

TO: Lewis University Faculty and Staff

FROM: Mona LaMontagne  
Office of Marketing and Communications

DATE: October 31, 2006

RE: Campus Communication via *University News*

In an effort to promote better communication across campus, members of UPBRAC made recommendations at the spring meeting in 2003 in regard to the process for publishing *University News*, the online campus newsletter for faculty and staff. We felt it would be a timely reminder to all, and of particular importance to new faculty and staff to send out these guidelines. The following guidelines for submitting and accessing information were established or renewed:

- Items should be e-mailed to the *UNews* inbox in Microsoft Outlook ([unews@lewisu.edu](mailto:unews@lewisu.edu)) by Thursday afternoon, to be published the following Monday. The campus community would welcome news from your department. All news articles submitted will be reviewed before posting.
- Each Monday, news headlines will be sent to all faculty and staff via Lewis University e-mail. These headlines contain hyperlinks to the article in the newsletter. By clicking on any of the headlines, you will automatically enter the online version of the newsletter. From here, you can navigate back and forth between any of the news sections. Articles will remain up (active) for two weeks, and then go into an archive system which will store articles for later retrieval.
- Supervisors are asked to print a copy of the newsletter for departments and individuals that do not have computer accessibility. There are three different print options available to everyone:
  - Print the entire newsletter – current week or previous week
  - Print an individual article
  - Print all of the articles in a section
- Instructions for creating a *University News* icon on your desktop for quick access are enclosed in this memo.

Since the newsletter went online in October of 2001 we have saved the University about \$10,000 annually in copy center expenses. Additionally, this online version provides a great opportunity to keep the entire campus informed, whether working from a regional campus, or from home. The number of articles viewed online last month was 1,642.

If you would like to access *University News* at any time from your desktop, you can put an icon up along with your other programs, by following the directions below, or by calling the Help Desk (x5950):

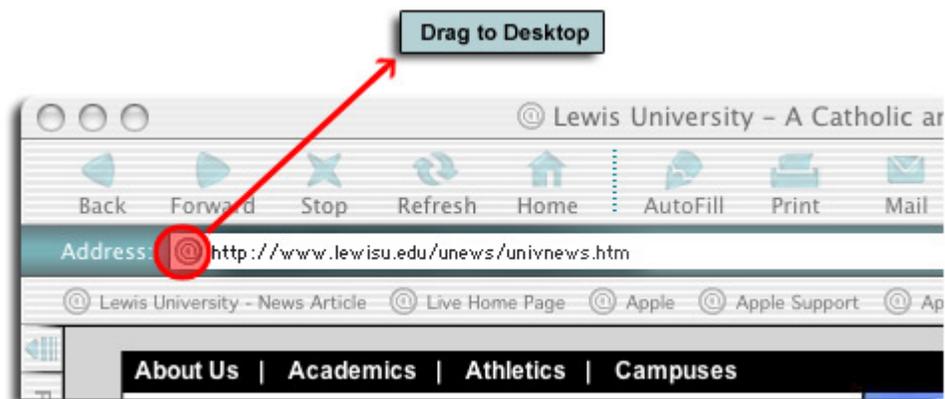
For **PC users**, an icon may be created by following these directions:

1. Go to your desktop.
2. Right click with your mouse on an empty spot on the desktop, and choose **New, Shortcut**.

3. Place your cursor in the white box under **Command Line**.
4. Carefully type in the following URL: <http://www.lewisu.edu/unews/univnews.htm>
5. Click on the **Next** button.
6. Type in *University News* in the white box.
7. Click **Finish**.
8. Place your cursor on the newly created icon, and with your mouse right click and choose **Properties**.
9. Click **Change Icon**.
10. Click on the image of a newspaper.
11. Click **OK** and **OK** again.
12. You're done! A newspaper icon should appear on your desktop with the name *University News*.

For **Apple users**, follow these steps:

1. Open an Internet browser and type in the following URL:  
<http://www.lewisu.edu/unews/univnews.htm> without hitting a return.
2. Grab (click but don't let go) and drag the URL (Web address) icon to your desktop.



You're done!

*University New* is now one click away.

