NEWS CLIPPINGS USER MANUAL

1.0   SETTING UP WEB PART
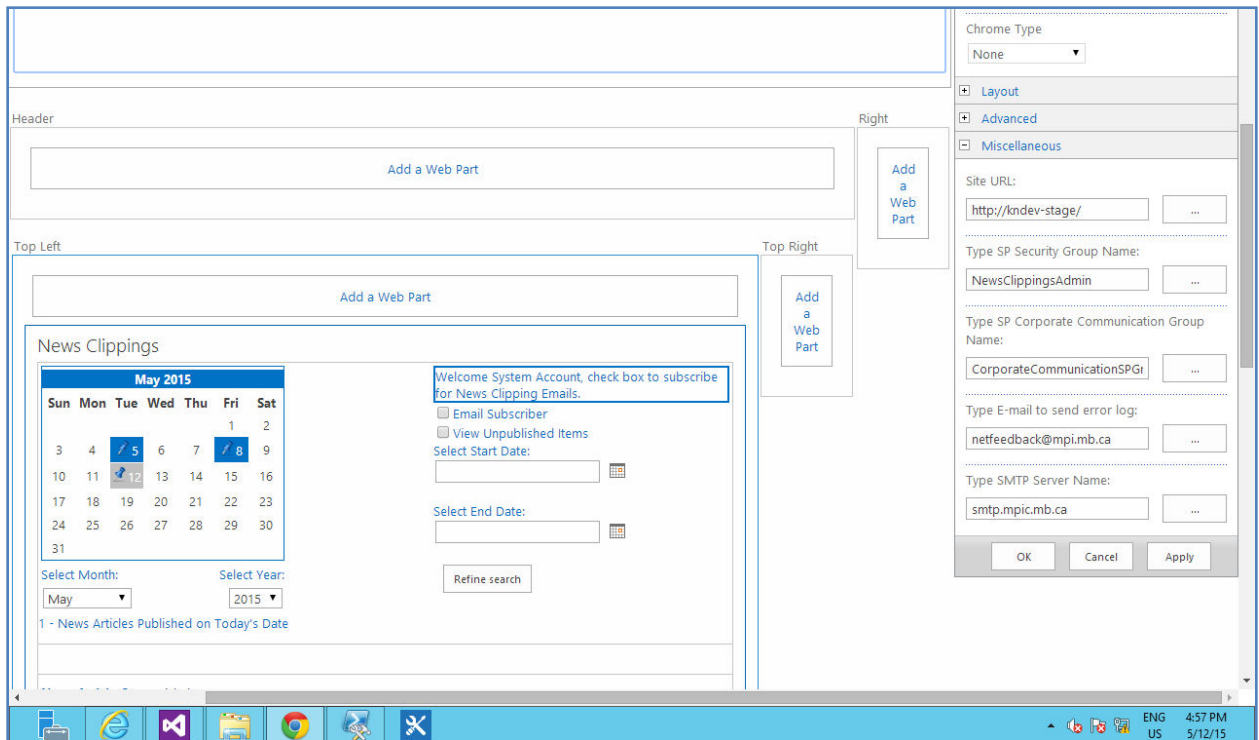
2.0   SEARCH
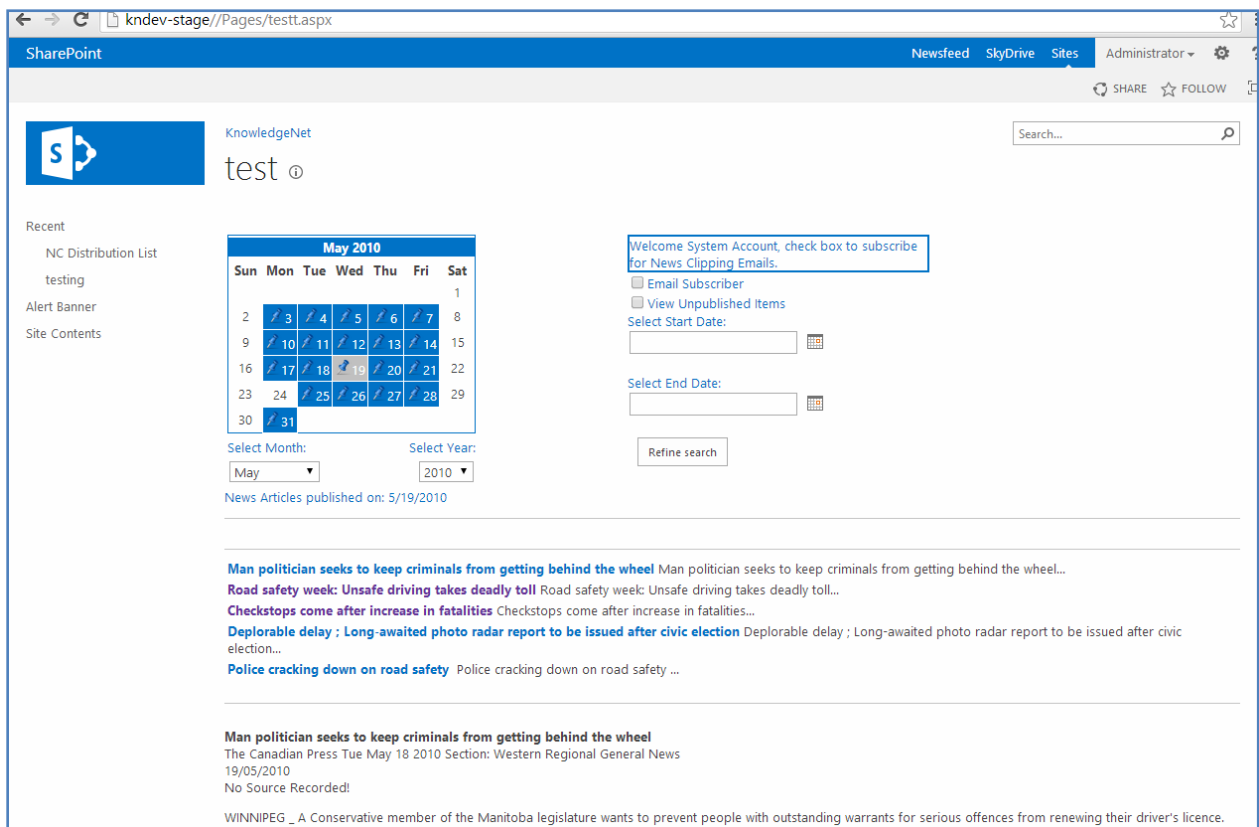
3.0   ADDING NEW CLIPPING

