

# **Creating and publishing News**

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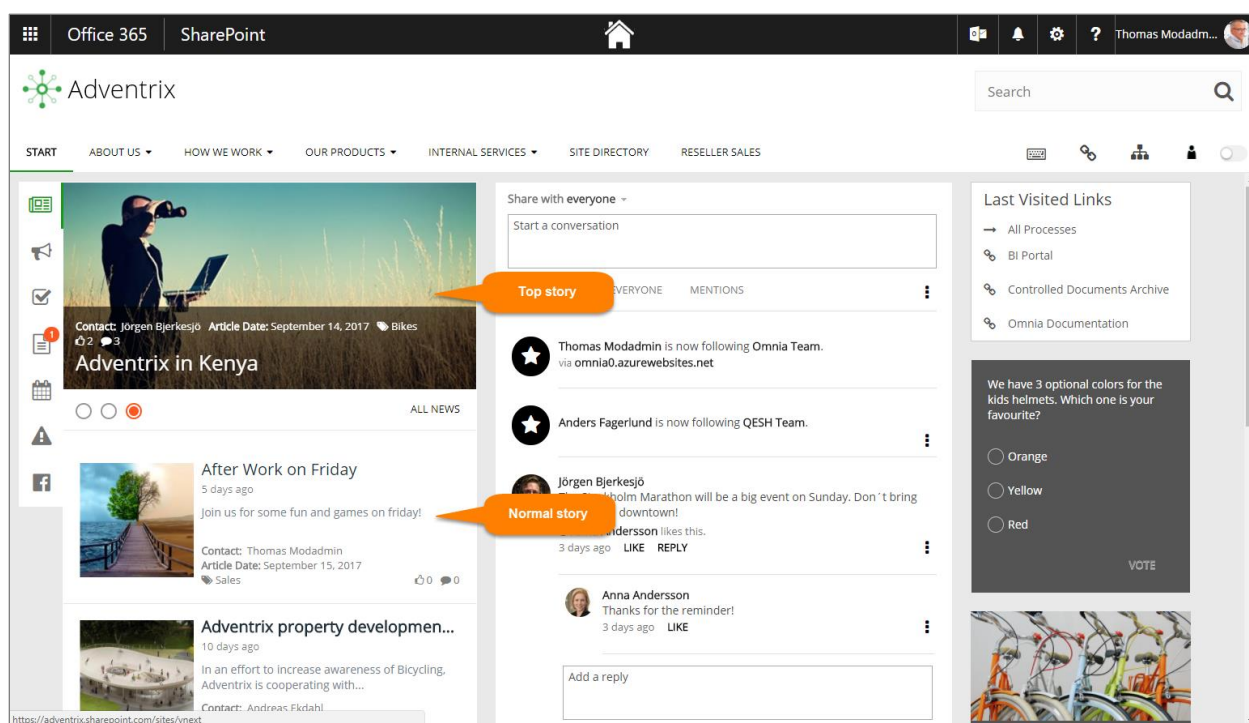
# Introduction

Purpose of this document: Training material for creating and publishing of news articles in Omnia, mainly for self training.

Target group: Intended for news editors. Normally news editors are defined in a separate permission group, separate from other editors. If there is more than one News Center in the portal, there is most likely a separate permission group for each News Center.

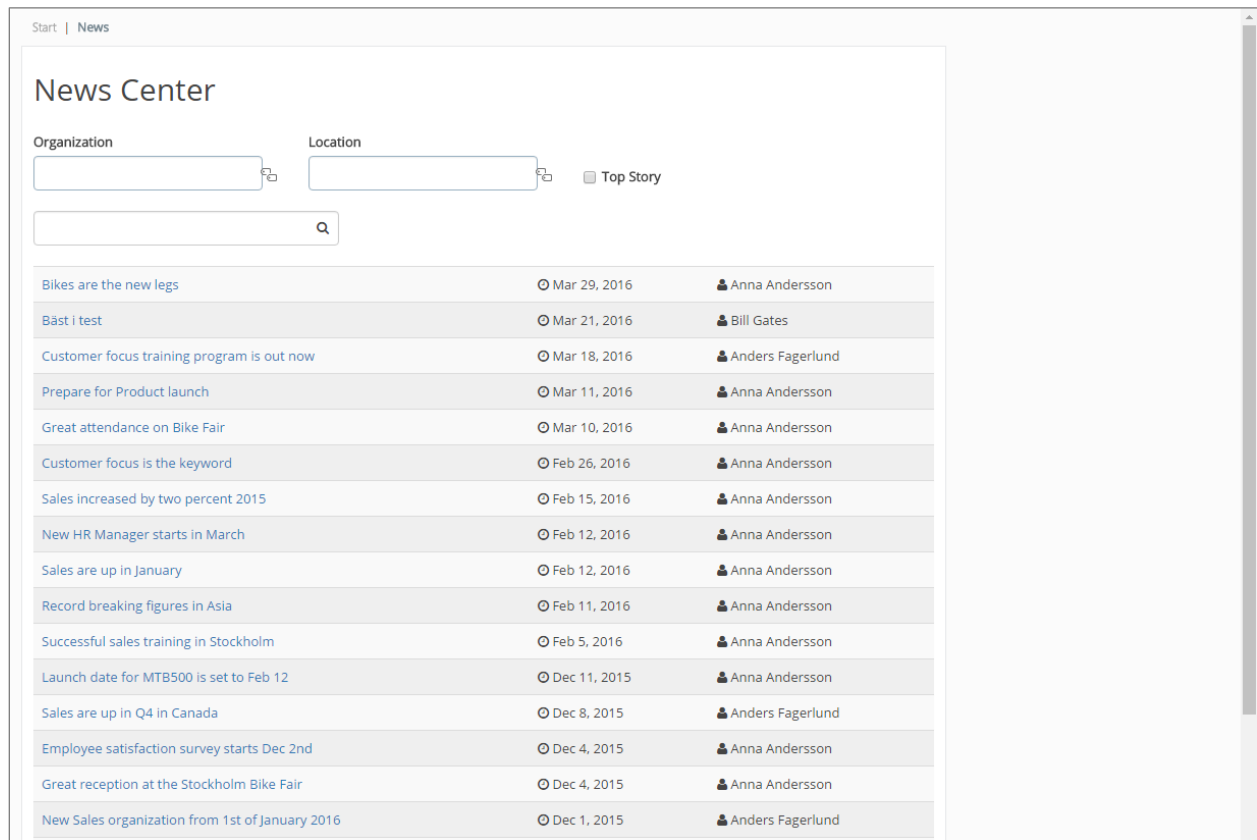
Also, a News Center is a separate web site, with it's own libraries for pages, images and documents.

You work with news articles in the News Center. Every news article is a page, stored in that site. From there, news can be available for users through the notification panel, as a top story or as a "normal" story.



A news article is available through the notification panel for a while, for how long is set be the portal administrator; a week, two weeks, a month, or unlimited.

Even if a news article is no longer available through the notification panel or any other news list, all users can go to the News Center, and read any published article there, new or old.



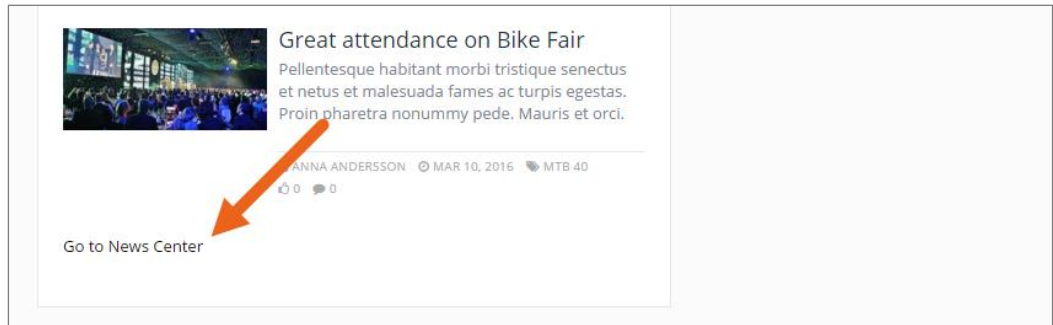
And besides that, all published news articles can be found by searching.

## Creating a news article

To create a news article, do the following:

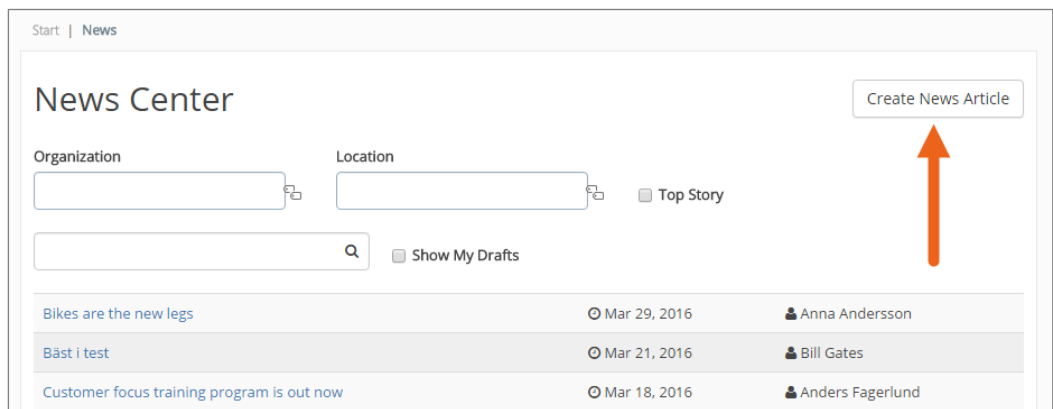
1. Go to the News Center.

Very often, there's a banner on the portal start page, but the link to the News Center can always be found at the bottom of the news list in the notification panel:



If you are a news editor (and you should be when reading this document), the button **Create News Article** and a **My Drafts** list is available to you.

**2. Click Create News Article.**



The first step is to create the page for the news article.

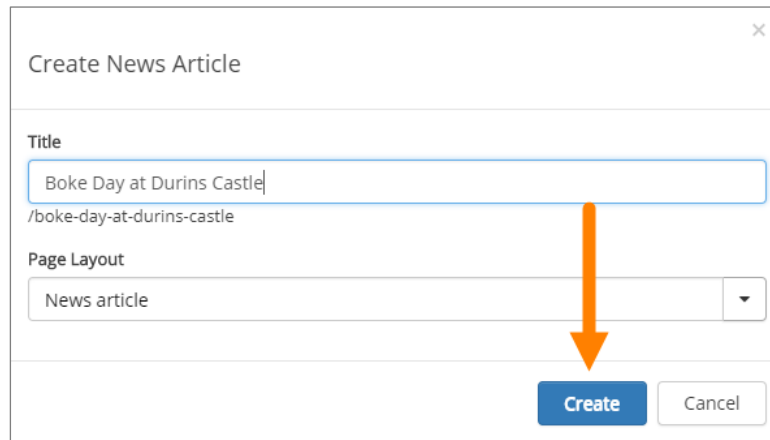
 A screenshot of a 'Create News Article' dialog box. It has a title bar with a close button. Inside, there is a 'Title' field with a text input box. Below the title field is a 'Page Layout' section with a dropdown menu currently showing '(News Article) News article'. At the bottom right of the dialog, there are two buttons: 'Create' and 'Cancel'.

**3. Type a title for the news page.**

This title is used for the page name, which is not shown for end users, and is suggested as the heading for the page. But the heading can be edited, so you can use a shorter name here, if you wish.

**4. If there is more than one page layout available in this News Center, select layout.**

5. Click **Create**.



Create News Article

Title

Boke Day at Durins Castle

/boke-day-at-durins-castle

Page Layout

News article

Create Cancel

When the page is created it's opened in Quick Edit mode. If you're editor of publishing pages as well, you will note that much is similar.

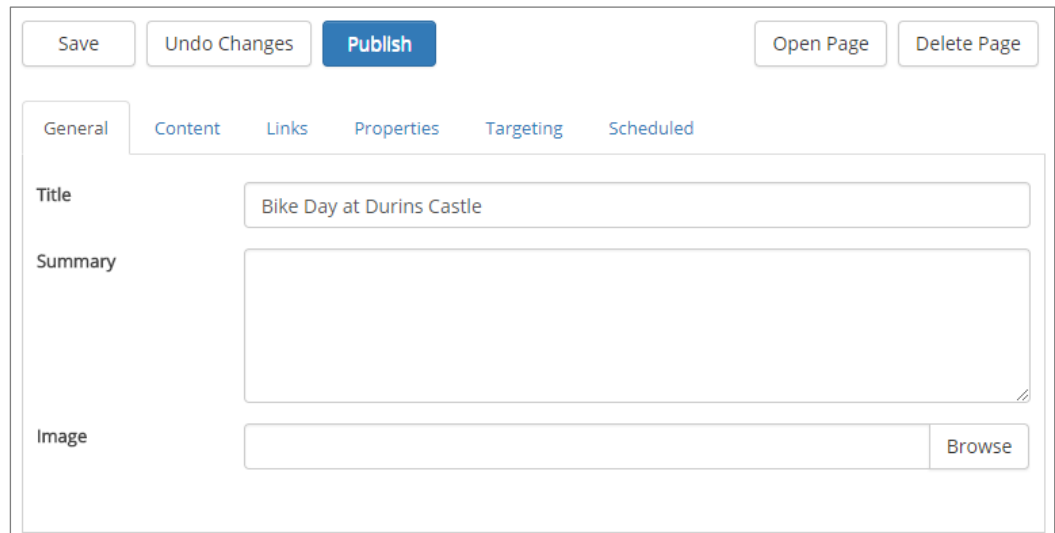
## Title and summary

You work with the content through the tabs.

An advice: always save when you're finished editing a tab.

### Note!

When Quick Edit is opened, the page is automatically checked out to you, meaning no other editor can edit the news page until you either check in the page or publish.



Save Undo Changes Publish Open Page Delete Page

General Content Links Properties Targeting Scheduled

Title

Bike Day at Durins Castle

Summary

Image Browse

The name for the news page is suggested as the title here but you can change it if needed.

6. Edit the title – the heading for the news article – if needed.

7. Add text for the summary.

The summary is very important for a news page. The beginning of the summary is shown in the news list in the notification panel, see example on page 2.

