

Universiteit  
Stellenbosch University

# How to Create a Notice Article

The Notice Creation Process

## 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 image of you 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

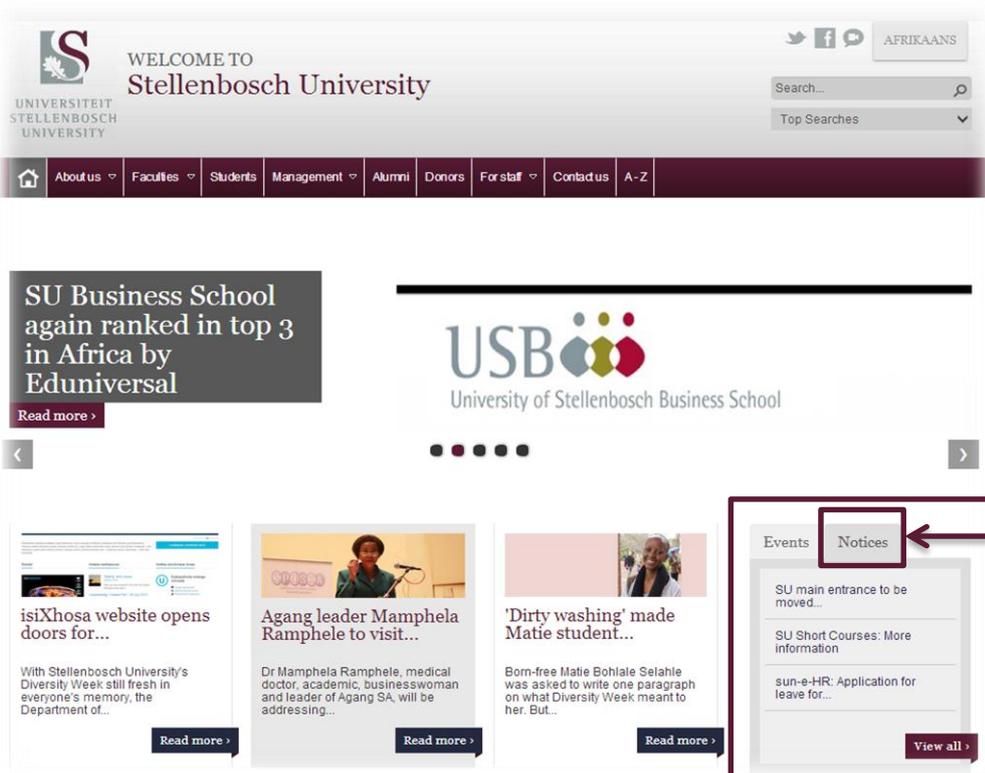
Height: 310 pixels

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:



