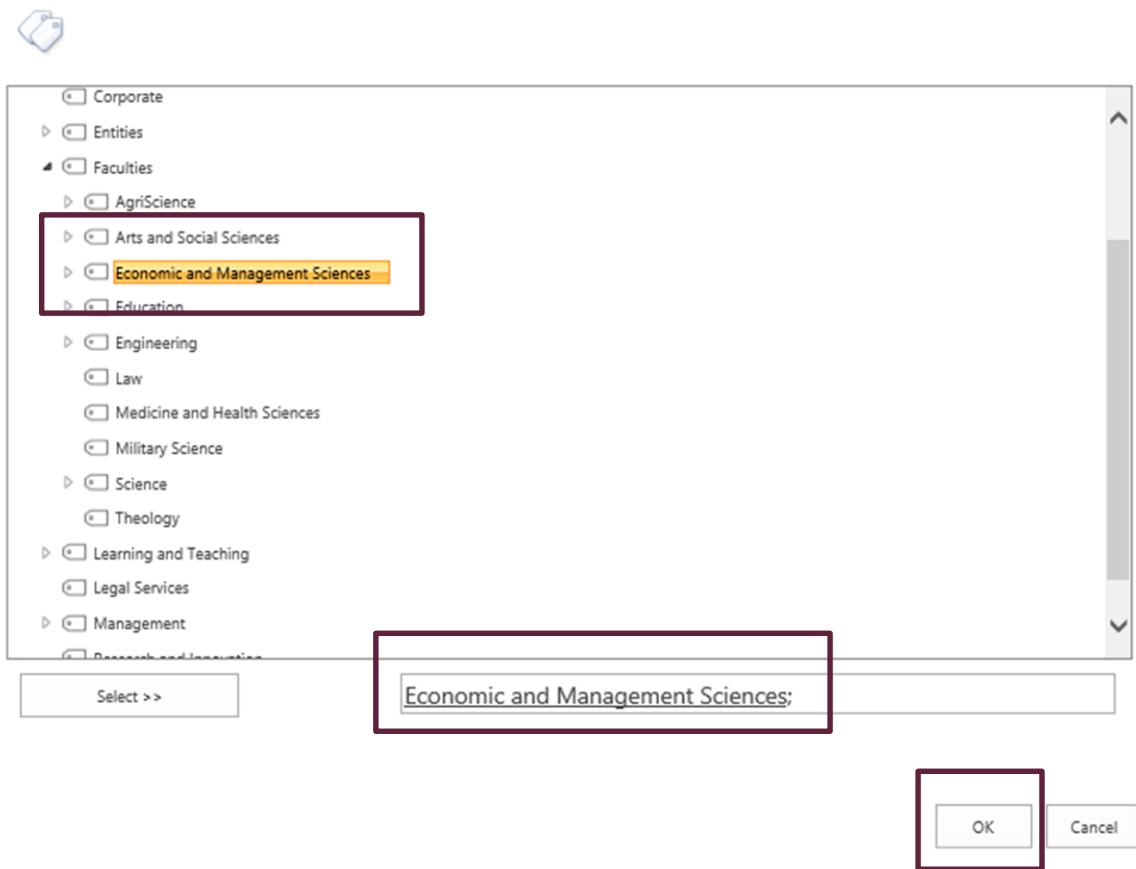
Featured Site Name



Now browse through the tags and double click on all of the desired tags and then press ok when you are happy with your selection

Select : FeaturedSiteName

X



The next field is the Visibly Featured field. This works in the same way as the Featured Site tag in terms of filling it out. The reason for this field is to request where the article appears. In this case we want it to appear on Economic and Managements Sciences news area so we will fill that out.

Make sure you select the correct term for your piece. If you select Faculties it will not select all the faculties below it, you will have to add each faculty by itself. This is to prevent spamming

The Media Release check box can be ignored.

'The article is now complete, begin the approval process' is the last check box and is very important, if you don't have this checked then your article will not send out the necessary notifications and it will not be approved.

Saving your article

Saving to edit later

Now it is time to check over all the information over to make sure everything is there. If one of the compulsory fields is left out, these are marked by red stars next to their titles, are left out and you press the save button, the article will not be saved, even if you intend to edit the article at a later stage.

If you use this method to save, then your article will not appear on your requested carousels as it will not be put into the workflow to be approved, in this way it allows you to save the article and not have anyone else see it before you are ready to take the article .

Saving the article and URL

Now that you know that all the information on your Notice Article form is filled out (if you don't have any content for certain fields you can put a place holder, like a letter or a standard image, you don't have to worry about the article being visible on the site) you can press save, in the bottom left hand corner as shown below:

Published Date

The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Is Highlight

Staff Only

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees ?

Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Featured Site Name

Visibly Featured

This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.

The article is now complete, begin the approval process

Once you press save, you will be taken to a new page with a list of Notice Articles that you have created in the past. In this instance we only have one. To be able to come back to your Notice Article at a later stage copy the URL displayed at the top of the page, when you try go to this page later, you will be asked to sign in again; this will bring up your specific list of Notice Articles.