## Inserting an image

The news page's image is used for three different purposes:

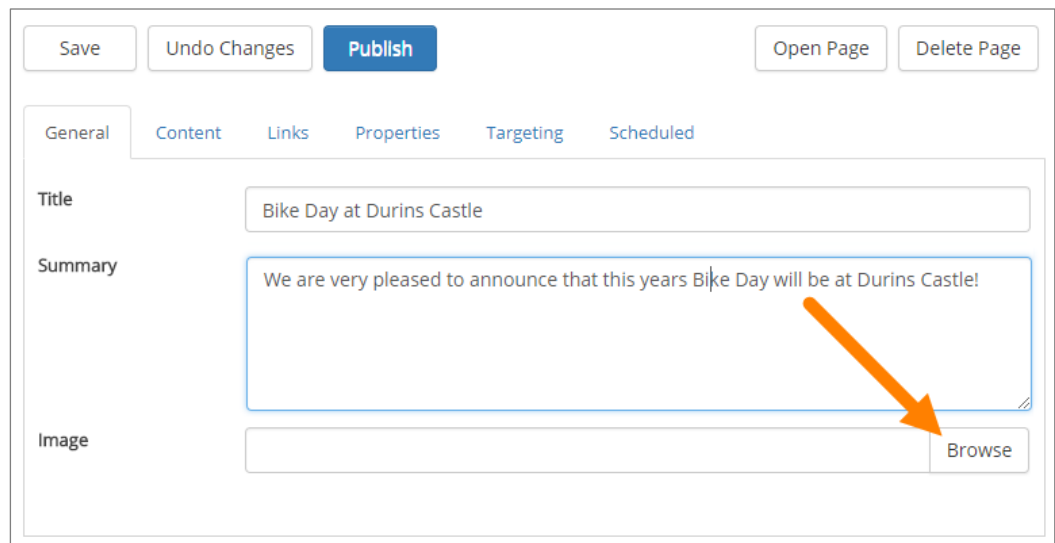
- At the top of the news page.
- Together with part of the summary in the news list in the notification panel.
- In the news roller if it's a top story.

As these image areas differs in size, different parts of the image is used, see *Image rendition (a bit technical)*, at the end of this document.

You can use images from different sources, but the best is always to use an image stored in the Images library in the News Center.

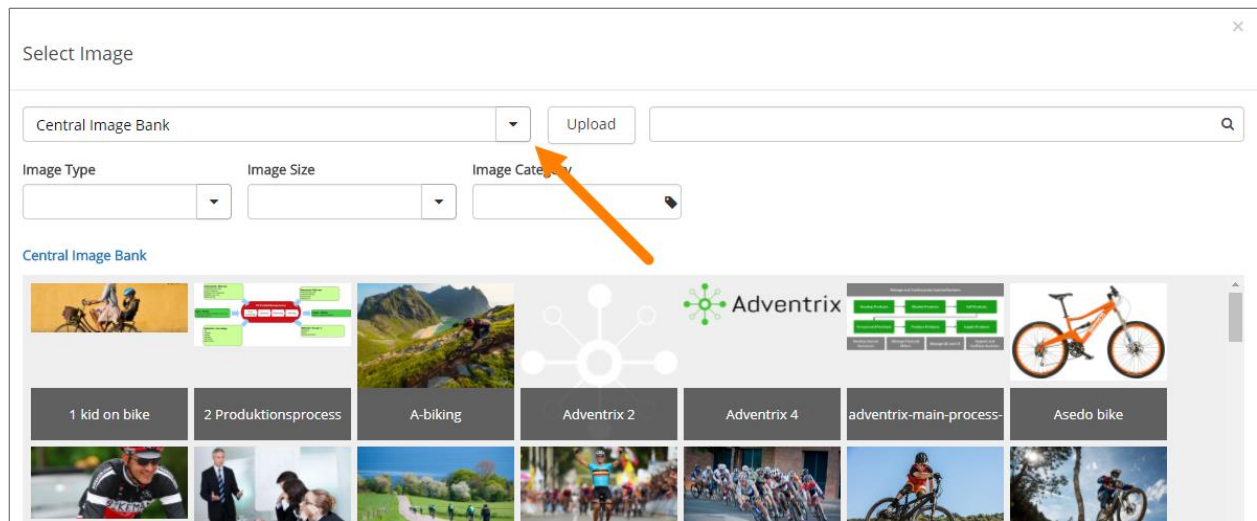
Do the following:

1. Click **Browse**.

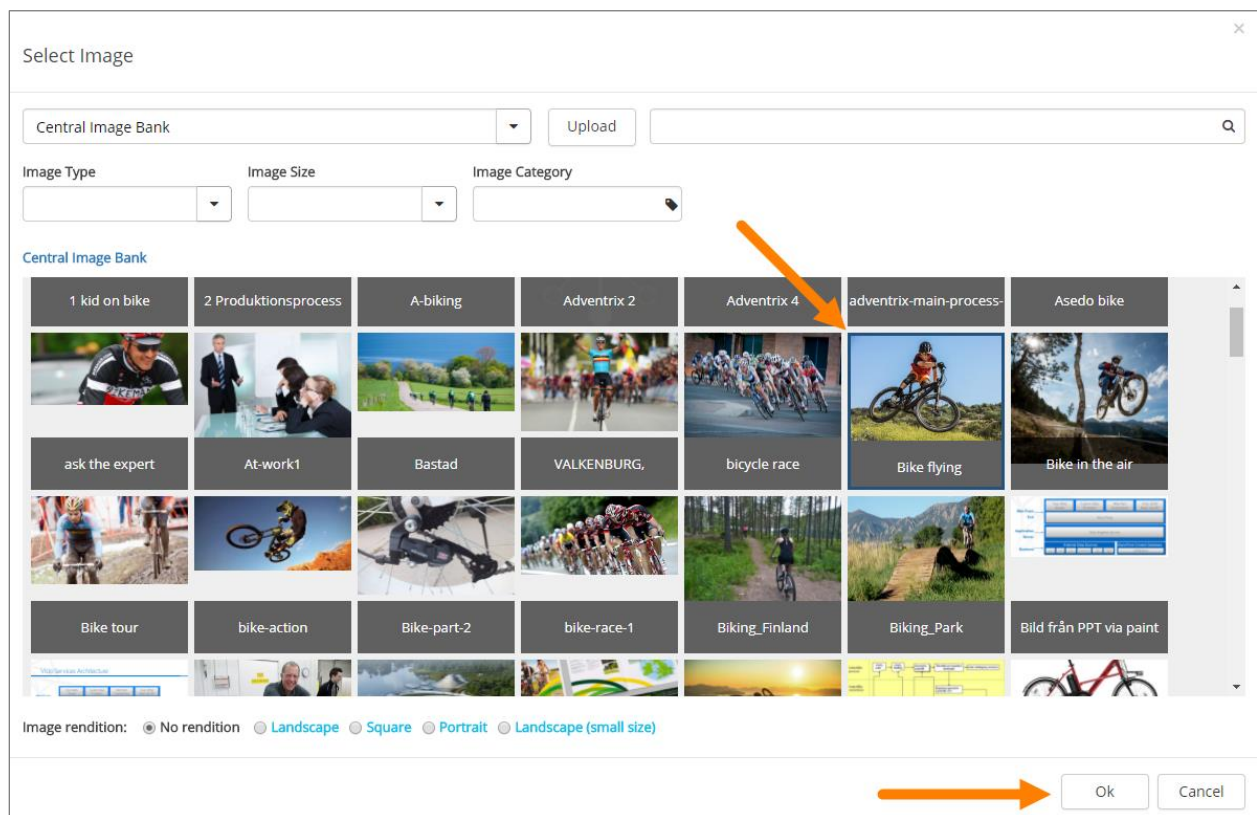


The screenshot shows a web editor interface for a news page. At the top, there are buttons for 'Save', 'Undo Changes', 'Publish', 'Open Page', and 'Delete Page'. Below these is a tabbed interface with 'General', 'Content', 'Links', 'Properties', 'Targeting', and 'Scheduled'. The 'Content' tab is active. It contains three main sections: 'Title' with the text 'Bike Day at Durins Castle', 'Summary' with the text 'We are very pleased to announce that this years Bike Day will be at Durins Castle!', and 'Image' with a text input field and a 'Browse' button. An orange arrow points from the 'Summary' text area down to the 'Browse' button.

Normally the central image bank is opened. Other image libraries may be available through the upper left list:



2. Find the image and select it.
3. Click **OK**.



A preview of the image is shown and the link to the image is also displayed.




Save Undo Changes **Publish** Open Page Delete Page

General Content Links Properties Targeting Scheduled

**Title** Bike Day at Durins Castle

**Summary** We are very pleased to announce that this years BOke Day will be at Durins Castle!

**Image** <https://adventrix.sharepoint.com/sites/vnext/image-bank/PublishingImage> Browse



## Uploading an image


You can upload the image you want to use. First upload and then select the image as described above.

Select Image

Central Image Bank Upload

Image Type Image Size Image Category

Central Image Bank

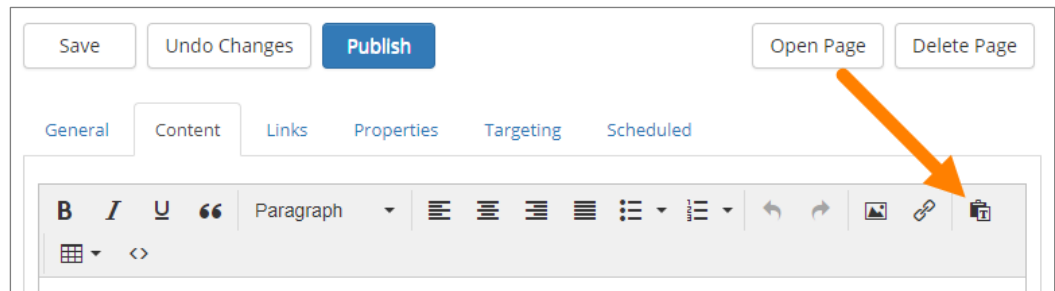


## Adding the article text

To add the article text, do the following:

1. Click the **Content** tab.
2. Type the text or copy and paste it from another source (for example a Word document).

If you paste text you very often paste the formatting for the text as well. If you don't want that, use the button **Paste as text**, to paste the.

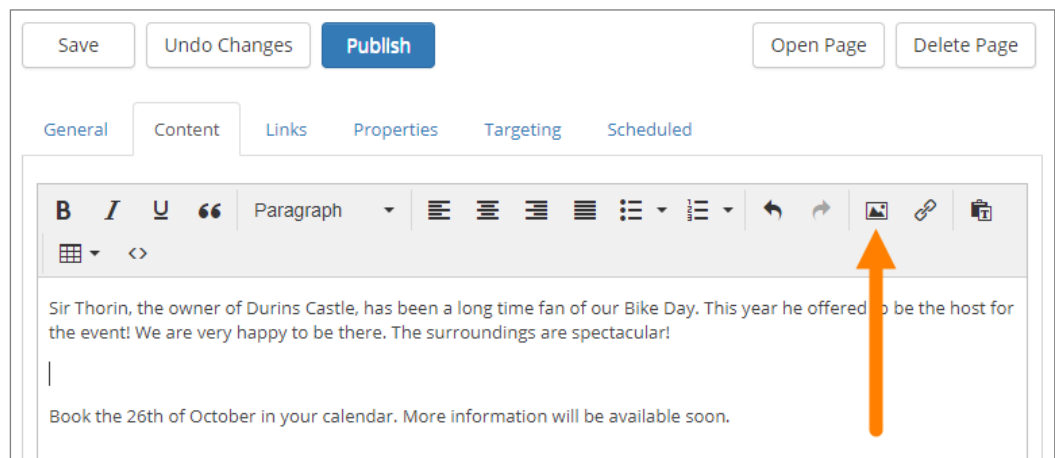


You can edit the text using the options here. They are quite simple, you will easily see what they do. Also: the normal Windows commands for cut, copy, paste and Undo works here as well. Note the ready to use paragraph formats.