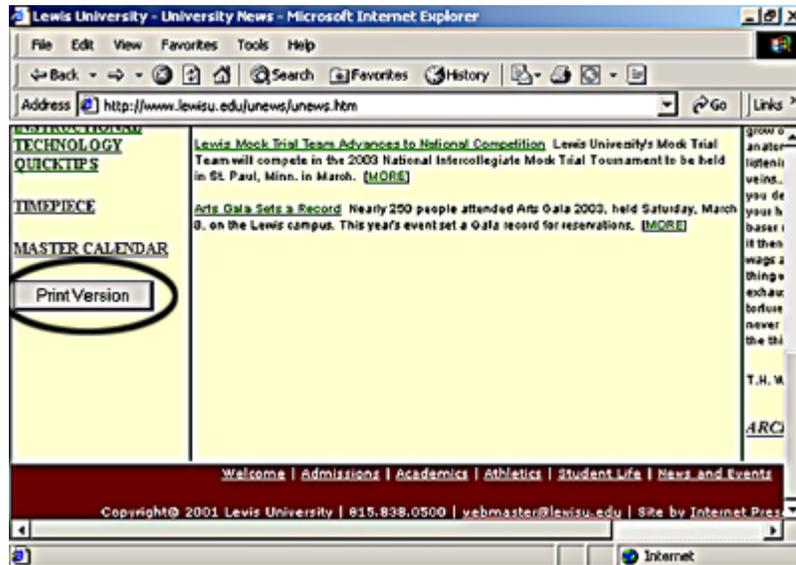
Should you have any questions, please call Ext. 5297.

### **Printing Options – Three different options exist:**

- 1) Print the entire newsletter –

On the lower left of the front page of the newsletter, click on "Print Version." You'll get options for the current week or previous week. You can also change the

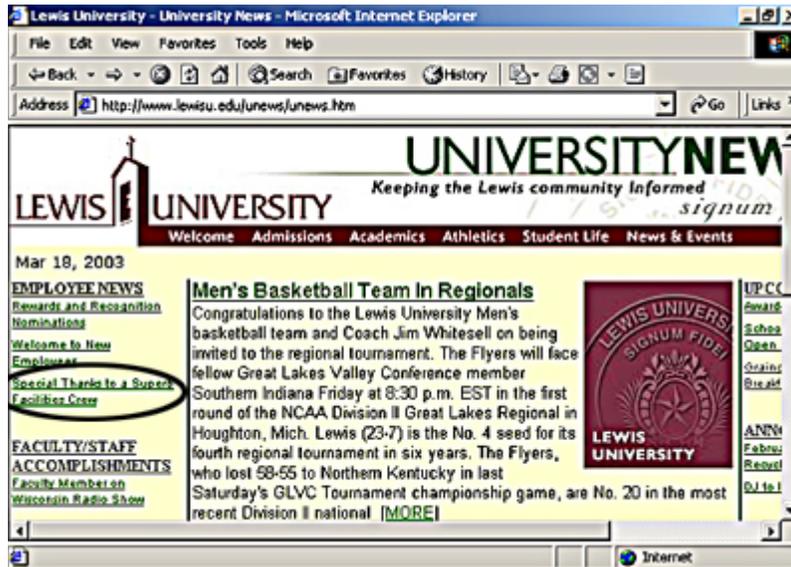
font size (size of type). By clicking the printer icon, you will print the entire newsletter.



