# Baobab Editorial Guide
## Professional Squash Association

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Prepared by

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# 1. Introduction

The purpose of this document is to provide the PSA editorial team with a guide to managing content in Baobab.

To log in to your Baobab instance, go to the provided login URL: https://psa.baobabsuite.com/ You can login with your Google account. If you get a message saying your email does not exist - send an email to servicedesk@ptsportsuite.com to request access.
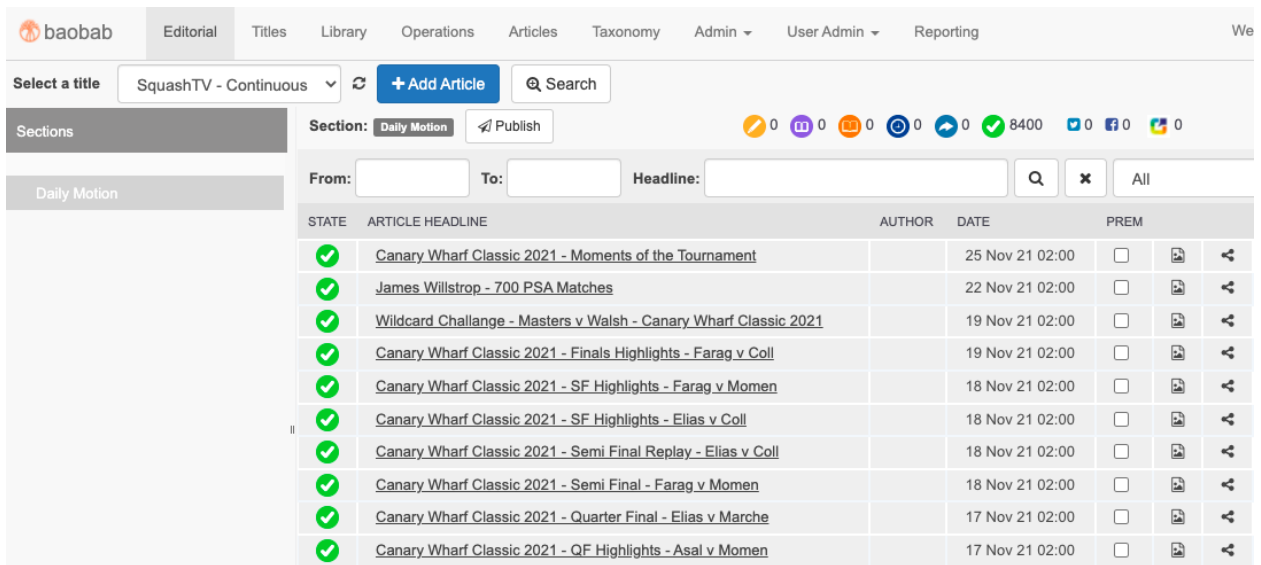
# 2. View Articles

Click the "Editorial" tab in the top menu bar.

Select your title from the drop-down if it is not selected by default. If you have editorial access to more than one title, you will see more titles in this drop-down. In these screenshot examples, we will be using the "Squash TV - Continuous" title.
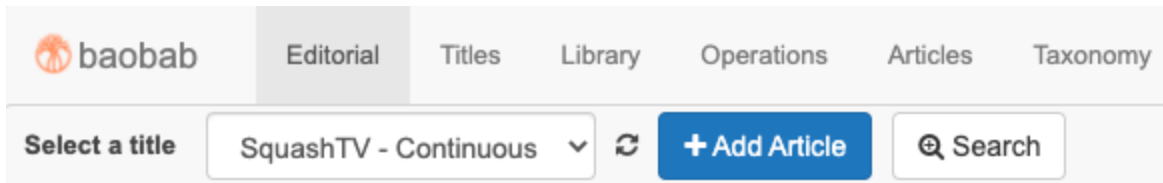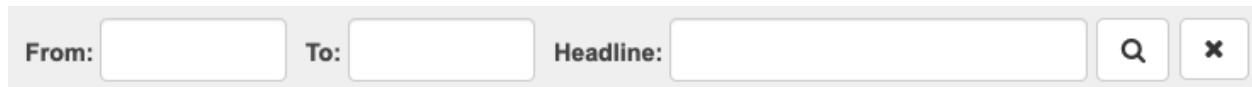


Select a section on the left and content for that section will be displayed to the right of it.