Notices Tab

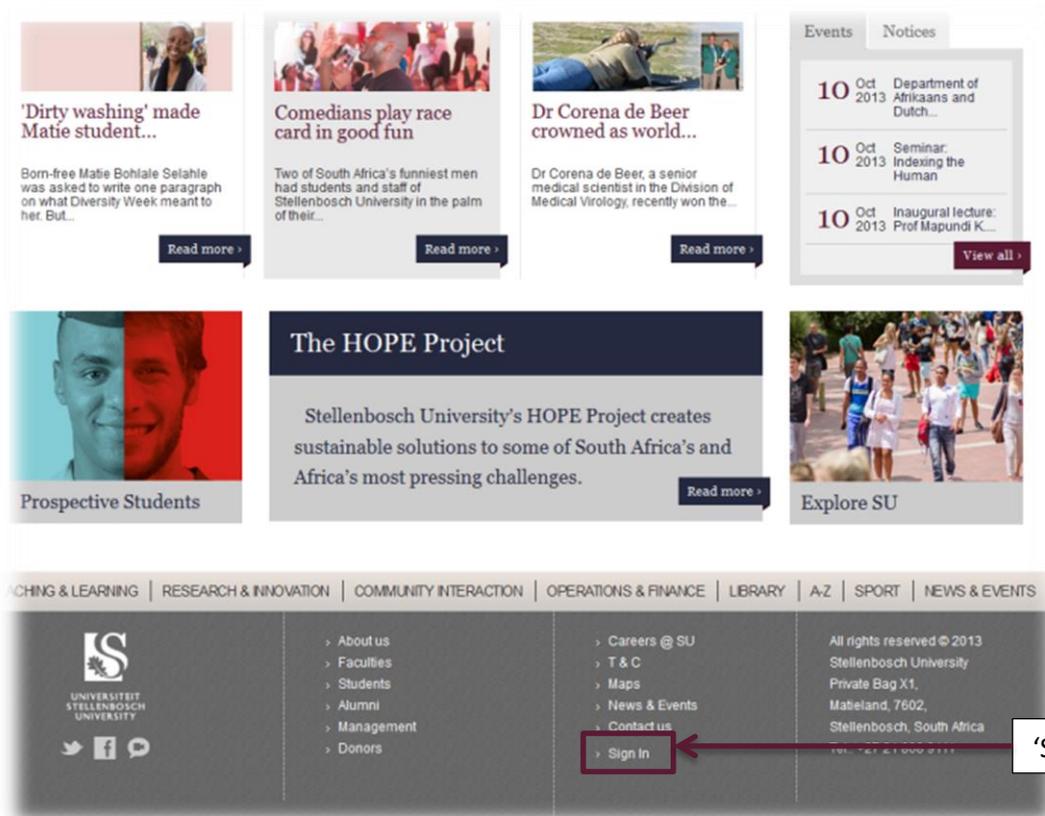
Events & Notices

# 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

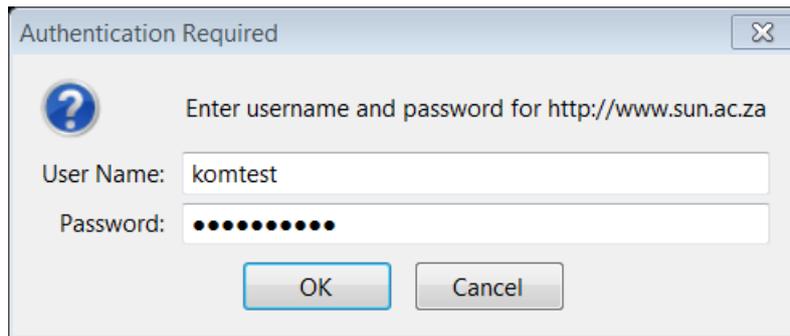
At the bottom of any page of the website there will be a footer area with permanent links in it that will help you navigate around the site and a couple of other helpful functions. What we want to use is the sign in link.



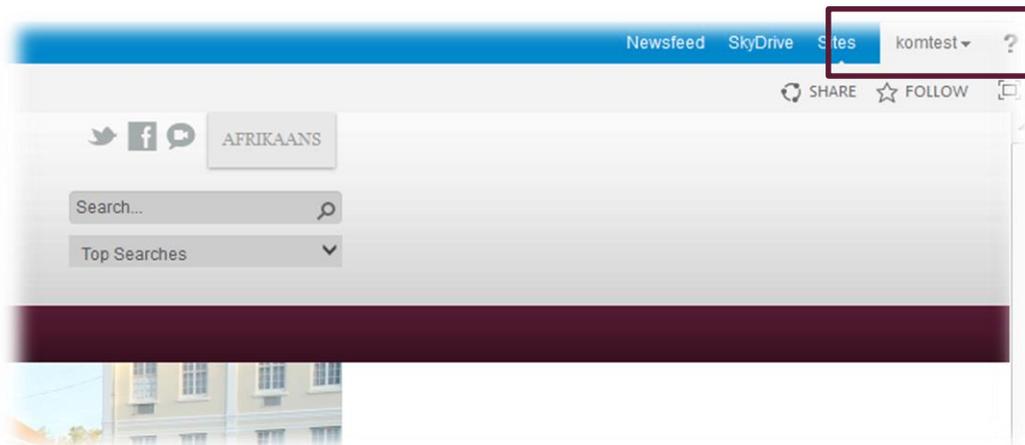
Scroll down to the bottom of the page, press 'Sign In' and fill out your Stellenbosch user name and password.

