UNH Today/Publishing Platform
Load a Featured Article
Follow these steps when adding a featured article
to the UNH Today publishing platform

Preparation
Finalize your article in Word, proofread and make final changes.
(If your story is a video, see below "Embedding video.")

Gather your images.
IMPORTANT! You will always need at least one image that can be cropped to 752 x 501 pixels wide.

In the platform, go to My Workbench > Create content > Featured Article

Copy/paste your headline/subhead into respective fields.

Click "edit summary" and paste in a description of the article — keep it to a short sentence.
IMPORTANT! This is what will appear in curation areas. Do not skip this step.

In the "body" section, select "paste as plain text" and then paste your story into the box. Click "OK."

PRO TIP: Do not skip the "paste as plain text" step. It will save you hours of frustration.

Clean up the text in the "body" section (delete extra paragraph breaks, etc.).

Insert Images (optional, see Assets tab instructions)
- Place your cursor at the beginning of a paragraph where you want the image to appear
- Click "templates" icon on editor panel, then select ONE of the following:
  - **Figure w/caption 100%** (inserts full-sized image that will spread across the entire article column; image must be at least 752 pixels)
  - **Figure w/caption (left)** (inserts image that covers half the article column — use this if your image is 500 pixels wide or fewer)
  - **Figure w/caption (right)** (inserts image that covers half the article column — use this if your image is 500 pixels wide or fewer)
- Click in the gray box, then click the photo icon on the editor panel
- Upload your image. Do not change the alignment.
  IMPORTANT! Always add "Alternative Text" in the image upload box. This is an ADA **requirement**. It describes the image for individuals who are visually impaired.
- Highlight the placeholder caption text and type or paste in your caption. (Or simply delete the placeholder caption if you don't want to add one.)

Insert Pull Quote (optional; use for longer stories or those with few images)
- Highlight and copy the words you want in the pull quote
- Click at the beginning of a paragraph where you want the pull quote to appear
- On editor panel, click the "templates" icon
- Select pull quote (left or right)
- Highlight the Latin text that has been placed into your article, then paste your quote over it.

PRO TIP: Highlight and copy the entire quote, even if you'll only use a portion of it.
Do this so you get both quotation marks. You can delete extra words.

Style for pull quotes (Note: No attribution)	"Many of the features of this tunnel were designed by UNH students. Having facilities like this allows our students to do interesting and unusual projects."

Hyperlinks
- Select text to be hyperlinked
- On editor panel, click the link+ icon
- Paste link into URL field
- Click "Options"
- Click "Target" field dropdown
- Select "New Window"

PRO TIP: Selecting "new window" will help prevent readers from leaving your story, so it's important to do this for every hyperlink.

Insert Sidebar (optional; use to insert complementary information OR for calls to action)
- Put your cursor at the beginning of a paragraph where you want the sidebar to appear
- Click the "templates" icon on editor panel
- Select Aside (right or left)
- A gray box with Latin text will appear in your article
- Highlight the Latin text
- Click the "paste as plain text" icon on editor panel
- Paste your sidebar text into the box and click "OK"
- Select sidebar headline text, then, on editor panel's "format paragraph" icon select "heading 3"
- Add image and/or button, if applicable

To add an image to your sidebar:
- Place cursor at the beginning of a paragraph where you want image
- On editor panel, click "templates" icon, then select "figure w/caption 100%"
- Click in the gray box, then click photo icon on editor panel
- Insert photo per usual; you don't need to change the width or height
- Edit or delete photo caption

Style for sidebars	

To add a button to your sidebar:
- Place cursor in spot where you want button
- On editor panel, click "templates" icon, then select "button"
- To change button text and/or add link, on editor panel, click "source," then scroll through code until you find your sidebar
- Highlight the example URL and paste your URL over it
- Highlight "Button Text" and paste in what you want your button to say
- On editor panel, click "source" again

Related Links/More Information
- Determine the UNH Today articles you want to curate (jot down titles)
- Click "search"
- In "search for content" box, type title of article – the full name will pop up
- Select the article title, then click "Insert link"
- Repeat for next three blocks.

Embed Video
- Write a brief intro that teases/describes the video. See example
- Get embed link from YouTube and paste it into a Word doc
- Copy this sample code into your Word doc, too:

  ```
  <div class="embed-responsive embed-responsive-16by9">
  <iframe allowfullscreen="" class="embed-responsive-item" frameborder="0"
  src="https://www.youtube.com/embed/g-tmcLoklDc?rel=0"></iframe>
  </div>
  ```

- Copy the URL portion of the YouTube embed link. The highlighted area between quotation marks in this sample is the URL:

  ```
  <iframe width="560" height="315" src="https://www.youtube.com/embed/g-tmcLoklDc"
  frameborder="0" allowfullscreen></iframe>
  ```

- Paste the URL from the YouTube embed code over the URL in the sample code. (Make sure there are no spaces between the quotation marks and URL when finished.)
- In the platform, under the "Copy" tab, go to the "body" section and paste your teaser/description
- In the wysiwyg, click "source" — you will see the html code of your story so far
- Underneath the teaser/intro, paste the code for your video
- Unclick "source." You should see a box that says "iframe" where you video will go.
- Save
- View your story. (NOTE: You may have to refresh your screen to see the video.)