To view deleted content, click on the 'Show deleted' checkbox located on the top right of the window - which will show all deleted articles in the section (not shown in the above screenshot).

# 3. Article Section Search

Select a section on the left, then enter a date range to filter articles by publish date OR enter Headline keywords. Then click the magnifying glass to filter / search.
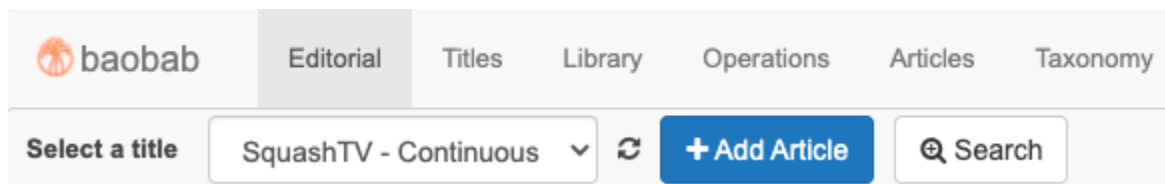


You can clear your search by clicking on the 'X' (Clear) button.

# 4. Add Articles

## 4.1 Add Article Window

Click on the blue "Add Article" button in the summary article list view.



## 4.2 Assign Article Sections

Link the article to **one primary** section. You can also add as many secondary sections as you like if the article is featured in multiple sections.
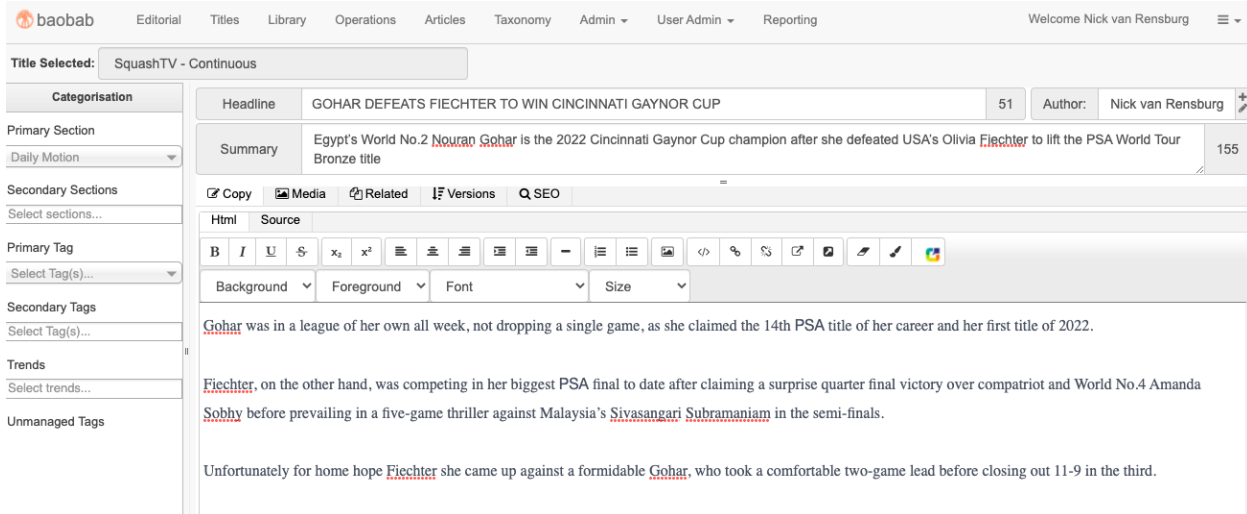
## 4.3 Populate Article Content

Enter the article content - headline, summary, author and article body.