**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

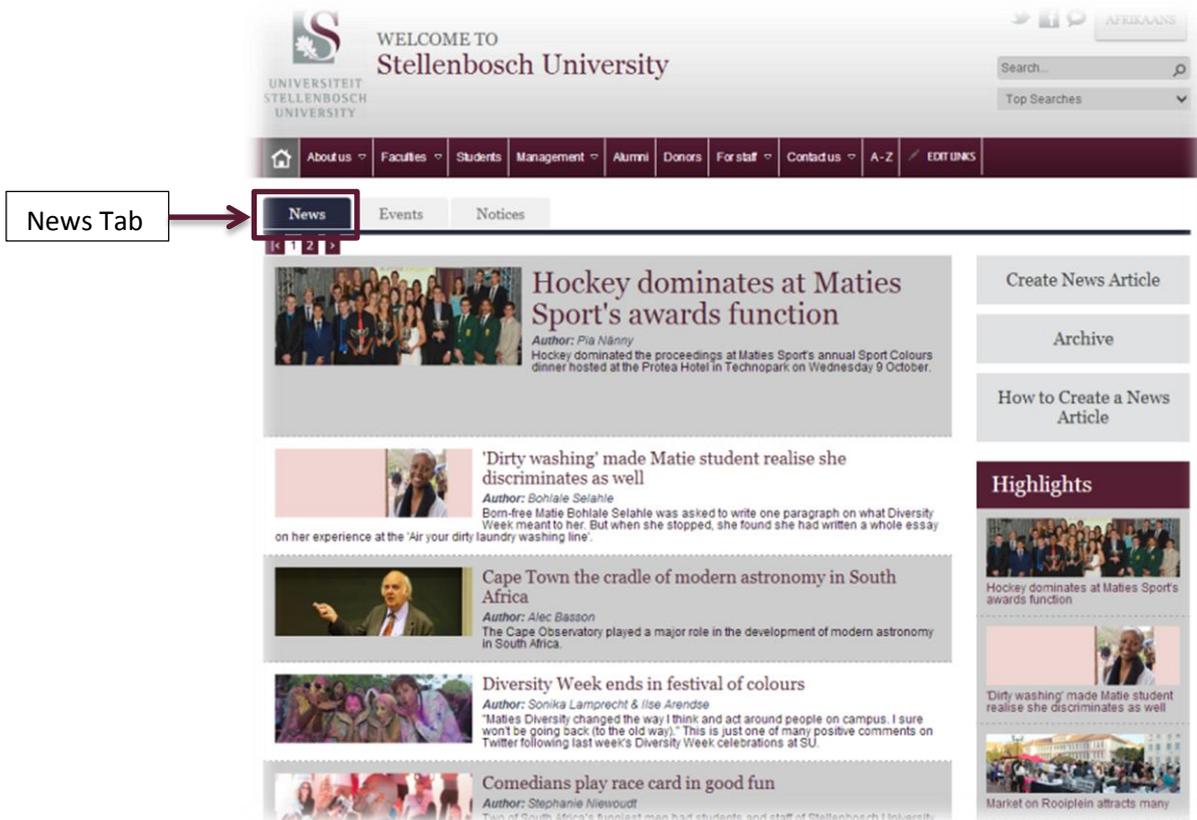
# Creating your Notice Article

## News & Events Page

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



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:



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 interface. At the top, there is a header with the university logo and name, a search bar, and a language selector set to 'AFRIKAANS'. Below the header is a navigation menu with options like 'Home', 'About us', 'Faculties', 'Students', 'Management', 'Alumni', 'Donors', 'For staff', 'Contact us', 'A-Z', and 'EDIT LINKS'. A secondary navigation bar below the menu has 'News', 'Events', and 'Notices' tabs, with 'Notices' being the active tab. The main content area features a list of notices, each with a thumbnail image, a heading, and a brief summary. The notices include information about short courses, HR applications, research commons assistants, a leadership course, and a writing workshop. On the right side, there is a sidebar with a 'Create Notice Article' button, a link to 'How to Create a Notice Article', and a 'Published' bar chart showing the number of articles published in 2012 and 2013.

## 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 form for creating a Notice Article. The form is displayed in a browser window with a ribbon menu at the top. The ribbon has tabs for 'HOME', 'EDIT', 'PAGE', 'FORMAT TEXT', and 'INSERT'. The 'FORMAT TEXT' tab is active, showing various text formatting options like Bold, Italic, Underline, and Paragraph styles. The form itself is a vertical list of fields on the left and their corresponding input areas on the right. The fields include: 'Title \*', 'Summary \*', 'Page Content \*', 'Published Date' (with a calendar icon), 'Enterprise Keywords', and 'Featured Site Name'. A message at the bottom of the form reads: 'The article is now complete, begin the approval process.' There are 'Save' and 'Cancel' buttons at the bottom right of the form.

## 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

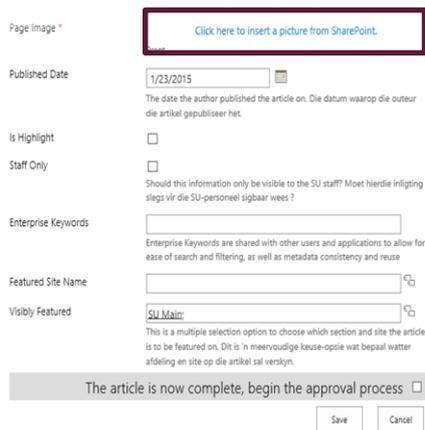
## Page information Section

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:

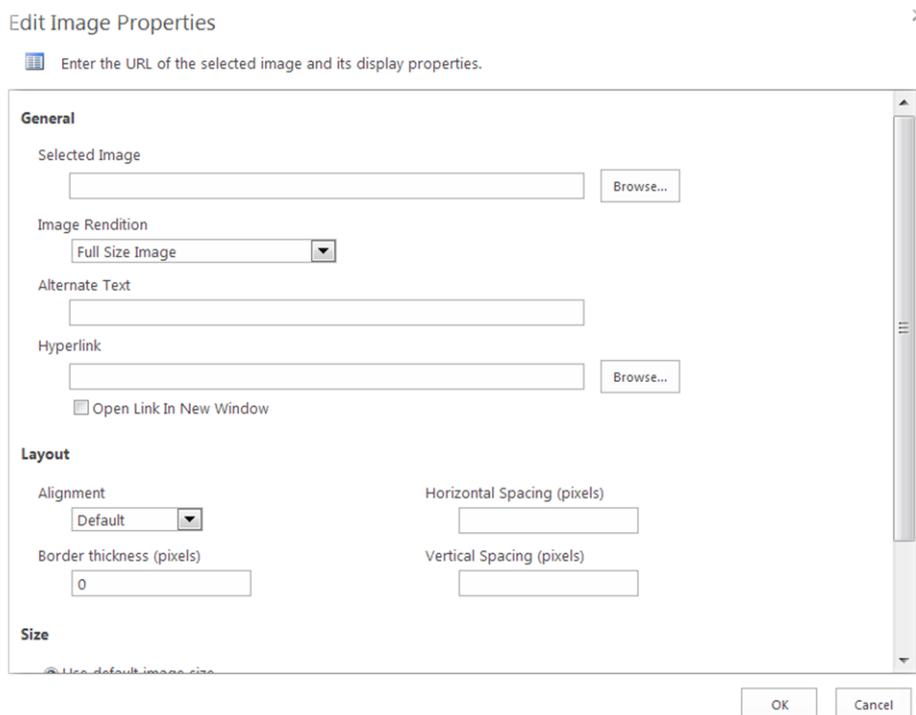


The screenshot shows a SharePoint article form. On the left is a navigation menu with items like 'Home', 'Featured Approval', 'Workflow Tasks', 'People', 'Pages', 'Maps', 'Functional Areas', 'Images', 'Comments', and 'Site Contents'. The main form area has the following fields:

