

Music Publicity Copenhagen Manual

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Log in

Open a Browser window, go to **Copenhagen Login Screen:**

<https://miles.ucs.indiana.edu/~juinfot/admin/>

Creating a News Story

1. On the left side of the Copenhagen screen, you will see the **Navigator Pane**. The **Navigator Pane** contains a list of active folders. Select the **Pages** folder. (It is the default folder, so it may already be open.)





2. Click on the **New Page** command from the top of the screen. This will open the **Page Editor** window.
3. The **Page Editor** window has several sections. You can jump to each section by clicking on the **Jump to** links at the top of the **Page Editor** window.
4. In the **General Information** section, enter the **Page Type**.
 - a. The **Page Type** for a School of Music news story is **Music News**
5. Enter the **Slug**. This is the internal working title for your news story. This is a required field (required fields are red).
6. Enter the **Title** in the **Body** table. This is the official, published title for your news story. This is a required field.
7. Click the **Save** button. You must click Save in order to create a URL for your news story. The URL is automatically generated.
8. After you save, you will see a **Pencil Icon** in the **Title** box. Click on the **Pencil Icon**.
9. This opens the **Composer window**. This is where you will enter and edit the body of your news story .
10. Copy your document from Microsoft Word or another word processing program and paste it into the **Composer** text area. The **Composer** window is a What You See Is What You Get editor, meaning that whatever styles you apply to the text will be what you see on the Web.
11. Click the **Save** button to save the body of your news story.
12. Click the **Close** button to go back to the **Page Editor** window.
13. Next enter the **Teaser Title** in the **Teaser** table. Teaser title needs to be no more than **40-55 characters** in length.
14. To create the teaser body, click on the **Pencil Icon** in the **Teaser Title** box.
15. Enter the teaser body in the **Composer** window.
16. Next position your cursor at the very beginning of the teaser body and insert a thumbnail photo or icon. (Please refer to the [Inserting an Image](#) section for specific instructions. Standard icons are located in the **Icons** folder within the **Navigator Pane**). School of Music Images are located in **Music Faculty**, and **Music Publicity** image folders.

17. Click the **Save** button to save your teaser body and icon.
18. Click the **Close** button to go back to the **Page Editor** window.
19. Next, scroll down to the **Contacts** section.
20. Under **Related Persons** select related Faculty Experts (make sure they are published—indicated by a **p:** prefix). To select more than one Faculty Expert, hold down the **Ctrl** button on your keyboard while clicking on the names.
21. In the **External Contacts** table you can also enter up to four contacts per news story . The contacts are labeled **External Contacts #1** through **#4**.
22. In the first field of **External Contacts #1**, select the **Type** of contact. Your options are Contact Information, Media Contacts, or Secretarial Contact.
23. Enter the **Name** of the contact. Use the contact's full name in this field.
24. Enter the **Title** of the contact.
25. Enter the **Phone**, **Fax**, and **E-mail Address** information for the contact.
26. Click on the **top** link directly after and to the right of the **external contacts** table to go to the top of the **Page Editor** window. Click on the **Save** button to save your new story .
27. In the **Keywords & Links** section, enter search keywords in the **Keywords** text area. Keywords will help drive traffic to the news release based on search engine results (such as Google).
28. In the **Related Links** table, enter up to six related external websites.
29. In the **Public Copenhagen Web Sites** check **Disallow** from **Media Relations**. Once the news release is published on School of Music site, reviewed and approved by media relations (Ryan Piurek – rpiurek@indiana.edu), open the release, **uncheck disallow** from **Media Relations** => **save** => **check-in** as **published**.
30. In the **Related Groups** section, check all related groups (Departments, Programs, etc.).
31. In the **Related Topics** section, check all related topics (Arts and Humanities etc.).
32. Click on the **top** link directly after and to the right of the **Related Topics** table to go to the top of the **Page Editor** window. Click on the **Save** button to save your new story .
33. Finally, click the **Check-in** button. In the **Change Document Status** section, select **Proposed** in the drop-down list to submit the news story for editing. Select **Published** to publish the story. **Embargoed** status will publish the news story at the date/time specified in the **Published** date field. Make sure to set an **Archive** date. Archived news stories are still available on topical indexes, but can not be published to External Clients (School of Music Homepage). An archived news release will be removed from the homepage.
34. Click on the **Save** button. The window closes automatically. You have now created a news story .