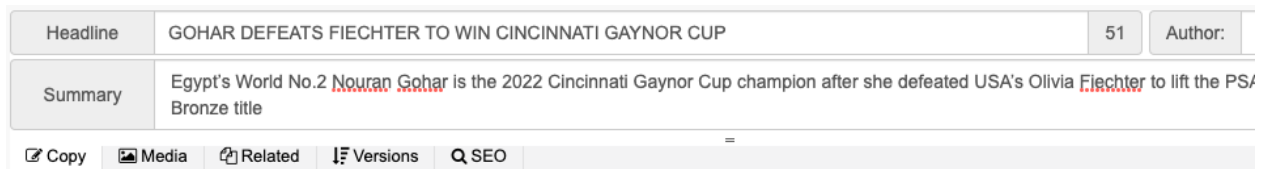**NOTE**: When pasting body content in from other sources (e.g. websites or Word documents) - be sure to right click and select 'Paste without formatting' to ensure only the plain text is pasted.

If this step is forgotten, the user can click on the 'clear formatting' button - to clear any source formatting.
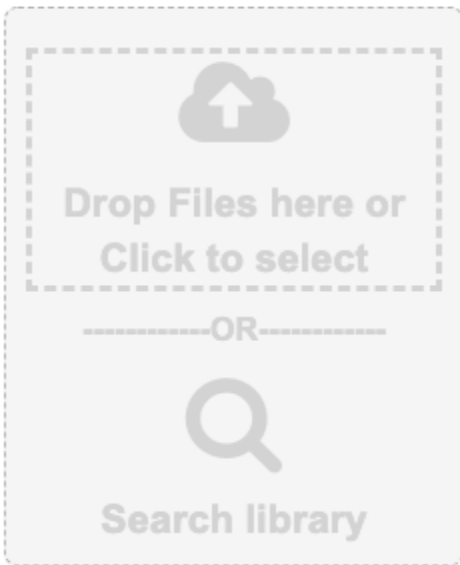
# 4.4 Managing Images

It is recommended that each article has at least 1 image to ensure content on the app looks good. Click on the "Media" tab to manage the article media.
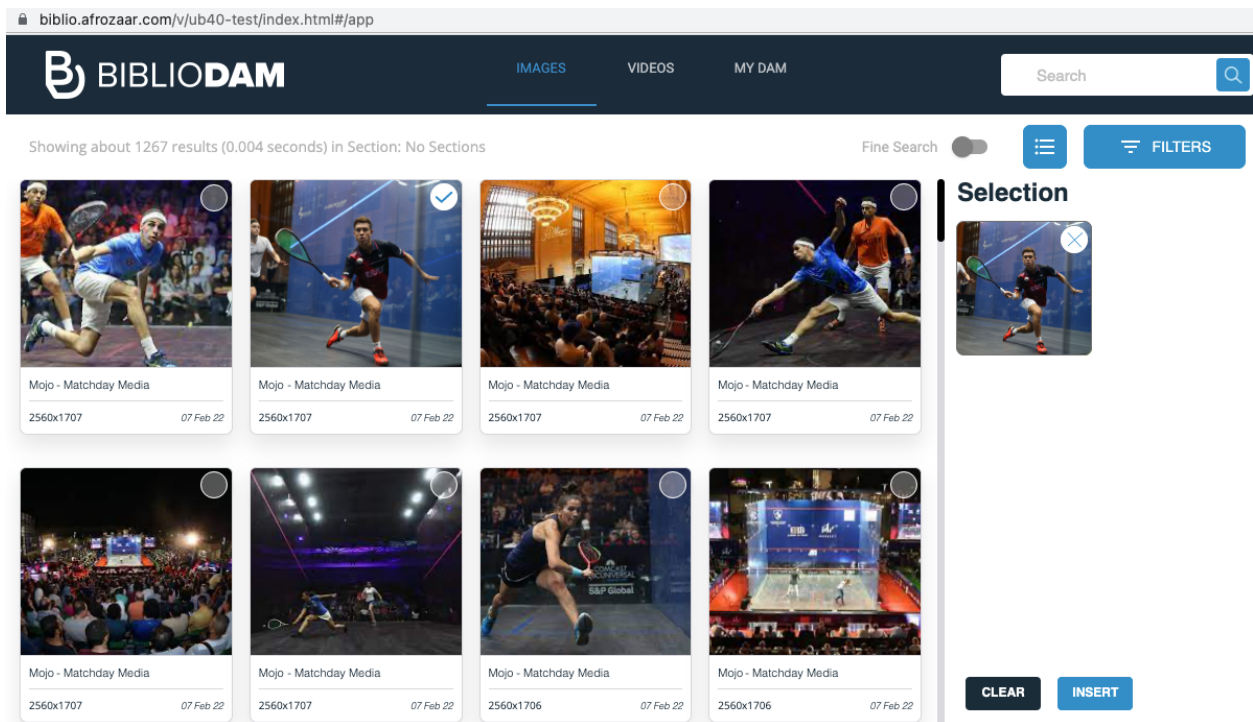


