How to Use the Press Page Google Spreadsheet

*By Andrew Atwong on 8/7/2015*

The purpose of the spreadsheet is to create an efficient way to import news data into the press page from a .csv file. When you make an edit or addition, simply export the spreadsheet as a .csv file and replace it with “press.csv”, which can be found in the “\_data” folder. Within the spreadsheet, there are comments on several of the column headings that describe how to use those columns:

Column C: **date\_MDY**

Fill in this column in M/D/Y format. Then drag down columns D and E to fill in corresponding information. I have found that this is a good place to paste in dates of all formats from various articles. It makes filling the next two columns easier.

Column D: **timestamp**

The timestamp is used for sorting articles by reverse-chronological order. It is an integer value that is given by the number of days since Jan. 1, 1970. The values correspond to column C (date\_MDY). To populate the timestamp column pull down the formula as you add corresponding values in column C.

Column E: **date**

Date values are displayed on the press page in the format, “Aug 7, 2015”.

Column F: **teaser**

Most of these have been copied from the previous version of the press page. Currently, the teasers are mostly copied from the first few sentences of each article. In future use, this introductory paragraph could be a summary or abstract of the article.

Column I: **image-url**

The image-url can either come from web images associated with an article, or can come from the "codeforamerica.org/media/images/press" folder.

Additional note:

I have found that the only way to edit this document is through making changes on the Google Sheet and then exporting it to replace the old version of “press.csv” in the “\_data” folder. If you try to edit an existing “press.csv” file using Excel, some compatibility issues arise and Jekyll will have an error.