Save

Main Asset Crop your main asset image to 752 x 501 pixels. (The main asset image is the one that will follow your story around the site in curation areas.)
Select "Single Image" in "asset type" dropdown.
"Hide Asset": The image that you upload here will appear at the top of your article UNLESS you click "hide asset."
Upload image (png, gif, jpg, jpeg). **IMPORTANT!** Remember to add "alternate text"
Write caption in Word, then paste it into "caption" field using the "paste as plain text" box. (If you have hidden the asset, you need not include a caption.)
Save
Contributor Begin typing contributor's last name in the applicable field — if this person is already an author in the system, their name will pop up. Select it. (Note: You can add more than one person's name per field, separated by commas.)
To add a new contributor, use the "plus" symbol and fill out appropriate information.
Save
Categories, Tags and Topics Do not use "Series": This is reserved for Communications and Public Affairs use.
"Primary Category": Choose your primary category (REQUIRED FIELD).
Do not use "Initiatives", "Audience": Feature Editor will select for publication.
"Tags": Begin typing in your Tag, allow system to find and auto-complete tag. If using more than one tag, comma separate and allow time for system to find and auto-complete each tag. If unable to find a Tag, request in the Notes field (Internal Notes tab at bottom of the page). WARNING: Any words typed into the Tags field will result in a new Topic and display in A-Z index!
"Topic": Use only topic required to feed to your college, center, department website. Feature Editors will select additional topics as appropriate. The Notes field may be used to suggest topics.
Save
DATES & DISTRIBUTION TAB
"Expire Date" You are encouraged to set an expiration date for all articles. When writing about upcoming event, set an expire date for after the event.
Save
INTERNAL NOTES and PUBLISHING OPTIONS
Use the Notes text box to relay information and requests to Feature Editor.
Publishing options tab - Change Moderation state from Draft to Needs Review. Allow time for Feature Editor list to display. Select person(s) you would like to review and publish the article.
Save

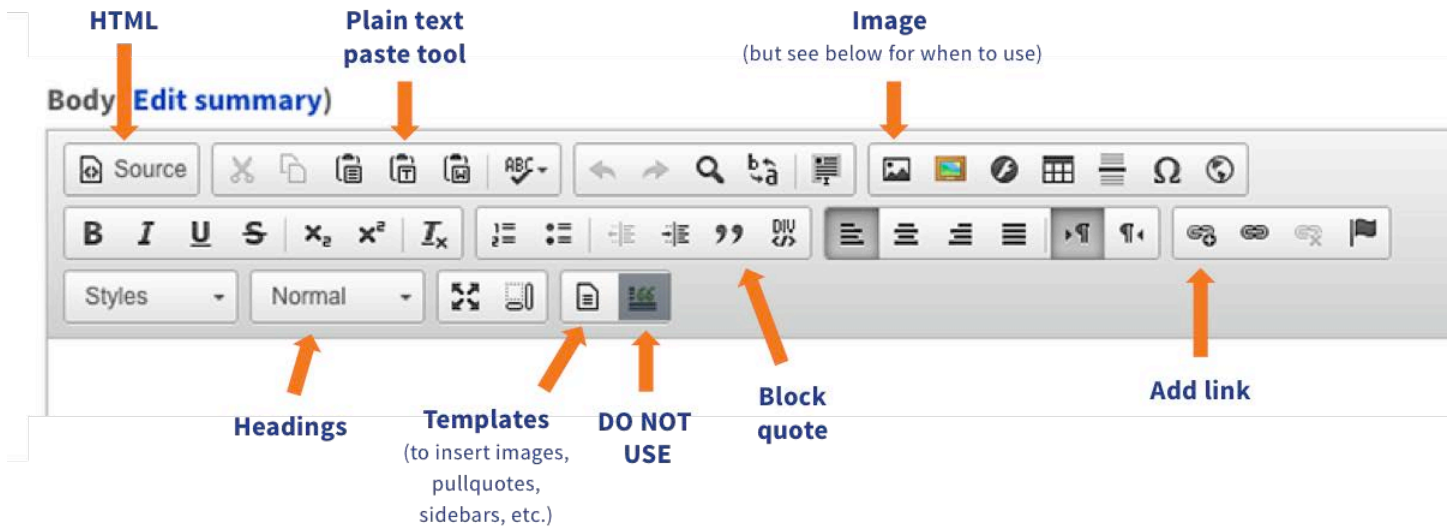| YOUR ARTICLE |
| --- |
| Review story on screen and check all links. (Note: In preview mode, before your article is published, it will appear narrower on your screen than it will be once it's published.) |
| Once your story is published, check the pages where it is curated (based on the topics, tags, or categories you selected) to make sure it looks OK. |
| Share your story with others! |
| |
| **Questions as you go?**
Contact your Communication Manager
Web and Mobile Development: https://tdforms.unh.edu/wmd/
Attend Walk-in Session: https://at-training.unh.edu/apps/ssr?action=course&id=288 |

EDITOR PANEL (WYSIWYG) QUICK REFERENCE

ADDING A LINKABLE PDF
1. Highlight any word in the body copy, then click the hyperlink icon
2. Open the file browser
3. Upload the PDF file then double-click to select (BUT DO NOT CLICK 'insert link')
4. Copy the URL in the "link URL" box
5. Paste it in "in the news" under body tab
6. Add the "https://www.unh.edu/" to the front of the URL
7. Save and publish