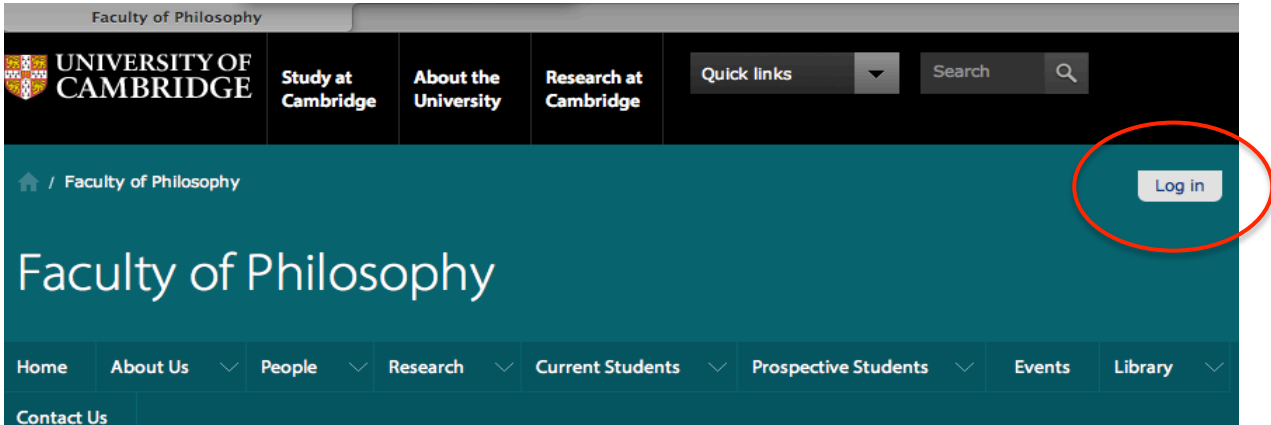


Falcon News & Events Creation Notes

1. Click on the *Log In* button on the Philosophy Falcon site at www.phil.cam.ac.uk



2. Scroll down the page and select 'Contents' on the green menu bar

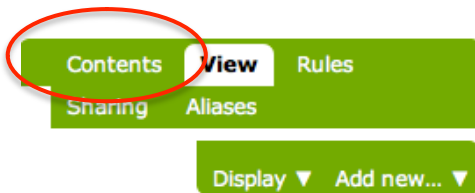
among other things. Philosophy at Cambridge is studied as a single subject at undergraduate level, but it can be studied for one, two or three years.

[Read more >](#)



solid background for doctoral research.

[Read more >](#)



3. In the Contents list click on either the yellow 'News' folder or 'Events' folder

☰	<input type="checkbox"/>	📁 Current Students	1 KB	Sep 13, 2013 10:22 AM	Published
☰	<input type="checkbox"/>	📁 Prospective Students	1 KB	Sep 13, 2013 10:09 AM	Published
☰	<input type="checkbox"/>	📁 Events	1 KB	Aug 12, 2013 09:46 AM	Published
☰	<input type="checkbox"/>	📄 Events	1.2 KB	Dec 16, 2013 12:16 PM	Published
☰	<input type="checkbox"/>	📁 Library	1 KB	Jul 16, 2013 03:15 PM	Published
☰	<input type="checkbox"/>	📁 Contact Us	1 KB	Aug 07, 2013 10:26 AM	Published
☰	<input type="checkbox"/>	📁 News	1 KB	Aug 06, 2013 09:26 AM	Published

4. For Event Items: from the green menu select 'Add New' then 'Event'

Events

Contents View Edit Rules Sharing Aliases Add new... ▼ State: Published ▼

by admin — last modified Aug 12, 2013 09:46 AM

Event
Restrictions...

Add Event

Events can be shown in calendars.

Default Categorization Dates Creators Settings

Short Name

Should not contain spaces, underscores or mixed case. Short Name is part of the Item's web address.

myevent

Title

New Event at Philosophy

Description

Used in Item listings and search results.

[Empty text area for description]

Event Location

Newham College

Event Starts

2014 / Febru / 21 02 : 35 PM

Event Ends

2014 / Febru / 21 02 : 35 PM

Event body text

Style... B I [List icons]

Link [here](#)

Complete Short Name and Title fields (the red dots indicate compulsory fields).

(Note: the text in the Title box will appear in the Upcoming Events list in the right hand column of web site)

Complete event location, start and end time details.

In the Event body text box enter more details about the event.

Attendees

Event URL
Web address with more info about the event. Add http:// for external links.

Contact Name

Contact E-mail

Contact Phone

Change note
Enter a comment that describes the changes you made.

Complete further information about the event including external web page address (if available) and event contact details.

Click on the Save button when all event details are complete.

5. For News Items: from the green menu select 'Add New' then 'News Item'

News

Contents
View
Edit
Rules
Sharing
Aliases
Add new... ▼
State: **Published** ▼

by [admin](#) — last modified Aug 06, 2013 09:26 AM

News Item
Restrictions...

Add News Item

An announcement that will show up in news listings.

Default ■ Categorization Dates Creators Settings

Short Name

Should not contain spaces, underscores or mixed case. Short Name is part of the item's web address.

newsitem1

Title ■

Philosophy News Item

Summary

Used in item listings and search results.

[Empty text area for Summary]

Body Text

Style... **B** *I* [List icons] [Link icon circled in red]

A news item [here](#)

Complete Short Name and Title fields

The red dots indicate compulsory fields.

