

# 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:



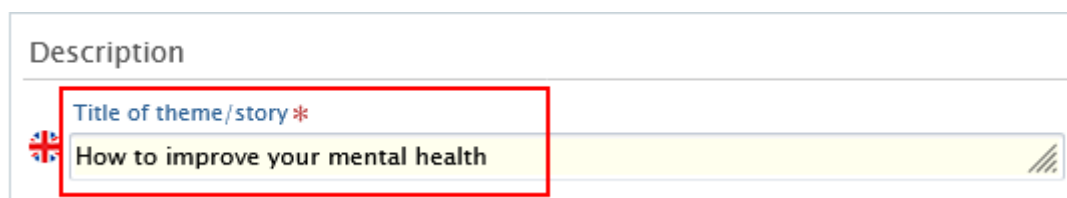
Or click on the triangle next to *Personal* in the header, select *Press/Media*, and then click on the *+ New* button:



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 titled 'Description'. It contains a text input field with the placeholder text 'Title of theme/story \*'. The asterisk indicates a required field. The text 'How to improve your mental health' is entered into the field. A red box highlights the input field. To the left of the field is a small red cross icon, and to the right 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.

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Revision #2

Created 2025-10-20 13:55:17 UTC by maria.klein

Updated 2025-10-20 14:01:27 UTC by maria.klein