INTRODUCING MYUFL

The myUFL portal is a new service for UF faculty, staff and students. myUFL provides easy access to university on-line resources and information. Today, the portal offers direct access to the GatorLink account services, ISIS and the Admin Menu.

The portal is the first of several new services being created by UF Bridges -- a project to improve UF’s on-line processes. As new systems come on-line, myUFL will be the entry point for them. In August 2003, the newest system to come on-line was Reporting and Data Warehouse.

For campus news and announcements, myUFL is the ideal place to come. myUFL offers some existing campus news sources—UF News and DDD News—as well as new role-based information sources called Faculty News, Student News, and Staff News. Many units and organizations across campus also have their news on portal "pagelets" to which you can subscribe.

In this guide, you will find instructions to help you navigate and personalize myUFL to fit your needs. We also have a New User Help pagelet on the portal that provides a quick tutorial.

Please take some time and familiarize yourself with the portal. And, stay tuned…we have much more to offer in the months and years to come.
CHAPTER 1

NAVIGATING MYUFL

Overview

Navigating the myUFL portal is simple! Your portal contains a “top” page, one or more “role” pages, and a "custom" page. Located on these pages are pagelets that provide news and information about UF. A myUFL menu provides easy access to content and links to help you get your work done. The top navigation menu allows you to search the my.ufl.edu portal as well as return to the top page, add your favorite internal and external links, and sign off the portal.

Within just a few minutes practice, you will see how easy the portal is to navigate.

Objectives

By the end of this chapter you will be able to:

- Navigate between your pages
- Navigate within your pagelets
- Navigate the myUFL menu
- Navigate the top navigation menu
**Page Tabs**

On the left-hand side, just below the myUFL logo, there is one tab called “Top Page.” This is the page you will always see after you log in to the portal.

Next to the Top Page tab, there may be one or more page tabs depending on your role at the university—faculty, staff or student. If you have multiple roles at the university, you will have multiple role-based page tabs. For example, if you are both a staff member and a student, you will have both the student and staff pages.

Next to your role-based page is a Custom Page. This page has no required pagelets and can be personalized to include role-based news a user does not receive by default.

Each page can be personalized for content and layout using the Personalization links directly below the Top Page tab.
Pagelets

Pagelets are the bordered sections of the page that display specific content or functionality, such as UF News or the Weather Magnet. The pagelet size will vary by layout (two columns vs. three columns) and how much information is included in the pagelet.

In news pagelets, click on the title of the article to read the article. Articles posted within the past three days will have a yellow star.

If you want to see all the articles listed in the pagelet, regardless of whether you have subscribed to those sections, click on "View Entire Publication" link at the bottom of the pagelet. Most pagelets have four small buttons in the top right-hand corner, from left to right:

1. The **Refresh** button with two small arrows allows you to refresh your pagelet and receive the most current content.

2. The **Edit** button allows you to view and select other sections in a pagelet.

3. The **− (minus)** button allows you to minimize the pagelet so that just the title shows and you can expand the pagelet by clicking on the **+ (plus)** button that now appears.

4. The **X** button allows you to delete the pagelet. It will send a confirmation message first before deleting the pagelet. Some pagelets cannot be edited or deleted (e.g., role-based news pagelets).
myUFL Menu

Most of the time you will use the myUFL menu to navigate to different areas on the portal.

Menu items with an orange arrow next to them are folders holding additional menu items. Click on the orange arrow to show the folder's contents.

Content links within the menu folders are identified by the blue underline. Clicking on the link will display the contents.

Most links open in a new browser window. By closing that browser, you will remain in the myUFL portal.

Some content links will open up within myUFL, for example, the Admin Menu and My Account links (i.e., GatorLink, UF Directory). In this instance, you will see the myUFL menu on the left-hand side during your session.
Top Navigation Menu

The top navigation menu bar is located at the top, right-hand side of the portal. This menu includes several useful features.

Search myUFL: This allows searching of myUFL content only. If you want to search for documents or links stored outside of the portal (e.g., the UF Web sites or the World Wide Web) use the myUFL menu’s Search options.

Home: This will take you back to your Top Page in myUFL.

Add to My Links: This allows you to add portal links or portal pages to your My Links dropdown box. To add content located outside of the portal, click on the "My Links" link, then the "Edit My Links" link and then the "Add Link" link. Remember to add "http://" to external links and check the "Open in A New Window" box.

Suggestions: This allows a user to write suggestions or questions to the myUFL staff. Please include your contact info so we may respond.

Sign out: This will log you off of the myUFL portal and take you back to the Guest Sign On page.
**Concepts**

The pages that you will have when you log on to myUFL portal depend on your role at the university (e.g., faculty, staff or student).

The pagelets that you can choose from will also depend on your role at the university. For example, students will see student-related pagelets like Student Organizations and Student Government, whereas faculty and staff will not.