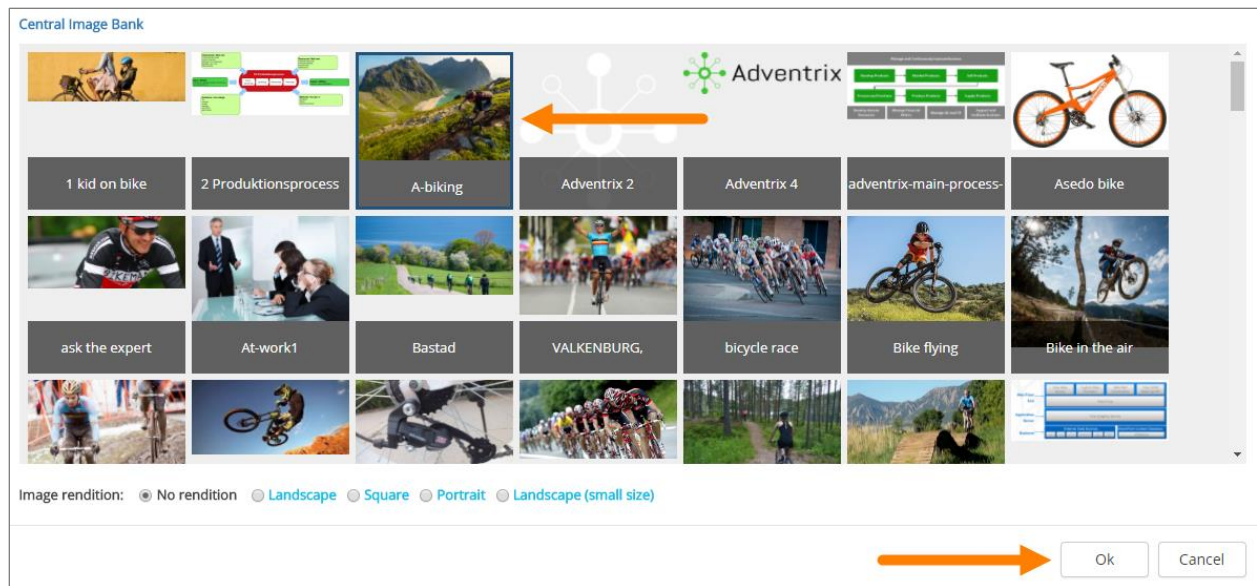
### Insert an image in the text

You can insert images in the article text. Here's how:

1. Click where you want the image inserted.
2. Click the Image button.



3. Click the image to select it.
4. Click **Insert**.

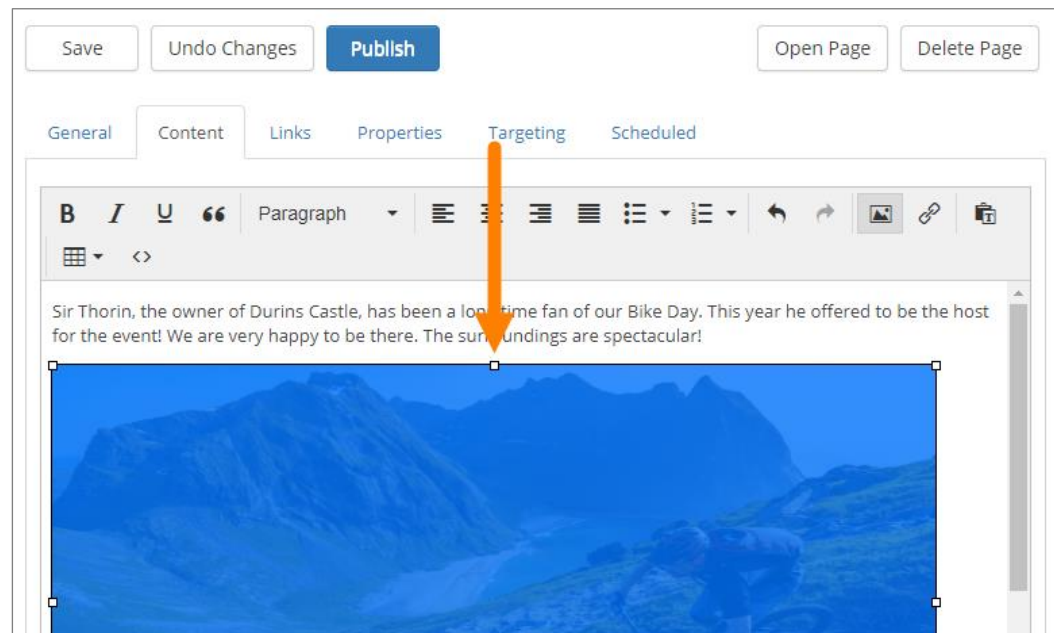


As you can see, the first steps is very similar to selecting a page image, but from now on it's different.

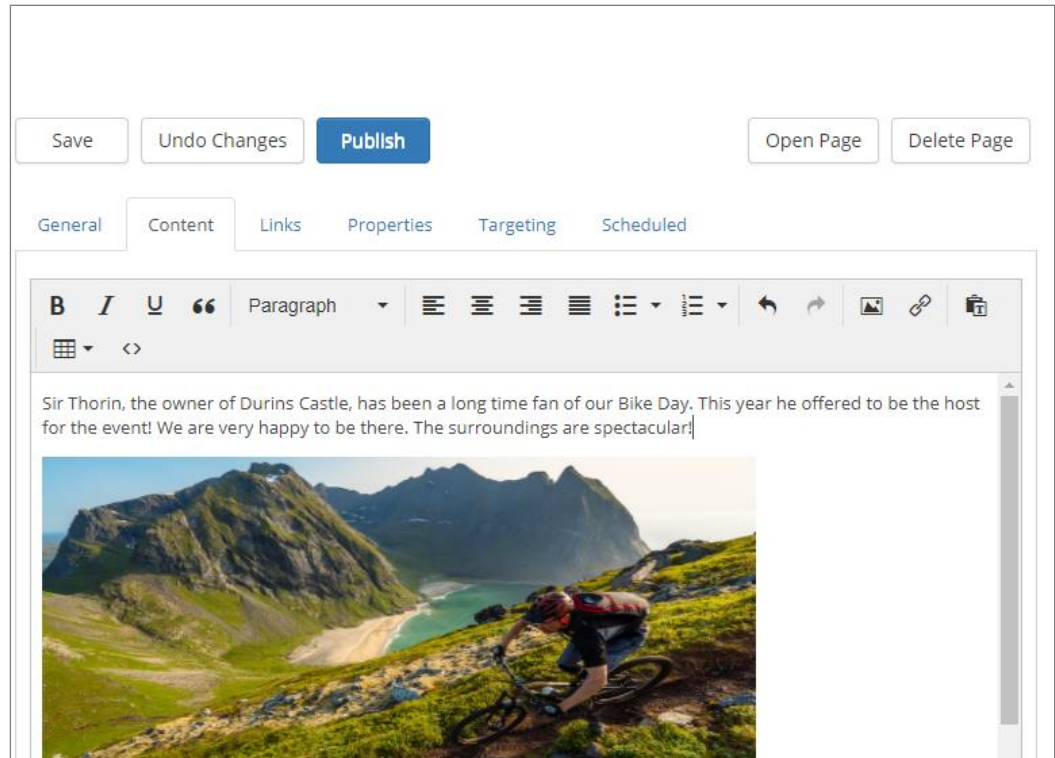
1. Move the image using drag and drop, if needed.

If the image is too big, you change the size this way (if the image is too small, choose another image):

1. Click to select the image.
2. Grab any of the square "handles" and simply drag to the size you want.



The result could be something like this:

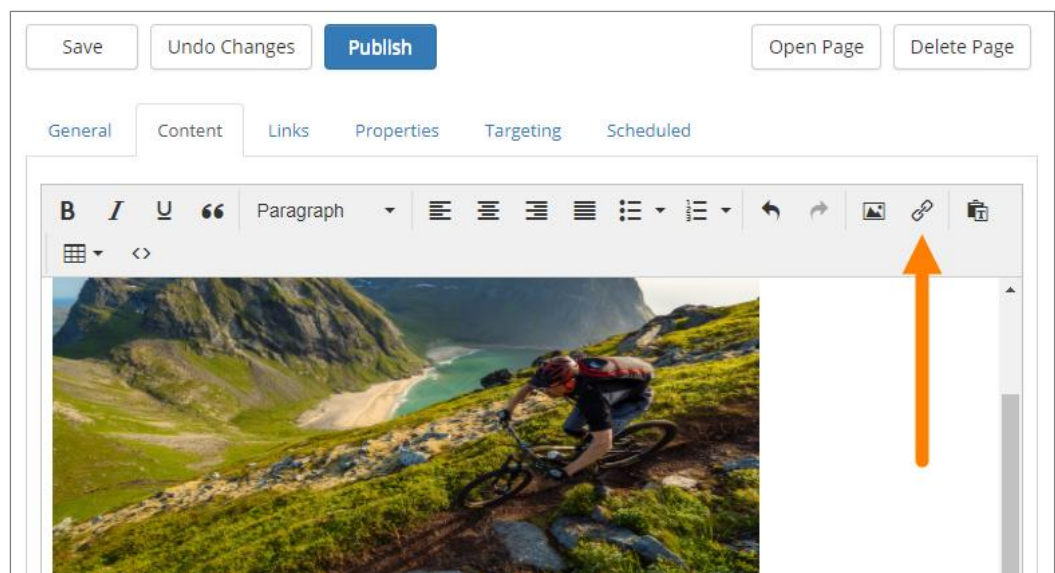


### Insert a link in the text

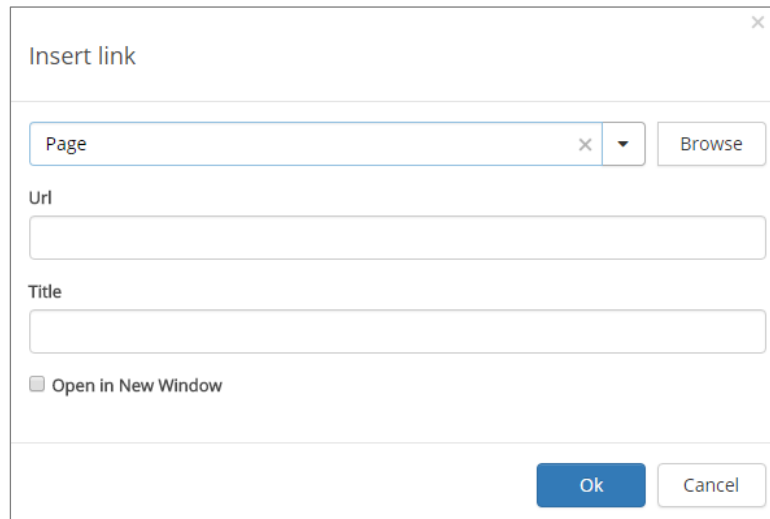
You can insert a link in the article text but the recommendation is that, before you do, you have a closer look at what you can do on the Links tab.

To insert a link in the content, do the following:

1. Click where you want the link inserted.
2. Click the Links button.



The following is shown:

A dialog box titled "Insert link" with a close button (X) in the top right corner. It contains a dropdown menu with "Page" selected, a "Browse" button, a "Url" text field, a "Title" text field, and a checkbox labeled "Open in New Window". At the bottom right are "Ok" and "Cancel" buttons.

Insert link

Page x ▾ Browse

Url

Title

☐ Open in New Window

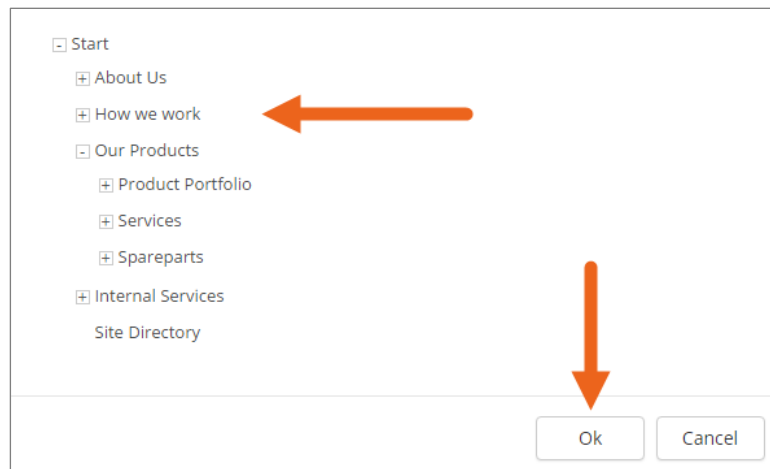
Ok Cancel

3. Select to link to a page in the portal or a document.
4. Click **Browse**.

### Link to a page

If you have selected **Page**, do the following:

1. Use the navigation to find the page, select it and click **OK**.

A navigation tree with a list of items: Start, About Us, How we work, Our Products, Product Portfolio, Services, Spareparts, Internal Services, and Site Directory. An orange arrow points to "How we work". Another orange arrow points to the "Ok" button at the bottom right.

☐ Start

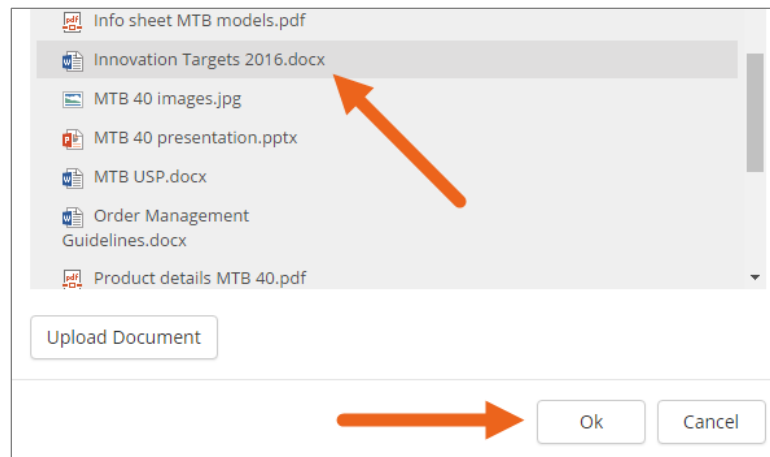
- ☒ About Us
- ☒ How we work
- ☐ Our Products
  - ☒ Product Portfolio
  - ☒ Services
  - ☒ Spareparts
- ☒ Internal Services
- Site Directory

Ok Cancel

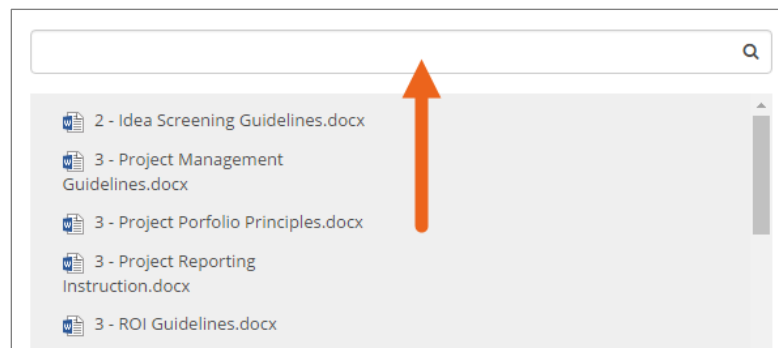
### Link to a document

If you have selected **Document**, a list of all documents in the Documents library in the News Center, is displayed.

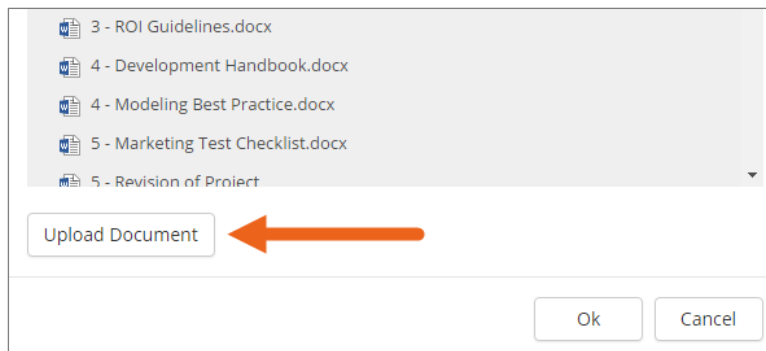
1. Select the document and click **OK**.



