

Nota Bene

When a new issue of Nota Bene is released, it must be submitted to EliScholar. Once it is sent to EliScholar and published, an entry can be added to the web site.

Upload File to EliScholar

nb_v29_no2-3.jpg

JPEG image



Date taken:

Specify date taken

Tags:

Add a tag

Rating:



Dimensions:

150 x 192

Get Cover image, resize to ~150x190

Create a News Item for Nota Bene

The news should import within one hour, for quick import, you can "Pull Nota Bene Import (Content > type: News Feed > Nota Bene Feed) > <http://web.library.yale.edu/nota-bene-feed> [1] > Import > Import "**

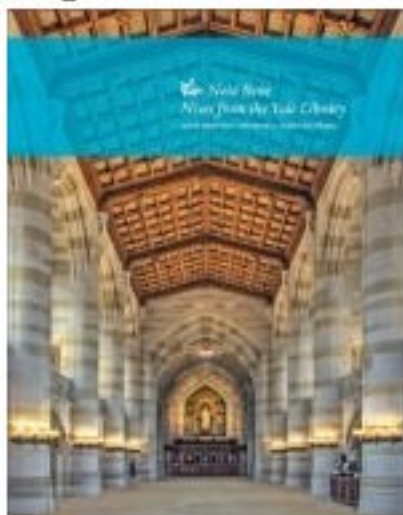
** Not everyone can do these steps. You must have Admin access to the web site.

Get the imported new issues (Content > type: News, not published)

=> news title will be something like this: "Nota Bene: News from the Yale Library, Annual Report Issue, fall 2014" > Edit

- Add text in "Summary", this will show at Library Home page if intent to publish to there.
- Click Body (Edit Summary) => Text that will show under the image for / [2]yul-publication [2]s page.
Nota Bene
Spring 2016
- HTML will add <p> tag for the text indent.
- Image > Upload the image

Image



nb_v29_no2-3.jpg (12.5 KB)

Remove

Alternate text

Nota Bene XXIX no.2/3

This text will be used by screen readers, search engines

Title

Nota Bene Fall 2014

The title is used as a tool tip when the user hovers the

Feed Category

MSSA Staff Profiles
News & Announcements
Nota Bene
Orientation

- Feed Category > Nota Bene
- + hold shift to add "Library News", if the same content will be published in Library News
- Also make sure Sub-section is "Yale University Library News" if going to publish as Library News
- External link > should already exist (if original document moved to other area, than change it here)

External link

http://elischolar.library.yale.edu/yul_nota_bene/69

** If prefer link directory to the downloadable pdf file, check from Elischolar to get the url and replace it here with http://elischolar.library.yale.edu/cgi/viewcontent.cgi?article=1075&context=yul_nota_bene [3] (for Fall 2016 issue)

- Publish this news

**It is good practice to un-publish the older issues unless the news is going to keep for News Archives.

Source URL: <https://web.library.yale.edu/lit/sr/nota-bene>

Links

[1] <http://web.library.yale.edu/nota-bene-feed> [2] <https://web.library.yale.edu/yul-publications> [3] http://elischolar.library.yale.edu/cgi/viewcontent.cgi?article=1075&context=yul_nota_bene