

# Creating and managing news stories on the intranet

## Contents

1. Open the “submit a story” form	Page 2
2. Fill out the fields in the form	Page 3
3. Insert & format feature image	Page 4-7
4. Insert & format story content	Page 8
5. Insert a hyperlink (optional)	Page 9
6. Insert a button (optional)	Page 10
7. Insert a document (optional)	Page 11-13
8. Insert an in-body image (optional)	Page 14-16
9. Insert a Youtube video (optional)	Page 17-19

## Questions?

Email [news@vch.ca](mailto:news@vch.ca)

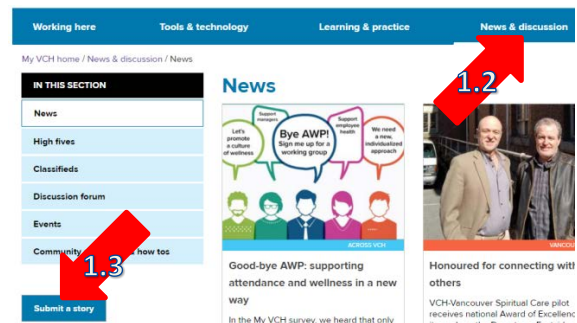
# Creating and managing news stories on the intranet

To create news stories, use Google Chrome or Internet Explorer 11.

The news submission form does not work with Internet Explorer 7. Please contact the Service Desk to get the appropriate browsers.

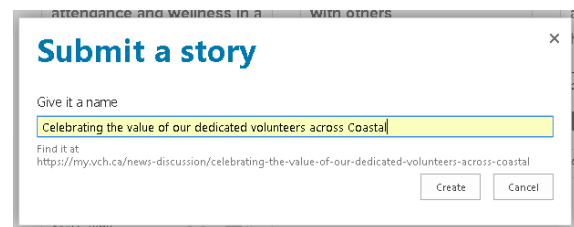
## 1. Open the “submit a story” form

- 1.1 Open <https://my.vch.ca>.
- 1.2 Go into the “News and discussion” section.
- 1.3 Click “Submit a story” button.



## Enter the headline

- 1.4 In the pop up box, enter your article’s headline.  
Keep it clear and concise – preferably under 50 words.
- 1.5 Click the “Create” button. The page will refresh and the news story form will appear.



# Creating and managing news stories on the intranet

## 2. Fill out fields of the form

2.1 Enter the story summary, the author's name, job title, and department, the email contact of the person answering questions about the article.

The author name will display at the top of the article. The email contact will display at the bottom. The author name and the email contact can be two different people.

2.2 Check off the main audience.

2.3 If relevant, check off related categories. Please do not check off People in Profile.

**Headline \***  
Be clear and concise.  
Celebrating the value of our dedicated volunteers across Coastal

**Story summary (1-2 sentences max) \***  
This is used for the email newsletter only.  
National Volunteer Week is April 16-21, 2018.

**Full name of author**  
This name will display on the published article.  
Karin Olson

**Author job title and department**  
Coastal Chief Operating Officer

**Email contact \***  
This email will display on the published article and will receive comment notifications and questions from the editor.  
rako.andrews@vch.ca

**Who is your main audience? \***  
 Across VCH  
 Vancouver  
 Coastal  
 Richmond

What categories relate to your story? Limit of two.

- Awards & Recognition
- Health human resources
- People in profile
- Primary & community care
- Surgical services
- Learning & practice
- Contests & discounts
- Leadership
- My VCH
- Quality & safety
- Opinion
- VCH in the Media
- Employee wellness
- Rural health services
- Research
- Information management

# Creating and managing news stories on the intranet

## 3. Insert the feature image

3.1 Prepare photo. Save the image with a short but descriptive file name with hyphens separating the words. For example: nurse-giving-flu-shot.

Feature photo dimensions are 720 pixels wide and 540 pixels tall. A photo taken horizontally with your phone is perfect.

