# Posting News and Announcements
to Your LAAS Directory Profile Page

News and Features

Found under the "Related Content" tab

To add a News article or create a Featured announcement, you will select the "Add New Node" button in the News and Features box which can be found below Events and Exhibitions.

To create a News article or make an Announcement, you will select the "Add New Node" button.
Node = Article.

News and Features

Add new node
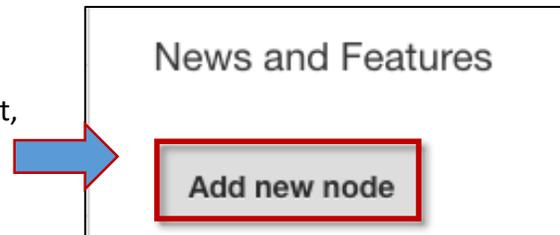
Title *

More Great News!

Body (Edit summary)

You will add a title and fill in the body with your Article text.

Normal

Prow scuttle parrel provost Sail ho shrouds spirits boom n nest nipperkin grog yardarm hempen halter furl. Swab ba rutters.

You also have the option of uploading a thumbnail image for the news feed as well as images into the body of the article.

The Thumbnail image is landscape at a 5:3 ratio (960x576 pixels).

For all images, the files must be less than **256MB** and must be file types **png, gif, jpg or jpeg**

The thumbnail image appears when an article is displayed within a list of content.

The front page of the LAAS website will use the thumbnail image in the news feed.

The thumbnail image will appear next to your event on the LA as Subject events list page.

Note: If you would like to have the same image in the body of your article, you will also need to add the image separately into the body of your article.

All image files must be less than **256MB** and must be file types: **png, gif, jpg or jpeg**

When you upload a body image, you may add "**Alternate Te**xt" which is used by screen readers and search engines, as well as a "**Title**" that will appear when a user hovers their mouse over the image. These are not required, but they are helpful in returning your collection in search results!

For the image to appear in the body of your article please **click on the "insert" button**. Otherwise the image will not appear in the body of your article text.

Select the style size you'd like for the image to appear within your text: Automatic, Large (480x480 pixels), Medium (220x220 pixels), and Thumbnail size (100x100 pixels). You will need to click "insert" to for image to appear in the body of your article.
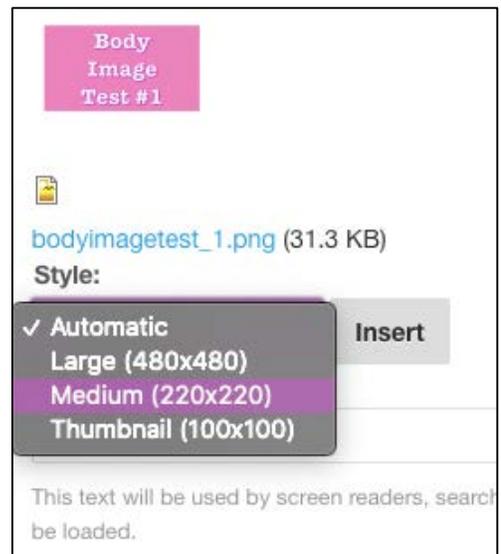
Large (480x480)

Medium (220x220)

Thumbnail (100x100)

Be wary of choosing "Automatic" size as it shows up at the size of the download. This adorable kitten when viewed in the body of the article on automatic took up the whole screen. The kitty's paws were all that were visible.

To delete an image from the body of your article, click directly on the image and push the delete button on your keyboard. This will only delete the image from the body of the article.

To move the image within the body of your article, click directly on it and move it towards where you would prefer it to be. Using the cut and paste function will also help you move your image.
It's slippery. Take your time.

As you scroll down, you will see sections in the form to add an Author, Article Date, and an Article Source (if applicable).
Only the date is a required field.
You have 128 characters for the Article Source Title.

**The Author added here is not showing up at the moment in the body of the article. IT is aware – this should change soon!

After you have entered all of your News/Feature information and you are ready to complete it, **Click "Create Node" and your article will be created. The article has been created, but NOT SAVED YET.**

You will then need to **click SAVE at the bottom of the page in order to complete the process and save all of your work. If you click "Create Node" but not click SAVE your work will be lost!**

**Please Click SAVE at the bottom left of the page!
So that all your hard work and progress will be preserved!**

After clicking save, you will be taken to your profile page.

Now that your News Article or Announcement has been created and saved you will need to publish it to your profile page and to the LA as Subject main news page.

Important!! To Publish:

Your News Article or Announcement has been created but is <u>not yet published</u> on your profile and the LA as Subject website. The unpublished article will appear in pink on your profile page. This means <u>only you can see it</u>.

To publish this entry, click the pink entry directly <u>on your profile page</u> and you will be taken to view your event draft where you will have the ability to publish.
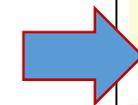

After clicking your pink-colored unpublished article draft, you will be taken to a page for your event similar to the one seen here.

You will be able to review the text of your article. If you find that you need to edit make edits, click "Edit Draft" and you will be able to make your changes.

If you are ready publish your event, click the "Apply" button below the bar reading "Needs Review."

The word "Published" will then appear in the bar.

If you are <u>certain</u> that your article is ready for publication, you may then click "Apply" again.

This cannot be undone.***
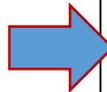
Big News!

View draft   Edit draft   Moderate

Revision state: *Needs Review*
Most recent revision: *Yes*
Set moderation state:

Published

APPLY

Your article will be published to BOTH your profile page AND to the LA as Subject News page, and in the newsfeed on the LAAS homepage

Note: The newest articles will appear at the top of the feed.

Big News!

View published   New draft   Moderate

Revision state: *Published*
Most recent revision: *Yes*

LAasSubject

Big News!

Congratulations! Your Article has been shared with the LA as Subject community!

***If, for some reason, you need to take the article down please email Stella Castillo at stellaca@usc.edu and we can work it out!