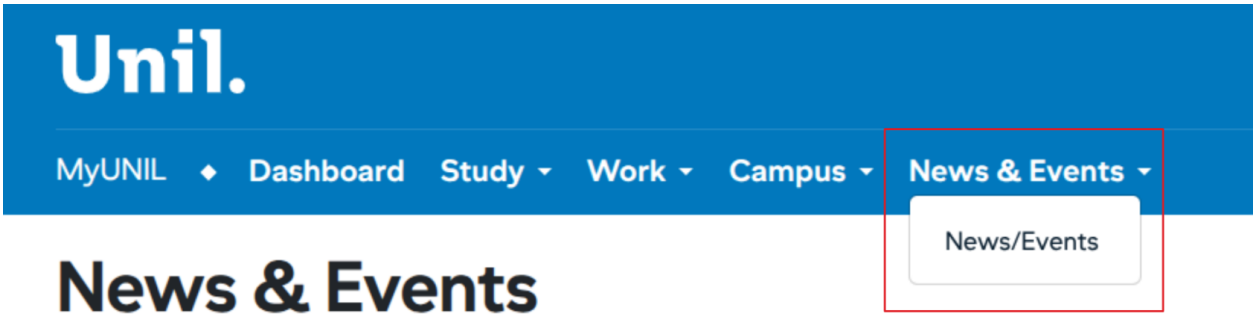
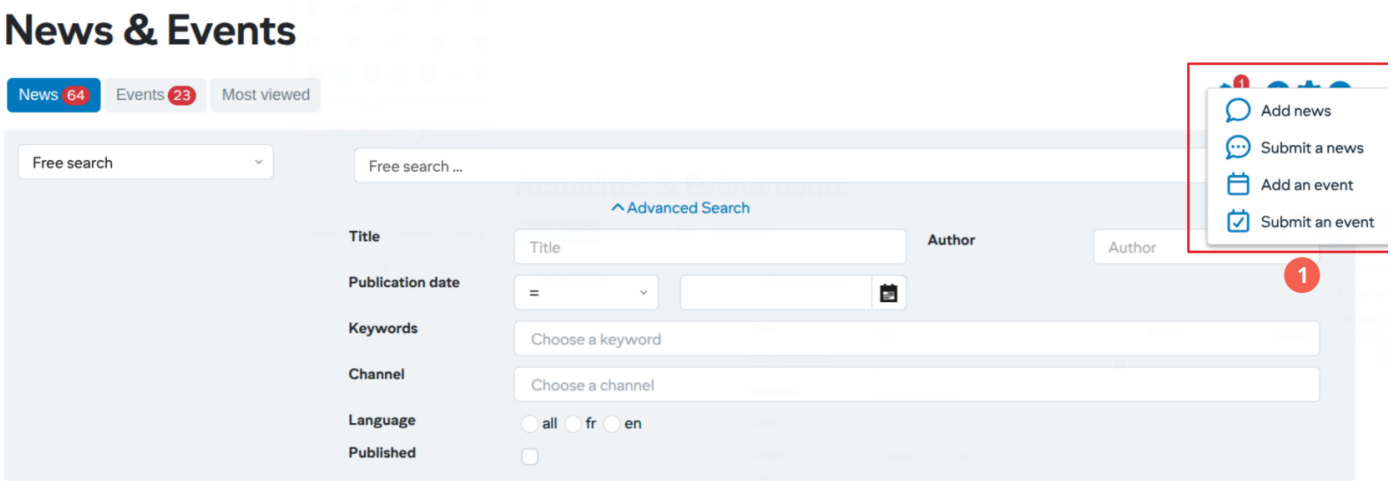
Adding news or events

Users with a write-right in one of the news channels can access news management from the “News / Events” tab

