



News articles and listings

in Contensis CMS

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About news articles and listings

- Contact your unit web coordinator or the web team for news setup (if not already setup)
- Web controls are used to list news (this can be done using filters from any Contensis site)
- A news article will be listed until deleted or archived
- News articles may contain images but not mini templates
- If you require more than one news listing on one page, they cannot use the same control ID

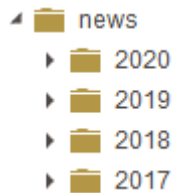
Permissions

It is up to your department as to who has permissions to add and edit news. They can be setup for all editors within your site or you can have a user group solely for news. Ask your unit web coordinator for the relevant permissions.

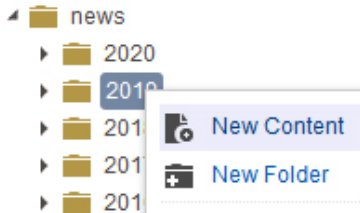


Adding a news article

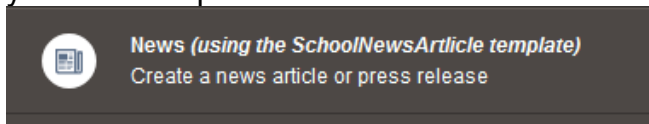
1. Locate your site's news folder. These are often grouped by year but vary between sites.



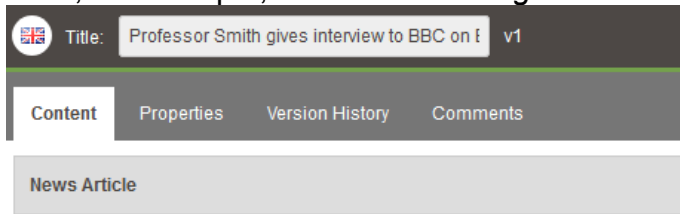
2. Click on the relevant folder and select **New Content**.



3. Select your **News template** – the template name may vary slightly depending on your site setup.



4. Fill in the news article **Title**. This should be the news headline, written in sentence case, for example, *Professor Smith gives interview to the BBC on Brexit*.





5. Click on the **Properties** tab. You'll see the title has automatically filled in the File Name and Menu Name.

Menu Name is what comes up on the left navigation if the news article is included, but in almost all cases our news articles should not be included in the menu, so this won't be seen.

File Name should be changed to something short and concise that still makes sense. All punctuation should be removed. We advise you save as lowercase with hyphens between words, for example, *professor-smith-gives-interview-to-bbc*, as this is standard best practice. **If your file name is too long, the page will not work.**

The screenshot shows the 'Properties' tab of a CMS interface. At the top, there is a title field containing 'Professor Smith gives interview to BBC on Brexit v1'. Below the title, there are four tabs: 'Content', 'Properties' (which is selected), 'Version History', and 'Comments'. Under the 'Properties' tab, there is a section titled 'Publish Properties'. This section contains two input fields: 'File Name' with the value 'professor-smith-gives-interview-to-bbc' and 'Menu Name' with the value 'Professor Smith gives interview to BBC on Brexit'. Above these fields, it says 'Created from page template: SchoolNewsArticle.tpl'.

6. Click **Save**.
7. Go back to the **Content** tab and fill in your main article text. Break up large paragraphs for web so the article is more scannable. Web links should be hyperlinked within the text, eg **don't** add a full visible web address in the text like *Read more: <http://www.nottingham.ac.uk/more>*

Don't use 'click here' for links. Links should make sense out of context, for example, **don't** use 'Click here to register', use 'Register your place' and link that text. Please follow the [university style guide](#).

The screenshot shows the 'Content' tab of the CMS interface. At the top, there are four tabs: 'Content' (selected), 'Properties', 'Version History', and 'Comments'. Below the tabs, there is a section titled 'News Article'. Under this section, there are three radio buttons: 'WYSIWYG Editor' (which is selected), 'External URL', and 'CMS Content URL'. Below the radio buttons is a rich text editor toolbar with various icons for text formatting, alignment, and linking. The editor area is currently empty.

You can also choose to use an External URL for your news article or a CMS Content URL. When a user clicks on your news title in your news feed, they will go straight to the page you've set instead.



External URL should only be used when it really needs to as it breaks convention by sending users to a different site when they click on the news title, which can be confusing.

