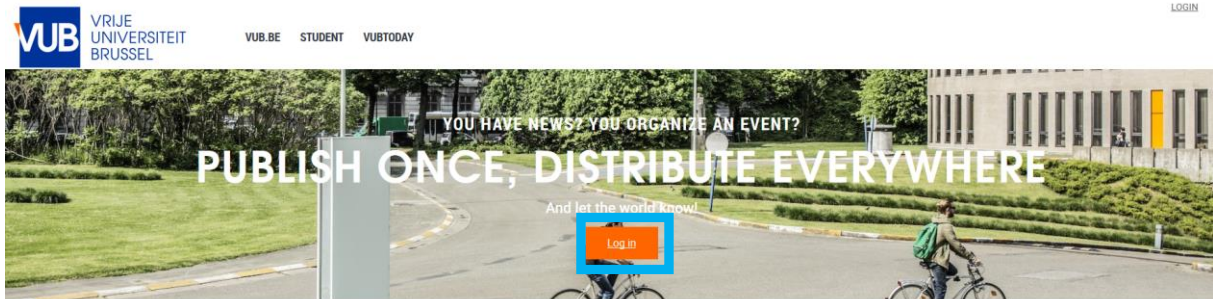


# MANUAL NEWS.VUB.BE

## NEWS

### 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 one of these buttons.

## My news and events

<a href="#">Create a Dutch news item</a>	<a href="#">Create an English news item</a>
<a href="#">Create a Dutch event</a>	<a href="#">Create an English event</a>

### 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.

[Home](#) > Create a news item

## Create a news item

**Title (required)**

**Subtitle**

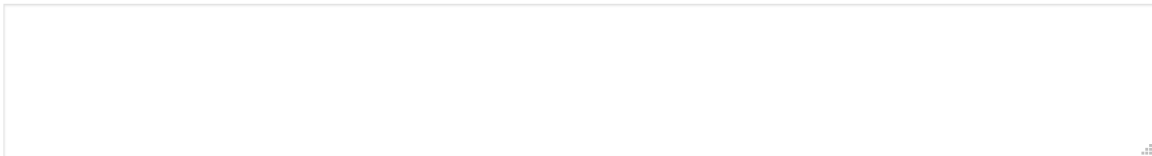
### Step 3.2: Summary/introduction and content

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:

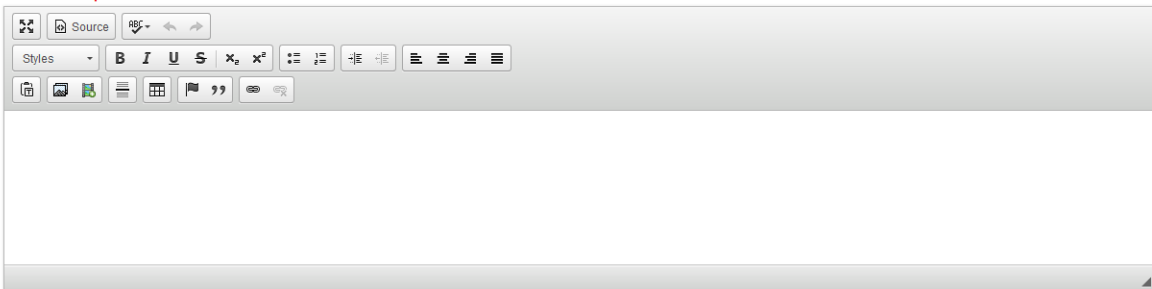
- It is not yet possible to add images in the 'Content' field.
- If you'd like to add a video, it must be uploaded on Youtube first. Send an email to [ikhebnieuws@vub.be](mailto:ikhebnieuws@vub.be). Your video will be uploaded on the VUB Youtube channel.
- To add a quote, select a sentence and click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

Summary



The summary is the introduction to the news item. It is one paragraph which summarizes the news (who, what, where, when) and it invites the reader to continue reading and get to know more details. On some VUB websites, the introduction gets a special layout.

Content (required)



Here, you will add details to the news. Use subheadings and bullet points to make your text as readable as possible. You can also add quotes and videos. Videos should first be uploaded to the VUB YouTube channel.

### 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.

Main image

No file selected.

Upload an image with an aspect ratio (the proportional relationship between an image's width and its height) of 16:9. This image will appear at the top of the article and will be included in the news overview on several VUB websites. Only use images of which the VUB owns the publicity rights and copyrights. Choose a clear name that starts with 'VUB'. For example: VUB\_Braembuilding. You can upload files with a maximum size of 5 MB. File extensions to choose from: jpg, jpeg, gif or png.

### [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.

Who is the author of this news item?

Title

First name

Last name

### [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.





What is the subject of this news item? **(required)**

- Campus Life
- Career
- Diversity & Gender
- Education
- Engagement
- Entrepreneurship
- International
- Research
- Society
- Sports & Culture
- Sustainability
- University Policy
- weKONEKT.brussels

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

An editorial manager will publish your news item on several VUB websites. He/she does this depending on how relevant it is for different target groups. Here, you can make a suggestion. The editorial manager will change or accept your suggestion.

**Tags (required)**

-  STUDENT PORTAL
-  WEBSITE VUB.BE
- STAFF
-  VUB TODAY
-  50 YEARS VUB

**Selected web pages**

*[Nothing selected]*

- ALGC
- BECM
- MARI
- OBLC
- Onderzoeksgroep XYZ
- Site-Install
- Site-Install

### 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.

Comment

Do you have a comment or suggestion for the editorial manager of the website? Tell us here. The comment is an internal message. It will not be published on the news page.

Publication date **(required)**

E.g., 28/02/2020

Decide when you want the news item to be published online.

### 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](mailto:ikhebnieuws@vub.be)

## My news and events

Create a Dutch news item

Create an English news item

Create a Dutch event

Create an English event

Title	Type	Language	Last updated on ▾	Actions
-------	------	----------	-------------------	---------