**Key Points**

- Your Top Page is your home page, the first page you see when you log on.
- You can see content in entire pagelets even if you don’t subscribe to all sections.
- The "Home" link on Top Navigation Menu takes you back to your Top Page.
- The "Add to My Links" link only applies to content inside the myUFL portal.
Overview

You can personalize myUFL to select information of interest to you and place it on your pages where you would like. By selecting and deselecting pagelets and sections within pagelets, you can personalize the content. You can personalize the layout by choosing the number of columns, selecting the pagelets for each column and selecting the order in which pagelets are displayed within a column.

Just as a newspaper has pages and columns and stories that begin in the columns on the pages, myUFL is organized into pages, columns and “pagelets” – each pagelet contains one or more stories. Unlike a newspaper, you choose the content!

Objectives

By the end of this chapter you will be able to:

- Choose the pagelets you wish to have on each of your pages.
- Choose the sections you wish to appear in each pagelet.
- Choose the number of columns for each of your pages.
- Put pagelets into the columns of your choice.
- Determine the order in which pagelets are displayed within a column.
Choose Your Pagelets

To choose the pagelets that will appear on your page, follow the steps below.

**Step 1  Select the page you wish to personalize**

Navigate to the page you wish to personalize by clicking on the name of the page in the page tab. For example, to personalize your “Top Page,” click on “Top Page” in the Top Page tab.

**Step 2  Select Personalize Content**

Click on Personalize Content (located just below Top Page tab).
Step 3  Select the pagelets you wish to have on your page

You can select the pagelets you wish to have on your page by checking those that you wish to have on your page, and unchecking any you wish to remove. Required pagelets, like the myUFL menu and the role-based news, will show up with a faint check mark indicating they cannot be removed, except on the Custom page.

Don’t be concerned with where these pagelets will appear on your page. We’ll cover that in the next section.

Step 4  Save Your Changes

Click

Step 5  Verify Your Changes

You will be returned to the page you have just personalized. Navigate the page and see that the pagelets you have added are on your page. Verify that the pagelets you have removed are no longer on your page.

You may wish to practice these steps until you are comfortable with them. Place pagelets on your page, save, return and verify that they are on your page.
Choose Your Sections

Pagelets often have more than one section. When you subscribe to a pagelet you will only see the top-level news section, generally called College News, Headline News, etc. To choose other sections to appear within your pagelet, follow the steps below.

**Step 1  Select the pagelet you wish to personalize**

Find the pagelet you wish to personalize on your Top Page or role-based page.

**Step 2  Click on Edit**

Click on the small Edit button located in the top right-hand corner of the pagelet.
Choose Your Sections (Continued)

Step 3  Select the sections you wish to have on your pagelet

You can select the sections you wish to have on your pagelet by checking those that you wish to have, and unchecking any you wish to remove. The top section for a pagelet is not listed because it is required and cannot be removed. You can rank order the appearance of the sections in your pagelet in the Order of Appearance boxes.

Step 4  Save Your Changes

Click ![Save](image)

Step 5  Verify Your Changes

You will be returned to the page you have just personalized. Navigate the page and see that the pagelets to which you have added or removed sections are on your page.
Choosing the Layout for Your Page

Your page can have two columns or three columns.

We recommend two columns for computer monitors operating at 640x480 or 800x600 resolutions. We recommend three columns for computers with higher resolution. If you do not know what resolution you are using, ask your departmental technical resource.

To set the number of columns for a page, follow the steps below.

**Step 1  Select the Page**

Click on the page title in the tab bar (i.e., Top Page, Faculty Page, Student Page, Staff Page, Custom Page).

**Step 2  Select Personalize Layout**

Click on Personalize Layout (located just below Top Page tab).
Choosing the Layout for your Page (Continued)

**Step 3** Select the Basic Layout for the Page

Click on 2 Columns or 3 Columns

![Image of Personalize Layout: TOP PAGE]

**Step 4** Save Your Selection

Click ![Save button]

**Step 5** Verify Your Changes

You will be returned to the page you have just personalized. Verify the change you made to the column layout.
Putting Pagelets in Columns

To put pagelets into columns, use the Personalize Layout feature as described below.

**Step 1 Select the Page**
Click on the page title in the tab bar.

**Step 2 Select Personalize Layout**
Click on Personalize Layout (located just below Top Page tab).

**Step 3 Select a Pagelet to move**
Find the pagelet you wish to move and click on its title.

**Step 4 Move the Pagelet to the desired position**
Use the Arrow Keys on the right-hand side of the display to move the pagelet.

If you use the left arrow key, the pagelet will move to the next column to the left. Use the right arrow to move the pagelet to the next column to the right. Similarly, the up and down arrows moves the pagelet up or down within a particular column.

When you have the pagelet in the desired position, proceed to the next step.
Putting Pagelets in Columns (Continued)

Step 4  Save Your Selection
Click [Save]

Step 5  Verify Your Change
You will be returned to the page you have just personalized. Verify the change you made to the pagelet layout.

Concepts
Note that some of the pagelets can not be moved or can not be removed.

