

6. Create Your Content

- Press/Media

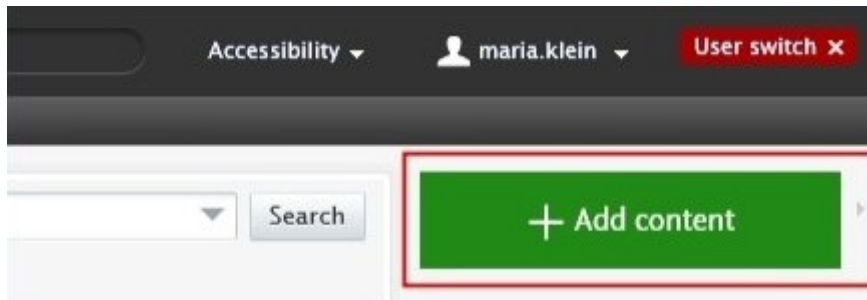
- [Creating Press/Media](#)

Creating Press/Media

Press/Media contents include articles in daily newspapers, tv-reports, radio-talks, etc.

To create a Press/Media content:

1. Click on *Add content* button:



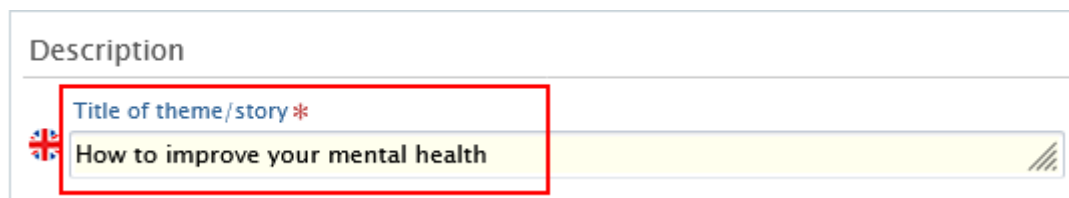
Or click on the triangle next to *Personal* in the header, select *Press/Media*, and then click on the **+ New** button:



2. In the Press/Media editor window, you need to enter the relevant information about the content. The required fields are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

1. Title of theme/story:

Fill in the title of the record.

A screenshot of a form field labeled 'Description'. The field contains the text 'Title of theme/story *' in blue, indicating it is a required field. Below this, the text 'How to improve your mental health' is entered. A red box highlights the text 'How to improve your mental health'. To the left of the text is a small red star icon. To the right of the text is a small icon of three diagonal lines.

2. Media contribution/media coverage:

Details of Media contribution and Media coverage

Media contribution and media coverage *

Add media contribution or media coverage...

By clicking on the *Add media contribution or media coverage* button, an editor window will appear. In this window, you need to fill in information regarding:

- 1. Type:** Select the record type.
- 2. Title:** Fill in the title.
- 3. Persons and organisations:** Add associated persons and organisations.
- 4. Date:** Enter the record date.

Add media contribution/media coverage

Type

Type *

Media contribution Media coverage

Description

Title *

Description/Abstract

Persons and affiliations

Persons and organisations *

No persons or organisational units associated

Add person... Add organisational unit...

Details

Date *

Example: 21/10/2002

3. Managing organisational unit:

Select the internal organisational unit, which is responsible for managing the Press/Media record:

Press/Media managed by

Managing organisational unit *



4. Click on Save.