(Note: the text in the Title box will appear in the Latest News list in the right hand column of web site)

In the Body Text box enter more news details including any web address links

(Note to add links: highlight text to be linked and click on the Insert/Edit link tool (shown ringed in red). On next screen click on External tab then input the web address in the 'External Link' box. Click Ok.)

Image

Will be shown in the news listing, and in the news item itself. Image will be scaled to a sensible size.

Choose File no file selected

Image Caption

[Empty text box for Image Caption]

Change note

Enter a comment that describes the changes you made.

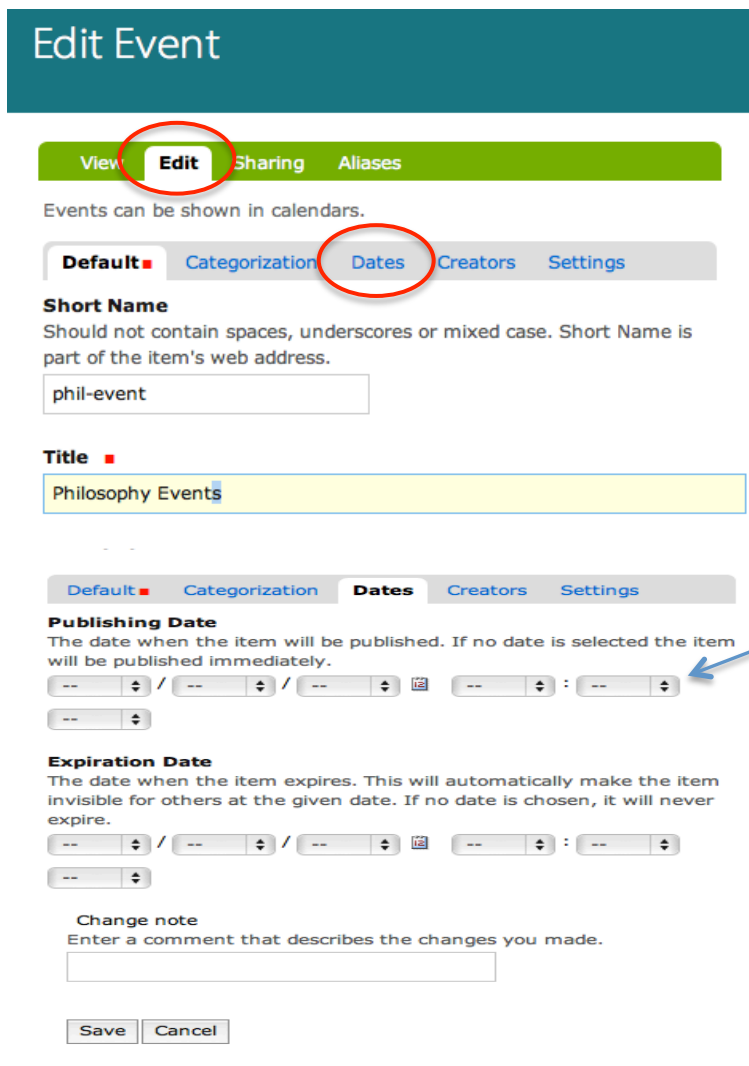
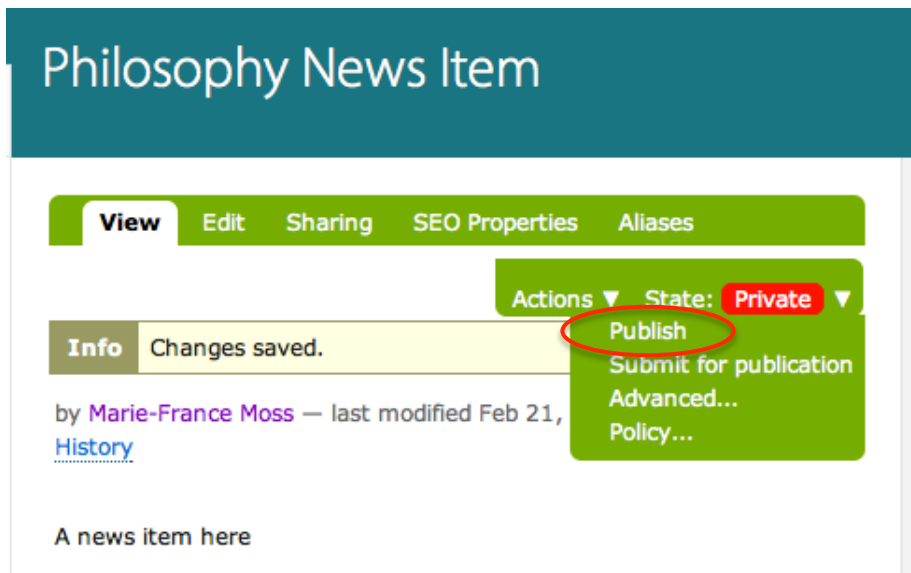
[Empty text box for Change note]

Save Cancel

To upload an image file for the news item, click on Choose File button and select file.

Click on Save button when all details have been input.

6. Both News and Event items need to be 'published' after creation in order to make them live on the web site. To do this click on the drop down list by the red word 'Private' and select 'Publish'



To define a publishing date at some point in the future:

For both news and event items, click on 'Edit' on the green menu bar then the 'Dates' tab in the edit screen

Select the required date and time from the drop down lists and click on Save button.