Pagelets marked with an asterisk (*) are fixed-position required pagelets. You will not be able to remove these pagelets nor will you be able to move them.

Pagelets marked with a hash (#) are moveable required pagelets. You will be able to move these pagelets, but you will not be able to remove them from your pages.

Key Points

- You control which pagelets appear on your pages.
- You control which sections appear in your pagelets.
- You control the layout of your pages.
- You control where pagelets appear – in which columns and in what order.
- Some pagelets cannot be removed and some pagelets can neither be removed nor moved. The Custom Page has no required pagelets.
Overview

It is fairly easy to author an article in the portal once you understand some basic concepts. This chapter is intended for content providers who have authoring privileges to one or more sections of portal pagelets (publications).

Prerequisites

- Basic knowledge of a text editor (for example, Notepad).
- Familiarity with simple HTML tags.
- Familiarity with using a Web browser (for example, Internet Explorer).

Objectives

By the end of this chapter you will be able to:

- Create a new article using the portal.
- Upload an existing document to the portal.
- Reference Web sites outside of the portal.
- Edit an existing portal article.
- Submit your article to a publisher.
A View of the Portal from an Authoring/Publishing Point of View

Author: creates an article and submits it to a section publisher.

Section Publisher: decides what articles will go in that section (for example, for a department) and publishes the articles in the portal.

Pagelet (Publication) Administrator: manages a specific unit’s pagelet and sections within that pagelet (for example, for a college or division).

Central Pagelet Administrator: creates, configures, and assigns privileges for all pagelets.

Portal Administrator: manages the entire portal

Content Guidelines

Make sure your article conforms to the University’s Acceptable Use Policy (http://www.it.ufl.edu/policies/aupolicy.html).

Consider your intended audience. Remember that information in the portal can be viewed only by people who can sign on to the portal with a valid GatorLink username and password.

Consider the life cycle of your article. Is it time dependent? Does it have an expiration date?

Remember that the portal is not a replacement for your regular Web site. Information in the portal should be “news” or announcement oriented, with no static content.
The Basic Steps of Authoring an Article

The basic steps of authoring an article in the portal are as follows:

1. Sign on to the portal.

2. Using the Manage Content menu option in your myUFL menu, navigate to the "Edit My Article" page and press the "Add Article" button.

3. Create your article.

4. Submit your article to the section publisher.

Now, let us look at these steps in detail.
Authoring an Article

This assumes you have authoring privileges in the portal.

**Step 1** Sign on to myUFL with your GatorLink username and password.

If you are not already in the portal, you must first sign on. After you sign on, you will see your “Top Page,” with your myUFL menu on the left.

**Step 2** Navigate to your Publication(s) / Pagelet(s).

Click on the "Manage Content" link from the myUFL menu located on the far left.

Click on the "News Publications" link.

Click on the "Edit My Articles" link. You will see the screen below. The space at the bottom will be empty if you have never created an article.
Step 3  Navigate to your Section

Click on the "Add Article" button. Choose your publication from the dropdown box. The dropdown box might have other publications for which you are not an author. You can only publish in publications where you have access.

Step 4  Create a New Article in the Portal

Best practice: For most text, except very short articles that are basic paragraphs, it is easier to create the actual text of your article using a text editor, such as Notepad, and then copy it into the portal.

There is no preview capability in authoring mode. So, another advantage of using a text editor such as Notepad is that you can use your browser to preview your text and formatting before you copy it into the portal.

To create a new article, you must provide the portal with the actual content of the article, as well as additional information such as a title that will appear on the pagelet, dates that the article should be available for viewing, and other information.

After clicking on the “Add Article” button, you will see three options.
Select the “Text or HTML” option. (To specify a URL instead, see the section later in this chapter on “Specifying a URL on the Add Article Page.” To upload a document, see the section on “Specifying a Document on the Add Article Page.”)

Click the "OK" button.

For Text/HTML, you will see the following tabs:

![Tabbed menu]

The Article tab is displayed first by default. These tabs provide an easy way for you to give the portal all of the information it needs to create and display your article.

Each tab contains various fields. Fields with an asterisk are required.

Best practice: Fill out these tabs in order from left to right so that you do not forget to fill in a required field.

At the bottom of the screen there are two buttons:

![Save buttons]

Use the “Save As Draft” button to save your work until you have completed your article and are ready to submit for publishing. This saves your work in progress and allows you to continue working on it at a later time. It is saved in the "Edit My Articles" link (under "Manage Content," "News Publications"), and its status will be marked as “Draft”. You can use the “Save as Draft” button as often as you wish.

Although you should use the “Save as Draft” button often, you must put something in all the required fields (those with an asterisk) on each of the tabs first, even if it is just “dummy” data.

When your article is complete, use the “Save and Submit” button to send your article to the publisher(s). Do not use this button until you are actually ready to send the article to your publisher, for this button both saves your article and submits it!

In the next examples, we will assume we are creating the article titled “My First Article.”
Add a Title. Choose your Title carefully, as this is what the user will see in the actual pagelet after it is published. This is your "attention getter."