3.2 Under “Upload the feature image for your story,” click on “Click here to add new content.”

3.3 Click on the “Insert” tab in the ribbon.

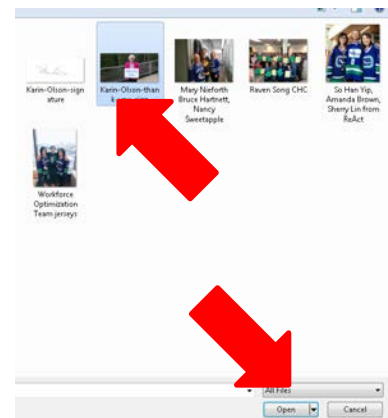
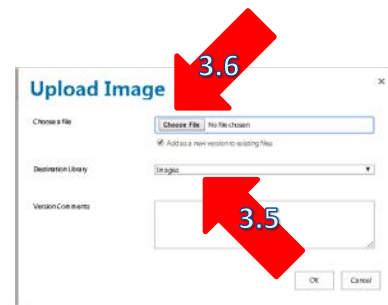
3.4 Click the “Picture” icon. Select “From Computer.”

3.5 Ensure that the images library is selected.

3.6 Click on “Choose file.”

3.7 Select your image.

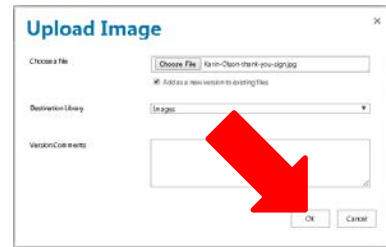
3.8 Click on “Open.”



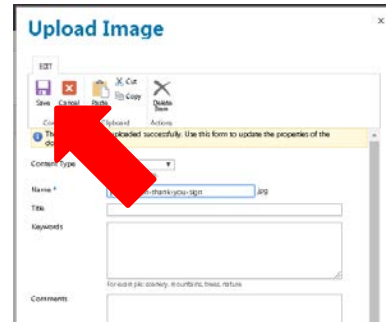
# Creating and managing news stories on the intranet

## 3. Insert the feature image – cont'd

3.9 Click "Ok."



3.10 Click "Save."



Your image should appear in the image field of the news submission form.

3.11 Enter the feature image caption in the caption field below the image.

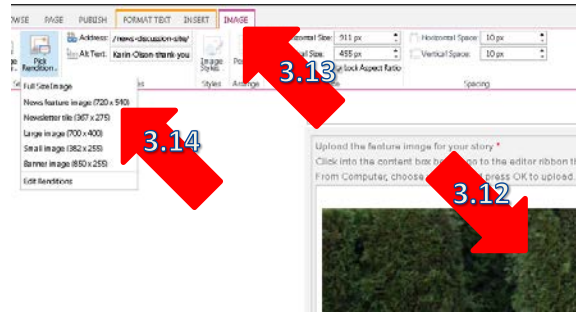


# Creating and managing news stories on the intranet

## 3. Insert the feature image – cont'd

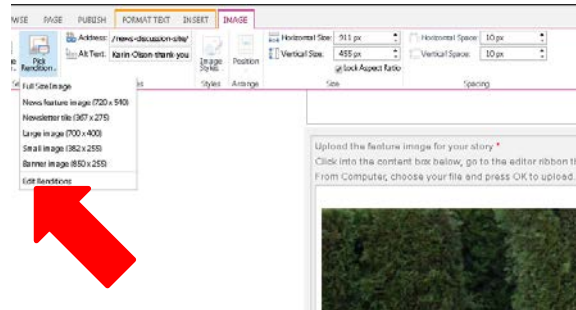
Select the rendition (size the image) - optional

- 3.12 Click on the image.
- 3.13 Click on the image tab
- 3.14 Select “News feature image (720x540).”



Edit the rendition (crop the image) - optional

- 3.15 In the image tab, select “pick renditions,” then “edit rendition.”



- 3.16 Scroll down and find the news feature image.
- 3.17 Click on “Click to change.”