CMS Content URL can be used if you need to use a formatted page within Contensis for your article, for example, if you need to use mini templates, and the news template won't allow for that.

8. Scroll down to **Optional Metadata**.

Fill in the **Description**. This will usually be the first sentence of your news article, or just a little taster of what the article is about. It will appear under your news article title on the news feed. It shouldn't be too long or repeat your news title.

If your news articles are pulled into a listing based on keywords, you can add your keywords to the **Keywords** field here.

The screenshot shows the 'Optional Metadata' form. It has a 'Description' text area, a 'Keywords' text area, a checkbox for 'News_Events_Frontpage' with the text 'Show news/event on your site's homepage', and a 'School_Department_Name' dropdown menu with a 'Launch Window' button. Below the dropdown is a note: 'If your school or department uses the standard listing system this data is required'. To the right of the form is a preview of a news article. The title is 'ESRC announces extension of funding for the UK in a Changing Europe and nine new Senior Fellows' and the description is 'The nine new Senior Fellows include Professor Sarah Hall, University of Nottingham (Brexit and the UK's financial services sector)'. The date is '19 June 2019'. Arrows point from the labels 'Title' and 'Description' to the corresponding parts of the preview.

9. Tick **News_Events_Frontpage** unless you do not want your news item to show on your site homepage.

10. Select **Launch Window** next to **School_Department_Name**. Select the relevant places for your news article to appear, if applicable. Research groups are listed under the schools. Please don't tick other faculties or schools without checking with them first.



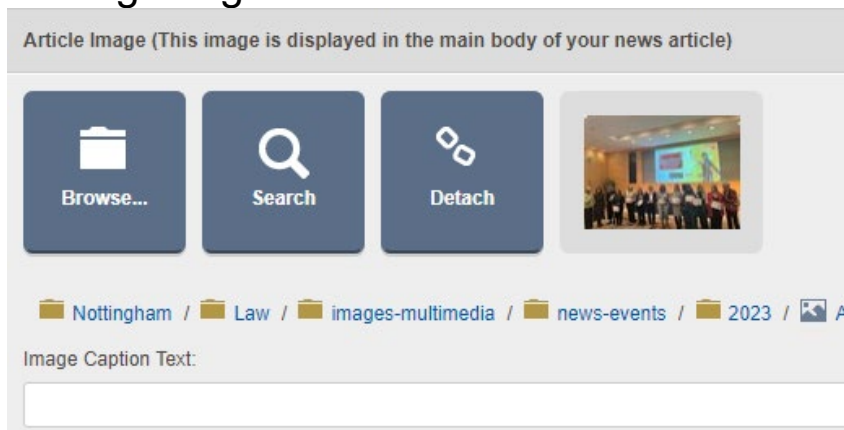
Please note, this list is no longer updated. If your site is not in the list, you will need to setup your news listing to pull in based on a different parameter.

Treeview selection editor

- Online
- ▶ Faculty of Arts
 - ▶ Faculty of Engineering
 - ▶ Faculty of Medicine and Health Sciences
 - ▶ Faculty of Science
 - ▶ Faculty of Social Sciences
 - ▶ School of Economics
 - ▶ School of Education
 - ▶ School of Geography
 - ▶ School of Law
 - Commercial Law Centre
 - Criminal Justice Research Centre
 - Human Rights Law Centre
 - NILSC
 - Public Procurement Research Group
 - The Treaty Centre
 - Nottingham University Business School
 - ▶ School of Politics and International Relations
 - ▶ School of Sociology and Social Policy

11. **Save** and preview your article, then submit it for approval if you are happy with it.

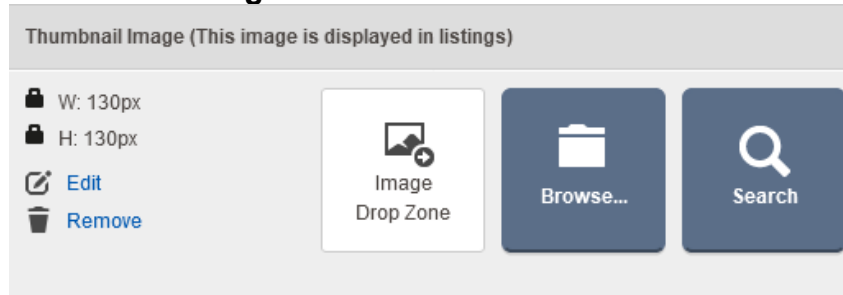
Adding images to news articles



- Image will be placed to the right of the page
- The **maximum image width you should use is 714px** (920px for full width page)
- Add an image caption in the space provided – check it isn't too long for the width of your image or it will display badly in preview
- You can also drag images into the content of the article the same way you would on a normal page