Add a Description. This is internal, not seen by the user. This description shows up on various authoring and publishing screens once the article is saved.

Add a Summary. This should give a brief description of what the article is about. This is internal, not seen by the user. This summary shows up on various authoring and publishing screens once the article is saved, or when the article is chosen as a Top Story which will be explained later.

Add the Author. This is the name that appears as a byline for the article. It can be a person’s name, an organizational name, or other, depending upon your organization’s publishing standards.
Add your content in HTML Text. This is where you type in the content of your article. Use simple HTML only. (See the Appendix for some recommended basic HTML tags). Alternatively, you can create your text in a basic editor, such as Notepad, then simply copy and paste the text into the HTML Text box. Your text here is searched with the “Search myUFL” function.

You must use at least the paragraph HTML tag <P>; otherwise your text will run together even if you insert blank lines.

Add a Comment. This optional information is internal; users do not see it, nor is this field searched. This can be used to send your publisher relevant details not in the article, or to make notes for yourself.
Add the Publish Date. This is the starting date that your article will be published.

Add the Expiration Date. This is the date that the article will no longer be available for viewing in the portal (expiration date). You can leave the ending date blank, but that is not considered a good practice.

Use \textit{mm/dd/yy} format. Or, you can click the little calendar icon and a calendar will pop up for you to select a date.

Articles whose publishing date is within the last three days will have a little yellow star by them (on the pagelet) to indicate that they are new. If you do not want this yellow star to appear, back date your article by at least three days.
This lists each section in which you have authoring rights. The publication title is listed on the left, and the section name on the right.

Choose the section in which you want your article to appear. This screen also allows you to choose additional sections. Click in the box next to each publication/section where you want your article to appear.

The "Select All" box at the top looks as though it is already checked, but it really is not. If you want your article to appear in all of the listed sections, check this box. Otherwise, check only the specific sections that you want.
You do not need to indicate that all authenticated users can view your article. It is checked by default.

![Viewers Tab]

UF_PA_AuthUsers are all users who have a valid GatorLink username and password and who can sign on to the portal. Always make sure to check this box if it is not already checked.

Click on the “Save as Draft” button.

(The last tab is the Image tab. This allows an administrator to select an image to be associated with the article. It applies to Top Stories only. These are global images from an image library available to every administrator. Authors cannot put images in this library. As a rule, only pagelet administrators will use this tab.)

This is not how you include an image as part of your article. You do that with the `<IMG SRC= >` HTML tag. See the Appendix on recommended HTML tags for more information.

**Step 5 Save and Submit**

Congratulations! You have now supplied the portal with all of the information it needs to publish your article. Now, you must submit it to your publisher.

After you have completed all the tabs and are ready to send your article to the publisher, click on the “Save and Submit” button. This saves your article and sends it to the publisher(s) of the sections you specified.

Note: This does not actually publish your article on the portal. That is the job of the publisher.

The publisher can publish your article, send it back to you for reworking, or reject it. You will receive an email notification to your GatorLink email address letting you know what action the publisher took.
If you submitted your article to more than one publisher, each publisher has the ability to publish it, return it to you for reworking, or reject it. Thus, one section publisher might publish it as is; another might reject it.
Additional Tabs

Instead of creating HTML text for the content of your article, you can specify that the article point to a Web site outside of the portal or you can upload a document to the portal. In these cases, you will see either a “Web Site URL” tab or a “File Attachment” tab, instead of the “Text or HTML” tab.

All other tabs described previously will be the same.

To reference a Web site outside of the portal, select "Web Site URL" instead of "Text or HTML." Click on the "OK" button.
If you specify "Web Site URL," you will get a “Web Site URL” tab instead of the “Text or HTML” tab. All other tabs will be identical to those already explained.

Add the URL: Include the full URL here (for example, http://www.ufl.edu/ to link to the UF home page). For long URL's, copy and paste.

Add a Comment: Again, this is optional, and allows you to make notes for yourself or for your publisher.

Return to List

Save as Draft  Save and Submit
You can specify a document, such as a Word document, PDF file, Excel spreadsheet, or other types of files. The document is actually uploaded to the portal, which means that if you change the content of the original document, you must re-submit the article for publishing to upload the revised version.

This gives you great flexibility. For example, if you have an announcement in PDF format, you can include it in the portal.

Keep in mind that if you upload a specific type of document (for example, a Word document), not all viewers may have that application on their workstations; therefore, they may not be able to view it.

Select "File Attachment," then click on the "OK" button.
If you specify "File Attachment," you will get a “File Attachment” tab instead of the “Text or HTML” tab or “Web Site URL” tab.

Click the “Add Attachment” button to upload a document to the portal. It will prompt you for the location of the file.

Enter the full path name of the file in the horizontal box, or browse to the file location. (Browsing is usually easier, and it is more accurate since you do not risk typing errors!)