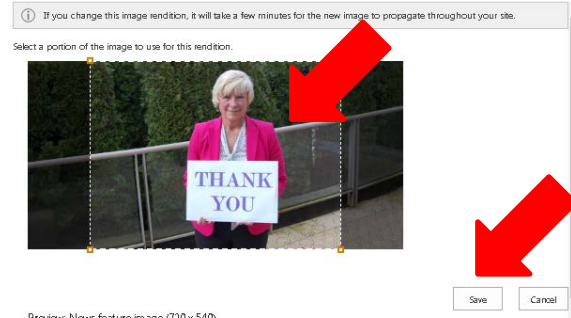
# Creating and managing news stories on the intranet

## 3. Insert the feature image – cont'd

3.18 Select the portion you want in your image.

3.19 Click "Save."

### Edit Renditions: Karin-Olson-thank-you-s...

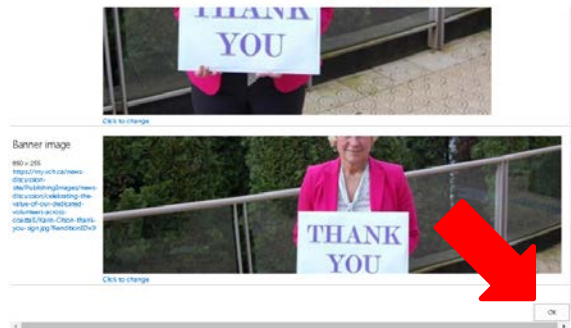


You'll be taken back to the image renditions window.

3.20 Scroll down and click "OK."

You have edited your image! Please note it can take 15 minutes for the changes to appear.

### Edit Renditions: Karin-Olson-thank-you-sign.jpg



# Creating and managing news stories on the intranet

## 4. Insert & format story content

### Type content or copy and paste from a document

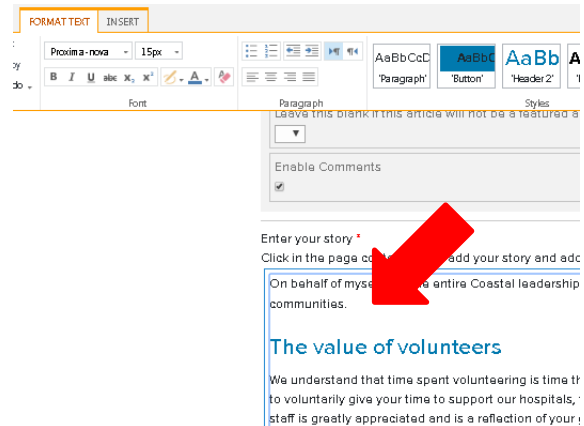
4.1 Under “Enter your story,” click in the box that says “Click here to add new content.”

4.2A Type directly into this field

OR

4.2B Copy your article from a document, and “paste as plain text.”

If you don’t paste as plain text, you may see formatting issues.

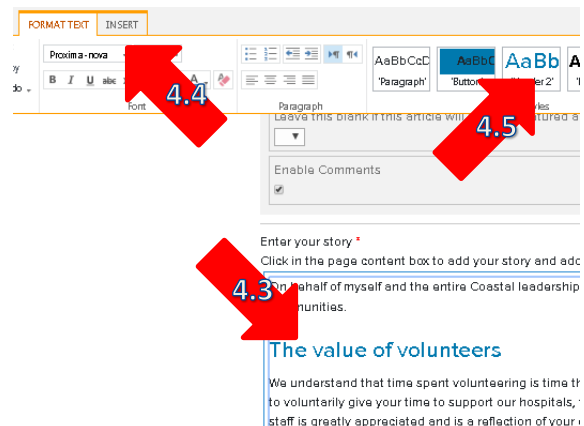


### Add headings using H2 formatting

4.3 Highlight the text.

4.4 Click on the “Format Text” tab.

4.5 Click on “Heading 2.”





# Creating and managing news stories on the intranet

## 5. How to insert hyperlinks (optional)

5.1 Highlight the text you want to link.

Hyperlinked text should describe the webpage you're linking to.