### 4.4.1 Add Image
Click "Drop Files here or Click to select" to upload a valid image from your computer.

Once the image file has been selected from the dialog box, it automatically uploads and displays in Baobab.
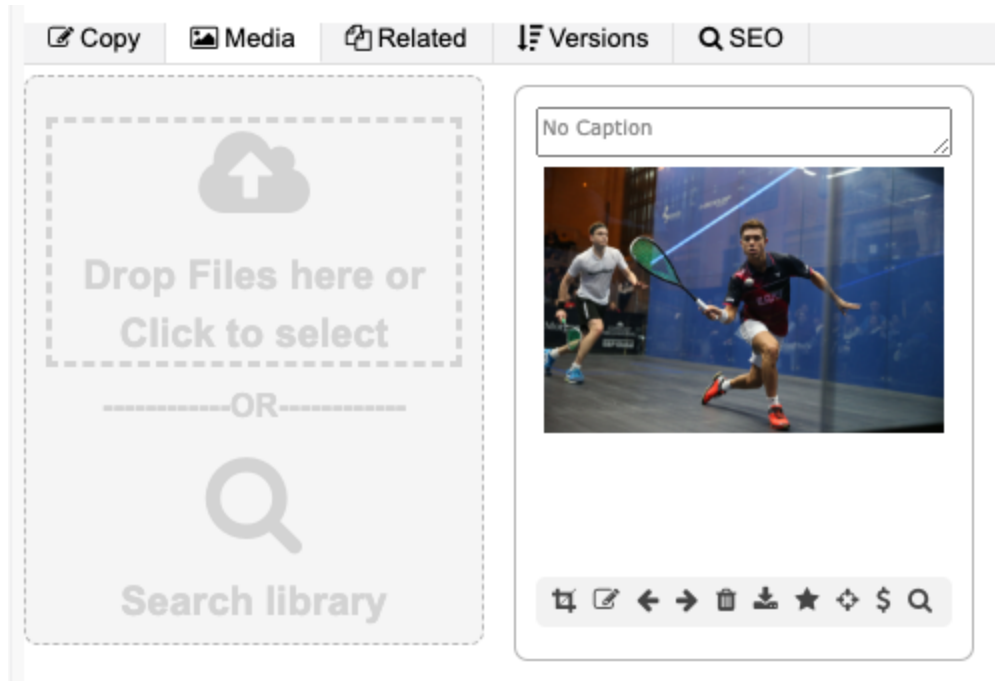
To add media directly from your Media Library (DAM), you can click the "Search library" box and find media from the DAM window to add.



Once you've selected the media, click the blue arrow to add the media directly to the article as seen above.

**.4.2 Add Image Caption**

Once your image is uploaded, you can enter a caption by clicking on the Caption field above the uploaded image.



**4.4.3 Image Ordering**
Click on the left or right arrows below the image to change the order that the images appear in the article.

**4.4.4 Image Removal**
Click on the 'Bin' icon to remove the image from the article, note this cannot be undone.

**4.4.5 Image Cropping**

To crop an image, select the crop button below the image - ⛏ .
A popup window will appear, allowing you to select a fixed or variable aspect ratio.