Inserting an Image

Copenhagen enables you to publish images with your news story. You can insert photos as you create news stories, or you can enter them when you are editing news stories.

1. To open a news release, double-click on the desired news release listed on the right side of the Copenhagen screen. This will open the **Page Editor** window.
2. In the **Headline** field in the **Body** table, select the **Pencil Icon**.  This will open the **Composer** window.
3. In the body of your news release, move your cursor to the point where you want to insert the image. From the **Insert** menu, select the **+ image...** command.
4. The **Image Chooser** dialog box will open.
 - a. In the **Image Finder** area, click on various items in the **Category** box to review your image choices. All available images are loaded into the **Image Database**. School of Music Photos reside in **IUB Music Faculty** or **School of Music Publicity Photos** folders.
 - b. In the **Text** area, enter **Caption** information and **Title** information for your image.
 - c. In the **Dimensions** area, enter the height and width of the image. If **Preserve Aspect Ratio** is selected, your image will automatically be scaled to the correct proportions. If you want vertical or horizontal padding around the image, fill in the desired pixel amount in the **V. Space** and **H. Space** boxes.
 - d. In the **Alignment** area, choose whether you want your image to align to the left, center, or right of your news story body. Left is the recommended default.
 - e. In the **Layout** area, choose whether you want your image to appear with text wrapping around it (**In Line**) or without text wrapping (**Standalone**).
5. Click the **OK** button to add your image to the news release.
6. The image alignment will not preview correctly in the **Composer** window. To preview the news release, **Save and Close** the **Composer** window, then **Save and**

Check In the news release. Then click on the Check-In  button at the top of the Copenhagen screen, select **Draft** status. Select the News Story, click **View**



Note to editors: To find all **Proposed** pages, in the **Show** menu of the Copenhagen screen, click on **Checked In or Out** in the first drop-down list, **Proposed** in the second drop-down list, **Any Page Type** in the third drop-down list, then click the **Go** button.

Loading a Photo

1. Choose the **Assets folder** from the left **Navigator** pane.

2. At the top of the page, you will see the command New Asset. Select **New Asset**.
3. The **New Image dialog box** opens.
4. Enter the required information: **Slug**, **Title**, and **Folder**. Select **Save** to save this information.
5. In **Files** area, you need to enter the information about the image. You have three options—**Web Ready Image**, **Teaser Image** (known as a thumbnail image), or **Print Ready Image**. You can make the same photo available in all three formats or choose just one.
6. To upload the photo, go to the **Upload a File area**. Select **Browse...** to obtain the image.
7. Once you have uploaded the image, you can fill in options for alignment, padding, ALT text, and a caption.
8. Select **Save** to save this information.

Photo Specifications

The following photo specifications are recommended:





Web Ready Image (vertical and horizontal): 185 pixels wide (max), 72 dpi

Teaser Image (Thumbnail): 55 pixels (required) x 65 pixels (recommended), 72 dpi



Print Ready Image: 900 pixels x 1500 pixels (3 in. x 5 in.), 300 dpi minimum (recommended). JPG format only.

Creating/Editing Music Faculty Information



1. In the **Navigator Pane** on the left side of the Copenhagen screen, select the **Persons** folder. The **Persons** folder is where all the expert sources are stored.
2. Click on the **New Person** link at the top of the screen. This will open the **Page Editor** window.
3. In the **Name, Title and Body** section, enter information about the expert. The **Person Type**, **First Name**, and **Last Name** are required (required fields are red). Person Type should be *Music Faculty*.
4. In the **Contact Information** section, enter faculty contact information, including home and work addresses, phone number(s) and e-mail address(es). You are required to provide at least a work phone number and e-mail address for the faculty.
5. In the **Educational Background** section, enter the faculty educational background information.
6. The **Contacts** section is where you enter information about external contacts related to the expert source. For example, if there is a media relations writer who handles contact with this expert, enter the writer's information here.
7. In the **Keywords & Links** section, enter keywords about the expert's research interests. Keywords will help reporters search for the expert. The keywords will be labeled as **Interests** on the Media Relations expert page. They will be listed as