Click on the “Upload” button. The document will be uploaded to the portal (this may take a few seconds), and then you will return to the "File Attachment" tab.
Note that now you have a “Delete Attachment” button. If you selected the wrong file, you can delete it and try again.

Simply click the “Delete Attachment” button. The file will be deleted, and the “Add Attachment” button will reappear.
Where did my Article go?

When you click the “Save as Draft” button from any tab, your article is saved in the "Edit My Articles" link, but it is not sent to your publisher. This allows you to work on your article over time.

To continue working on a saved article, navigate the myUFL menu as follows: Manage Content >News Publications >Edit My Articles> Edit button beside article.

Edit My Articles

The articles that you have submitted or authored are listed below. Use the search criteria to filter the displayed articles. Click the Title link to preview the article. Click Edit to access the article details.

This lists all articles you have saved whether or not they have been published. It provides the following information about each article:

- Publication (pagelet) name
- Section name
- Article Title
- Submitter
- Status: Publish, Rework, Reject, Pending
- Publish Date

Editing an Existing Article

To begin working on an article that you have previously saved, simply click on the "Edit" button beside it.
If a publisher sends an article back to you for reworking, it will be in the "Edit My Articles" link. You will receive an email to your GatorLink email address notifying you that an article has been returned for reworking.

From your myUFL menu, navigate to Manage Content > News Publications > Edit My Articles. Find the article with "Rework" under the "Status" column heading.
**Concepts**

Fields marked with an asterisk (*) are required. You must put something in these fields in order to save the article, even if it is just temporary information.

There is no “preview” capability in authoring mode.

A publication is a pagelet, but all pagelets are not publications. (Analogy: all mini-vans are automobiles, but not all automobiles are mini-vans.)

**Key Points**

- In order to be an author in one or more sections, you must have authoring privileges in the portal.
- The portal provides tabs and fields to simplify providing information that it needs to display your article.
- You can only submit articles to sections for which you are a designated author.
Overview

Section publishers decide which articles are included in their sections. They can also select some articles to be required for their sections, which means the user cannot remove them via the “Edit” button on the pagelet control area.

This chapter is intended for content providers who have publishing privileges to one or more sections of portal pagelets (publications).

Objectives

By the end of this chapter you will be able to:

- Preview an article for publication.
- Review and/or edit articles for publication using the portal.
- Send an article back to an author to be reworked.
- Reject an article for publication.
- Publish an article to a section within a pagelet.
The Basic Steps of Publishing an Article

The basic steps for publishing an article in the portal are as follows:

1. Sign on to the portal.

2. Using the "Manage Content" menu link, click on the "News Publications," link then the "Publish Articles" link.

3. Review the article for accuracy and appropriateness to your section.

4. Publish the article to the portal.

Now, let us look at these steps in detail.
Publishing an Article

This assumes you are a Section Publisher.

To publish an article in the portal, follow the steps below.

**Step 1  Sign on to myUFL with your GatorLink username and password.**

If you are not already in the portal, you must first sign on. After you sign on, you will see your “Top Page” and your myUFL menu on the left.

**Step 2  Navigate to your pagelet(s).**

Click on the "Manage Content" link in the myUFL menu.

Click on the "News Publications" link.

Click on the "Publish Articles" link. You will get a list of all the articles that authors have submitted for publishing.

---

**Publish Articles**

The following lists the articles pending publication in your assigned publication sections. After reviewing the article, select it for publishing, rework or rejection.

- Publish
- Rework
- Reject
- Refresh

Select All  Clear All

<table>
<thead>
<tr>
<th>Publication</th>
<th>Section</th>
<th>Title</th>
<th>Submitted By</th>
<th>Publish</th>
<th>Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF Bridges</td>
<td>Communications</td>
<td>AUTHOR's First Article</td>
<td>21428666</td>
<td>10/24/2003</td>
<td>10/31/2003</td>
</tr>
<tr>
<td>Sample Training Pagelet</td>
<td>Section 1</td>
<td>AUTHOR's Third Article</td>
<td>58309554</td>
<td>11/07/2003</td>
<td>02/07/2004</td>
</tr>
<tr>
<td>Sample Training Pagelet</td>
<td>Section 1</td>
<td>My First Article</td>
<td>58309554</td>
<td>11/12/2003</td>
<td>02/12/2004</td>
</tr>
</tbody>
</table>

---

*No entries*
Step 3  Preview Articles for Publication

To preview how the article will look when it is published, click on the little notepad with pencil icon next to the title, or on the title link. You do not have to preview first, but it helps you see how viewers will see the article. Below is a sample preview.

You cannot edit or publish in Preview mode. Therefore, to review the information in the tabs, which you should always do, you must go to review mode.

While still in Preview mode, click on the “Return to Article List” link above the article to return to your list.

Step 4  Review Articles for Publication

To select a specific article for review and make changes to the tabs, click on the "Edit" button beside the article. You will see the following tabs:

Best practice: Review the information in these tabs in order from left to right so that you do not omit reviewing one.

On each tab, required fields are marked with an asterisk.