## 4.5 Upload Video

Similar to uploading an image, you can click on the 'Add Media' box and upload a video file.
**NOTE**: the following formats are supported: "mpg", "mpeg", "mp4", "wmv", "avi", "mov", "m4v", "mv4"
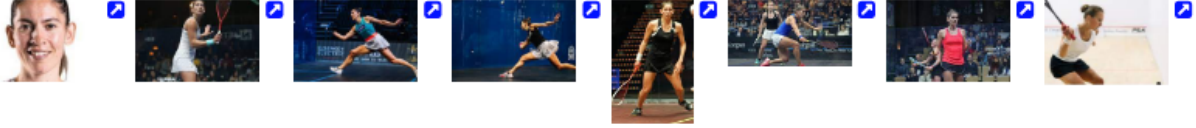
The video will appear in the list of media in Baobab once uploaded - allowing you to add a caption, reorder or remove.

It is possible to playback the video within Baobab to ensure all is working as expected before publishing the article.

## 4.6 Embed Media in Article Body

To embed an external or linked article media:

- Go to the 'Copy' tab to edit the article body
- Select the HTML view and select where in the body the article should be inserted
- Click on the 'Insert Media' icon 



A popup window will appear allowing you to paste in an external image URL or select any media that has already been attached. Click 'OK' to embed the image tag within the article body.

A preview of the embedded image will be displayed in the article body as follows:



# 5. Editing Articles

Editing an article will follow the same process as the 'Add article' workflow described above, however edited articles are selected for editing via the content grid.

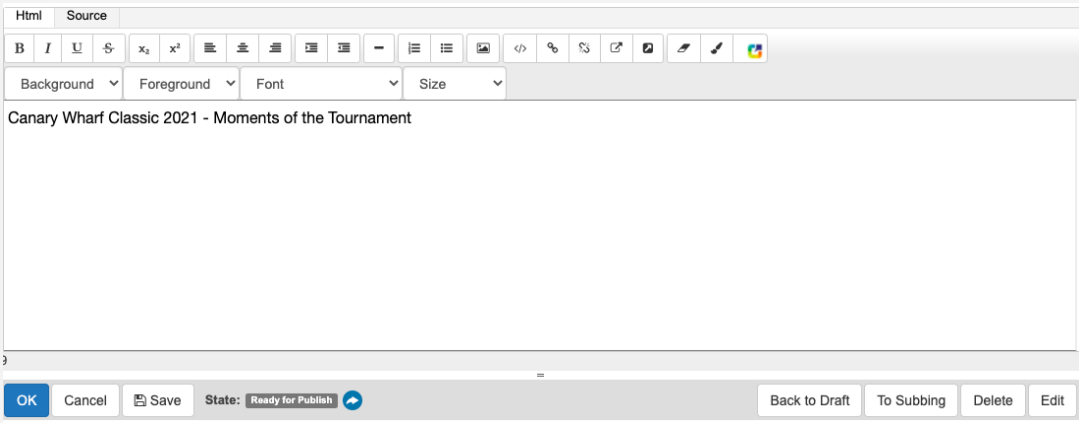Click on the article headline link in the content grid to open up the Edit window.

Click on the "OK" button to save and close the article or "Cancel" to revert unsaved changes.



NOTE: Ensure the article is in the 'Ready to Publish' state to ensure changes are published.

# 6. Schedule Publish

It is possible to set a future publish date for an article not yet published. How to set an article for scheduled publish:

- Edit imported article / add new article and make necessary content updates
- Click the 'Schedule Publish' button in the bottom right
- Select the date and time you wish the article to be ready for publish

- Save - you will notice a clock icon next to the article in the grid

Once done, tap on the "OK" button to save the article as "Scheduled for publish". This article status will be indicated by the clock icon.

NOTE: The article will auto-publish once the scheduled publish time arrives.

