Library News

Maintain and Update

"This Week at the Library" needs to be update every Monday with new page's URL

** Needs to find way to auto update the archives annually

Create new News

Content > Add New Content > News > Fill in Title

- Summary is for content that will appear on Home page's "In Focus"
- Upload Image (with size of ratio width : height = 3:4) for "In Focus"
- Body for the detail about the news
- Set Event Time Starting date (default is the created date) and Ending Date (default is 3 months from created date) if there are different
- Set Feed Category to "Library News"
- Set Sub-section to "Yale University Library News"
- Set External link same as this news' url (currently needed for "Share to Facebook") which is news/year/month/news-title
- Publish and Stick to front (if going to show on Home page "In Focus")

Migrate old News

Copy and Past from old Library News Archives for monthly news and annual title lists between May 2008-December 2014 in Basic page with following pattern:

- **December 2008** (librarynews/archives/2008/12) => all news content created in the month of December 2008
- **2009 Archives** (librarynews/archives/2009) => all news title lists for year of 2009
- Update the link in each page
- ** Needs to update the external link for month of Jan and Feb 2015 to keep unique format for future Archives View Setting

Settings > Views > In Focus > Home > Fields > Content: Title >

- Was: Output this field as a link from external link [field_link_to_external_story] through news feed disable in March 2015) from ogma
- Change to: Link this field to the original piece of content (Start in March 2015)

Archives View Setup

- Select Month to show Title list of the month.
- Library News Archives > "August 2014 (10)" has all news published on that Month. These are news posted in the current academic year.
- Archives before Aug 2014 had Archives pages from old server, doesn't dynamic created from Drupal
- Structres > Views > Librarynews

References

Library News [4]