Clark School Newsengine

1. Logging In

- The newsengine requires you log in.
- *Where* you log in depends on your department, institute, center, office, or other affiliation. Note the URLs begin with *https* and that they are case-sensitive:

  **Example:** Aerospace (replace aero with your news acronym)
  https://mnemosyne.umd.edu/tomcat/newsengine/aero/admin/admin.jsp

2. Your Privileges

- You will not be able to log into another unit's "area" unless your account has been explicitly set up to do so.
- By the same token, others will not be able to access your area (unless such privileges have been assigned), and those outside your unit will not be able to edit or remove any of your submissions.
- Unlike the calendar, at this time, only those with accounts on the system may submit news.
- There are at present two types of users in the system:

  1) **Department Admin:** Can add, edit, preview, publish, un-publish, and use any other options for any item for their designated department. People designated as Communicators will have this level of access. An email will be generated to Department Admins letting them know an event has been submitted, whether by themselves, or another department that is recommending an article. **Example:** Jennifer from Aerospace can fully manage all of Aerospace's news, and will receive e-mail notification any time any submitter checks the "Aerospace" box in the Submit To: field on the newsengine form. They may choose whether to accept the news for their site, or ignore it.

  2) **Super Admin:** Can add, edit, preview, approve, un-approve and promote to front page for *any department*. They will also receive event submission notifications for the department to which they are designated. Currently, this level only applies to Bari Mitchell, and Dale Morey. A Super Admin can be called upon to assist in emergencies where the usual Department Admin(s) are not available.

3. Some Basic Rules

- Thumbnail images *must* be 80x120 pixels (including the border). Put a 1px black border around its edge.
- Do not use a thumbnail-sized image as the one that appears with the full story.
- Images that appear in the full story may vary slightly in size, but for best results use images that are at least 150px wide.
- Please put a 1px black border around any news images.
- **Do not use the <font> tag** in the body of an article.
• Please consider using no picture instead of a poor one. The newsengine will automatically use a generic thumbnail image, and the full story will look fine, without an image.

4. Tips and Quirks

• At present, an e-mail alerting another department of a recommended article is only generated the first time the event is submitted. If you return to the article later in edit mode, check the box to submit to another department, then resubmit the article, it will show up in the other department's administrative view as unapproved, but they will not be notified.
• Try to keep "blurbs" (teaser copy) to 12 words or fewer.
• Try to keep headlines to 6 words or fewer.
• You may format the text in the Article Text field with HTML, but please keep things very simple. Stick to <p>, <br>, <em>, <strong>, <img> and <a>. Do not use the <font> tag. The newsengine recognizes blank-line paragraph separation and will format accordingly without <p> tags. If you insert an extra image, please provide some space between it and the wrapping text (there are a few ways to do this). The newsengine is not a layout tool. Do not try to "design" your news story.
• Please spell out your department's name once before abbreviating, as not everyone is familiar with our acronyms.
• By the same token, use our buildings' proper names: A.V. Williams, J.M. Patterson, Glenn L. Martin Hall (not "engineering building"), Jeong H. Kim Engineering Building or Kim Engineering Building, etc.

5. Reporting Problems and Asking Questions

• For questions concerning content, the media, writing style, etc., please contact Bari Mitchell at mitchelb@umd.edu or x50236.
• For questions regarding functionality (how to do something) and images, please contact Bari Mitchell (mitchelb@umd.edu, x51418)
• To report a bug or other system error, please e-mail Bari so she is aware of the problem.