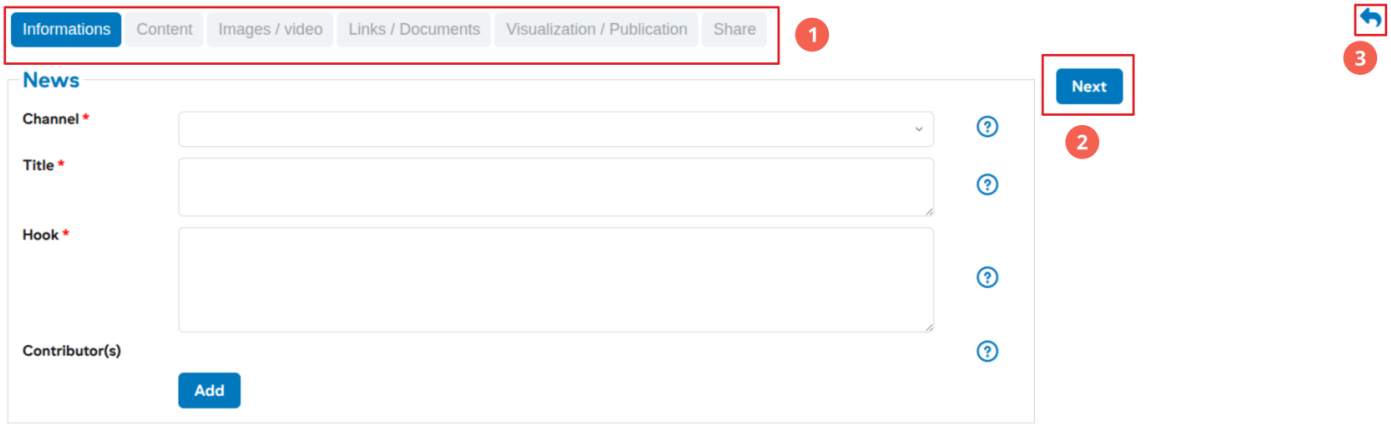


Ajouter une actualité/événement



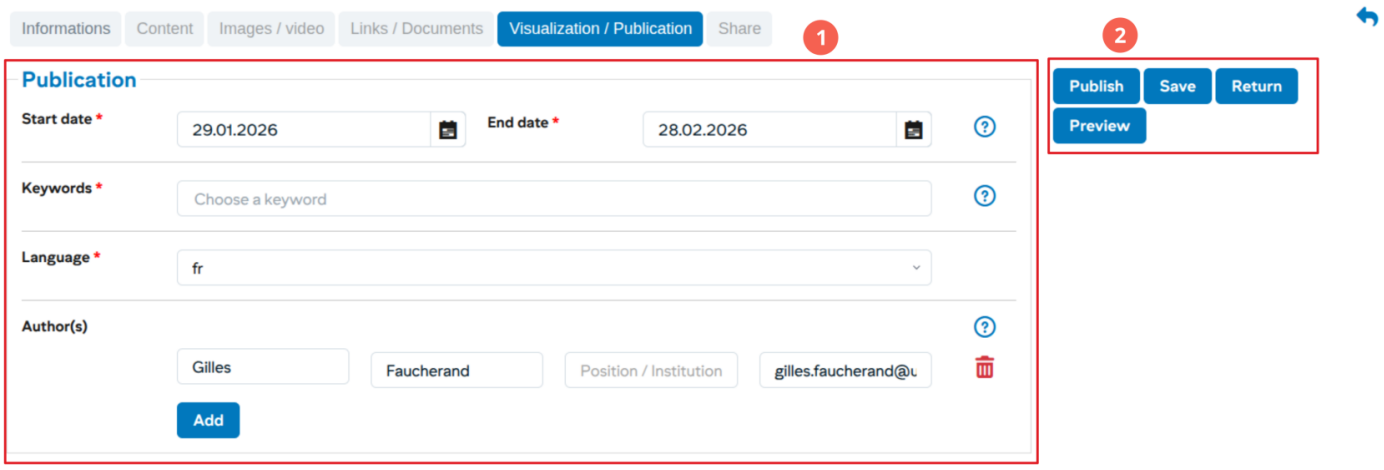
1. To add a news item simply click on the + button in the action area

Stages of the input workflow



1. Stages of the input workflow
    1. **Informations**: Entering general information
    2. **Contents**: Entering news content
    3. **Images/Videos**: Addition of the mandatory image and a possible illustrative video
    4. **Links/Files:** Adding specific links or documents
    5. **Publication:** Preview the object before publishing and add keywords
    6. **Sharing:** Sharing on social networks or proposal to other channels
2. Actions to move around in the workflow
3. Cancel the entry

Post a news



1. Entering publication information (dates, keywords, authors and language)
2. Actions (with possible preview before publication)

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