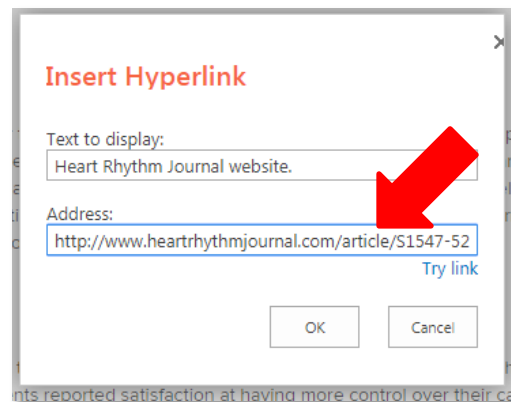
Avoid "Click here" or "Learn more." See the example in the image.

5.2 Click on the "Insert" tab in the ribbon.

5.3 Click the "Link" icon. Choose "From Address" in the dropdown menu.



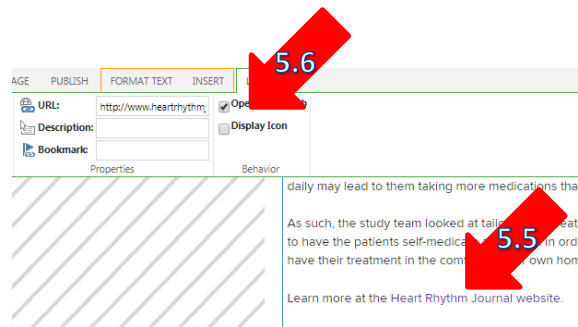
5.4 Paste in the URL that you want the text to link to. Click "OK" button



5.5 Click once on your newly made link.

5.6 Click on the link tab. Check off "Open in new tab."

It is important to check off "Open in in new tab."



# Creating and managing news stories on the intranet

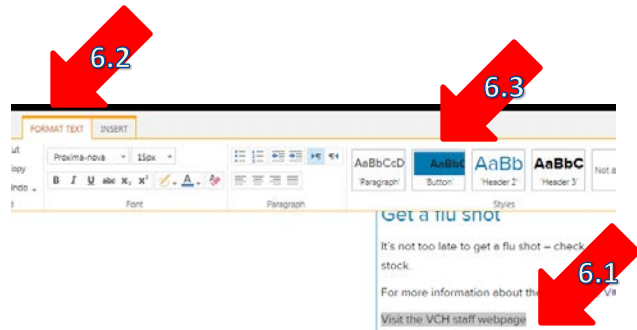
## 6. Insert a button (optional)

A button is a good way to draw attention to a link.

6.1 Select the text you want to turn into a button.

6.2 Go to the format text tab.

6.3 Click on button.



6.4 Click on the newly made button.

6.5 Go to link tab. Enter the URL in the URL field.

6.6 Check off "Open in new tab."

It is important to check off "Open in in new tab."



# Creating and managing news stories on the intranet

## 7. How to upload and insert a document (optional)

Insert a document that exists on the intranet but needs to be updated

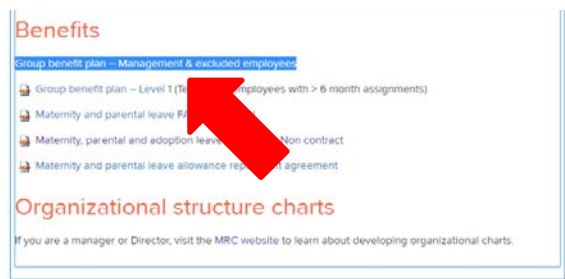
Contact [news@vch.ca](mailto:news@vch.ca)

Insert a document that already exists on the intranet that is up-to-date

- 7.1 Use the intranet search bar to find the document.
- 7.2 Right-click on the document, and open it in new tab.
- 7.3 Copy the URL of the document.
- 7.4 Insert the document hyperlink using the steps for “how to insert a hyperlink” on page 11.