SharePoint

SHARE   ☆ FOLLOW

Recent

   NC Distribution List

   testing

Alert Banner

Site Contents

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Select Month: Select Year:

[May ▾]   [2015 ▾]

No News Articles published on Today's Date!

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☐ Email Subscriber
☐ View Unpublished Items

Select Start Date:

[   ] 📅

Select End Date:

[   ] 📅

[Refine search]

Add News Clipping

[   ] 📅

News Title:

[   ]

News Source:

[   ]

News Article:

[   ]

ByLine:

[   ]

[Add Article]   [Preview]

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Select Start Date:

Select End Date:

Select Month:
May ▼

Select Year:
2015 ▼

Refine search

No News Articles published on Today's Date!

Add News Clipping

News Article One Article here …. . .
News Article Two Article here …. . .

The page at kndev-stage says: ✕

Do you want add this item?

OK   Cancel

News Article One
Source 1
May/12/2015
John Smith
Article here …
Return to Top

News Article Two
Source 2
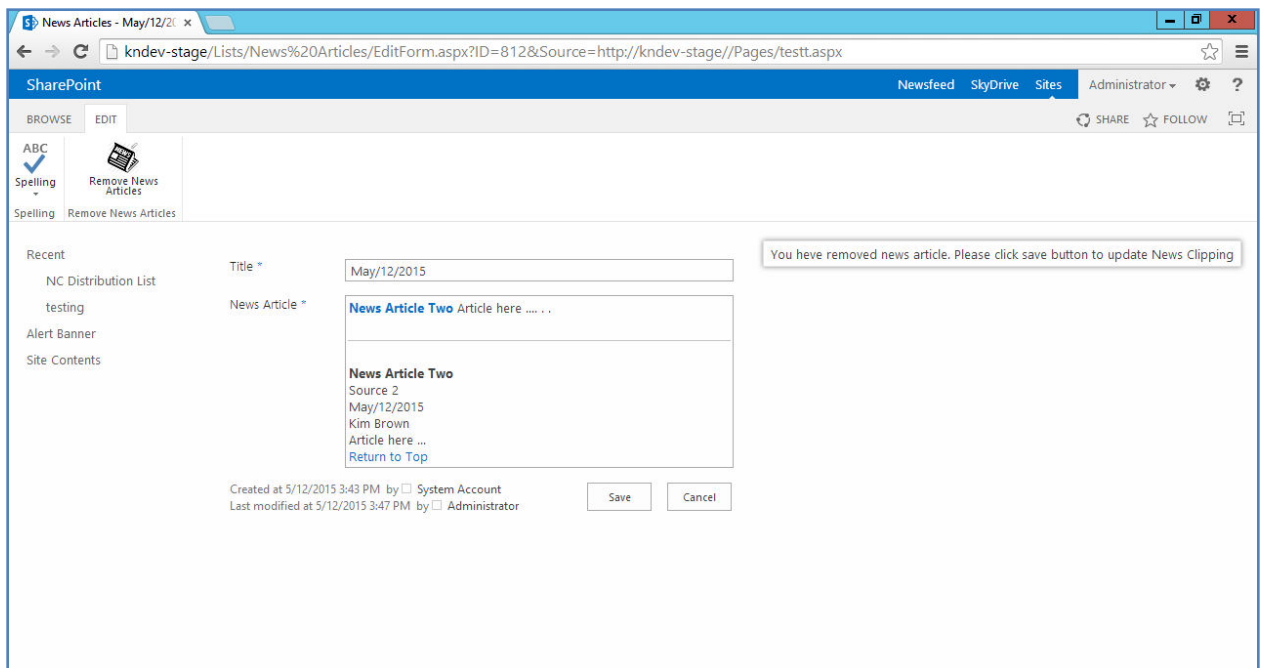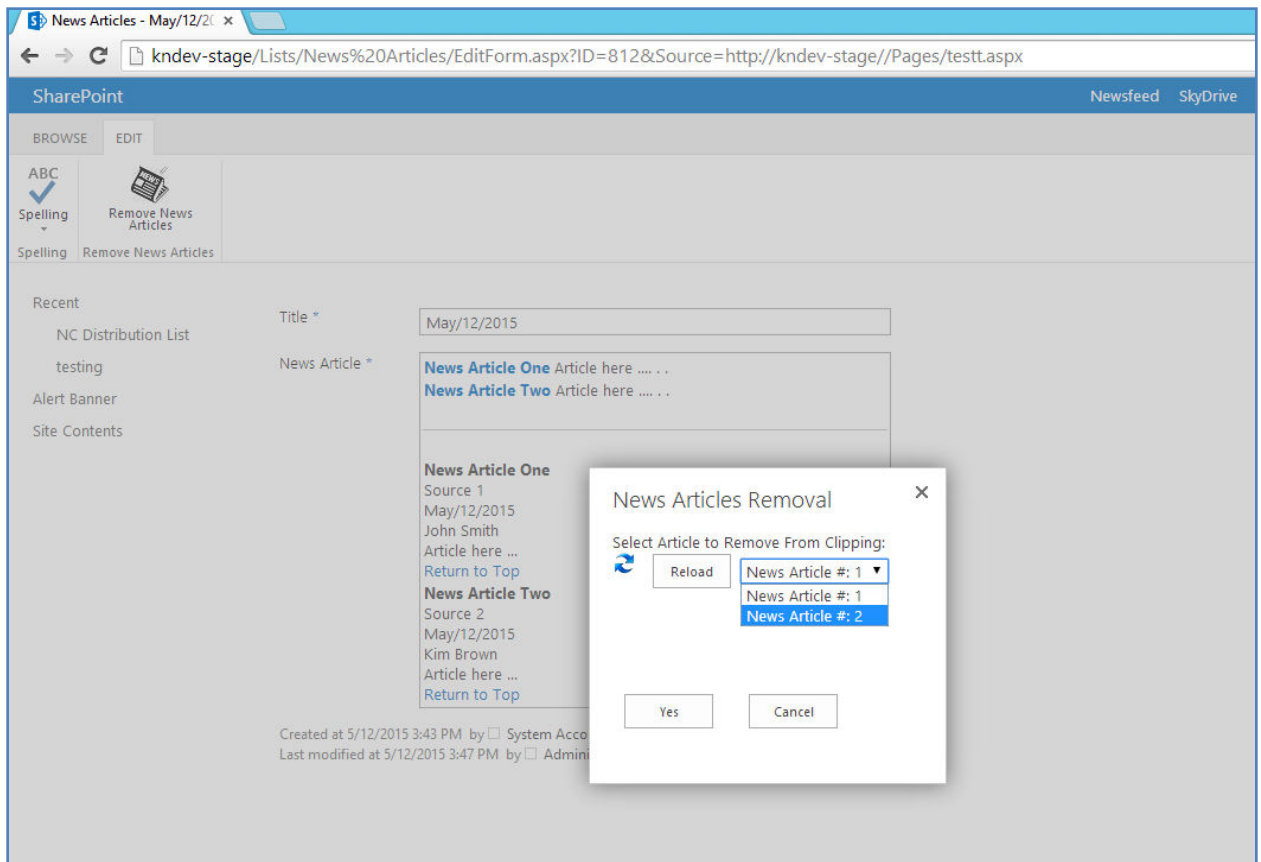May/12/2015
Kim Brown
Article here …
Return to Top

