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Questions?

Email news@vch.ca



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.





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.

feodine *	
3e clear and concise.	
Calabrating the value of our dedicated volunteers across Coastal	
Rory summary (I-2 sentences mex) *	
This is used for the email newsletter only.	
National Volunteer Week is April 15 - 21, 2018.	
full name of author	
This name will display on the published article.	
Karin Olson	
luthor job title and department	
Coastal Chief Operating Officer	
imail contact *	
This email will display on the published article and will receive comment notifications and questions from the editor.	
ro cio, and news@vch.ca	
Who is your main audience? *	
) Across VCH	
) Vancouver	
e Coastal	
Richmond	

Awards & Recognition
 Health human resources
 People in profile
 Primary & community care
 Surgical services

What categories relate to your story? Limit of two.

- 🔲 Learning & practice
- Contests & discounts
- 🗹 Leadership
- My VCH
- Quality & safety
- Opinion
- VCH in the Media
- 🔲 Employee wellness
- 🔲 Rural health services
- 🔲 Research
- Information management



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."









3. Insert the feature image - cont'd

3.9 Click "Ok."

3.10 Click "Save."

Verstor Cale entry



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.





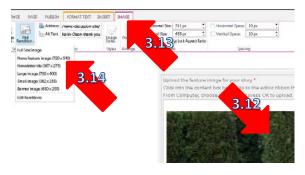
3. Insert the feature image - cont'd

Select the rendition (size the image) - optional

3.12 Click on the image.

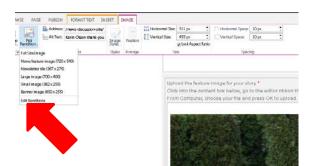
3.13 Click on the image tab

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."





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





4. Insert & format story content

Type content or copy and paste from a document

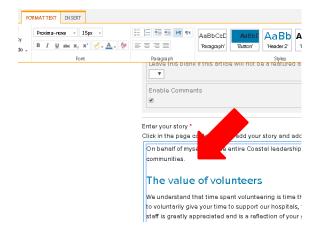
4.1 Under "Enter your story," click in the box that says "Click here to add new content."

4.2A Type directly into this field

OR

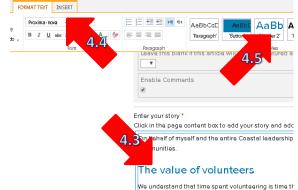
4.2B Copy your article from a document, and "paste as plain text."

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."



We understand that time spent volunteering is time the to voluntarily give your time to support our hospitals, staff is greatly appreciated and is a reflection of your :



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.

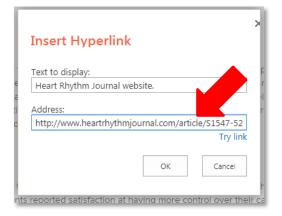
5.3 Click the "Link" icon. Choose "From Address" in the dropdown menu.

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

 VBLISH
 FORMAT TEXT
 INSERT

 Image: Upgload
 Image: Upgload
 Image: Upgload

 Image: Upgload
 Image: Upgload
 Image: Upglo



ACE PUBLISH FORMATTEXT INSERT URL: Description: Bookmark: Properties Behavior daily may lead to them taking more medications tha As such, the study team looked at taily to have the patients self-medications for own how have their treatment in the computer of the self-medication of the se

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."



A button is a good way to draw attention to a link.	FORMAT TEXT INSERT M Proxima-nova • IE
6.1 Select the text you want to turn into a button.	Paragraan Seves Se
6.2 Go to the format text tab.	For more information about the
6.3 Click on button.	Visit the VCH staff webpage
	6.5
6.4 Click on the newly made button.6.5 Go to link tab. Enter the URL in the URL	6.5 FAG PUELSH FORMATTON INSERT LINK Description Description PEder In Feb Iso PEder In Feb Iso PEder In Feb Iso PEder In Iso PEDER IN PEDER
6.5 Go to link tab. Enter the URL in the URL field.	FAGE FORMATTER: INSERT Lax B UPU mega/newu/duanter/ 000000 mm en teo D D mega/newu/duanter/ 00000 mm D D D Mega/newu/duanter/ UPU D D D D Mega/newu/duanter/ D D D D D Mega/newu/duanter/ D D D D D D D D D D D D D D D D D D
6.5 Go to link tab. Enter the URL in the URL	PAG PUBLISH PORMAT TOX DAXXT DAX Building Transformed to the too Month of the too Building Transformed to the too Transformed to the too 6.6 6.7 It's not too late to get a flu strated toolk. For more information 6.4



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

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.