### Upload and insert a new document

- 7.5 On your computer, give your document a descriptive filename. The file name will display as the link in your story.
- 7.6 In your article, place your cursor where you want the filename to appear



# Creating and managing news stories on the intranet

## 7. How to upload and insert a document – cont'd

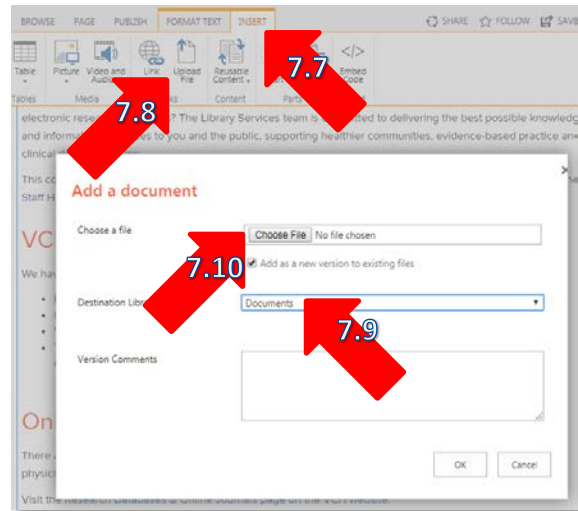
### Upload and insert a new document – cont'd

7.7 Click on the “Insert” tab in the ribbon.

7.8 Click the “Upload file” icon.

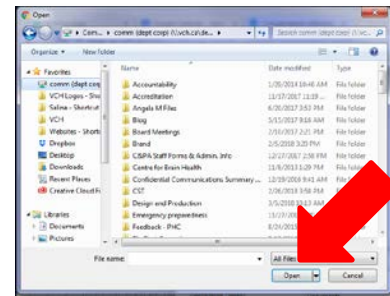
7.9 In the pop up box, ensure that the document library is selected as the destination library.

7.10 Click “Choose File” button.

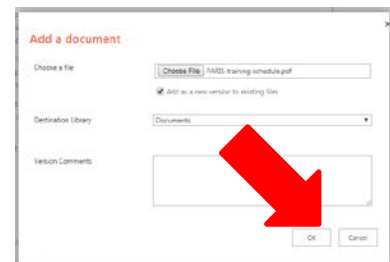


7.11 In the “Open” dialog box that appears, locate the file on your computer. Click file to select it.

Click the “Open” button



7.12 Back in the “Upload a document” pop up box, click the “OK” button.



# Creating and managing news stories on the intranet

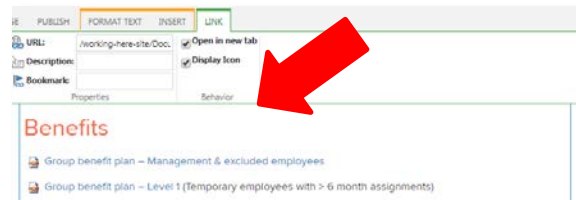
## 7. How to upload and insert a document – cont'd

### Upload and insert a new document – cont'd

7.12 Your text on the page will be hyperlinked now.

Click once on the hyperlink and the Link tab will appear in the ribbon.

Check off “Open link in new tab” and “Display icon.” Files should always have both of these checked off.



# Creating and managing news stories on the intranet

## 8. Insert images into the body of your article (optional)

### Prepare image

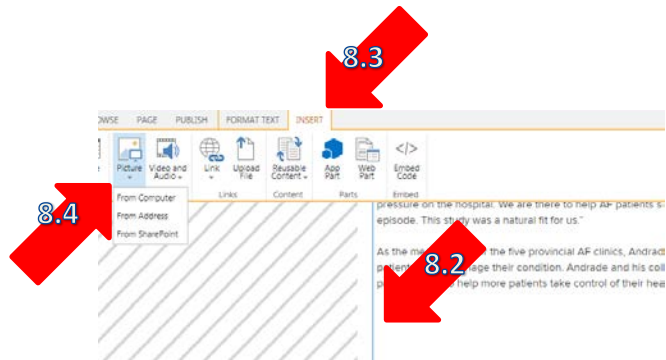
8.1 Use the descriptive file name with hyphens separating the words. For example: nurse-giving-flu-shot.