- Page image \***: A text box containing the link "Click here to insert a picture from SharePoint." This link is highlighted with a red rectangular box.
- Published Date**: A date picker set to "1/23/2015". Below it is a small text box with the description: "The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het."
- Is Highlight**: A checkbox, currently unchecked.
- Staff Only**: A checkbox, currently unchecked. Below it is a small text box with the description: "Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?"
- Enterprise Keywords**: A text box. Below it is a small text box with the description: "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 text box with a small icon to its right.
- Visibly Featured**: A dropdown menu with "SU Main" selected. Below it is a small text box with the description: "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."

At the bottom of the form, there is a grey bar with the text "The article is now complete, begin the approval process" and a checkbox. Below this bar are "Save" and "Cancel" buttons.

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

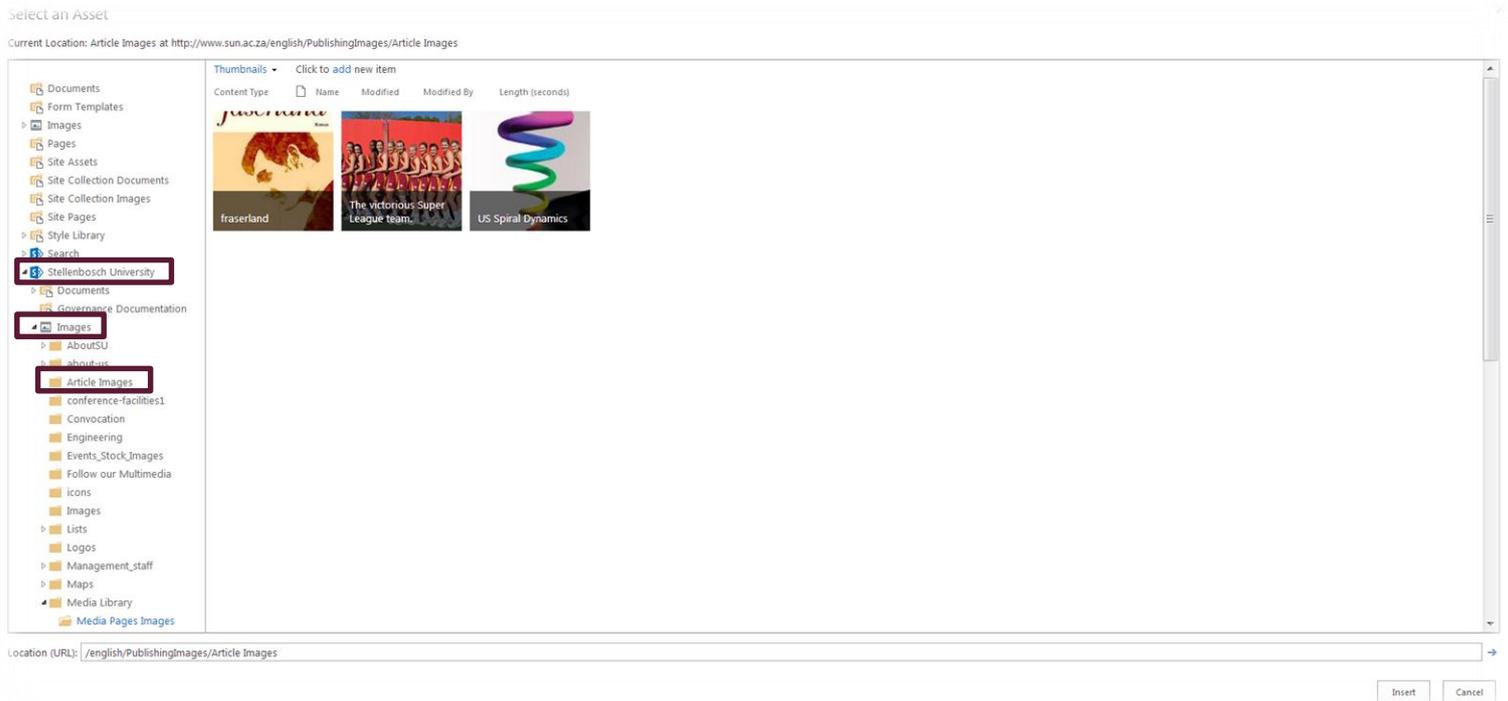


The screenshot shows a dialog box titled "Edit Image Properties" with a close button (X) in the top right corner. Below the title bar is a small icon and the text "Enter the URL of the selected image and its display properties." The dialog box is divided into three sections:

- General**:
  - Selected Image**: A text box with a "Browse..." button to its right.
  - Image Rendition**: A dropdown menu with "Full Size Image" selected.
  - Alternate Text**: A text box.
  - Hyperlink**: A text box with a "Browse..." button to its right.
  - Open Link In New Window
- Layout**:
  - Alignment**: A dropdown menu with "Default" selected.
  - Horizontal Spacing (pixels)**: A text box.
  - Border thickness (pixels)**: A text box with "0" entered.
  - Vertical Spacing (pixels)**: A text box.
- Size**:
  - Use default image size