At the bottom of the screen there are two buttons:
Do not use the "Save as Draft" button! If you do, the article will disappear from your Publish Articles page, and you will have to ask the author to resubmit it to you!

The “Save and Submit” button does not publish the article. It submits it to a publisher (possibly yourself) for publishing, and saves it. Do not make extensive changes to an article. Send the article back to the author for extreme changes. This process follows in more detail.
Review the Title. This is what the user will see in the actual pagelet after it is published. This is the "attention getter."

Review the Description. This is internal, not seen by the user. It is used on various screens for authors and publishers.

Review the Summary. This provides a brief description of what the article is about. It is used on various screens for authors and publishers. It will also be displayed if you choose to make this article a publication Top Story.

Review the Author. This is the name that appears as a byline for the article. It can be a person’s name, an organizational name, or other name depending upon your organization’s publishing standards.
Review the Text. You may have already read the article in Preview mode, but this is where you can make changes if needed.

*Best practice:* Again, make minor corrections (such as fixing spelling errors), but if the document needs major revisions, send it back to the author to rework.

Review the Comment box. Information added here is internal; users do not see it. Your author may have sent you relevant details not in the article, or included other notes for you.
Review the Publish Date. This is the date the article will first be available for viewing in the portal.

Review the Expiration Date. This is the ending (expiration) date of the article. You can leave the ending date blank, but that is not considered a good practice. After the ending date, the article will no longer be available for viewing in the portal, except in the section archives.

If you need to change a date, use mm/dd/yy format. Or, you can click the little calendar icon and a calendar will pop up for you to select a date.

Articles whose publishing date is within the last three days will have a little yellow star by them to indicate that they are new. If you don't want this yellow star to appear, back date the article by at least three days.
This lists each section in which you have publishing rights. The publication title is listed on the left, then the section title on the right.

Click in the box next to each pagelet/section where you want the article to appear. If you are a publisher of more than one section, you can choose to publish it in other locations as well.

The "Select All" box at the top looks as though it is already checked, but it really is not. If you want the article to appear in all sections, check this box. Otherwise, check only the specific sections that you want.
Viewers Tab

This tab allows authenticated portal users to view the article.

Check that the box next to UF_PA_AuthUsers has a check in it.

UF_PA_AuthUsers are all users who have a valid GatorLink username and password and who can sign on to the portal.

(The last tab, the Image tab, allows an administrator to select an image to be associated with the article. These are global images from an image library available to every administrator. Authors cannot put images in this library. As a rule, only pagelet administrators will use the Image tab.)
Step 5  Publish, Send for Rework, or Reject an Article

Now you are ready to determine the article’s fate.

If you have not made any changes on any of the tabs, simply click on the “Return to List” link at the bottom to return to the list of articles. There are four buttons: Publish, Rework, Reject, and Refresh.

Put a check next to the article you want to publish, and then click on the “Publish” button to publish the article to the checked sections. Click on the "Refresh" button to refresh your page. Notice the article you just published is now gone from the list.

Click on the “Rework” button to send the article back to the author without publishing it. The author will receive an email message saying that the article has been sent back to be reworked. The author may then choose to rework it and re-submit it to you for publication.

Click on the “Reject” button to choose not to publish the article in your section. It will be removed and you will no longer see it in your list under the "Publish Articles" link. The author will receive email notification that you have rejected the article, but will not receive another copy of the article. (The author still has the original.)

If you made changes on any of the tabs, click on the “Save and Submit” button (do not click on the "Save as Draft" button). It has been saved in the "Publish Articles" link. Retrieve it from there as described earlier in this guide, and review it. Then you can publish it if all is well.
Additional Tabs

Instead of creating HTML text for the content of the article, the author may have specified a Web site outside of the portal or uploaded a document to the portal. In these cases, you will see either a “Web Site URL” tab or a “File Attachment” tab, instead of the “Text or HTML” tab.

All other tabs described previously will be the same.

Web Site URL Tab

If the author specified a URL, you will see a “Web Site URL” tab instead of the “Text or HTML” tab.

Review the URL: It should be a complete URL (for example, http://www.ufl.edu/ to link to the UF home page).

Review the Comment: Again, this is optional, and allows you to make notes for yourself or for your publisher.
The author may have uploaded a document, such as a Word document, PDF file, Excel spreadsheet, or other type of file. In this case, the document is actually uploaded to the portal. You will see a “File Attachment” tab instead of the “Text or HTML” tab or “Web Site URL” tab.

The name on the Attached File field is the name of the document that was uploaded to the portal. Note that you see a “Delete Attachment” button.

If necessary, you can delete this file and attach a different one. It would be better, however, to reject the article, then let the author know that a different file should be included, in which case the author would attach it and resubmit the article to you.

Note: The Managed Content choice when adding an article is for Portal Administrators. Authors and Publishers have no use for this option.
Where Did my Article go?

If you clicked the “Save as Draft” button, the article vanished from your "Publish Articles" page. You must contact the author and ask the author to resubmit it to you.