### Insert image

8.2 Click in the body of your article where you want your photo.

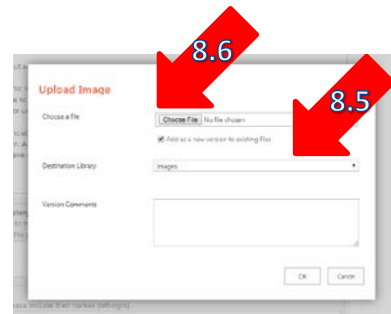
8.3 Click on the “Insert” tab of the editing ribbon.

8.4 Click on “Picture,” then “From computer.”



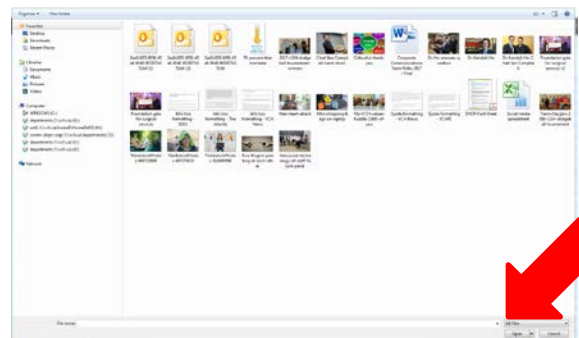
8.5 In the pop up box, make sure “Images” is selected as the library

8.6 Click “Choose File” button.



8.7 In the Browse dialog box, locate the photo on your computer.

Click the “Open” button.

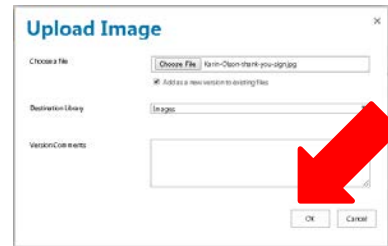


# Creating and managing news stories on the intranet

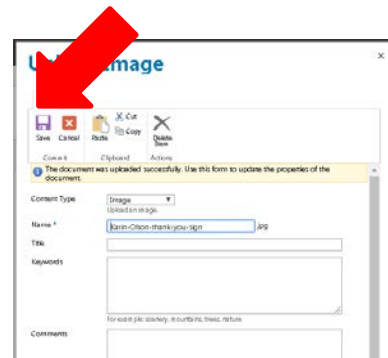
## 8. Insert images into the body of your article – cont'd

### Insert image – cont'd

8.8 Click "OK."



8.9 Click "Save."



8.10 Your photo will appear in the article.  
A caption function for in-body photos is currently being built. For now, you can type out captions in your article.

As the medical lead for the five provincial AF clinics, Andrade says the study also me patients to self-manage their condition. Andrade and his colleagues are now looking pacemakers—to help more patients take control of their heart condition.



### Select and edit the rendition (size and crop the image)

See page 6-7.

# Creating and managing news stories on the intranet

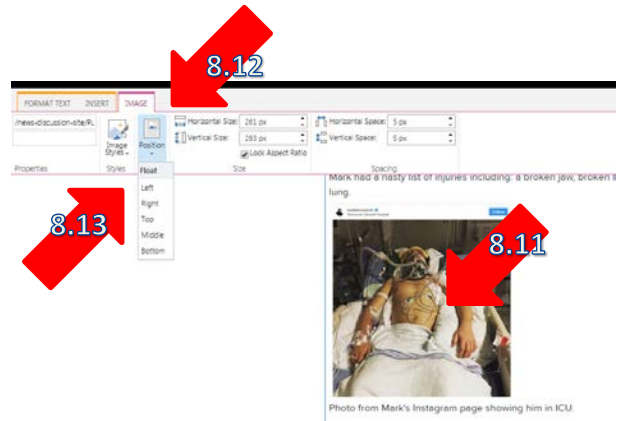
## 8. Insert images into the body of your article – cont'd