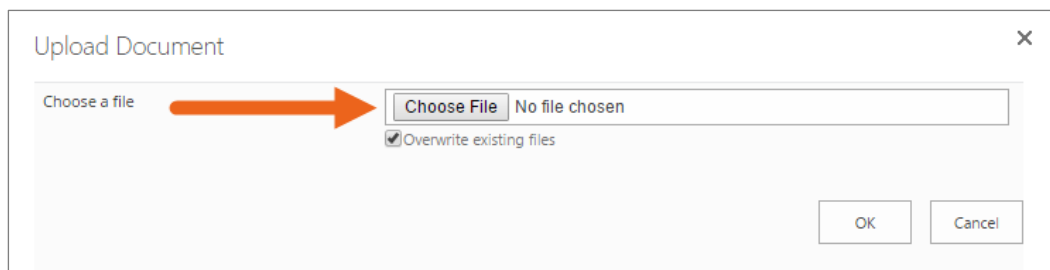
If the list of documents is very long, you can search for the document.



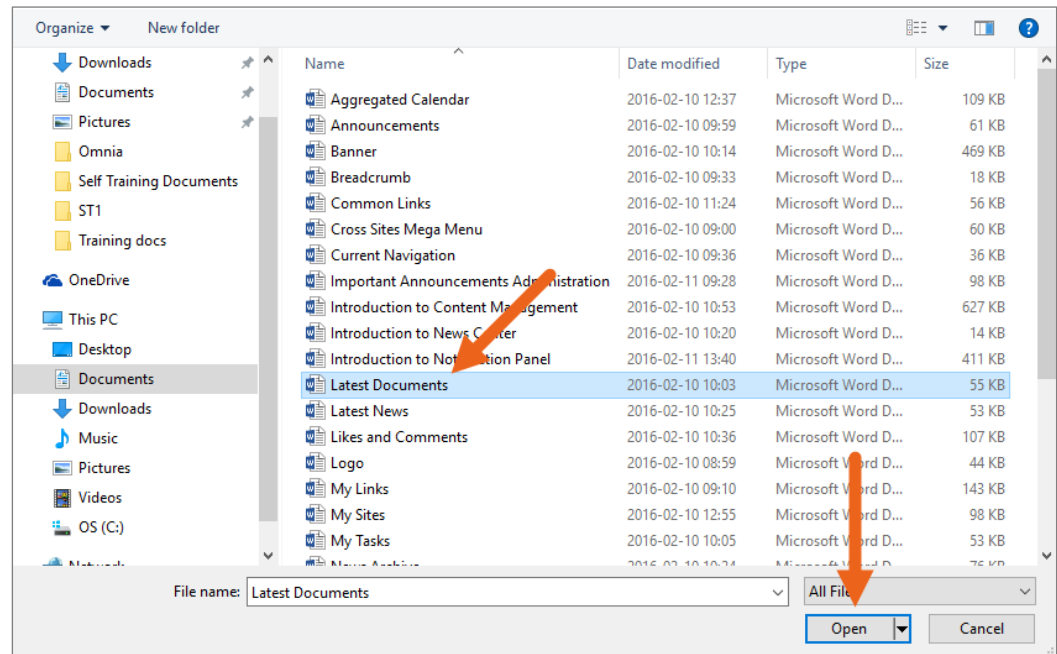
2. If the document still hasn't been uploaded to the site, click **Upload document**.



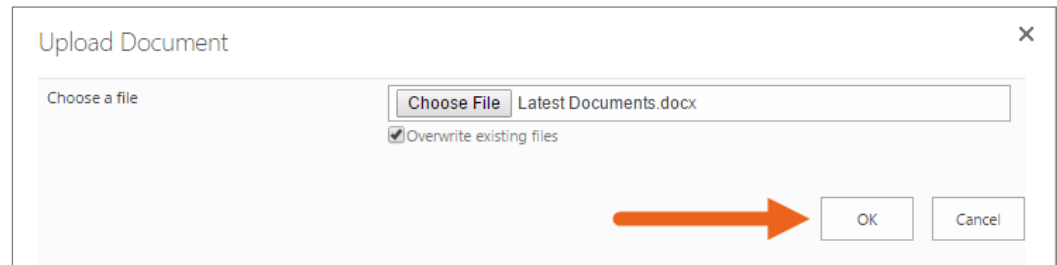
3. Click **Choose File**.



4. Find the document, select it, end then click **Open**.



5. Click **OK** here to start the upload:



When the upload is finished, you will find the document in the list of documents for the current site, and can select it there.

6. When you see the document you want to link to in the list of documents, select it and click **OK**.

### Url to page or document

An alternative is to enter a Url to the page or document (but it's an alternative you rarely should use).

1. Type the link in the Url field or copy and paste it.

#### Note!

If it's an external link, it must always begin with <http://> or <https://>. Also note that all users, or the intended target group, must have access to the source you link to (it's not enough that you have access), or it will not work.

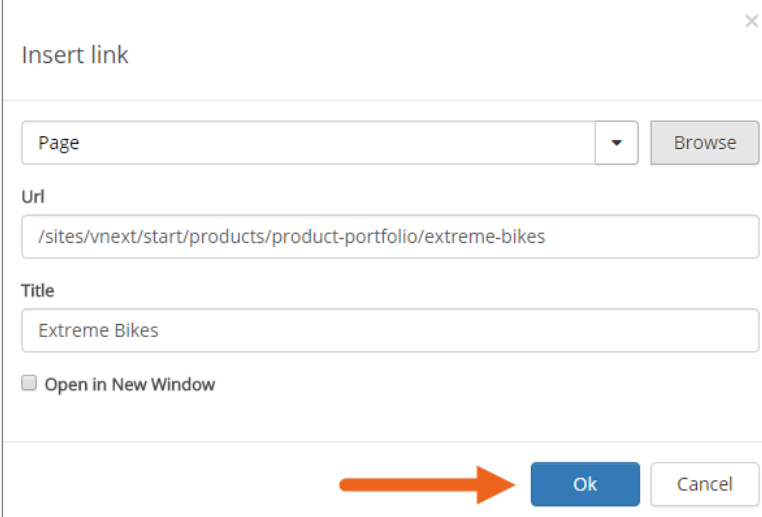
## Title for the link and save

When all other settings for the link is done, do the following:

1. Add a title (the clickable text for the link).

You could also start by typing the text for the link in the article text, and select that text. In that case, what you have selected is displayed in the **Title** field.

2. If you want the link to be opened in a new window (which is normally a good idea for external links and links to documents), select **Open in New Window**.
3. Click **OK** to create the link.



Insert link

Page ▼ Browse

Url  
/sites/vnext/start/products/product-portfolio/extreme-bikes

Title  
Extreme Bikes

☒ Open in New Window

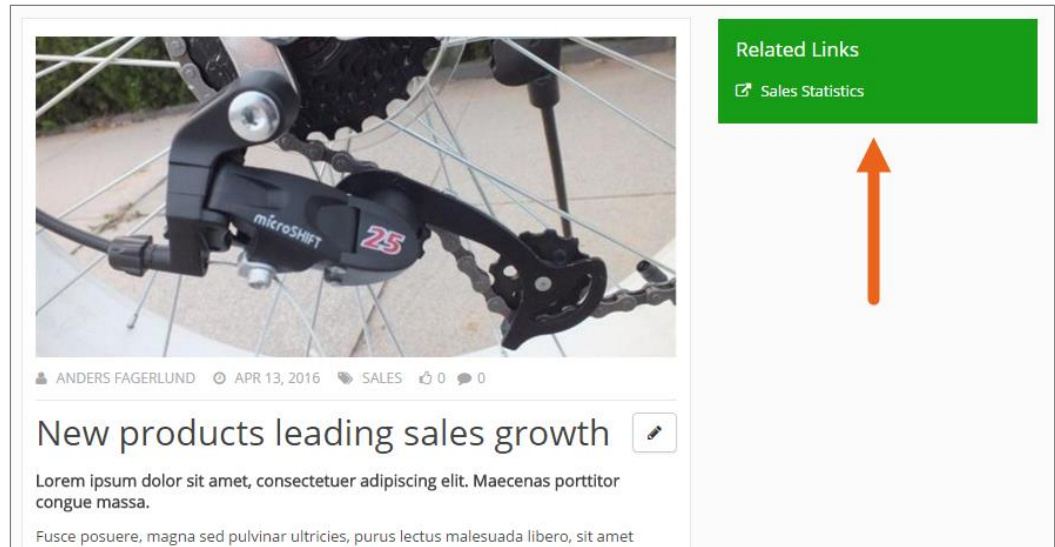
→ Ok Cancel

## Related links

It's most often better to have all links for a news article in one list. You use the **Links** tab for that purpose. You can create links to pages, documents, and to anything else you can reach through a link. You can add headings to group links, which is very useful if the list is long.

The links list you create here is normally placed in a fixed position at the top right of the article page. Here's an example:



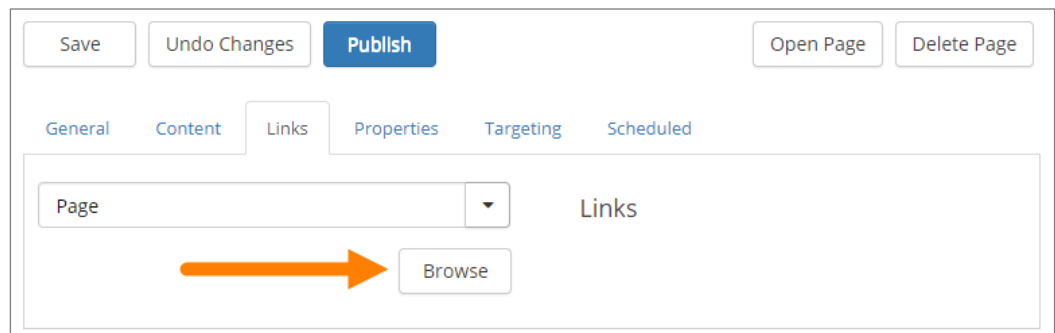


If you have added links to the article text, you will see that it's very similar to add links here.

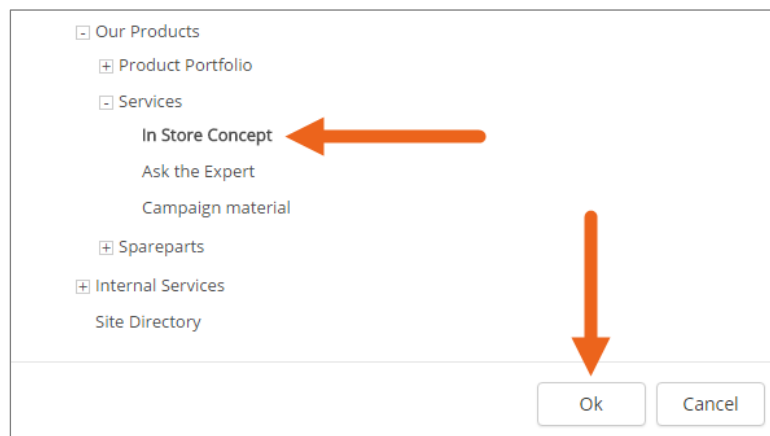
## Linking to a page

Follow these steps to add a link to a page in the portal:

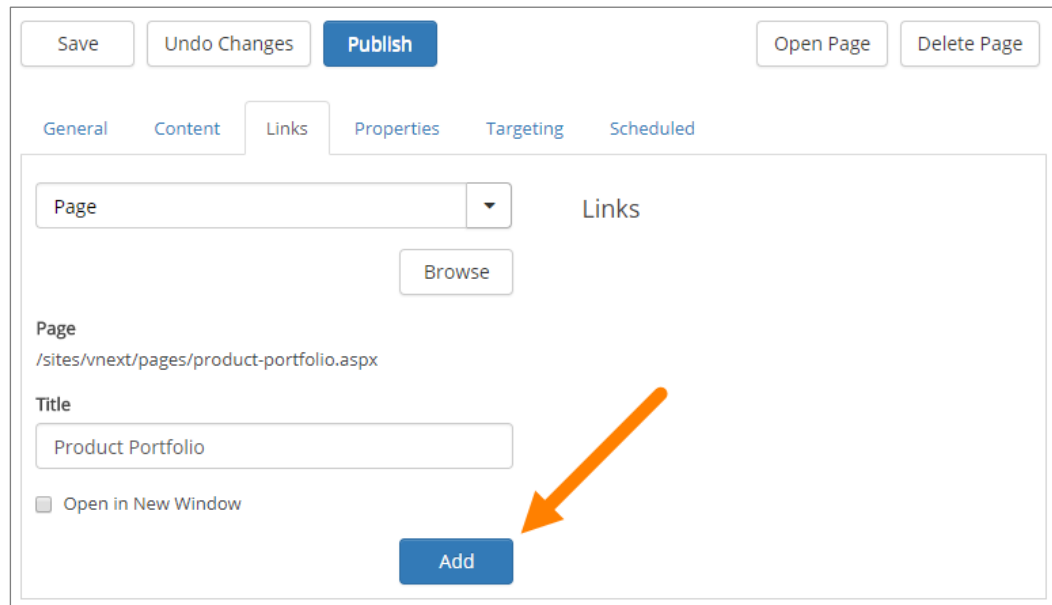
1. Select **Page** and click **Browse**.



2. Use the navigation to find the page, select it and click **OK**.



3. Change the title (the clickable text for the link), if needed.
4. If you want the link to be opened in a new window, select **Open in New Window**.
5. Click **Add** to create the link.