- meta-data keywords on Music Publicity Site. You may also enter **Related Links** in the **Related Links** table.
8. **Publication Information** section is where you enter information about where the expert will appear on the Web site and in which presentation templates. Use defaults.
 9. The expert can also be associated with groups and topics. You enter this information in the **Related Groups** area and the **Area of Expertise/Related Topics** area.
 10. Enter the title the expert holds for each group, or enter the titles in the **Primary Title** field. Titles need to be separated by commas.
 11. The expert needs to be associated with **School of Music** (in Groups section) in order to show up in the School of Music Faculty profile list:
<http://info.music.indiana.edu/group/page/normal/175.html?s=persons>
The faculty should also be associated with at least one department and have titles for the School of Music and the selected departments (in Groups section).
 12. Click **Save** to save the information you've entered.
 13. In the **Body**  section enter Faculty biography.
 14. In **Teaser** area enter the following information:
 - a. Use **Name** for **Teaser Title**
 - b. Enter a brief Teaser in **Teaser 1**  body
 - c. Do not change **Teaser 2** info. This is managed by Media Relations
 - d. In **Teaser 3**  body enter Publications
 - e. In **Teaser 4**  enter faculty quotes. Faculty quotes will be displayed 1 paragraph at a time throughout School of Music Website. Once quotes are saved, insert a photo before the first paragraph. That photo will be dynamically scaled and displayed with a randomly selected quote.
 15. Click **Contact** to go to the Contact dialog box and enter the expert's contact information.
 16. You can add an expert's photo in either the **Body** section or the **Teaser** section. To add a photo, use the Body or Teaser editor boxes (select the **Pencil Icon**) and use the + **image...** command from the **Insert** menu.
 17. The **Image Chooser dialog box** opens.
 - a. In the **Preview** area, review your image choices. All available images are loaded into the Image Database. Images are organized by topics.
 - b. In the **Text** area, you enter caption information and title information for your image.
 - c. In the **Dimensions** area, you enter the height and width of the image. If **Preserve Aspect Ratio** is selected, your image will automatically be scaled to the correct proportions. If you want vertical or horizontal padding around the image, fill in the amount in the **V. Space** and **H. Space** boxes.
 - d. In the **Alignment** area, choose whether you want your image to align to the left, center, or right of your news story body.
 - e. In the **Layout** area, choose whether you want your image to appear with text wrapping around it (**In Line**) or without text wrapping (**Standalone**).
 18. Click **Save** to save your expert. Click **Close** to exit. Your expert will appear in the list of published experts.

Managing School of Music Home Page

1. Log in under the **musicPub** account
2. In the **Navigator Pane** of the Copenhagen screen, click on the **Distribution** folder.
3. Click on the  **Browse External Clients** link
4. In the **External Client** window click  **Edit** => **School of Music Homepage**
5. In the **Description** field you will find contact information, and guidelines for news feed distribution.
6. Under the **Threading** section you will find one or more **Channels**. Each Channel is a separate news feed.
7. Select **News Releases** that will be distributed to each channel (Only Published documents **p:** will be distributed)
8. In each of the channels, you can choose from a drop-down list of news stories. Green indicates a news story in draft or proposed form. Black indicates a published story. Red indicates a news story that is embargoed. You can choose a draft or embargoed news story in these channels, and once the status changes to published, the news story will show up on the home page automatically.
9. The site will update on 15-minute cycles to reflect your new selections.


Managing Faculty Quotes


1. Log in under the **musicPub** account
2. In the **Navigator Pane** of the Copenhagen screen, click on the **Distribution** folder.
3. Click on the  **Browse External Clients** link
4. In the **External Client** window click  **Edit** => **School of Music Faculty Quotes**
5. In the **Description** field you will find contact information, and guidelines for news feed distribution. **CTRL+ click** on **teaser 4** to add quotes to the rotation.
6. The update on SOM server is set daily for 8am.

Creating an External News Link

1. On the left side of the Copenhagen screen, you will see the **Navigator Pane**. The **Navigator Pane** contains a list of active folders. Select the **Pages** folder. (It is the default folder, so it may already be open.)



2. Click on the **New Page**  command from the top of the screen. This will open the **Page Editor** window.
3. In the **General Information** section, leave **Page Type** as Music News release.