### Change the alignment of the photo

8.11 Select photo.

8.12 Go to the Image tab.

8.13 Just like Microsoft Word, you can align the image to the left, right, top, middle, bottom.





# Creating and managing news stories on the intranet

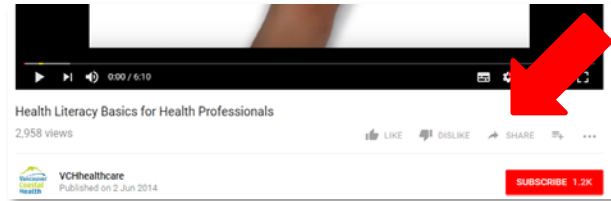
## 9. Insert a YouTube video (optional)

If you are having issues inserting a Youtube video, you can contact [news@vch.ca](mailto:news@vch.ca)

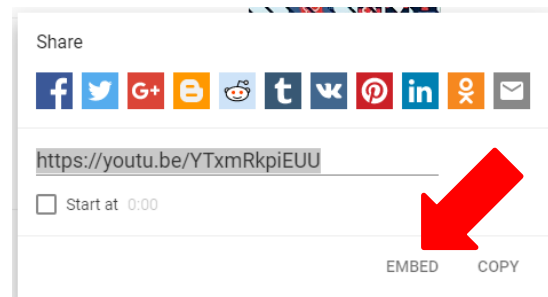
### Create the embed code

9.1 Open the YouTube video in a separate tab or window

9.2 Click “Share” under the video

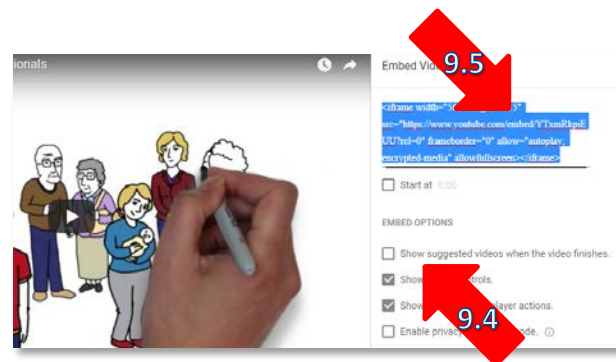


9.3 In the pop up box, click “Embed”



9.4 Unselect “Show suggested videos when the video finishes.”

9.5 Select and copy the embed code.



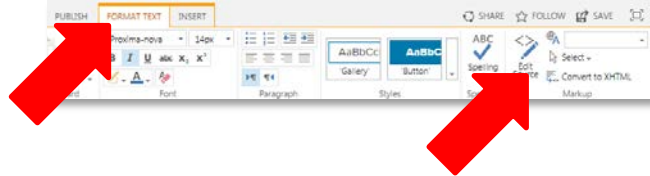
# Creating and managing news stories on the intranet

## 9. Insert a YouTube video – cont'd

### Insert the embed code

9.6 go to the "Format text" tab.

9.7 Click on "Edit source."



9.8 In the html source code window, find where you want to insert the video .

Paste the YouTube embed code. Click OK.



Your video will appear in your article.

### VCH Research Institute "pill-in-the-pocket" study

For a sub-group of AF patients, a self-management approach is resulting in fewer emergency department costs. Vancouver Coastal Health Research Institute scientist Dr. Jason Andrade has just completed a study on how a self-management approach can safely self-medicate on an as-needed basis. The results of the "Pill-in-the-pocket" (PIP) study are promising.

AF is a disease of clusters, meaning episodes can be separated by significant amounts of time. For these patients, daily medication may lead to them taking more medications than they actually need.