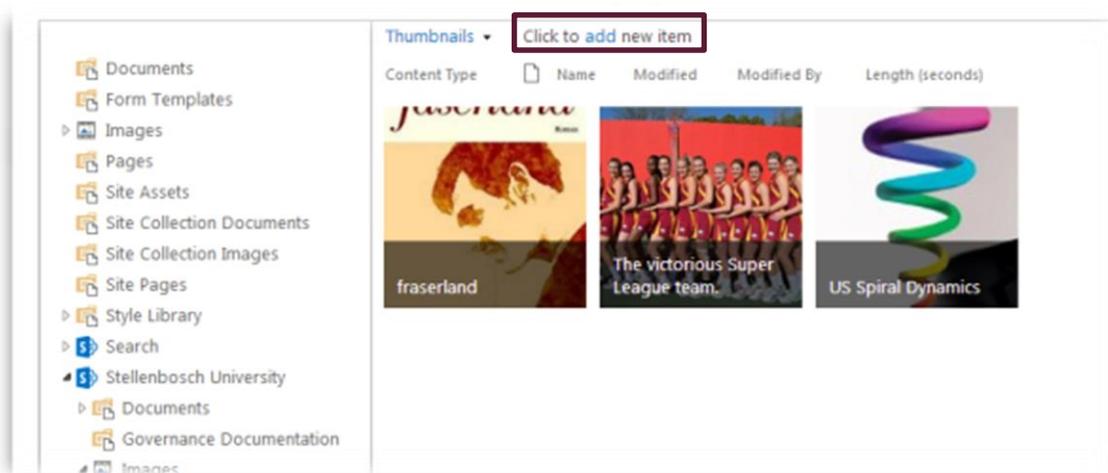
At the bottom right of the dialog box are "OK" and "Cancel" buttons.

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



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.

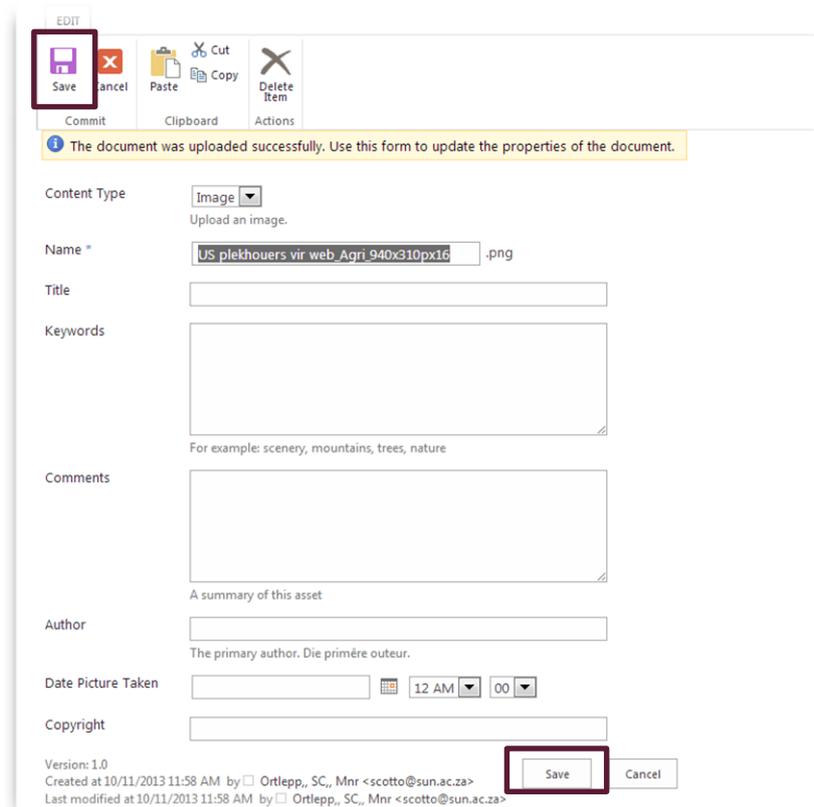
Now click on the 'Click to [add](#) new item' link as shown below:



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 then 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:

Enter the URL of the selected image and its display properties.

**General**

Selected Image  
/english/PublishingImages/Article Images/US plekhouers vir web\_Agri\_940x Browse...

Image Rendition  
Full Size Image

Alternate Text

Hyperlink  
Browse...  
 Open Link In New Window

**Layout**

Alignment  
Default

Horizontal Spacing (pixels)

Border thickness (pixels)  
0

Vertical Spacing (pixels)

**Size**  
Use default image size

OK Cancel

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:

Page Image \* [Click here to insert a picture from SharePoint.](#)

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

Edit Image Properties

Enter the URL of the selected image and its display properties.