4. Enter the **Slug**. This is the internal working title for your external news link. This is a required field (required fields are red).
5. Enter the **Headline** in the **Body** table. This is the official, published title for external news link.
6. Click the **Save** button. You must click Save in order to create a URL for your external news link. The URL is automatically generated.
7. After you save, enter the “**Teaser Head:**”. It should not exceed **40-55 characters**. There is a **counter** available at the end of the form field that displays the total character count. **Teaser Headline** is what will actually display as a link on the gateway and other external pages. If the total character count exceeds 55 it may not fit on 2 lines on the Home page.
8. Now click the **Pencil Icon**.  next to the **Teaser Head** box.
9. This opens the **Composer window**. This is where you will enter and edit the teaser copy for your external news link.
10. Next position your cursor at the very beginning of the teaser body and insert a thumbnail photo or icon. (Please refer to the [Inserting an Image](#) section for specific instructions. Standard icons are located in the **Icons** folder within the **Navigator Pane**).
11. Click the **Save** button to save the teaser copy for your external news link.
12. Click the **Close** button to go back to the **Page Editor** window.
13. Click the **Save** button.
14. Delete the automatically generated **Url** above the Teaser table and insert the Url to the Web site the external news link should go.
15. Click the **Save** button.
16. If you would like your external news link to be listed on the topics pages, scroll down the **Page Editor** window and check all appropriate boxes in the **Related Topics** and **Related Groups** sections.
17. In the **Public Copenhagen Web Sites** check **Disallow** from **Media Relations**. Once the news release is published on School of Music site, reviewed and approved by media relations (Ryan Piurek – rpiurek@indiana.edu), open the release, **uncheck disallow** from **Media Relations** => **save** => **check-in** as **published**.
18. Click the **Save** button.
19. Finally, click the **Check-in** button. Choose status. **Published** will make the page available to the public.
20. Click on the **Save** button. The window closes automatically. You have now created an external news link.


Note: only **published** documents can be distributed to external clients (School of Music Homepage). Please refer to Managing School of Music section for instructions on placing the newly created external link on the School of Music Homepage.

Creating a new Group (Department or Program)

1. In the **Navigator Pane** of the Copenhagen screen, click on the **Groups** folder.
2. Select the **New Group** command from the top of the screen. This will open the **Page Editor** window.

3. In the **General Information** section, select a **Group Type** from the drop-down list. Currently School of Music has access to the following group types:
 - a. Area of Study
 - b. Department
 - c. Program (Programs and Centers)
 - d. School
4. Enter the group name in the **Name** field.
5. Click on the **Save** button to save the group.
6. Click on the **Relations** button.
7. In the **Group Composer** window, select one **Parent** in the **Group Structure** section (select **Groups** to be the parent if the group you are creating is a top level category).
8. Select all relevant **Related Groups** in the **Group Structure** section.
9. Scroll down to the **Related Topics** section and select all relevant **Related Topics**.
10. Click on the **top** link directly after and to the right of the **Related Topics** section to go to the top of the **Group Composer** window.
11. Click on the **Save** button.
12. Click on the **Check-In** button.
13. In the **Change Document Status** section, select **Published** in the drop-down list. If only **proposed** is available check the document out to Jane Below (jbelow) or any other member of the web team.
14. Click on the **Save** button. The **Page Editor** window will automatically close.

Troubleshooting

Additional Help: You can see on screen help by clicking the  **help icon** where available

Copy/paste:

- If you are working on a home computer, you will need to add the following parameter to your
Start => Settings => Java Plug-in => Advanced => Java Runtime Parameters field:
-Djava.security.policy=http://newsinfo.iu.edu/policy/mrps.policy
- If the copy/paste functionality stops working, try to copy and paste some text from the java **composer window** to the same java composer window. On your next try copy/paste from your browser or MS Word to the composer will work again.

Mixed Content Warning

- If you do not wish to see the **mixed content** alert in Internet Explorer, you must enable mixed content by clicking **Tools => Internet Options => Security =>**

Custom Level => and under **Display Mixed Content** (in middle of the list under the **Miscellaneous** heading) click **Enable**.

Unable to send a draft for review

- Current version of Copenhagen does not allow for e-mailing documents that have never been published. Please publish the document before e-mailing it for review. Once you e-mail the document change its status back to draft. Make sure to check **Delete XML Data Cache** to remove the cached version of the page from public site to prevent it from being accessed by the public.

