# How to add news articles

(a 5-step guide)

## Step 1 (browsing to the site):

- Open your web browser and browse to the following URLs: <u>http://www.sun.ac.za/english/news-events</u> for news items or <u>http://www.sun.ac.za/english/pages/events.aspx</u> for lectures or events. Click on create article on the right.



#### Step 2 (adding a news item):

- If you want to upload a news item, click on Dual News. Click on Dual Events to upload an event and on Dual Notices to upload a notice.

- Click on "New Item"



## Step 3 (populating the form fields):

- Fill in all the fields denoted with a red " \* ".

To successfully submit a news article, *ALL* mandatory fields *MUST* have content. These fields include heading, content, image, visibly featured and page category.

- "Visibly Featured" denotes where the article will be displayed.
- Click on the 🐃 icon to browse and select the pre-defined departments.
- The same procedure is followed for "Page Category".
- *"Enterprise keywords"* will help users search for your article. Add keywords/phrases and separate them by using a semi-colon. E.g. academic success; achievements on campus; XYZ conference

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#### Step 4 (selecting an article picture):

- Click on the link text "Click here to insert a picture from SharePoint" in the centre of the main form.

- Click on "Browse" in the "Selected Image" row.

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 In the correct picture library (scroll down to Stellenbosch University -> Images -> Media library) add your image or select an appropriate image by double clicking it. You can also select an image from the folder Notices\_Stock\_Images. YOU MUST ADD AN IMAGE.



- The selected image file name will be displayed under "Selected Image"
- Click OK

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## Step 5 (submitting the news article):

- Double check that all the required fields have been entered (denoted by a " \* ").

- Click "SAVE" at the bottom of the form to submit the article. If the document didn't close, you probably did not enter all the mandatory fields. Please check again.

