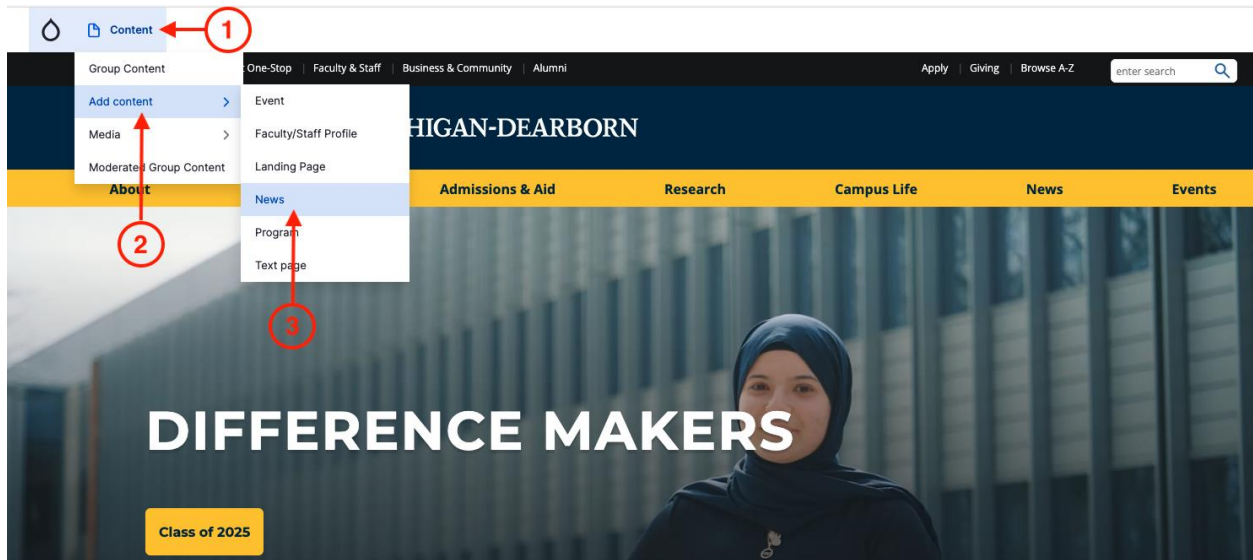


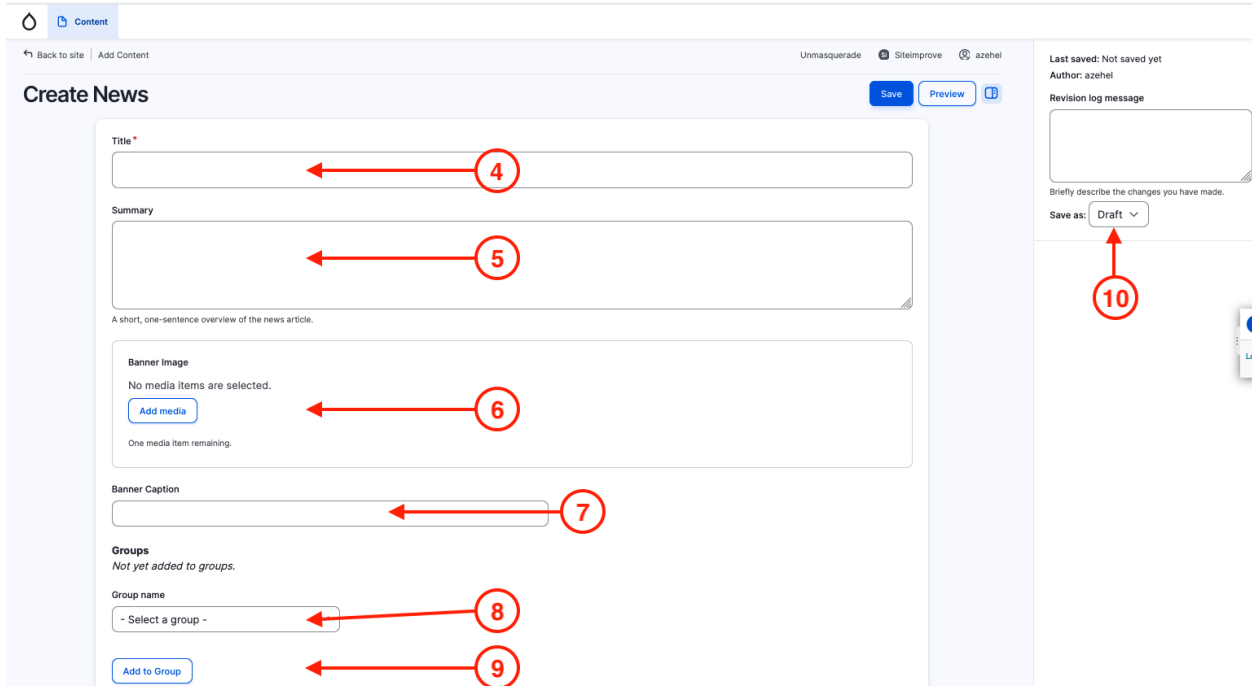
Create Department News in Drupal

To create a Department News in Drupal:



After logging into to UM-Dearborn Drupal site (umdearborn.edu):

1. Hover over 'Content'
2. Hover over 'Add Content'
3. Click on 'News'



4. Type 'Title' (Mandatory)
5. Provide a brief Summary to appear as Heading 2 under page title and News cards and index page.
6. Select or upload a Banner Image. (preferred size: 1360 x 762)
7. Banner Caption
8. Group Name selection. Select the main Group for your College
9. Add to Group button after selection
10. Department News can initially only be saved as a Draft. Please submit a [Web Ticket](#) to publish your article.

Body Region
No Paragraph added yet.
Add a section to the body region

Paragraph type
Accordion

Add Paragraph

Interest Area
Choose some options
Add multiple tags separated by a comma

Organizational Unit
Choose some options
Add multiple tags separated by a comma

Override Display Date

Media Download
No media items are selected.
Add media
One media item remaining.

Social Media Image
No media items are selected.
Add media
One media item remaining.

Paragraph type
 Accordion
 Automated Events Grid
 Automated News Grid
 Awards/Badges
 Call to Action
 Cards
 Embedded Video
 Embedded Video with Callout Quote
 Multi Image Carousel
 Links Grid
 Quote with Media
 Single Image Carousel
 Text & Media
 Faculty/Staff Grid

11. From the dropdown menu, select the Paragraph Type you want to insert in the document. Note that “Text & Media” is listed second from the bottom.
12. Click “Add Paragraph” after selecting one in step 11 (Mandatory).
13. Organizational Unit tag: Be sure to enter your College. This will allow it to appear in your Homepage Automated News Grid. Other tags could be entered if attempting to display like News stories with an Automated News Grid.
14. Override Display Date: Use this option to change the date displayed at the beginning of the story.

Please submit a [Web Ticket](#) to publish your article.

Each College has an Articles page (ex. /cob/article) that will list all news stories (Department and Reporter News) based on the Organizational Unit tag for your college.