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: http://www.sun.ac.za/english/news-events for news items or http://www.sun.ac.za/english/pages/events.aspx 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"
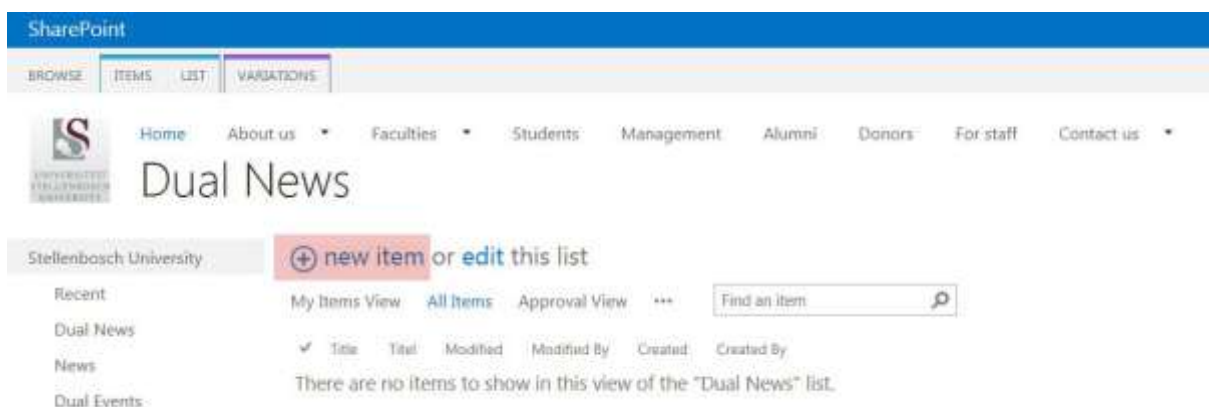
Step 3 (populating the form fields):

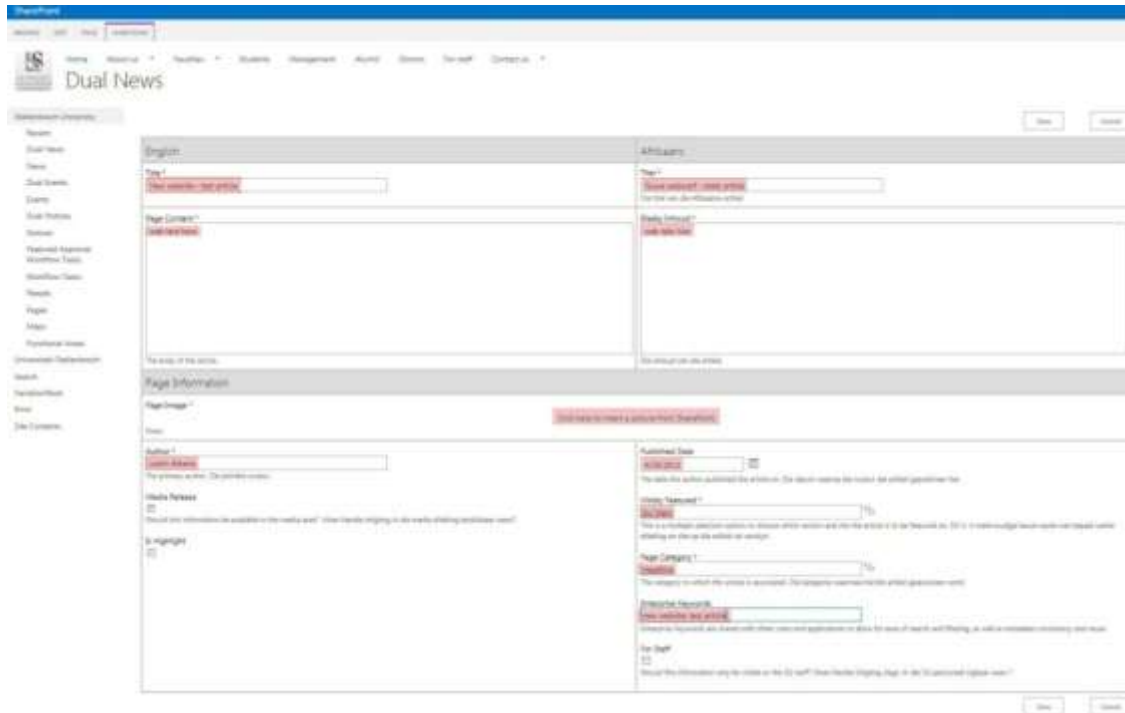- Fill in all the fields denoted with a red " * ".

