Step 1: Log in

Click on ‘log in’ and log in with your VUB email address and password.

Step 2: Create a news or event item

You now have 4 options: create a news item (in Dutch or English) or an event item (in Dutch or English). Make your choice by clicking on of these buttons.

Step 3: Fill out the fields

Fill out the fields below.

Step 3.1: Title and subtitle

Choose a title (and subtitle). Once you’ve saved your news item, you will not be able to change the title yourself.
**Step 3.2: Summary/introduction and content**

Leave the 'summary/introduction' blank for now. Add an introduction to the 'Content' field by making your first paragraph bold.

Add text to the field 'Content'. Use the buttons to layout your text. Some notes and tips:

- It is not yet possible to add images in the 'Content' field.
- If you’d like to add a video, it must be uploaded on Youtube first. Send an email to ikhebnieuws@vub.be. Your video will be uploaded on the VUB Youtube channel.
- To add a quote, select a sentence and click on the button with the quote marks. This sentence will get a special lay-out in your news item.

**Step 3.3: Main image**

Click on 'Browse', select your image and upload it. This image appears at the top of your news item. Some notes and tips:

- The image will be cropped to 16:9
- Max. 5 mb
- Add a clear title to your image
- Be careful with copyright of images. Tip: you can use images from the VUB Flickr account.
**Step 3.4: Who is the author of this news item?**

Fill out this field only if you would like the author of the news item to appear in your news item. This might be useful if you are publishing an article for someone else.

![Image of author field](image)

**Step 3.5: Tags**

You have to add 2 kinds of tags to your news item. Once you've saved your news item, you will not be able to change them yourself.

1. **What is the subject of this news item?**

   These tags enable users of the VUB websites to filter news content.

2. **On which web pages do you want to publish this news item?**

   These tags allow you to pass on some suggestions to the chief editors. Unfold the websites to select different webpages. The selected webpages appear on the right. The chief editors will make a decision based on your suggestions and let you know by email to which webpages your news item has been distributed.

![Image of tag selection](image)
Step 3.6: Comment and publication date

You can leave a comment for the chief editors. Select when you would like your news item to be published.

Step 4: Publish your news item

Click on ‘publish’. Your news item appears in the list of your news and events.

The chief editors will review your news item and distribute it to the different websites and/or webpages. The lay-out of your news item might diverge on the different websites.

Delete your news item? Send an email to ikhebnieuws@vub.be