

NEWS ADMINISTRATION SYSTEM GUIDELINES

Before accessing the news system please familiarise yourself with the:

- [University Style Guide](#)
- [Editorial and photo guidelines](#)

To access the news administration system please visit: <http://newsadmin.manchester.ac.uk/>

ADD NEW ITEM

Click on 'Create news item' in the left-hand navigation

- Title (max 80 characters)
- Date of story (default today's date - option to post date)
- Strapline (max 420 characters)
- Main story (max 8000 characters)
 - Use H3/4 for sub-headers
 - See writing for web guidelines
- Image (300x200 pixels, max. 25 KB, JPEG/GIF)
- Image alt text (max. 80 characters)
- Image position (Default on left but item looks better with image on the right)
- Websites (select STAFFNET)
- Click on 'eUpdate' if you wish the item to appear in the Thursday issue of eUpdate)
- Select the 'Events and Activities' categories
- Type of article (do not select anything)
- Press information (do not enter any copy here)
- Channels (do not select anything)
- Faculties/schools/institutes (do not select anything)
- Preview
- Submit

EDIT AN EXISTING ITEM

- Click on 'List current news items'
- Find the item that needs editing
- Click on the item link
- Click on the 'Edit' button at the bottom of the item

DELETE AN EXISTING ITEM

- Click on 'List current news items'
- Find the item that needs editing
- Click on the item link
- Click on the 'Delete' button at the bottom of the item

LIST CURRENT ITEMS

All items are listed chronologically and you can sort by:

- All news items (default)
- Press releases
- Items for University website
- Items for StaffNet

TERMS OF USE

Please only publish one item per day.

The deadline for inclusion in eUpdate is Thursday at 12pm.

Please continue to send any items for UniLife to uninews@manchester.ac.uk

The News Editors reserve the right to amend any items published but will do so only after consultation with the item owner.

STYLE GUIDELINES

Please ensure that you follow the guidelines below. If you have any questions, contact Kate Cassidy.

- Please paste any copy from Word documents into notepad before entering them into the system – this will strip out unnecessary formatting.
- A sensible strapline that sums up the story
- Use sub-headers
- No bold
- No italics
- No ampersands
- Ensure regular paragraphs breaks
- No full urls – please use title links [The University of Manchester](#) rather than <http://www.manchester.ac.uk/>
- Contact details laid out consistently, e.g.:
 - Email: staffnet@manchester.ac.uk
 - Tel: 0161 275 9563
- Time and date laid out consistently e.g.:
 - Thursday 3 October
 - From 1pm to 3pm