If you clicked the “Save and Submit” button, the article returns to the "Publish Articles" page.

A list of all the articles you have published is in your "Edit My Articles." Navigate to it by Manage Content > News Publications > Edit My Articles.

It provides the following information about each article:

- Publication (pagelet) name
- Section name
- Article title
- Submitter
- Publish Status: Publish or Pending
- Date it was published.

To review or make changes to any article here, simply click on the "Edit" button beside the article.
Choose Top Stories

There are two types of top stories: Publication Top Stories and Section Top Stories.

You as a publisher can designate articles to be top stories within your publication.

A Publication Top Story will be placed at the very top of the pagelet, before the first section! This should be used only for important articles. There can, however, be more than one “top story.” If several articles are designated as publication top stories, all of them will be placed at the top before all sections.

In publication top stories, the information that the author included in the Summary field will be displayed on the pagelet.

A Section Top Story has no visible effect on the pagelet itself. When a viewer selects a section to view, however, the section top story will be displayed by default, if there is one.

To specify top stories, navigate to Manage Content > News Publications > Choose Top Stories.

Put a check in the appropriate box under the “Section Top Story” column or the “Publication Top Story” column, then click on the "Save" button.

You can see the results of Publication Top Story immediately by returning Home and viewing your pagelet.

A word of caution: too many “top stories” will make all of them unimportant.

You can see the results of Section Top Story by clicking on the section name in the pagelet where you specified an article to be the top story.
**Concepts**

Review all the fields the author has submitted, not just the content of the article.

Remember that an author may have submitted the article to more than one publisher. Each publisher can review the article independently. The Locations Tab shows you all the locations that the author chose. Other publishers can make their own decision about whether to publish this particular article in their section.

**Key Points**

As a publisher, you are also an author. You can fix minor errors yourself if you wish. For example, you may want to change the dates of publication. You can even edit the text if you want! You don’t need to send it back to the author to do this. Just make sure you “Save and Submit.”

Best practice: To save time, make minor changes yourself (for example, correct a misspelled word). If, however, the article needs major reworking, return it to the author, then let the author rework it and resubmit it back to you.
Overview

The HTML required to write articles for the myUFL portal is very simple. In fact, you can publish a single paragraph with no formatted text without using any HTML. This document lists the basic HTML tags you can use in the portal and is not meant to be a complete reference guide to HTML. We strongly recommend that you do not use HTML tags other than the ones listed here. Complex HTML does not work well in the portal. Please read the Guidelines and Additional Information section at the end of this document.

Objectives

This Appendix will show you several ways to format your text using HTML:

- Change the font style
- Create a new paragraph or a line break
- Create a list of items
- Use special characters
- Insert links to external Web sites
- Insert email hyperlink
- Insert images
Style Tags

**Bold**

Use a `<b>` to begin the bold, and a `</b>` to end the bold.

HTML example:  
<p>&lt;b&gt;This text is bold.&lt;/b&gt;</p>
Text appears as:  **This text is bold.**

HTML example:  
This text is `<b>`bold`</b>.
Text appears as:  This text is **bold**.

**Italics**

Use an `<i>` to begin the italics, and an `</i>` to end the italics.

HTML example:  
<p>&lt;i&gt;This text is italics.&lt;/i&gt;</p>
Text appears as:  *This text is italics.*

HTML example:  
This text is `<i>`italics`</i>.
Text appears as:  This text is *italics*.

**Subscript**

Use a `<sub>` to begin the subscript, and a `</sub>` to end the subscript.

HTML example:  
<p>&lt;sub&gt;This text is subscript.&lt;/sub&gt;</p>
Text appears as:  This text is subscript.

HTML example:  
This text is `<sub>`subscript`</sub>`.
Text appears as:  This text is _subscript_.

**Superscript**

Use a `<sup>` to begin the superscript, and a `</sup>` to end the superscript.

HTML example:  
<p>&lt;sup&gt;This text is superscript.&lt;/sup&gt;</p>
Text appears as:  This text is superscript.

HTML example:  
This text is `<sup>`superscript`</sup>`.
Text appears as:  This text is superscript.
Spacing Text

Paragraph

This is the most useful tag to know. You only need to put a `<p>` between the end of one paragraph and the beginning of the next paragraph. Unlike style tags, you do not need both a beginning and ending tag (e.g., `<b>` and `</b>`). You can enter the text with or without a hard return but you need the `<p>` regardless.

HTML example: Although this article is written without any spacing, it will appear in the portal as two separate paragraphs if you use the paragraph tag. This tag is commonly referred to as the “p” tag. `<p>` When you have long articles you definitely need the “p” tag. If you only learn one HTML tag, this is the one to learn!

Text appears as: Although this article is written without any spacing, it will appear in the portal as two separate paragraphs if you use the paragraph tag. This tag is commonly referred to as the “p” tag.

When you have long articles you definitely need the “p” tag. If you only learn one HTML tag, this is the one to learn!