**General**

Selected Image

Image Rendition

Alternate Text

Hyperlink

Open Link In New Window

**Layout**

Alignment

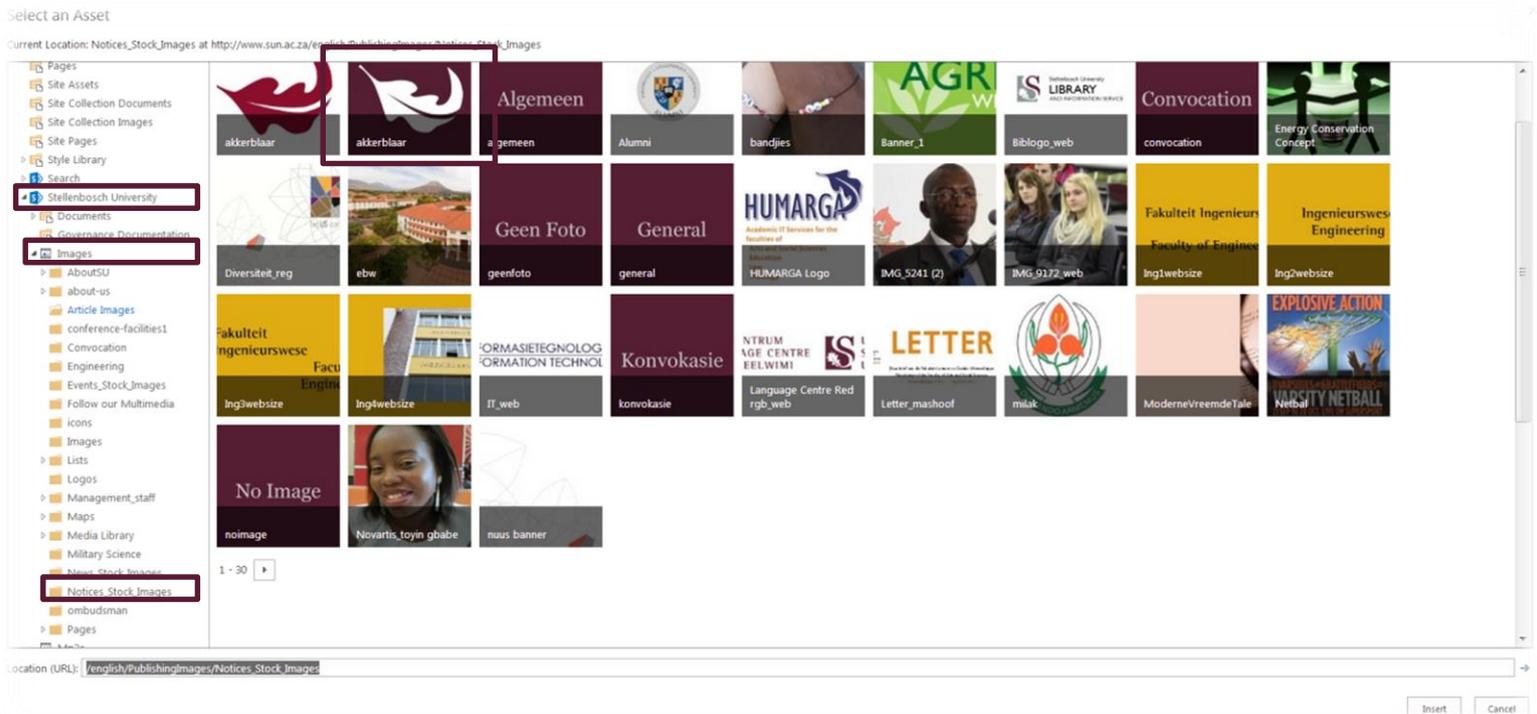
Horizontal Spacing (pixels)

Border thickness (pixels)

Vertical Spacing (pixels)

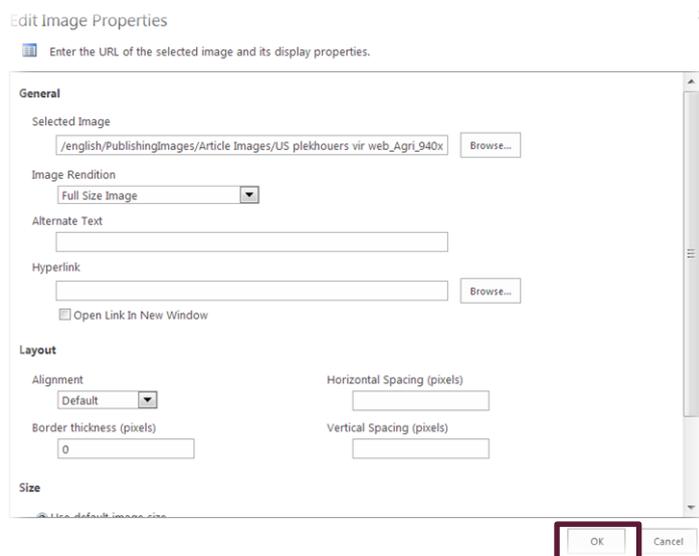
**Size**

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



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:

Page image \*



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  

Visibly Featured    
This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n eenvoudige keuse-opsie 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  

Visibly Featured    
This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n eenvoudige keuse-opsie 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



Corporate

Entities

Facilities

AgriScience

Arts and Social Sciences

Economic and Management Sciences

Education

Engineering

Law

Medicine and Health Sciences

Military Science

Science

Theology

Learning and Teaching

Legal Services

Management

Research and Innovation

Select >>

Economic and Management Sciences;

OK Cancel

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 Facilities 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