Save Undo Changes Publish Open Page Delete Page

General Content **Links** Properties Targeting Scheduled

Page ▼ Links

Browse

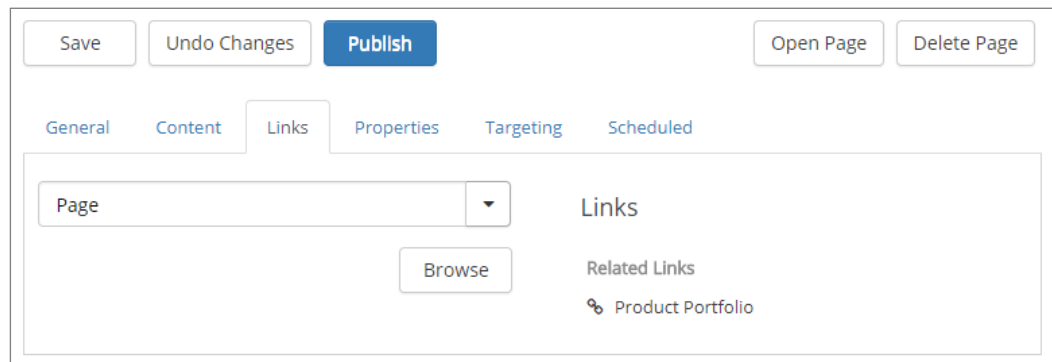
Page  
/sites/vnext/pages/product-portfolio.aspx

Title  
Product Portfolio

☐ Open in New Window

Add

The new link is now placed in the list to the right, for example:



Save Undo Changes Publish Open Page Delete Page

General Content **Links** Properties Targeting Scheduled

Page ▼ Links

Browse

Related Links

Product Portfolio

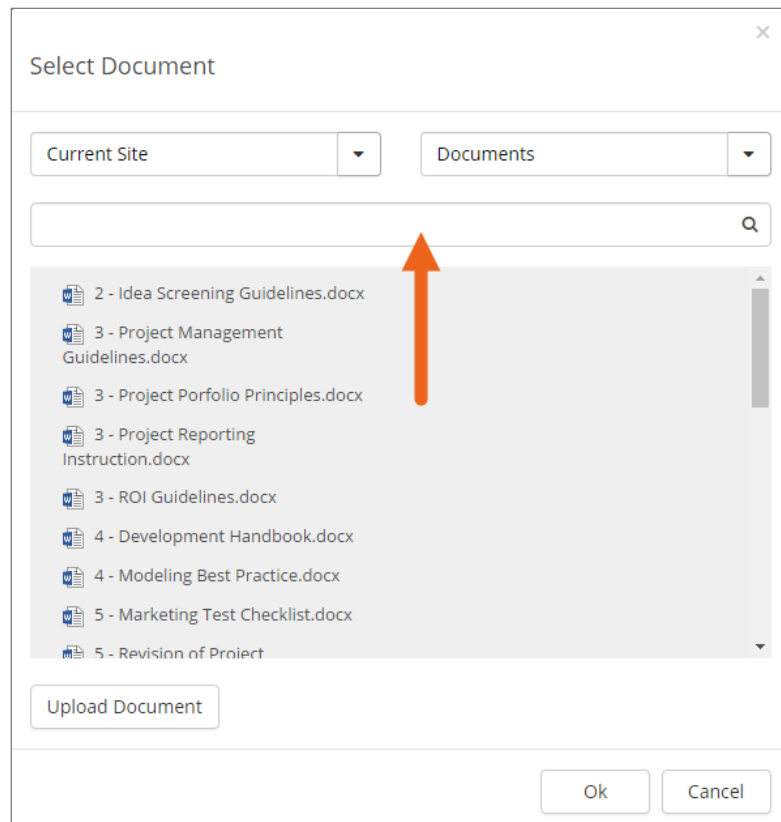
## Linking to a document

Follow these steps to add a link to a document:

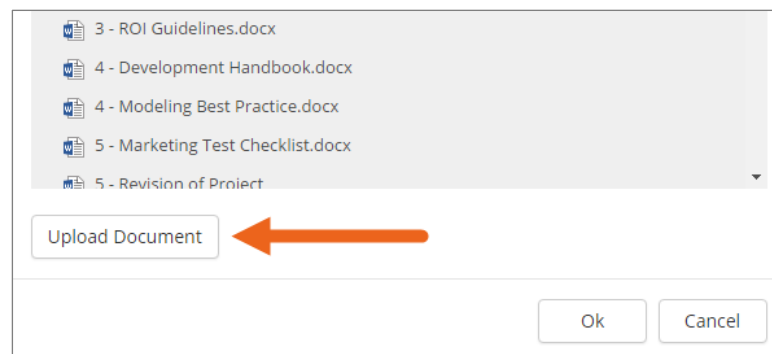
1. Select **Document** and click **Browse**.

A list of all documents in the Documents library in the News Center, is displayed.

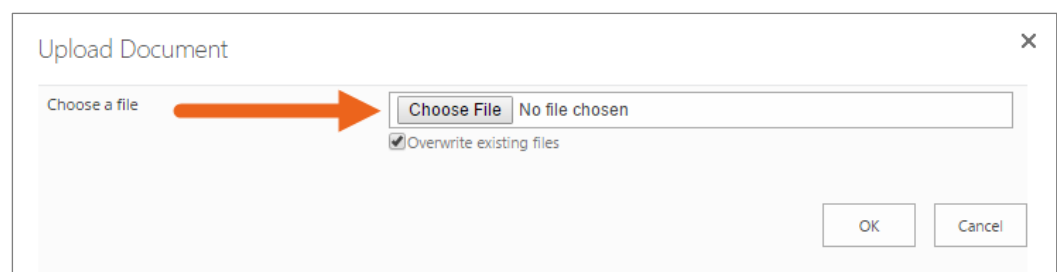
If the list of documents is very long, you can search for the document.



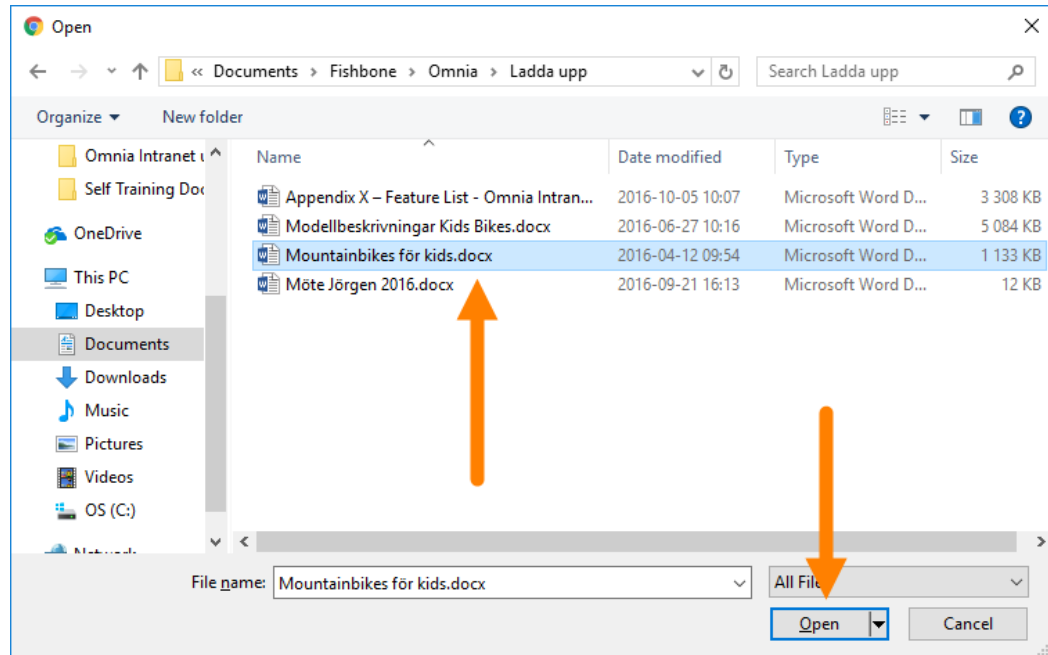
1. If the document still hasn't been uploaded to the site, click **Upload document**.



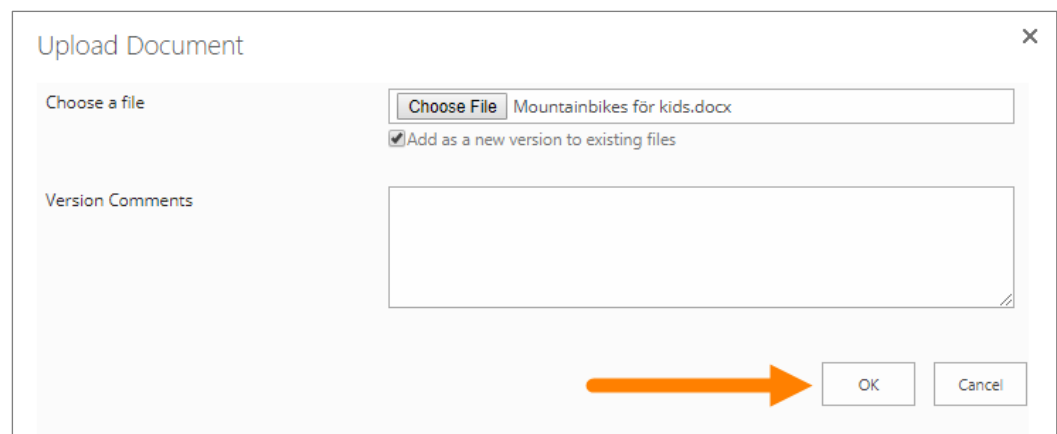
2. Click **Choose File**.



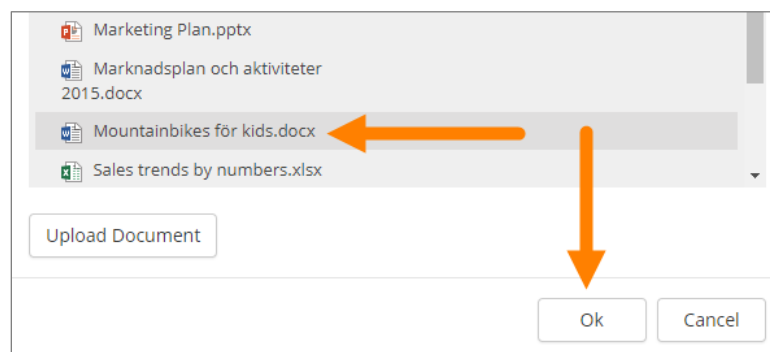
3. Find the document, select it, end then click **Open**.



4. Click **OK** here to start the upload:



5. When you see the document you want to link to in the list of documents, select it and click **OK**.



6. Change the title (the clickable text for the link) if needed.

7. Select to open in new window, or not.
8. Click **Add** to create the link.

The screenshot shows a software interface with a top bar containing buttons: 'Save', 'Undo Changes', 'Publish', 'Open Page', and 'Delete Page'. Below this is a tabbed menu with 'General', 'Content', 'Links' (selected), 'Properties', 'Targeting', and 'Scheduled'. The 'Links' tab contains a 'Document' dropdown menu, a 'Browse' button, and a 'Links' section with 'Related Links' including 'Product Portfolio'. The 'Url' field contains '/sites/vnext/news/Documents/Mountainbikes för kids.docx?web=1'. The 'Title' field contains 'Mountainbikes för kids'. There are two checkboxes: 'Open in Office Web Apps' (checked) and 'Open in New Window' (unchecked). An orange arrow points to the 'Add' button at the bottom right.

## Creating a Custom Link

A custom link can open anything you can reach through a link (permissions still apply, of course). Follow these steps:

1. Select **Custom Link**.
2. Type, or copy and paste, a Url.

If it's an external link (outside the portal), the link must begin with either `http://` or `https://`.

3. Change the title (the clickable text for the link) if needed.
4. If you want the link to be opened in a new window (which is normally a good idea for external links), select **Open in New Window**.
5. Click **Add** to create the link.

Save Undo Changes Publish Open Page Delete Page

General Content **Links** Properties Targeting Scheduled

Custom Link ▼

Url  
https://bikeday.com

Title  
Bike Day homepage

☒ Open in New Window

Links

Related Links

- Product Portfolio
- Mountainbikes för kids

Add

## Adding headings

If the links list is long, it's a good idea to group links using headings. When the first link is added, the main heading **Related Links** is added automatically and is always displayed above the list. All other headings you have to add "manually".

Follow these steps to add a heading:

1. Select **Heading**.
2. Type the heading in the **Title** field.
3. Click **Add**.

Save Undo Changes Publish Open Page Delete Page

General Content **Links** Properties Targeting Scheduled

Heading ▼

Title  
External links

Add

Links

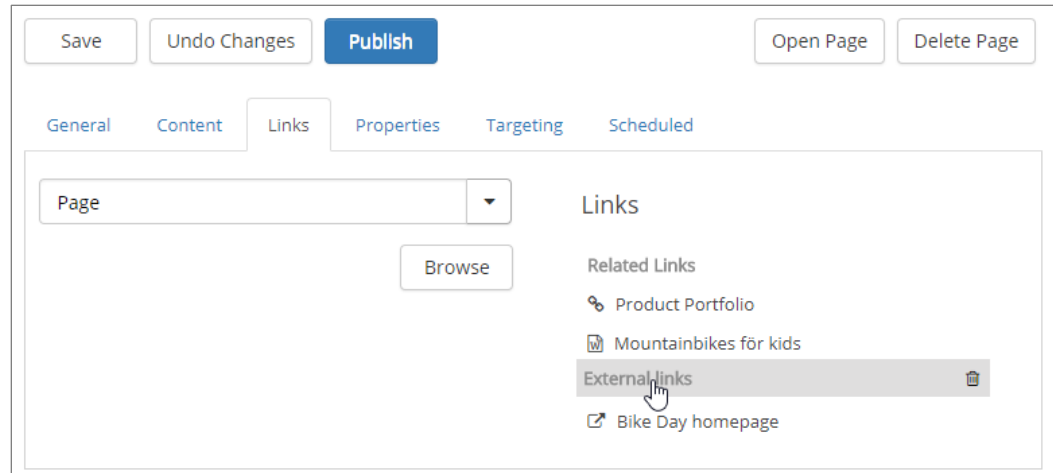
Related Links

- Product Portfolio
- Mountainbikes för kids
- Bike Day homepage

## Sort the list

When you have added all links and headings for the list, the list is most likely not in the best order. It's very easy to sort the list the way you want.

