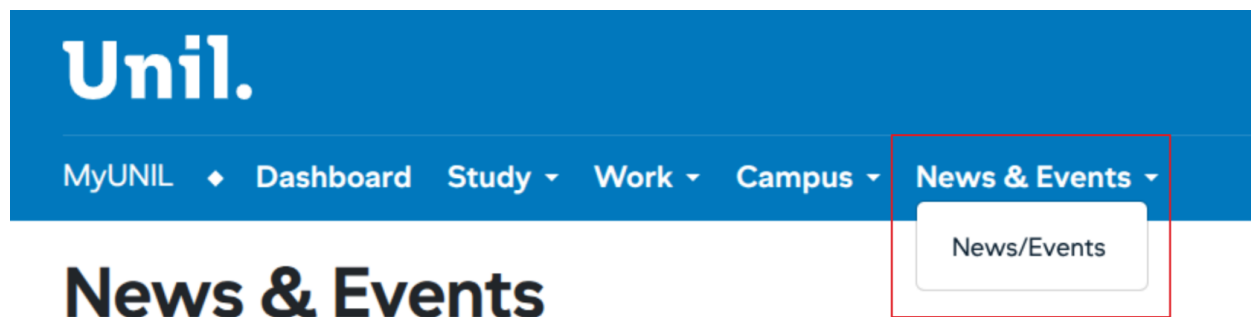


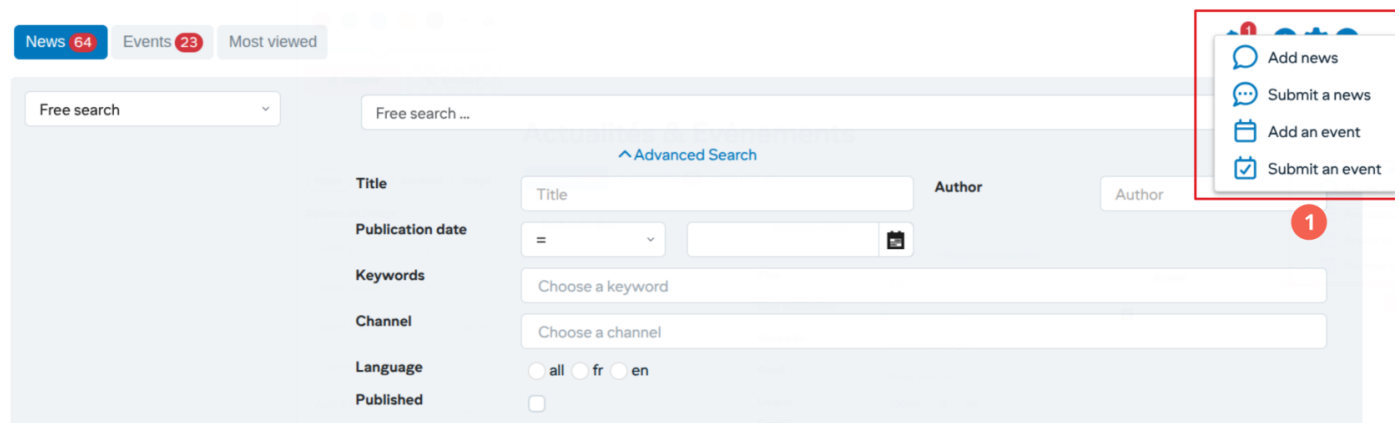
# Adding news or events

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



## Ajouter une actualité/événement

### News & Events



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

## Stages of the input workflow

Informations Content Images / video Links / Documents Visualization / Publication Share 1

News

Channel \* [input] ?

Title \* [input] ?

Hook \* [input] ?

Contributor(s) [input] ?

Add

Next 2

3

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

Informations Content Images / video Links / Documents Visualization / Publication Share 1

Publication

Start date \* 29.01.2026 [calendar] End date \* 28.02.2026 [calendar] ?

Keywords \* Choose a keyword ?

Language \* fr [dropdown]

Author(s) [input: Gilles] [input: Faucherand] [input: Position / Institution] [input: gilles.faucherand@u] [trash] ?

Add

Publish Save Return Preview 2

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

Révision #6

Créé 27 juin 2023 06:55:35 par Karim Khouw Zegwaart

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