



European Committee of the Regions



Sharepoint made simple 

# How to create a news item

! Feel free to contact the Webteam if you need any assistance or you have a question and/or remark regarding this How-to.  
• Send an e-mail to **cdrwebmasters** <[cdrwebmasters@cor.europa.eu](mailto:cdrwebmasters@cor.europa.eu)>

**IMPORTANT! Make sure you're uploading your document(s) in the EN version of the site.**

**1**

Start from the News section:  
<https://prod-portal.cor.europa.eu/en/news/Pages/default.aspx>

**2**

Click on the **Settings** button  on the top right corner of the page and **Add a page**. Alternatively, click on Settings and select the **Contributor Dashboard**. Then click on 'Create a News Article'.

**3**

Insert the title of the news item. **Please bear in mind that this will automatically generate the URL of the page**, so if you add a title with special characters such as ' ( ) , [ ] these will also be on the URL. Please follow the following steps:

- add a **short** title
- with **no special characters nor CAPITALS**
- **separate each word with a dash (-)**, leaving no empty spaces in between words
- correct the title of the page once the page is created

**4**

Choose the **article type**: Press Release, Success Story or Regional News. **If you are uploading a Highlight (just a normal news piece, not a Press Release, a Success Story nor a Regional News) leave the field empty.**

**5**

Add a **date**.

**6**

Select at least one relevant **theme**. **Themes are compulsory if you want your news item to appear on CoR's newsletter.** They will also highlight the topic of your news item by adding a label to it and improve search results.

# 7

Add a rollup image. **The image should be resized before being uploaded** and it must be around **700 px wide**. The height may vary. DO NOT upload larger pictures as they take too much time to load. **Leave this step to the end and see additional information below on how to upload an image. Make sure you saved your page before uploading the picture.**

# 8

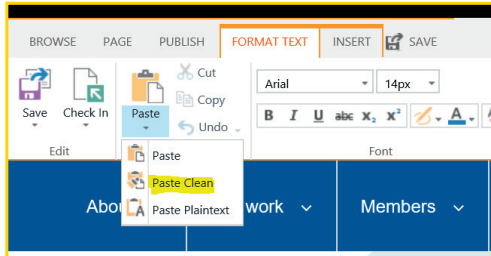
Insert an image caption.

# 9

Insert a byline/subtitle, if applicable.

# 10

**Copy-paste 'clean'** the content. This option will paste your content keeping links and highlights in bold, while changing the source text color and font to the ones used by default on our website.



# 11

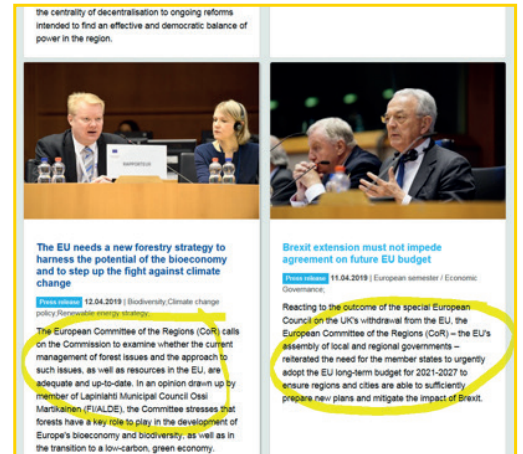
Insert **keyword(s)**. **The keyword(s) will determine the place where your news item will be displayed.** If it is related to COTER commission and you would like it to be displayed on COTER page, then add the keyword 'COTER'. If it is related to the plenary session and you want it on the plenary session page, then add the keyword 'plenary'.

# 12

Add the **language of the text** you copy-pasted.

# 13

Add a **description/abstract** (1st paragraph of your text). **Heads-up: this step is often forgotten!** If you skip this step then your news promoting card won't have a description.



# 14

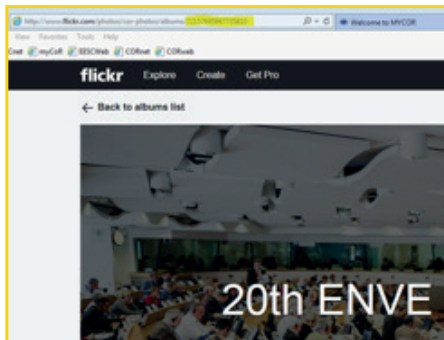
Add a document reference (the reference to a document in Document Manager), if applicable.

e.g. If you add COR-2018-02604-01-00-CP-TRA to the DM field on your page and save the page, you'll get a document set with the links to the document in all languages available on DM.