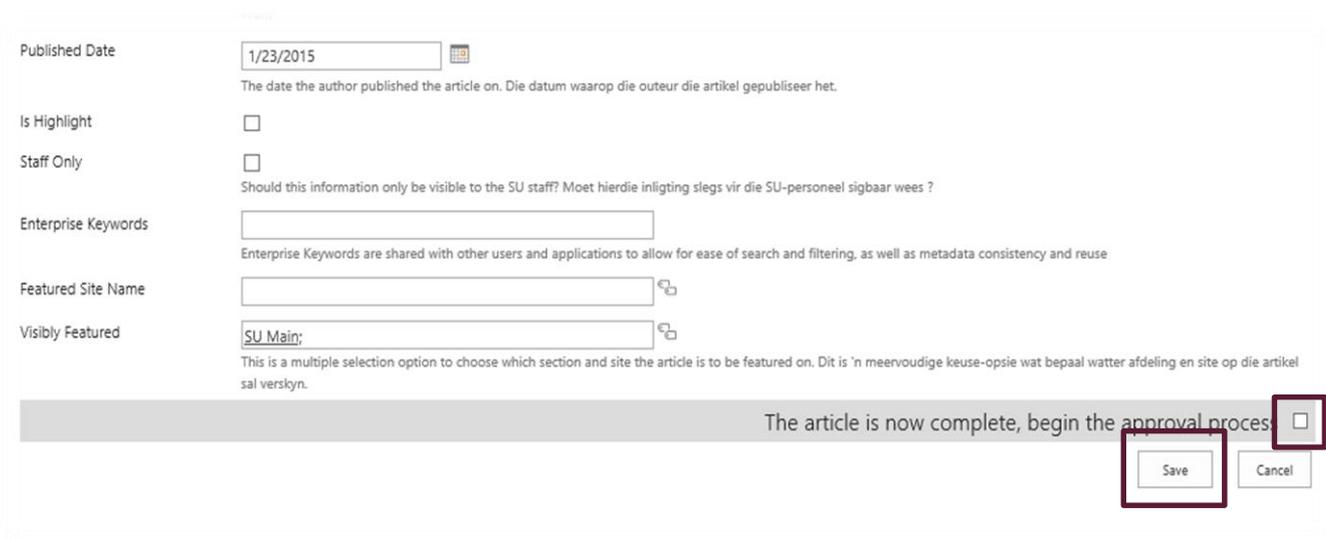
## Saving to edit later

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:



The screenshot shows a form with the following fields and options:

- Published Date:** A date picker set to 1/23/2015. Below it is the text: "The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het."
- Is Highlight:** An unchecked checkbox.
- Staff Only:** An unchecked checkbox. Below it is the text: "Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees ?"
- Enterprise Keywords:** An empty text input field. Below it is the 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:** An empty text input field with a small icon to its right.
- Visibly Featured:** A dropdown menu with "SU Main;" selected. Below it is the text: "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."

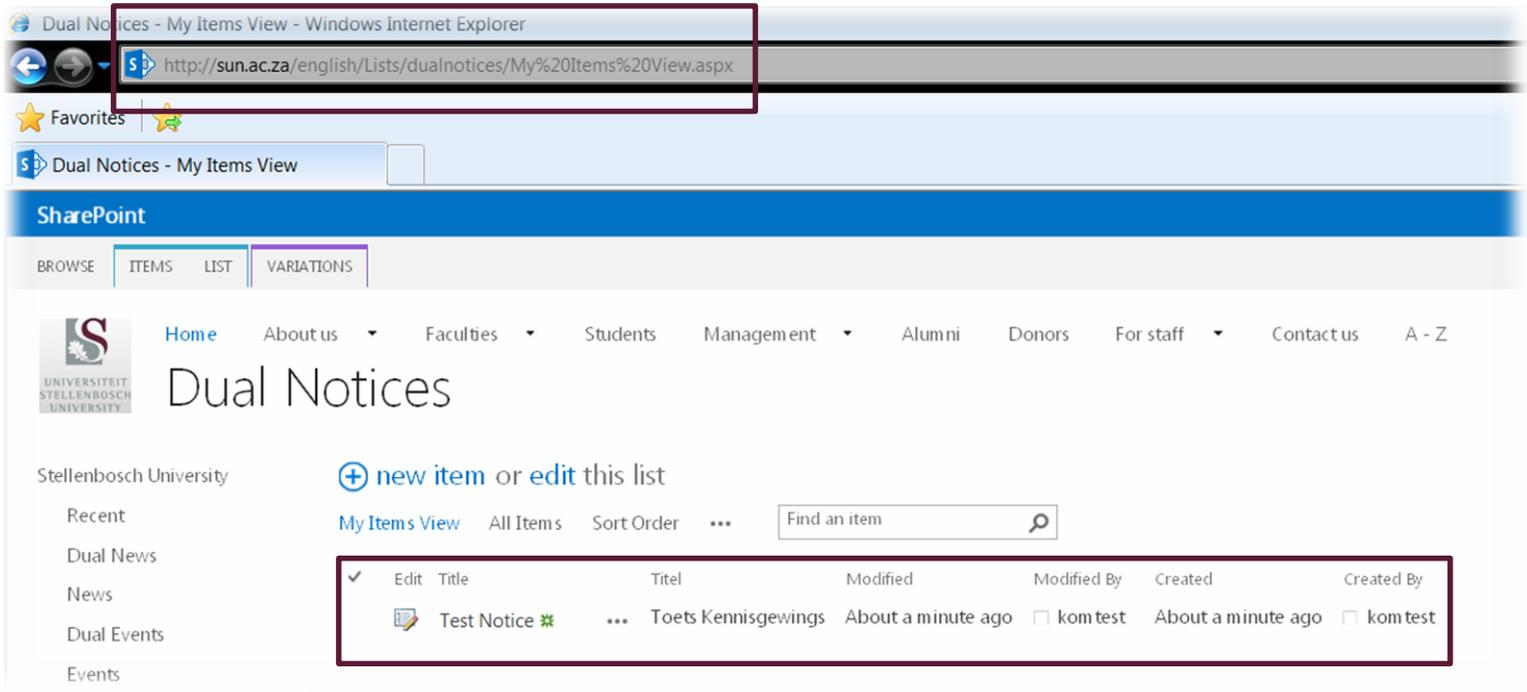
At the bottom of the form, there is a grey bar with the text: "The article is now complete, begin the approval process". To the right of this bar is a small square icon. Below the bar are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box.