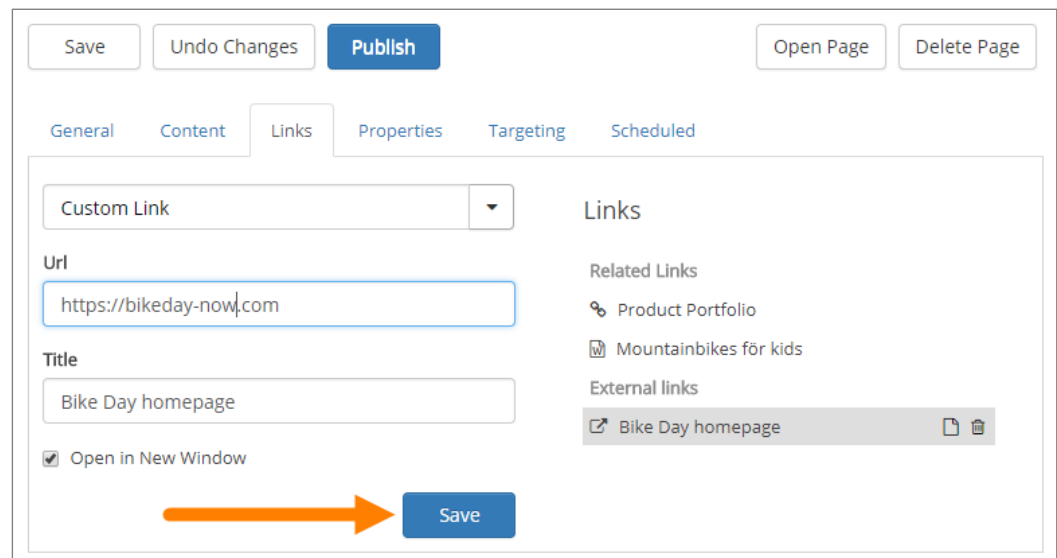
1. Use drag and drop to drag links and headings where you want them.



## Edit, preview or delete a link

You can edit a link anytime, it's very easy to do.

2. Click the link you want to edit.
3. Make the necessary changes, and click **Save**.



4. To delete a link, click the dust bin, to preview the target of the link, click the "page" icon:

Save Undo Changes Publish Open Page Delete Page

General Content **Links** Properties Targeting Scheduled

Custom Link ▼

Url  
https://bikeday-now.com

Title  
Bike Day homepage

☒ Open in New Window

Save

**Links**

Related Links

- Product Portfolio
- Mountainbikes for kids

External links

- Bike Day homepage

### Note!

You have to save the news page, and then for example click **Open Page**, to see the links list in its finished form.

## News article properties

The properties tab displays all page properties that have been configured as editable for news pages. The available properties are configured by an administrator.

Here's an example:

Save Undo Changes Publish Open Page Delete Page

General Content Links **Properties** Targeting Scheduled

Contact  
Thomas Modadmin x

Article Date  
2017-09-20

Enterprise Keywords

Top Story ☐

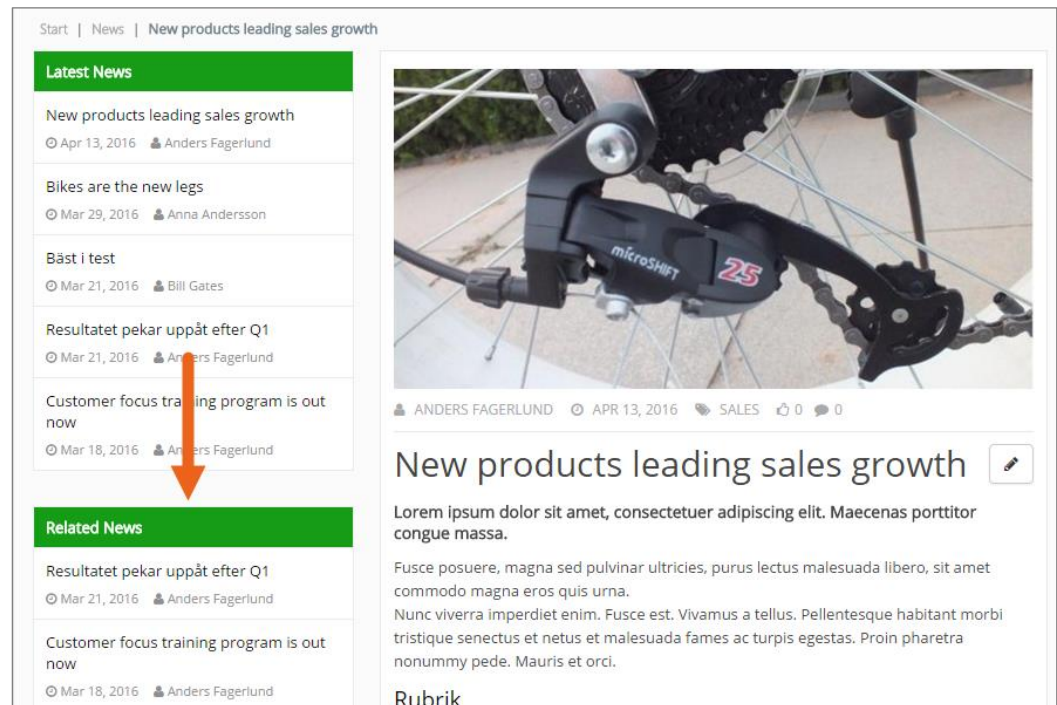
Organization

Location

In this example **Contact** and **Article date** will be displayed on the page, under the page image.



Enterprise Keywords is used for the list Related news. When you read a news article, links to all other news articles tagged with the same keywords is shown in that list, for example:



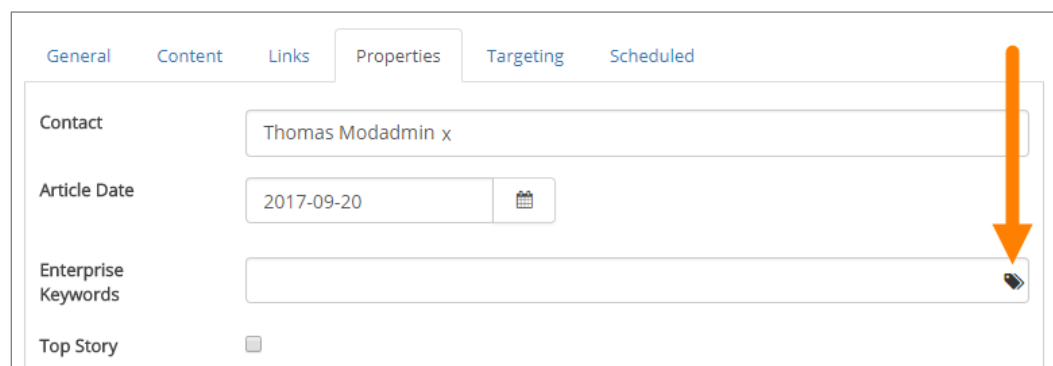
Note that a field such as Article date is not automatically updated when the page is edited. You have to update the date manually, if needed.

## Adding Enterprise Keywords

Which properties that will be available for you will most likely differ, but **Enterprise Keywords** will probably be there.

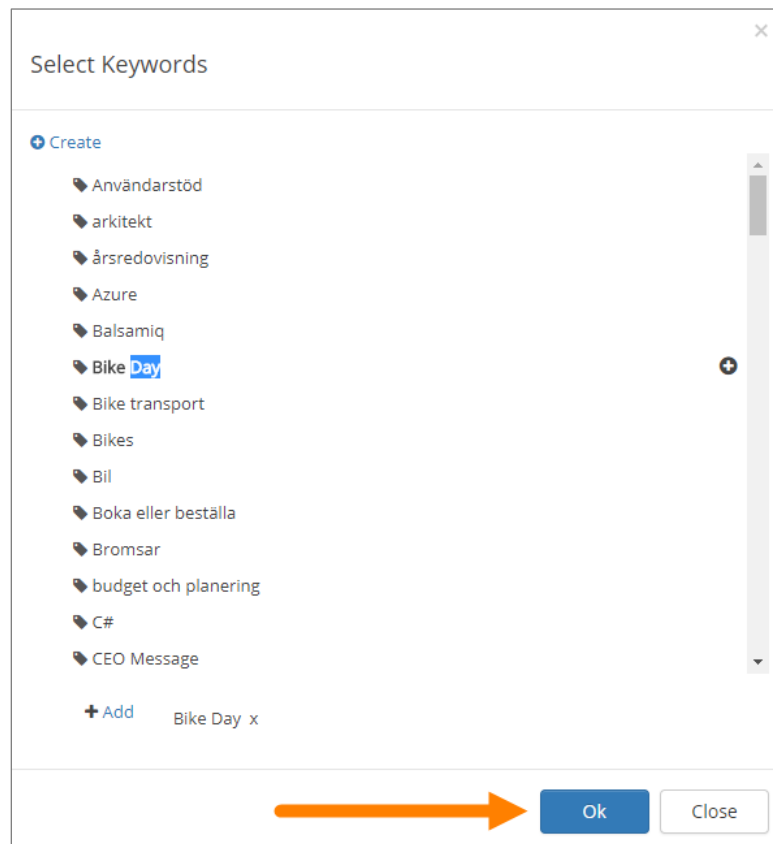
You can add existing keywords to this page or create new ones. To add existing keywords, the easiest way is to choose from the list:

1. Click the icon to the right of the **Enterprise Keywords** field.



The list of all existing keywords is shown.

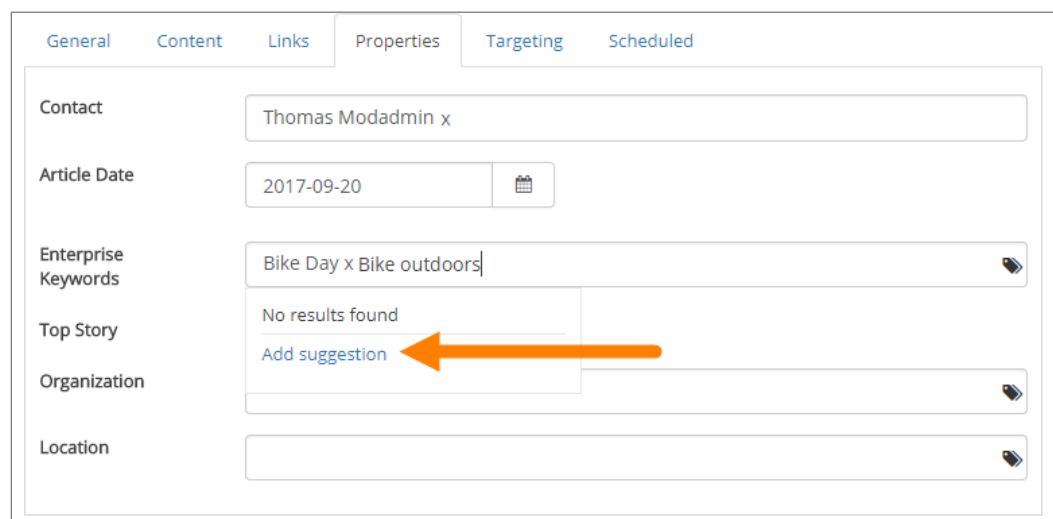
2. Double click all keywords you want to add to this page, and then click **OK**.



To add a new Enterprise Keyword, do the following:

3. Type the keyword in the field.

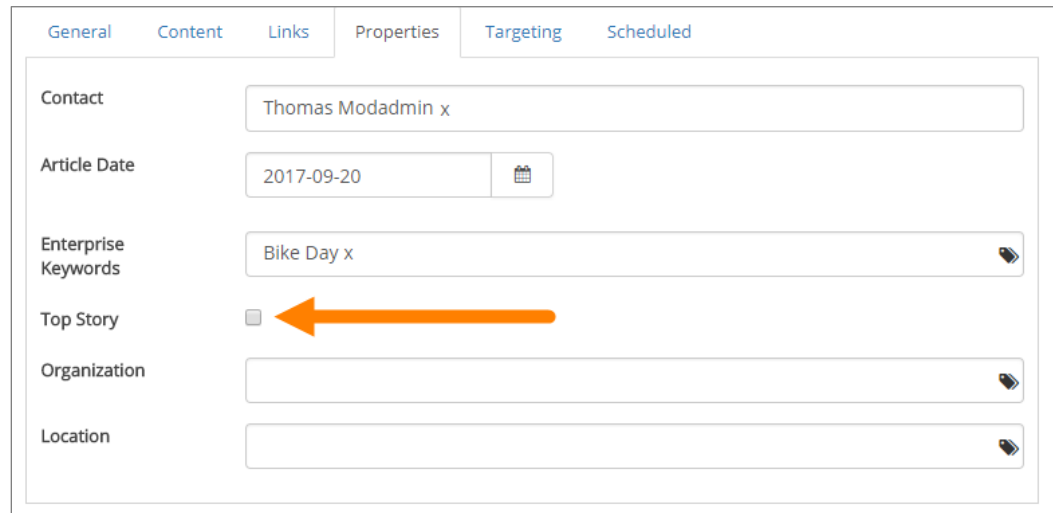
4. Click **Add suggestion**.



## Top story

If it's really important news, you can set the news article as a top story, so the image and heading will be shown in the news roller, see page 2 for an example. It's very simple, you just:

1. Click to select **Top Story**.



The screenshot shows a web interface for editing a news article. At the top, there are tabs: General, Content, Links, Properties, Targeting, and Scheduled. The 'Targeting' tab is currently selected. Below the tabs, there are several form fields: 'Contact' with the value 'Thomas Modadmin x', 'Article Date' with the value '2017-09-20' and a calendar icon, 'Enterprise Keywords' with the value 'Bike Day x' and a magnifying glass icon, 'Top Story' with an unchecked checkbox, 'Organization' with an empty field and a magnifying glass icon, and 'Location' with an empty field and a magnifying glass icon. A large orange arrow points to the 'Top Story' checkbox, indicating that it should be checked to set the article as a top story.