  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


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.
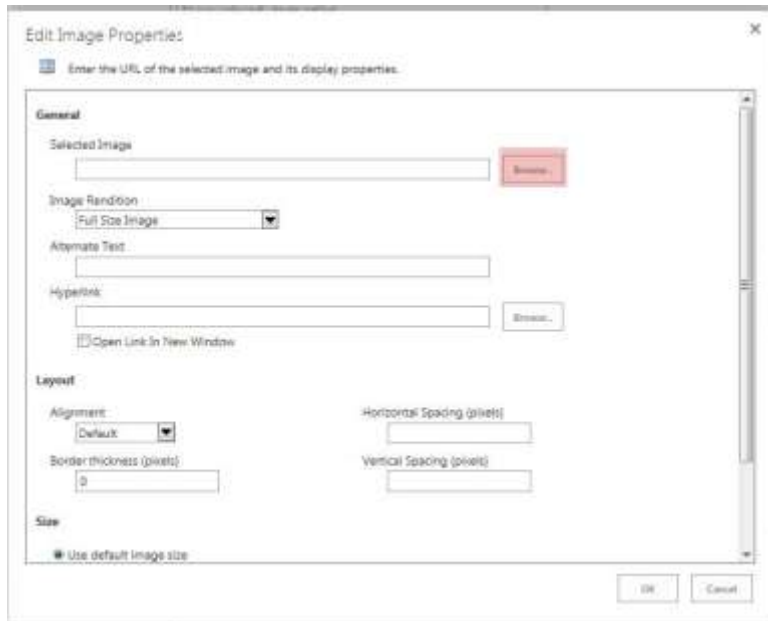
- In the correct picture library (scroll down to Stellenbosch University -> Images -> Media library) add your image or select an appropriate image by double clicking it. You can also select an image from the folder Notices_Stock_Images. YOU MUST ADD AN IMAGE.
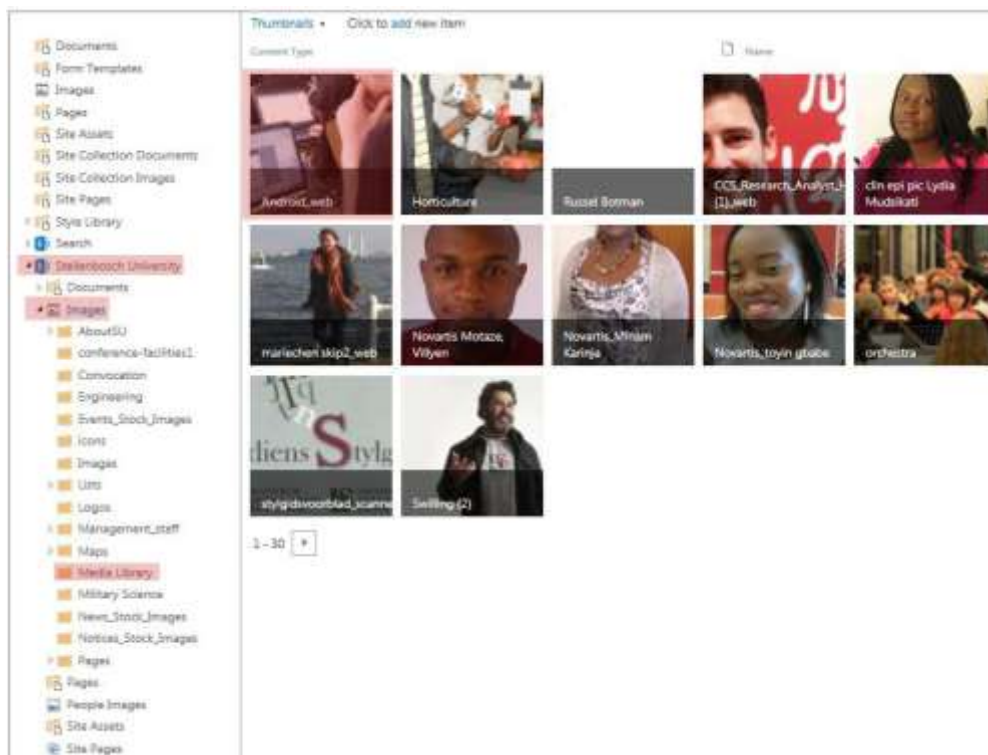
- The selected image file name will be displayed under "Selected Image"
- Click OK

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.