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T4 College Newsroom Training
June 26, 2024

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Welcome!



Agenda

- Review
 - Newsroom Overview
- New Business
 - Featured News System
 - Information Architecture
 - Intro to Newsroom: Story
 - Images



Newsroom Overview

- Centralized system with distributed satellites
- Ability to search main newsroom or entire website



New Business

- Featured News System
- Information Architecture
 - Archives
- Intro to Newsroom: Story
 - Taxonomies and Tags
 - Employee Bios
 - Optional Callout
- Images
 - 16x9 Default dimensions
 - 2000px width



Featured News System

- By default, pulls from the main newsroom
- Can be reconfigured to pull locally
 - Once you have your first quality featured article, please let us know

Information Architecture

- Use the current year folder to create your stories
 - 2024
- Archives
 - Anything from the old site will get archived eventually
 - Each year we will archive anything older than 2 years
 - The archive system is intended to be live and within your newsroom, however this could change during the course of the upcoming web accessibility project



Intro to Newsroom: Story

- Taxonomies and Tags
- Employee Bios
- Optional Callout

No leading and trailing whitespaces



Images

- 16x9 Default dimensions
- 2000px width
- Subject reasonably centered

Any graphics need to be created specifically for this asset. It should have a thick border and any text should be away from the edges.

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Q&A

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Thank You!