## Targeting news

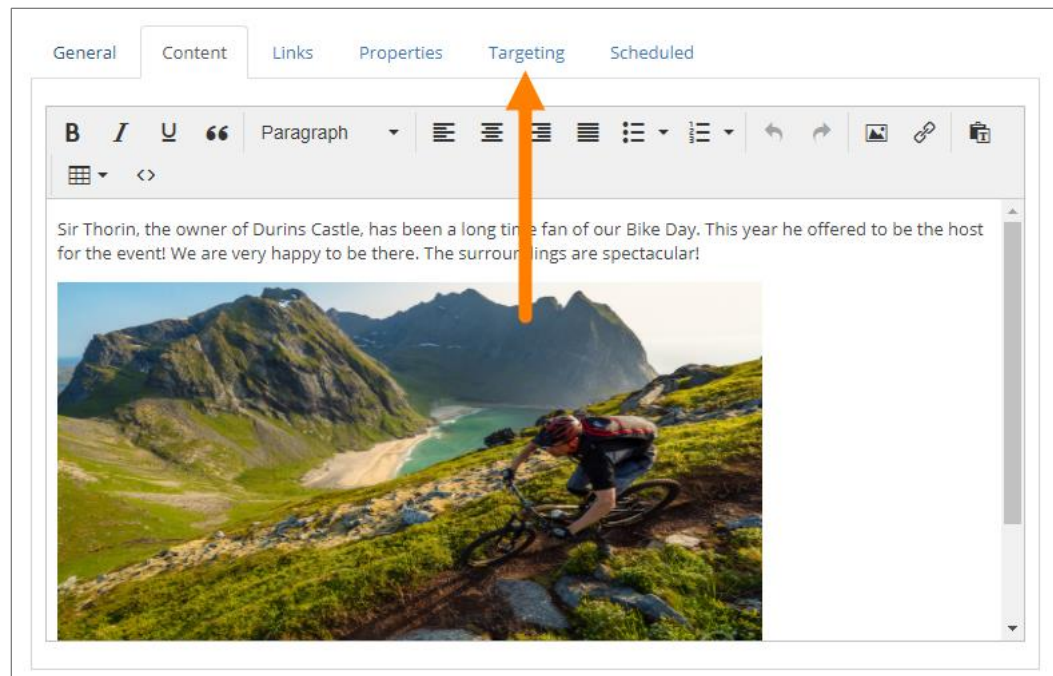
Targeting will decide what users will see in the news list, and as a top story, on the start page. It has no effect in the news archive. All users can always read all news there, and will find them through search.

You never have to use targeting, it's something you as a news editor can use when needed.

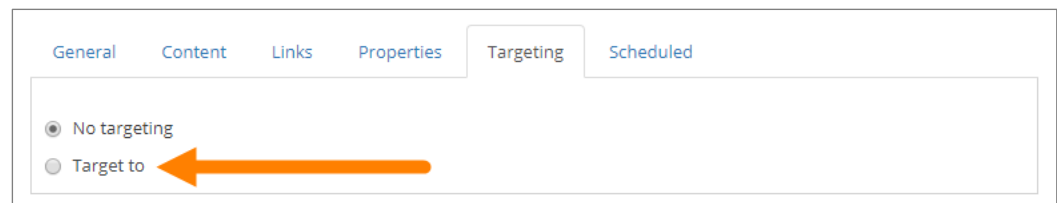
A news article can be targeted to any of the groups defined in **Targeting definitions** in Omnia Admin. For targeting to work as expected Targeting definitions has to be set up properly. Furthermore targeting has to be activated for news. All that is done by an administrator.

Here's how to target a news article:

1. Create the news page as described above.
2. Click the tab **Targeting**.

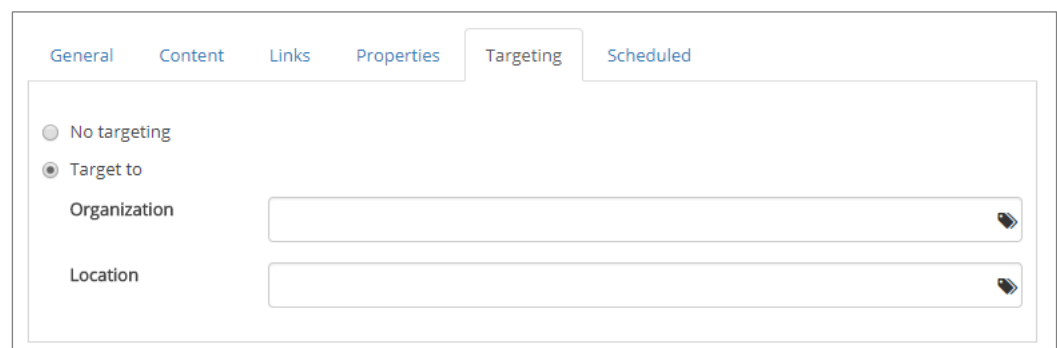


### 3. Select **Target to**.



### 4. Select target.

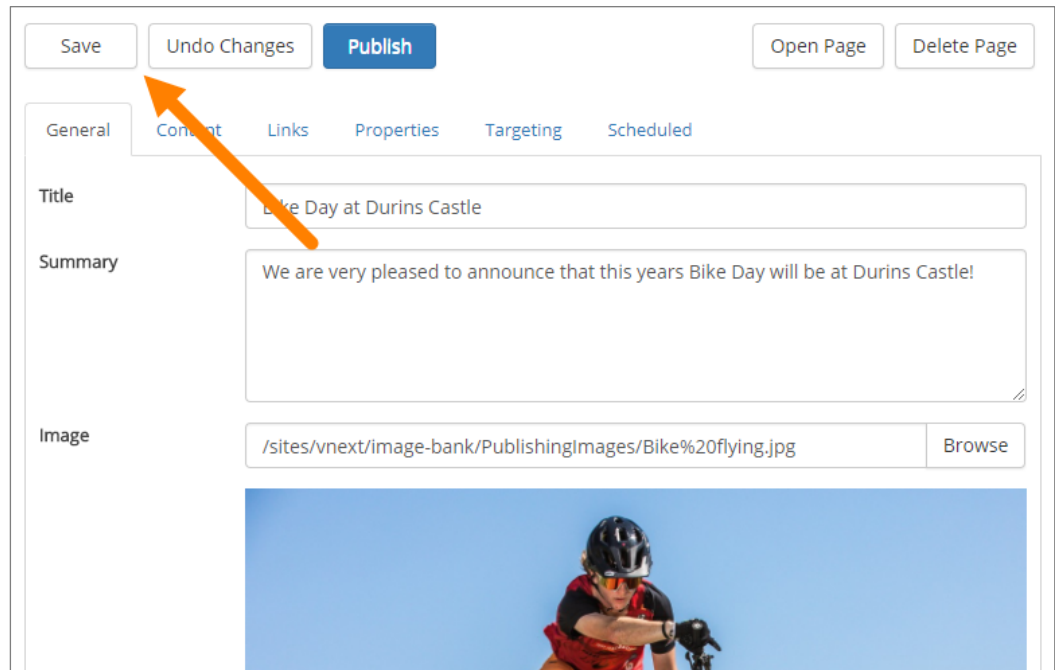
Depending on how targeting is set up, there can be a single list to select a group from, or one or more fields where you can select targets from a structured list (a term set), as shown in the example below.



# Save and continue working

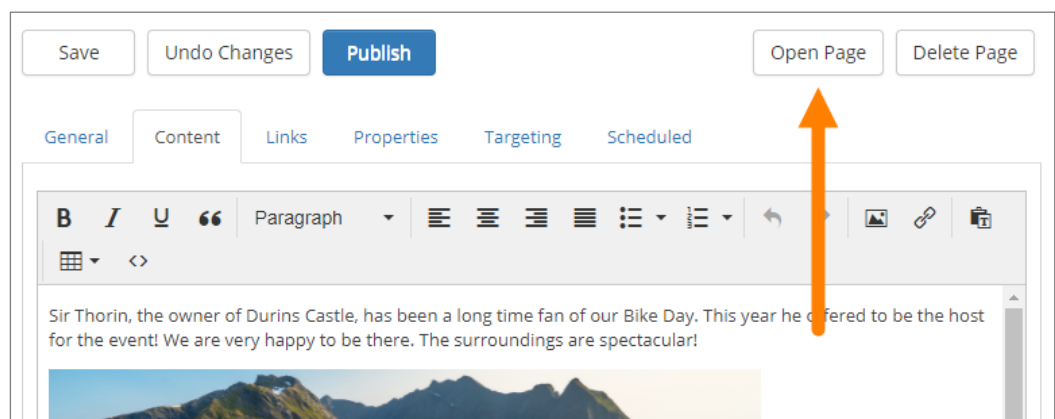
---

A recommendation is that you save (click the button **Save**) when you are finished editing a tab.



When you save, all changes since the last time you saved, are now saved, but the page will still be checked out to you.

To see what the news page may look like, click the **Open Page** button (you should always save first).



## Continue on a draft

A draft you have started on can always be found in the News Center. To continue working on a draft:

1. Go to the News Center.
2. Click **Show my Drafts**.

The screenshot shows the 'News Center' interface. At the top right is a button labeled 'Create News Article'. Below this are input fields for 'Article Date' (with a calendar icon), 'Enterprise Keywords' (with a magnifying glass icon), and 'News Type' (with a dropdown arrow). There is also a search bar with a magnifying glass icon. Below the search bar is a checkbox labeled 'Show My Drafts', which is highlighted by an orange arrow. At the bottom, there is a table of news articles.

<a href="#">The Connected Workplace is a great success</a>	September 21, 2017	Anders Fagerlund
<a href="#">We are moving to renewable energy</a>	September 21, 2017	Thomas Modadmin
<a href="#">Adventrix HQ Legal Team in place</a>	September 21, 2017	Jörgen Bjerkesjö

3. Click the link for the news article to open it.

When the page has opened:

4. Click the **Quick Edit** button.

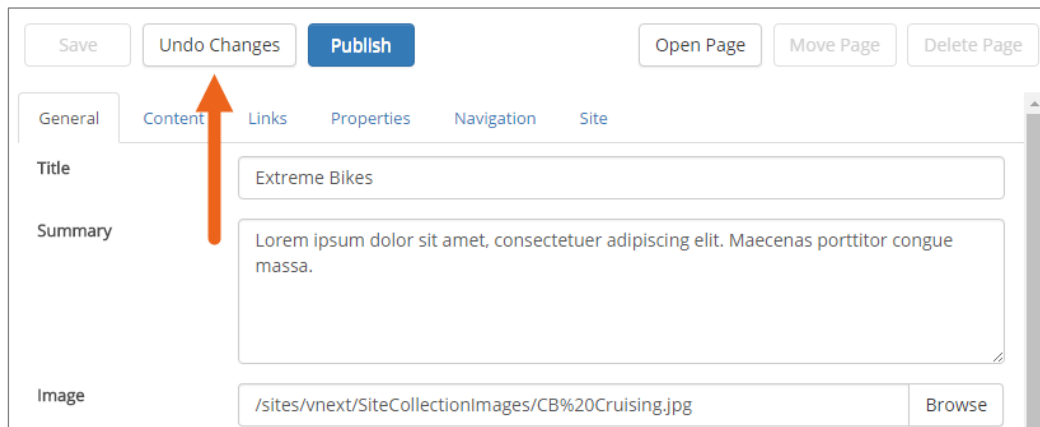
The screenshot shows a news article page. On the left is a large image of a person riding a mountain bike. Below the image is the text: 'CONTACT: THOMAS MODADMIN ARTICLE DATE: SEPTEMBER 20, 2017 BIKE DAY'. Below this is a 'Show more...' link. On the right is an orange sidebar with 'Related Links' (Product Portfolio, Mountainbikes for kids) and 'External links' (Bike Day homepage). At the bottom of the article is the title 'Bike Day at Durins Castle' and the text 'We are very pleased to announce that this years Bike Day will be at Durins Castle!'. An orange arrow points to a 'Quick Edit' button (pencil icon) located at the bottom right of the article content.

### Note!

To edit a publish news article, you do it almost the same way; open the article for reading, and click the Quick Edit button. This button is only displayed to news editors.

## Undo changes

If you click **Undo Changes**, any changes made since the page was opened in Quick Edit (even saved changes) will be discarded.



### Tip!

If you open a page with Quick Edit to just have a look, you can click **Undo Changes** just to make nothing is altered.

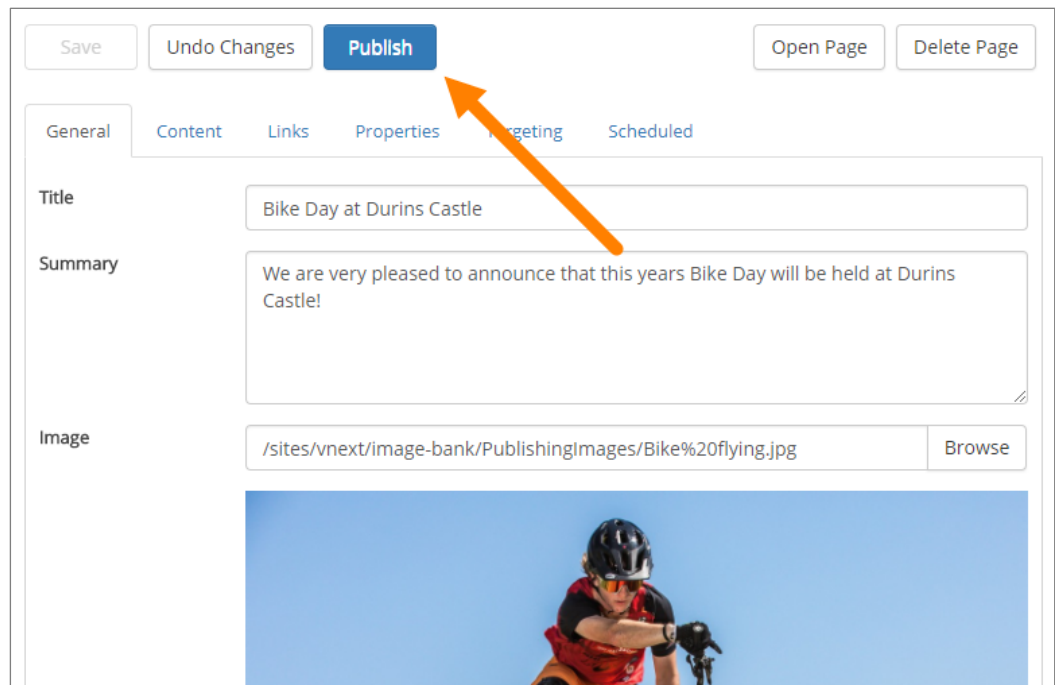
## Publish a news article

---

For a new news article to be visible for users, you must publish. If you edit an existing article (an “existing” news article is an article that has been published at least once), you must publish for the changes you have made to become visible. While you edit and save an existing news article, the old version of the page is displayed for end users. Only the editor actually editing the article can see the new version, until it’s published.

