Kentico Content Management System (CMS)

News Creation Guidelines

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I. Introduction
The Kentico CMS provides news creation tools. This guide will give tips on the dos and don’ts of news creation.

II. Login to Kentico CMS Desk

Note: Only Users who have explicitly received permission can access Kentico

- Type https://www.gc.cuny.edu/cmsdesk (no www is needed) in either Internet Explorer or Firefox browser.
- Log in using your gc\username and password (what you use to login to computers) (Fig. 1)

Once you successfully login, the Kentico CMS Welcome page appears in your browser (Fig. 3).

To Access the Desktop (with pages) simply click on the Pages icon in the welcome screen or click on the flower icon in the upper left corner . This will open the tool bar and from here you can also access the Pages (Fig. 3).

After click on Pages you will see the Desktop (Fig. 4)

If you are unable to login, please contact the IT Services at (212) 817-7300 or via e-mail at itservices@gc.cuny.edu.

To log out, please close the browser to end your session.
III. News Guidelines

The following is a set of guidelines recommended by Public Affairs when creating any News articles. By following this guideline, you can assist in ensuring that your articles are approved as expeditiously as possible without the need for a lot of revisions.

1. You will note the recommendations are covered according to each field of entry:

   - **News title**: Do not use all caps.

   - **Release date**: The item will go live within a day of when it is approved and published, no matter what date appears here. This date determines where the item will show up in the list of news (latest on top).

   - **News summary box (optional)**: This text (up to 300 characters) will appear when the item appears in the list of news: http://www.gc.cuny.edu/News-Events-Public-Programs/News. It will not appear when someone selects the news item or clicks on "read more."

   - **News text**: This is what will appear when the news item is selected, below the News title. All essential text should be included in this box, whether or not there is a news summary (If there is no news summary, the beginning of the news text will show up under the title in the list of news).

   - **Breaking News fields**: This applies only to specific Public Affairs content. Ignore it.

![Fig. 5 News entry](Fig. 5 News entry)
2. Formatting

Select all text in this box and choose Format: Normal, except where a heading is desired (not common, but see Faculty Books). Normal format will ensure that the text lines up properly on the page.

Fig. 6 Editing toolbar

When inputting text, if you are pasting from Word into News summary or News text boxes, use the “Paste as plain text” icon (Fig. 8), or the Word-clipboard icon (Fig. 7). (Plain text will remove all formatting, including bold and italic; the Word option will retain bold and italic but delete all other coding, as long as both boxes are checked.) If you paste directly into the box you may get unexpected results, and even if it looks OK in your browser it may not look OK in a different one.

Fig. 8 Plain text

Fig. 7 Microsoft Word text

3. Categories

After saving the news items, go to the Properties tab next to the Form tab and select Categories. At a minimum, the doctoral and/or master’s program should be checked (and saved). This is what makes the headline show up in the right column of the department page. It is also helpful to choose another appropriate category such as Student News, Faculty Activities, Faculty Awards, Grants, Events, Alumni, etc. If the item has no categories, it won’t have much visibility. To add a Category click on Add Categories (Fig. 9).

Fig. 9 Categories

IV. How to Get Help

If you do not find answers to your questions in the Kentico documentation, please contact the IT Services or view Kentico resources page.

Phone: (212) 817-7300
Email: ITservices@gc.cuny.edu

Walk-up desk no longer available