# 7. Deleting an article

There are two states to be aware of when deleting an article, 'Published' and 'Unpublished'. When deleting 'Published' articles, the articles will be **marked** to be deleted only when the next publish has been run. Deleting 'Unpublished' articles, will remove the article immediately.

| Step 1 | Select the headline of the article on the content grid to go into Edit mode. |
| --- | --- |
| Step 2 | Click the 'Delete' button at the bottom of the article view. <br><br>  |

| Step 3 | Click the 'OK' button to confirm you would like to delete the article. |
|---|---|
| Step 4 | The article will be deleted or marked for deletion depending on if it has been published or not. |

# 8. Reordering articles

It is possible to reorder articles within sections by making use of 'drag and drop'.
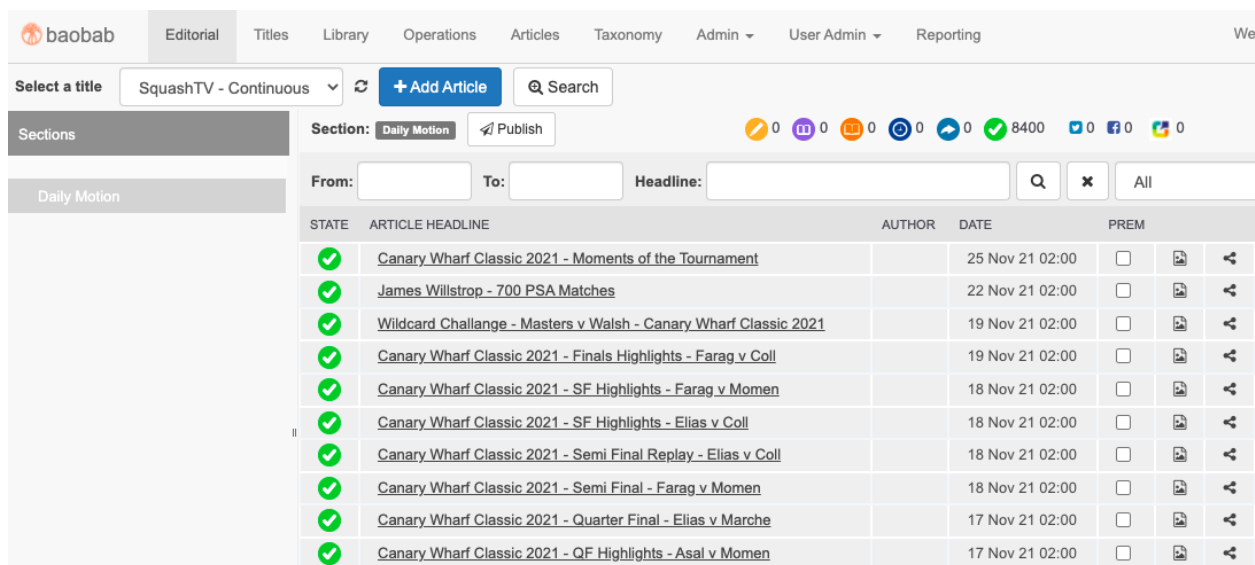
1. Click and hold the article to be reordered in the section list.
2. Drag the article to where it needs to be placed.
3. A black line will show where the article will be placed when the button click is released.



# 9. Publishing articles

Publishing of articles so that they appear in the app feed is done on the Editorial tab, simply by selecting the "Publish" button.

Any articles marked as "Ready for Publish" will then be published. An automatic publish cycle runs every 10 minutes, so any articles that are 'ready for publish' will be published when this happens.

# 10. Article Statuses

 = Ready for Publish (will be published on next cycle)

 = Draft

 = Published

# 11. Push Notifications

It is possible to send push notifications to mobile app users. This functionality is linked to articles - so tapping on a push notification on the users device will open up the linked article immediately in the app.

To make use of this engaging feature - select the share button  on a published article, as seen below (not available for articles in draft state):



The following modal window appears, with the push message defaulting to the article headline:

It is possible to change the push message text as required - before clicking on the 'Share' button. Once done, a confirmation message will appear saying that the push notification has been sent. All app users will immediately receive the push alerts - tapping on this alert takes them into the app into the relevant article.