Thumbnail image



- Thumbnails show on news listings (if set to do so)
- If images don't show on a listing, it doesn't exist, or the listing control is set not to show images
- Browse for an image or use the drop zone (drag and drop an image into this zone)
- Your **thumbnail should be 130px by 130px**
- Thumbnails appear quite small in listings and often aren't used

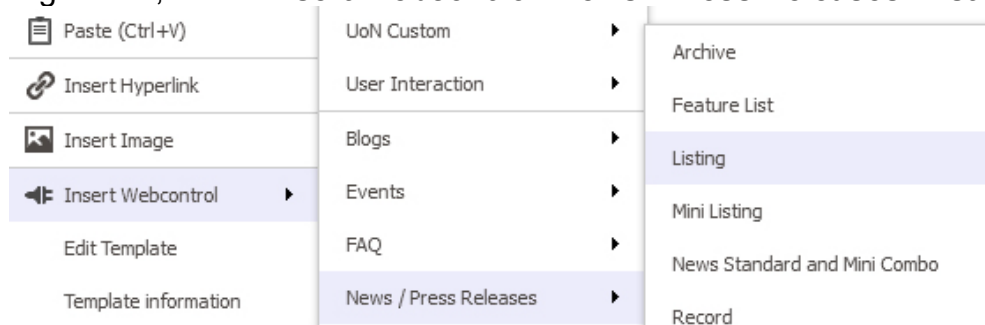
Listing news

News listings are automatically generated using web controls within a page. Most websites have a dedicated listing page but also list the top three items on their homepage. Details on how to set these up are below:

Create a listing

Ensure a page has already been created in order for you to add your listing control.

1. In edit mode, place your cursor where you want your listing to appear
2. Right click, select **Insert Webcontrol>News / Press Releases>Listing**



3. Apply the relevant settings for the news listing control



Step	Description
Group By	None
Enable Auto Title	Unchecked
Render Mode	Definition List
Title	Leave blank unless you want a heading above your news feed
Heading	H2
Enable Title	Checked
Sub-Item Heading	H3
Enable RSS/Atom	Checked if you want a feed
No Results Text	There is currently no news to display.
Enable Lightbox	Unchecked
Enable Animation	Unchecked
Shuffle DataSource	Unchecked
Theme	None
News Category Results Control ID	We never use this
News Category Results URL	We never use this
ID	Gives your listing a unique ID. You can't have two listings on the page with the same ID.
Enable Description	Checked
Publish Date Format	Long Date
Enable Publish Date	Checked
Enable Categories	Unchecked
Enable Thumbnail	Unchecked or Checked depending on your preference
Icon Display	None
Icon Position	Ignore this
Items Per Page	10 (or whatever you prefer) – for a homepage, choose 3
Maximum Items	50 (or whatever you prefer) – for a homepage, choose 3



Page Position	Bottom
Razor View Item Template	Ignore this
Enable Dynamic Folder Auto Filtering	Unchecked
Data Filters	This is how you select which news the feed should pull in, see the options below
Order By	<p>Can be left blank or you can use some order filters, for example:</p> <ul style="list-style-type: none"> ▪ Property_DatePublished asc – recommended for events ▪ Property_DatePublished desc – recommended for news ▪ Property_DateModified asc ▪ Property_DateModified desc

Data filters

Column	Type	Value	Description
MD_School_Department_Name	Contains	Name of department Type EXACTLY as in the school department name value within your news or event.	This will list all news within Contensis that are ticked with this value.
Property_F_ID	EqualTo	Folder ID Right click your news folder, select information, and the folder ID is listed at the bottom. Ensure there are no spaces when pasting into your value field.	This will only list news within that folder.
Property_FullPath	Contains	Folder path This can be found by right clicking your news folder, selecting information, and the path can be copied and pasted into the value field. Ensure there are no extra spaces.	This will list any news within that path, including subfolders.



**University of
Nottingham**

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Often, schools want their listing to display news using more than one data filter. Some filters will work together and some will not. Try them out.