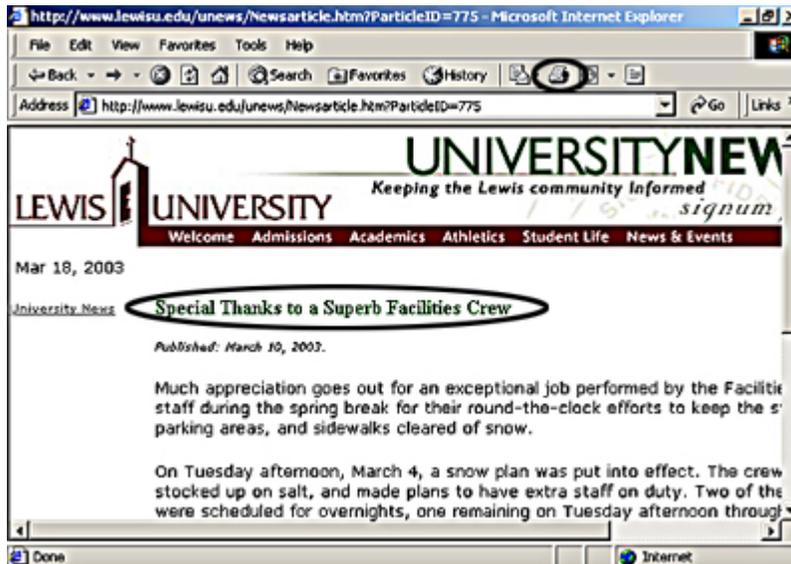
*Go to Print Version*

2) Print an individual article –

By clicking on the headline of that article, you will select the article of interest. Click on the browser's printer icon and you will print that article.



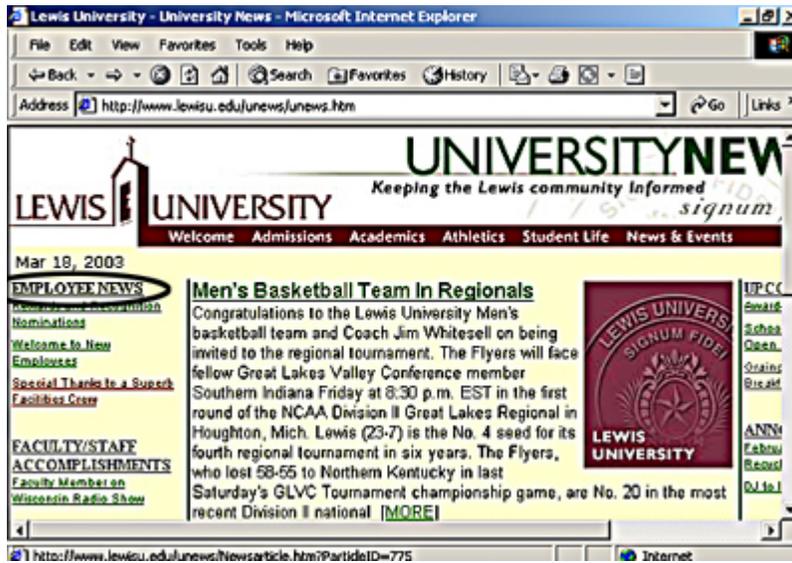
*Select an article*



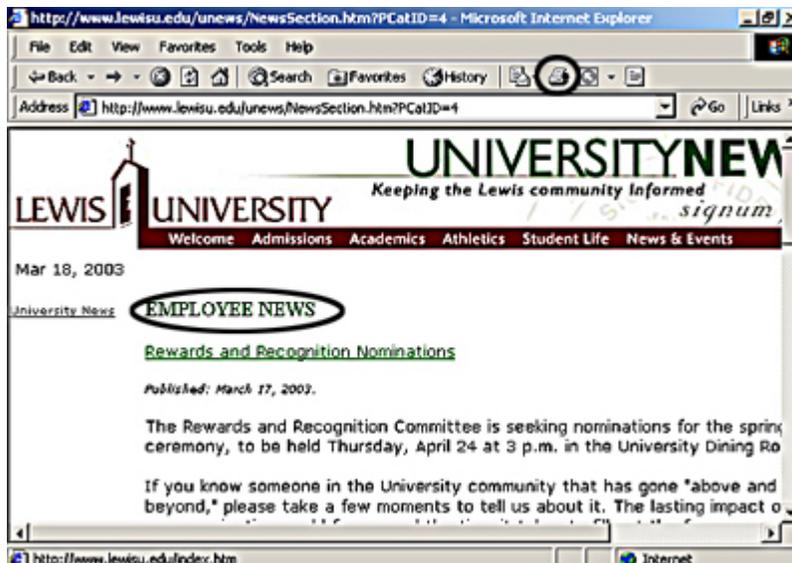
*Print an article*

3) Print all of the articles under a main section of news –

Major news sections appear on both the left and right columns, and headings of those sections appear in all “CAPS,” for example, EMPLOYEE NEWS. By clicking on the headline in CAPS, you will bring up all of the articles within that section. Select the browser’s printer icon at the top of the page to print that section.



*Select ALL articles in a section*



*Print ALL articles in a section*