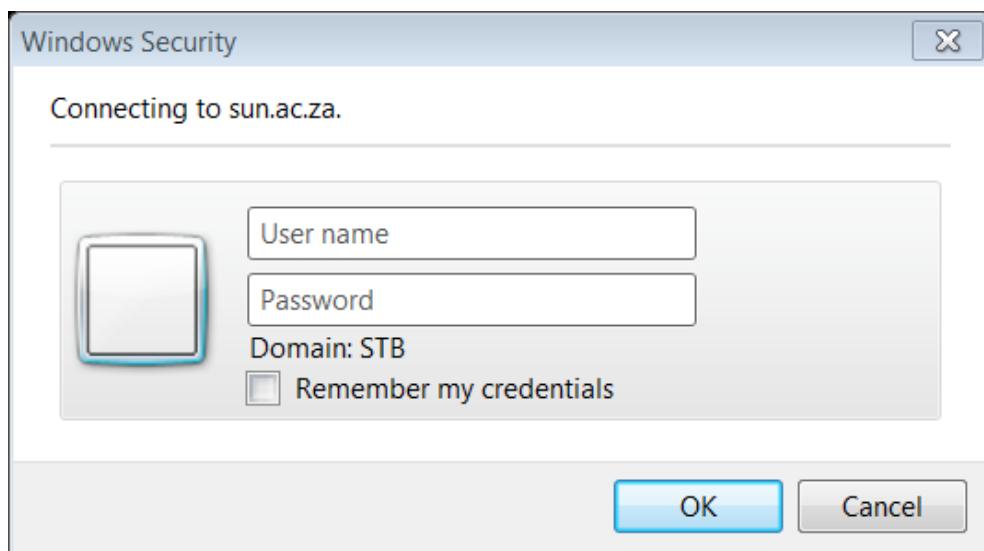
The link should look like this: <http://sun.ac.za/english/Lists/dualnotices/My%20Items%20View.aspx>

Coming back to the article to edit

You have your article saved and you have the URL of your Notice Article list page and you want to now come back to it to edit it.

The screenshot shows a web browser window with the title "Dual Notices - My Items View - Windows Internet Explorer". The address bar contains the URL "http://sun.ac.za/english/Lists/dualnotices/My%20Items%20View.aspx". The page itself is a SharePoint list titled "Dual Notices". It features a navigation bar with links like Home, About us, Faculties, Students, Management, Alumni, Donors, For staff, Contact us, and A - Z. On the left, there's a sidebar for Stellenbosch University with links for Recent, Dual News, News, Dual Events, and Events. The main content area shows a table with one item: "Test Notice" by "Toets Kennisgewings" created and modified "About a minute ago" by "kom test". There are buttons for "new item or edit this list" and a search bar.

Open your web browser and copy the URL that you saved into the address bar. A window like the one below should appear, asking you to sign in:



Now that you are signed in, you will go back to the list of Notice Articles where you will be able to edit your saved article from earlier.

Home About us Faculties Students Management Alumni Donors For staff Contact us A - Z

Dual Notices

University [+ new item or edit this list](#)

[My Items View](#) [All Items](#) [Sort Order](#) [...](#)

<input checked="" type="checkbox"/>	Edit	Title	Modified	Modified By	Created	Created By	
	Test Notice *	...	Toets Kennisgewings	About a minute ago	<input type="checkbox"/> komtest	About a minute ago	<input type="checkbox"/> komtest

To edit your article, press on the pencil and paper icon next to the article you want to edit, this will take you back to the Event Article form so you can complete the information on the page.

Once you have finished editing your article, move onto the ‘Saving for approval’ section of this document on page 21.

Saving for approval

Now it is time to check over all the information over to make sure everything is there. If one of the compulsory fields is left out, these are marked by red stars next to their titles, are left out and you press the save button, the article will not be saved.

Before we press save, we need to make sure that the ‘Start the approval process’ checkbox is ticked. If you do not check this checkbox the article will not request permission to appear on your ‘Visibly Featured’ areas. The checkbox is in the bottom right hand corner of your form, check it then press save in the bottom left hand corner and the approval process will be started and the people in charge of the areas you have requested will be sent an email to either approve or reject the article

Published Date	<input type="text" value="1/23/2015"/> 	The date the author published the article on. Die datum waarop die ouer die artikel gepubliseer het.
Is Highlight	<input type="checkbox"/>	
Staff Only	<input type="checkbox"/>	Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?
Enterprise Keywords	<input type="text"/>	Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse
Featured Site Name	<input type="text"/> 	
Visibly Featured	<input type="text" value="SU Main;"/> 	This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.
<p style="text-align: center;">The article is now complete, begin the approval process <input type="checkbox"/></p> <div style="text-align: right;">Save Cancel</div>		

Approval process

Regular users

Your role is now done! You will have to wait until the article is approved before it starts to appear on the website in the requested areas. If it takes a few days and your article has still not been approved, then you should email the person/people in charge of the area(s) that you have requested.

Site owners

This is where you take the reins, if you are the site owner of one of the areas that you have requested for your article to appear and you don't know how the approval process works then you can email the Digital Media team directly for assistance.

Feedback

Please let us know if you think that there has been anything left out of this document or something hasn't been clearly explained and we will assist you in getting your article online and looking good.

If your request is already covered in this document and you have not seen it because you haven't read through the document properly then we will ignore your request or refer you back to this document.