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.

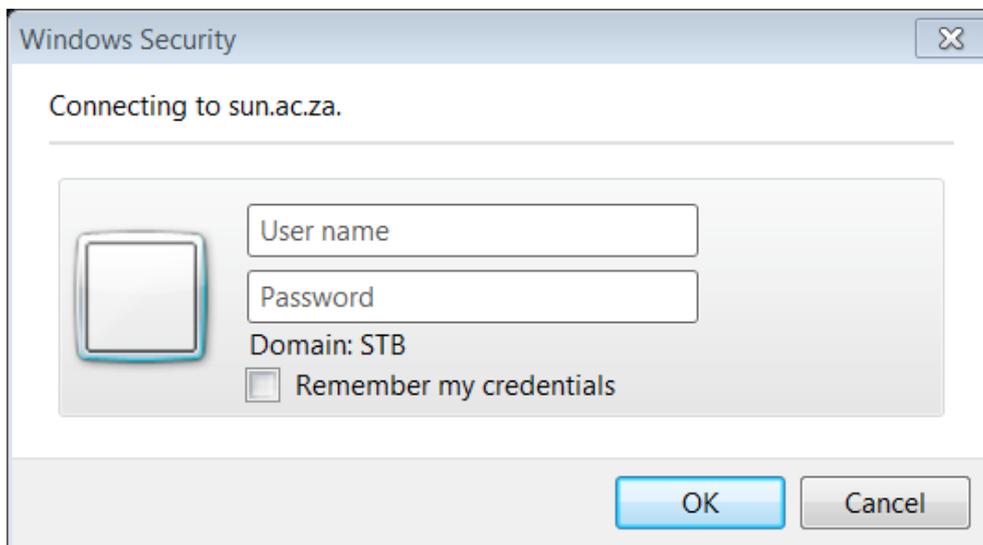
The link should look like this: <http://sun.ac.za/english/Lists/dualnotices/My%20Items%20View.aspx>

### Coming back to the article to edit

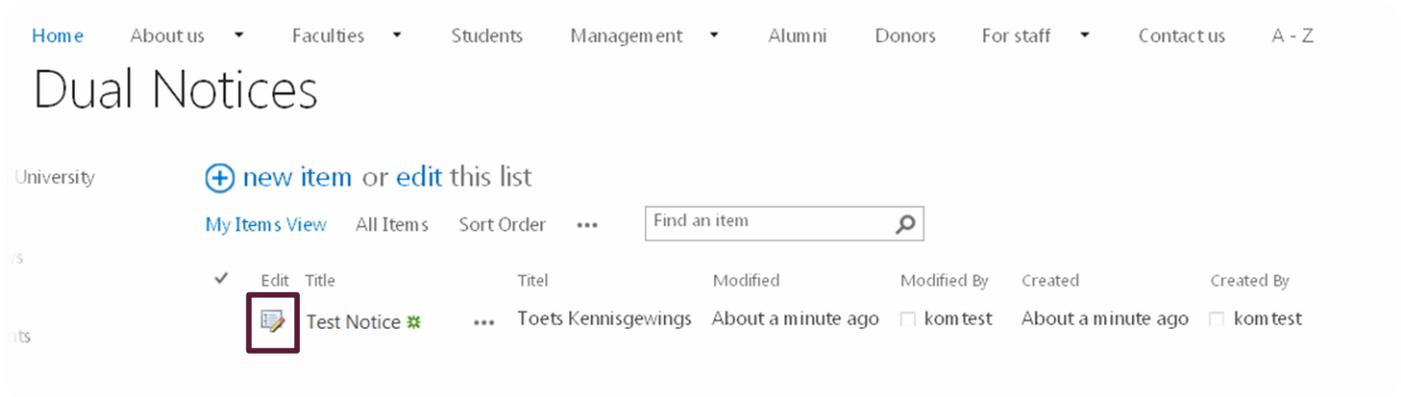
You have your article saved and you have the URL of your Notice Article list page and you want to now come back to it to edit it.



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.



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    
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

# 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.