Line Break

This is used for setting a line break when you do not want a new paragraph, and most commonly used for contact information. Like the paragraph tag, you only need to use a single `<br>`. You can type the text with or without a hard return as long as you put the break tag between the end of one line and beginning of another line.

HTML example: Dr. John Q. Scholar<br>11111 University Hall<br>Gainesville, FL 32611<br>Phone: 352-999-9999

Text appears as: Dr. John Q. Scholar
11111 University Hall
Gainesville, FL 32611
Phone: 352-999-9999

Non-breaking Space

This is used for extra spacing between words or indenting text. The `&nbsp;` tag equals one non-breaking space. The semicolon at the end of the tag is required.

HTML example: John Q. Scholar &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;352-999-9999

Text appears as: John Q. Scholar 352-999-9999
List Tags

**Un-ordered List**

Items will be marked with bullets, typically small black circles.

HTML example: `<ul>
  <li>Portal – March 2003</li>
  <li>Reporting – August 2004</li>
  <li>Finance – July 2004</li>
  <li>Human Resources – July 2004</li>
  <li>Student Admin – 2005-2006</li>
</ul>

Text appears as:
- Portal – March 2003
- Reporting – August 2004
- Finance – July 2004
- Human Resources – July 2004
- Student Admin – 2005-2006

**Ordered list**

Items will be marked with numbers in order.

HTML example: `<ol>
  <li>Portal – March 2003</li>
  <li>Reporting – August 2004</li>
  <li>Finance – July 2004</li>
  <li>Human Resources – July 2004</li>
  <li>Student Admin – 2005</li>
</ol>

Text appears as:
1. Portal – March 2003
2. Reporting – August 2004
3. Finance – July 2004
4. Human Resources – July 2004
5. Student Admin – 2005
Links

Web sites or documents

Used for creating a clickable link (hyperlink) to another Web document or Web page. Inside the myUFL portal, you must use the “target=_blank” attribute to open an external window. Using the target attribute to open another Web browser window allows your readers to maintain their place in myUFL. The first part is the URL location (i.e., Web address) and the second part is the clickable text you want to appear.

HTML example: Visit the <a href=http://www.ufl.edu target="_blank"> UF Web site</a>!

Text appears as: Visit the UF Web site! (Clicking on the underline link takes you directly to UF Web page in a new browser window.)

Email

Used for creating an imbedded email link. Readers can click on this link to send an email to the address you provide. The first part is the mailto: address and the second part is the clickable text you want to appear. The text may be a word or the actual email address repeated (without the mailto:).

HTML example: Email <a href="mailto:myufl@ufl.edu">myUFL</a> for help.

Text appears as: Email myUFL for help.

Images

The image tag allows images to be displayed in the article. To display an image, you need to use the “src” attribute and provide the URL location of the image. The image needs to be stored on your Web server. The portal will not provide storage space for images included in your published myUFL articles. The browser will display the image where the tag appears in the html. You should use this tag sparingly. Images may require substantial time to load.
Special Characters

Character entities

In order to display special characters in the portal, you must use the following HTML tags. The table below has the most common character entities and others may be found at http://www.w3schools.com/html/html_entitiesref.asp.

HTML example: UF&#39;s Research &amp; Development expenditures &gt; $350M.

Text appears as: UF’s Research & Development expenditures > $350M.

<table>
<thead>
<tr>
<th>Result</th>
<th>Description</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>ampersand</td>
<td>&amp;</td>
</tr>
<tr>
<td>&quot;</td>
<td>quotation mark</td>
<td>&quot;</td>
</tr>
<tr>
<td>’</td>
<td>apostrophe</td>
<td>'</td>
</tr>
<tr>
<td>&lt;</td>
<td>less than</td>
<td>&lt;</td>
</tr>
<tr>
<td>&gt;</td>
<td>greater than</td>
<td>&gt;</td>
</tr>
<tr>
<td>×</td>
<td>multiplication</td>
<td>×</td>
</tr>
<tr>
<td>÷</td>
<td>division</td>
<td>÷</td>
</tr>
<tr>
<td>¢</td>
<td>cent</td>
<td>¢</td>
</tr>
<tr>
<td>©</td>
<td>copyright</td>
<td>©</td>
</tr>
<tr>
<td>®</td>
<td>registered trademark</td>
<td>®</td>
</tr>
</tbody>
</table>
General Guidelines and Additional Information

- You must use a `<p>` to begin a new paragraph. Do not format the text in your editor by adding empty lines (i.e., using the Enter key) and extra spaces to the text (i.e., using the Space Bar). Any number of spaces you add in HTML text counts as one (unless you use the non-breaking spaces tag `&nbsp;`).

- Keep formatting to a minimum, similar to what you might find in a newspaper. List tags and images should be rarely used in the portal.

- Do not use JavaScript under any circumstances.

- For additional information on these tags or HTML in general, see http://www.w3schools.com/html/html_intro.asp. W3Schools was used as a reference for this document and the examples included here.