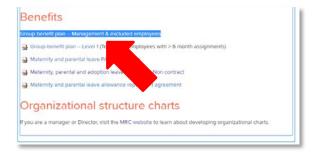
7.3 Copy the URL of the document.

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





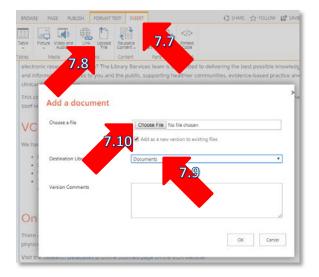
7. How to upload and insert a document – cont'd

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.

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· A Favorites	Name	Date modified	1,04
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L VOILoges-Sive	L Accreditation	11/17/2017 11:19	file folder
Salma - Sherteut	🗼 Angels M Files	6/20/2017 3 53 254	File Tolder
L VOI	a Blog	5/15/2017 9:15 AM	File Tokder
🔒 Websites - Shorts	Board Meetings	2/10/2017 2-21 PM	File folder
U Drepbox	👗 Brand	2/5/2018 320 PM	File felder
Deiktip	👃 CSPA Sull Forms & Admin. Info	12/27/2007 2:50 FM	Hite tolder
Bownloads	👃 Centre for Brain Health	11/6/2013 1-29 764	File falle
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Fire a		ALTIN	

Choose a file	Choose File Mildl-training-schedule.pdf		
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Version Comments			
		OK .	Cancel



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.





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

Prepare image

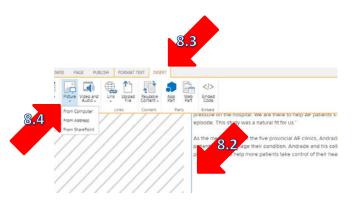
8.1 Use the descriptive file name with hyphens separating the words. For example: nurse-giving-flu-shot.

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.







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

Insert image – cont'd

8.8 Click "OK." 8.9 Click "Save."

Choose a file	Choose File Karin-Olson-shark-you-sign.jpg
	R Add as a new version to existing files
Destination Library	Inages
Version Comments	



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.



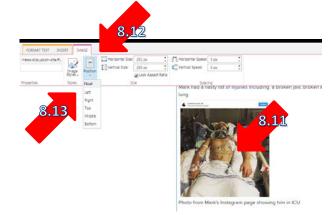
8. Insert images into the body of your article – cont'd

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.





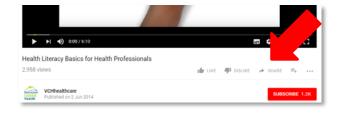
9. Insert a YouTube video (optional)

If you are having issues inserting a Youtube video, you can contact <u>news@vch.ca</u>

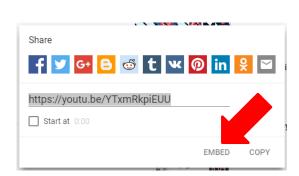
Create the embed code

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.





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.

HTML Source



cdiv>Atrial Fibrillation (AF) is the most common heart rhythm disorder in Canada, and if left unti "quivers" in a repid and irregular manner. AF is a costly disease to treat, with many patients red cdiv> ds/> </div> </div> div/Ser a sub-group. AF patient, a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient, a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient, a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient, a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient, a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient is a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient is a self-mangement approach is resulting in faver emergency de common terms of the sub-group. AF patient is a self-mangement approach is resulted appro

or of clusters, meaning episodes can be separated by significant amounts of time </div>
</frame width="560" height="315" arc="https://www.youtube.com/embed/6gcu18795Lw?rel=0" frameborde

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

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

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

