

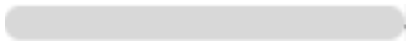
News overview

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How does the status bar within the news overview work?

Publishing of a post is deactivated or has ended

The bar is greyed out.



A post is saved as a concept or a draft

The status bar changes to purple.



A post is active

The bar turns partly green.



The closer the post approached the end date of the post the more greyed out the bar will get.



A post has been scheduled

The bar gets (partly) orange.

The closer the post approaches the publishing date of the post, the more greyed out the bar will get.

On the publishing date, it finally will turn green.



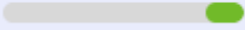
A post is published forever

The bar will stay green.



If you hover over the bar with the mouse, you will see more detailed information.

Nog 5 dagen



How do I create a news post?

Click on the 'plus' icon in the upper right corner. The GoCreate-pop up screen appears. Next click on 'Create a new post' and walk through the steps.



Why is the title of my post not updated?

You can adjust every setting of a post individual for each channel you want this post to be published.

In the newsdesk overview, however, the title will remain unchanged.

If you want to adjust the original title just click on the title in editor mode.

Editor mode

Hover over the post in the news overview and click on the pen icon that appears on the right to open the post in editor mode.

The screenshot displays the newsdesk editor interface. At the top, a post titled "Vanaf volgende week zomer" is shown with a red arrow pointing to the title. Below the title, the dates "10-02-2023, 14:00" and "10-03-2023, 14:00" are visible, along with the text "Dit bericht is gepushed als notificatie." and an "Active" status indicator. The editor is divided into two main sections: a preview on the left and a content editor on the right. The preview shows a video thumbnail with the title "Vanaf volgende week zomer" and the date "10 feb. 2023". The content editor has tabs for "Inhoud", "Media", and "Publicatie". The "Inhoud" tab is active, showing a title field with the text "Vanaf volgende week zomer" and a description field with placeholder text: "Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Donec id elit non mi porta gravida at eget metus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Maecenas faucibus mollis interdum."

How do I adjust an image in an existing post?

Hover over the post in the news overview and click on the pen icon that appears on the right to open the post in editor mode.

Hover over the image and right click on the image. A context menu appears where you can adjust the image.

You be able to use a certain part of the image by zooming in or move the image.