When it’s time to publish the page, do the following:

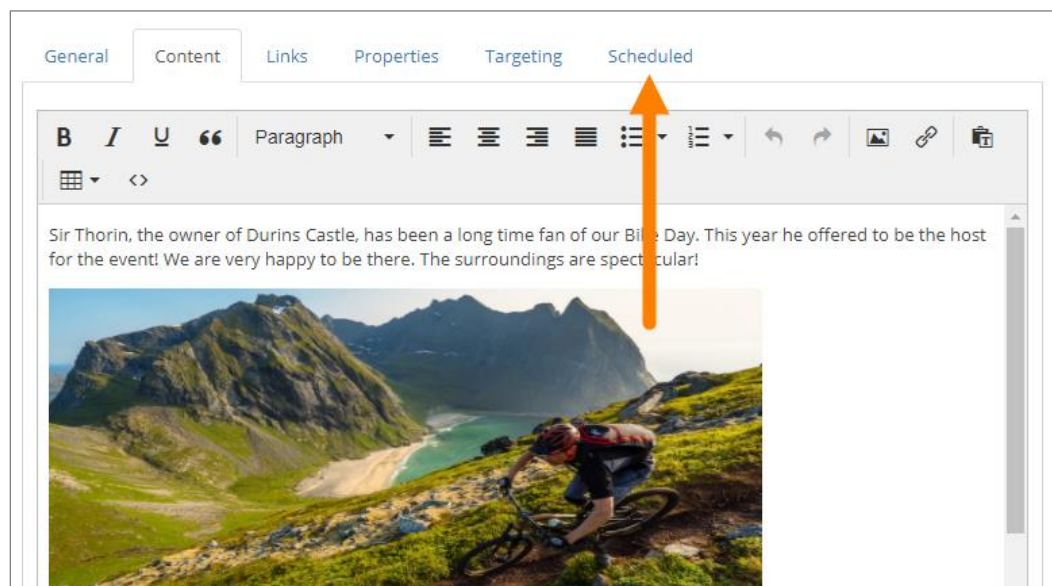
1. Save the changes you have made.
2. Click **Publish**.



## Publish at a specific date

Normally the news page is published immediately when you click the **Publish** button. If Scheduled Publishing is activated for this news site (it's done by an administrator), you can set a specific date and time for publication and a specific date and time to end publication.

1. Click **Scheduled** (if it's not there, Scheduled Publishing is not activated.)



2. Click to enable Scheduled Publishing for this news page.



General Content Links Properties Targeting Scheduled

Enable scheduled publishing ☐

3. Set start date and time for publication, and if you wish, end date and time.

General Content Links Properties Targeting Scheduled

Enable scheduled publishing ☒

Start publishing

End publishing

September 2017

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	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	1
2	3	4	5	6	7	8

16 : 45

If you don't set end date and time, the news page will be visible in the lists the default time for news pages, after having been published.

4. Click **Save**.

As you could see, the Publish button was deactivated when you selected to activate Scheduled Publishing for the page. Instead, you save the page and publication will be within the specified date and time.

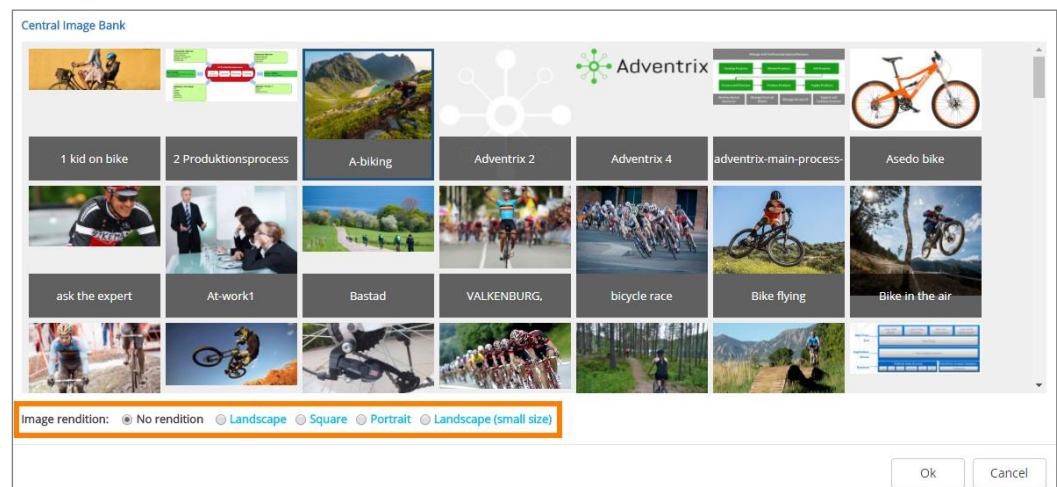
# Image rendition (a bit technical)

Image rendition is a way of selecting different areas of an image for different purposes. Normally you don't have to worry about image rendering but in some cases it may come in handy, for example if you would like to use a part of a portrait (standing) picture as page image. With that said, image rendering is not always available and you have to have editing permissions to the image library in question to be able to edit image rendering.

## Selecting an image rendition

When you have selected an image to insert on the page you can sometimes select an image rendition, for example.

1. Select the image.
2. Select image rendition below (do NOT click the link).



Keep an eye on the image. When you have selected an image rendition, the preview of the image is changed to reflect the rendition.

**Note!** Which renditions you can actually choose from, can be different in certain image libraries.

## Edit an image rendition

In the image libraries where you have edit permission, which includes permission to upload images, you can edit image renditions.

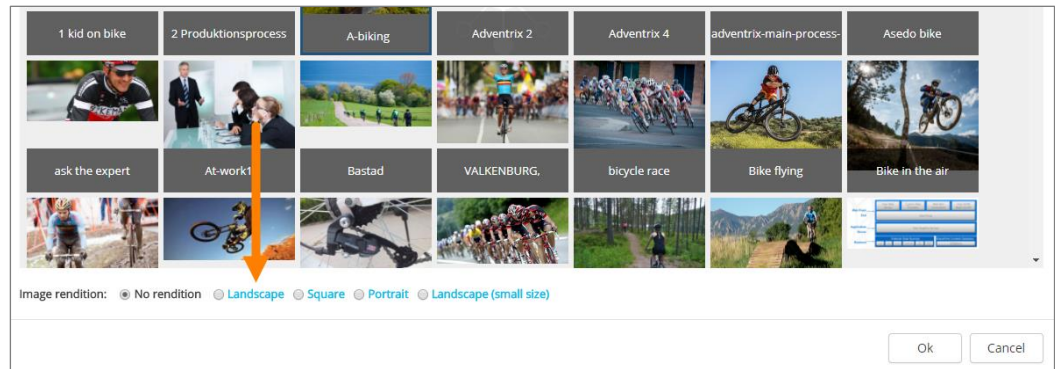
**Note – very important!**

There can be only one setting for each image rendition for a specific image (valid per folder, or per library if there is no folders). If several editors use the same image

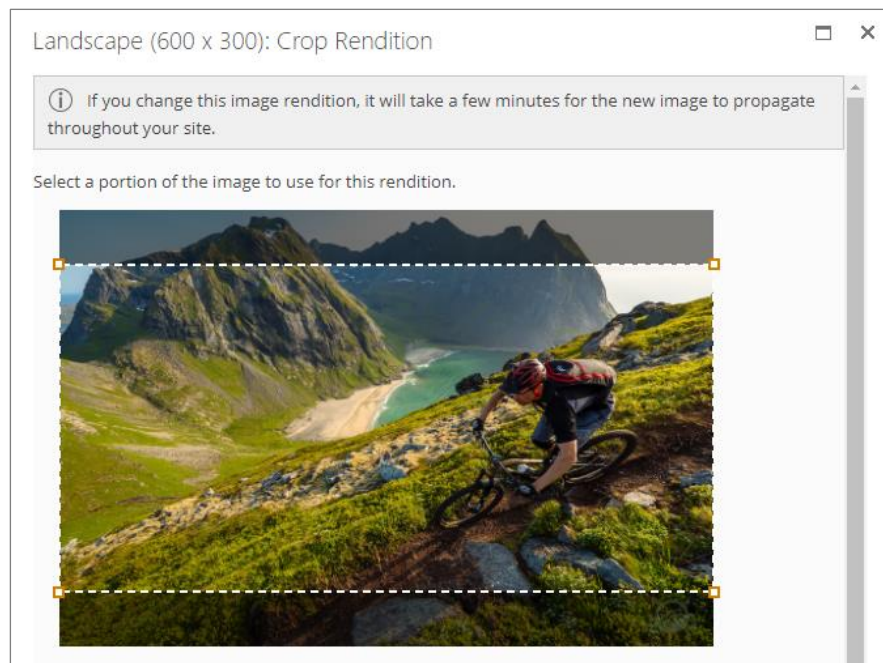
library, you have to decide which image renditions to use. If an editor changes an image rendition, it changes the rendition everywhere the image is used. The option No rendition can never be edited in any way.

To edit an image rendition, do the following, starting in the Omnia Image Picker:

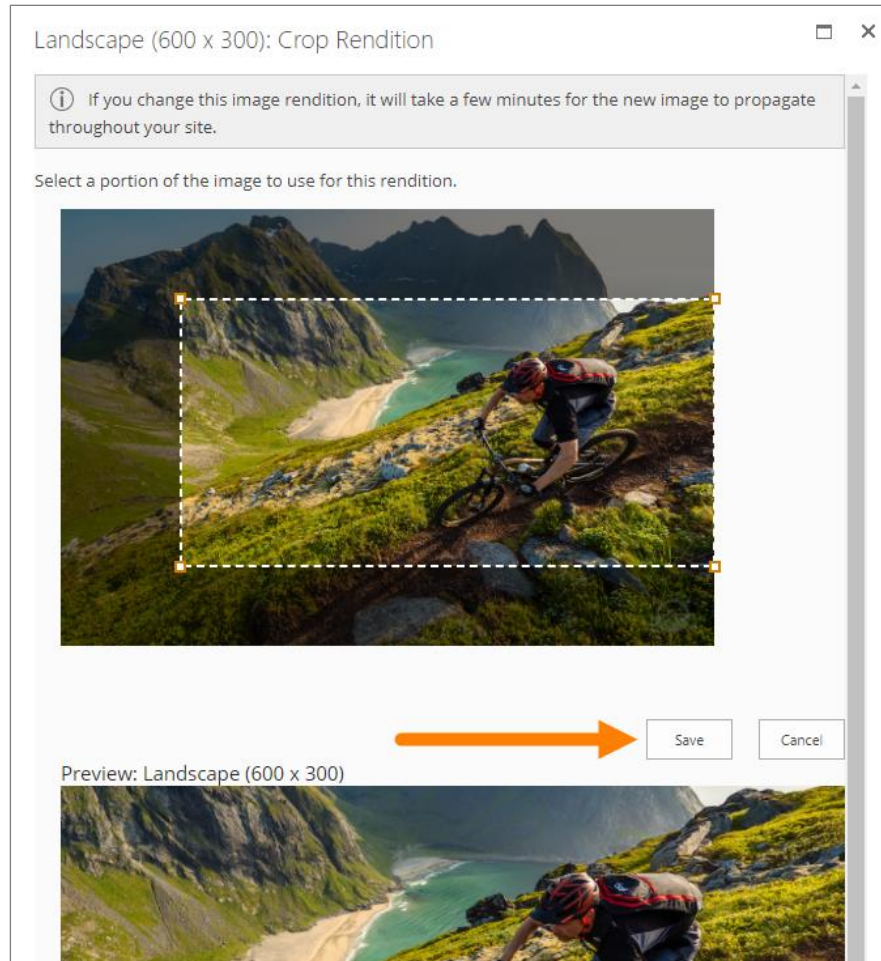
Click the link for the rendition you want to edit (Landscape as an example):



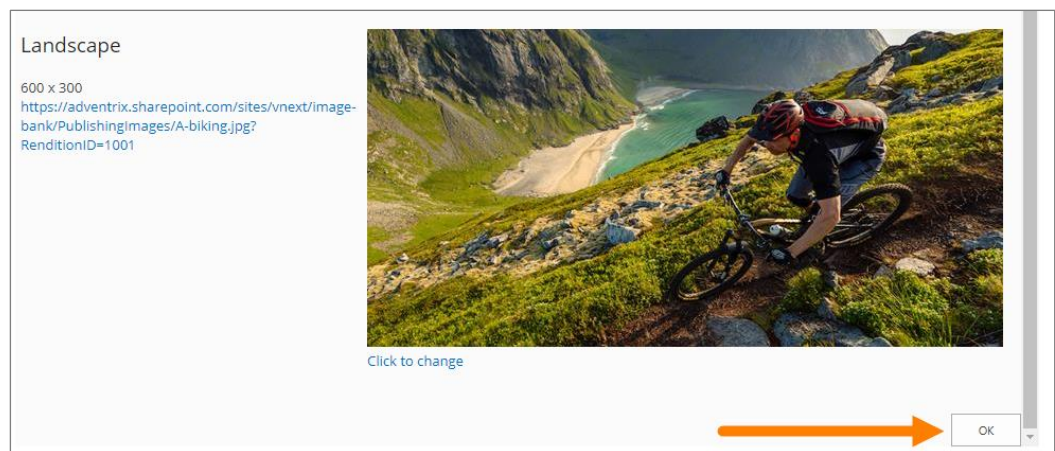
The existing setting for the rendition is shown, for example:



1. Use the selection to choose which part of the image to display. You can move and change size of the selection.
2. Click **Save** to save the changes.



3. Then click **OK** to close image rendition settings.



The image rendition you have chosen is now active, everywhere this image file is used (remember it's valid per folder, or if folders are not used, per image library).