

# Add documents to news or events

When entering news, it is now possible to add documents directly in the news / event. The addition is done from the “Links / documents” workflow step.

## Workflow step: Links / documents

The screenshot shows the UNIL news entry interface. At the top, there is a header with the UNIL logo, the date 'mardi, 01 mars 2016', and links for 'Donner un avis', 'Aide', and 'Contact'. Below the header is a search bar labeled 'Rechercher dans l'UNIL...'. On the left, there are navigation icons for 'Quoi de neuf?', 'Agenda', and 'Mail'. On the right, there are links for 'Actualités', 'Serval', and 'Outils'. The main content area has a blue header bar with tabs: 'Informations', 'Contenu', 'Images/vidéo', 'Liens/documents' (which is highlighted in blue), 'Visualisation/Publication', and 'Partage'. Below the header, the section title 'Liens/documents' is displayed. The form contains fields for 'Liens' (with a 'Lien' input field), 'Titre' (with a 'Description' input field and a question mark icon), and 'Documents' (with a 'Nom du fichier' input field containing 'pages\_de\_test.pdf' and 'La\_béguule.pdf', both with 'Type de fichier' 'application/pdf' and trash can icons). A red box highlights the 'Ajouter document' button, which has a red circle with the number '1' above it. A 'Sauvegarder' button is also visible.

1. Add document button

For reasons of portability between different systems, **the only accepted format will be the PDF**. The maximum size allowed is **10Mb**.

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Révision #2

Créé 27 juin 2023 06:56:20 par Karim Khouw Zegwaart

Mis à jour 23 mai 2024 14:58:44 par Karim Khouw Zegwaart