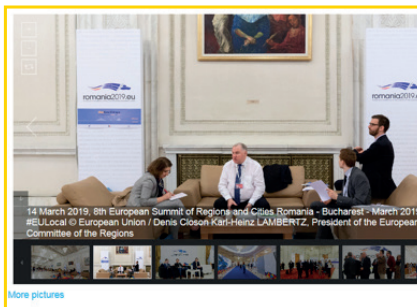
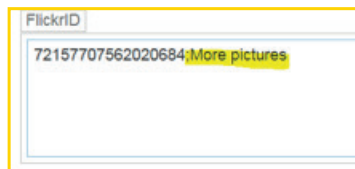


# 15

Add the ID of a Flickr gallery and you'll automatically get a Flickr gallery on your news page.

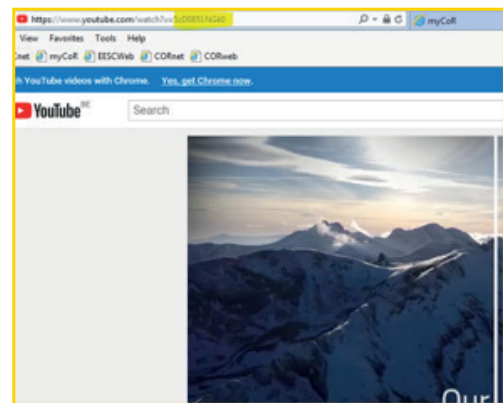


The gallery will display around 30 pictures from the chosen Flickr album. If the album has more pictures and you would like to add a link to it on Flickr, then you should add the **reference** followed by a **semicolon** followed by **the text for the link**. See example below.



# 16

Add the ID of a YouTube video if applicable.



# 17

If your article comes from a KIKLOS comm planner request you need to add the KIKLOS ID to the article so that it is linked with the request. To do that you need to copy the ID from the media planner as shown below and paste this ID on the KIKLOS\_ID field.



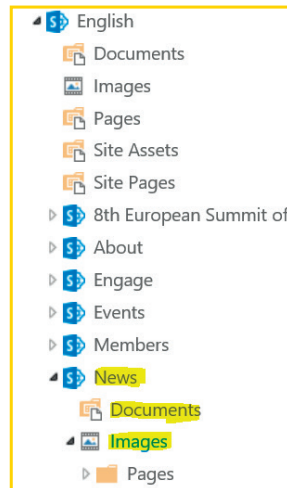
# 18

Save and publish/submit for approval.

## Additional useful information

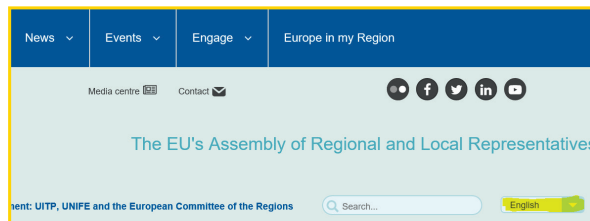
### 1. How to upload an image or document

1. Go to Settings > **Site contents**
2. Click on the Documents or Images folder depending on the type of file you want to upload
3. Upload the document/image
4. Go back to your page and **insert picture/link from SharePoint** > Browse to look for your document or image > Insert



### 2. How to edit a language variation




Once the EN version is published you can select the desired language and edit it in prod-portal. Don't forget to **change the language and description fields** on the bottom of the page into the respective language.



You can also find this how-to here: [https://mycor.cor.europa.eu/EN/Directorate\\_D/Unit\\_D3/web/Pages/default.aspx](https://mycor.cor.europa.eu/EN/Directorate_D/Unit_D3/web/Pages/default.aspx)

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Rue Belliard/Belliardstraat 101 | 1040 Bruxelles/Brussel | BELGIQUE/BELGIË  
Tel. +32 22822211 | e-mail: PublicationsCdR@cor.europa.eu | www.cor.europa.eu  
 @EU\_CoR |  /european.committee.of.the.regions |  /european-committee-of-the-regions