Submit

4.0   REMOVING NEWS ARTICLE

5.0 PUBLISHING NEWS CLIPPING

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31						

Select Month: Select Year:

[May ▼]   [2015 ▼]

Unpublished News Articles

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[Refine search]

News Article One Article here .... . .
News Article Two Article here .... . .

News Article One
Source 1
May/12/2015
John Smith
Article here ...
Return to Top

News Article Two
Source 2
May/12/2015
Kim Brown
Article here ...
Return to Top

6.0 EDITING AND DELETING NEWS CLIPPING

7.0 E-MAIL SUBSCRIBING

SharePoint

BROWSE   ITEMS   LIST

KnowledgeNet

NC Distribution List ⓘ

Recent

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Alert Banner

Site Contents

⊕ new item or edit this list

All Items   •••   Find an item   🔍

✓   Title

ghjgh@mpi.mb.ca   •••

arazic@mpi.mb.ca ✳   •••

KnowledgeNet

People and Groups › CorporateCommunicationSPGroup

New ▾   Actions ▾   Settings ▾

📄	📎	☐ Name	About me	Title	Department
☐		☐ Administrator			
☐		☐ Armin Razic			

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8.0   E-Mailing NEWS CLIPPING

| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |

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1 - News Articles Published on Today's Date

News Article One Article here .... . .
News Article Two Article here .... . .

News Article One
Source 1
May/12/2015
John Smith
Article here ...
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News Article Two
Source 2
May/12/2015
Kim Brown
Article here ...
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May 2015

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17	18	19	20	21	22	23
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Select Month: Select Year:

May ▼   2015 ▼

1 - News Articles Published on Today's Date

News Article One Article here .... . .
News Article Two Article here .... . .

News Article One
Source 1
May/12/2015
John Smith
Article here ...
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News Article Two
Source 2
May/12/2015
Kim Brown
Article here ...
Return to Top

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Todays News Clipping - Message (HTML)

Message

Reply | Reply to All | Forward | **Respond**
IM ▼ | Call ▼
Delete | **Actions**
Junk E-mail ▼
Categorize ▼ | Follow Up ▼ | Mark as Unread | **Options**
Find
Send to OneNote | **OneNote**

From: netfeedback@mpi.mb.ca   Sent: Tue 5/12/2015 4:47 PM
To: ghjgh@mpi.mb.ca; Razic, Armin
Cc:
Subject: Todays News Clipping

News Clippings - 5/12/2015 12:00:00 AM

News Article One Article here .... . .
News Article Two Article here .... . .

News Article One
Source 1
May/12/2015
John Smith
Article here ...
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News Article Two
Source 2
May/12/2015
Kim Brown
Article here ...
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May 2015

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Select Month: Select Year:

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[   ] 🗓

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News Article One Article here .... . .
News Article Two Article here ....

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[OK]   [Cancel]

News Article One
Source 1
May/12/2015
John Smith
Article here ...
Return to Top
News Article Two
Source 2
May/12/2015
Kim Brown
Article here ...
Return to Top

Title *

May/12/2015

News Article *

News Article One Article here …. . .
News Article Two Article here …. . .

News Article One
Source 1
May/12/2015
John Smith
Article here …
Return to Top
News Article Two
Source 2
May/12/2015
Kim Brown
Article here …
Return to Top

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Last modified at 5/12/2015 3:47 PM by ☐ Administrator

Save   Cancel