

WorldNow Producer™ **List Children**

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## Overview

A key factor to providing a good experience to your user is to have an organized site and allow users to delve deeper into the content on your site. The **List Children** page allows you to organize the content on all the pages on your site quickly and efficiently.

## Getting Started

1. Hold your mouse over **Content**.
2. Select Stories or Categories.
3. Click on List Live, List Draft or List Archive.
4. Locate the **Category** or **Story** page you wish to organize under **Item Name**.
5. Select **List Children** from the **Action** drop-down menu.
6. Select the **Go** button or **Open New Window**  icon.

 You can also use **Search** to locate a certain **Category** or **Story**, and then select **List Children**.

## List Children Page Organization

The List Children Page is organized to mostly mirror the layout of the page.

### Icon Key

The icon key identifies the different types of items that can be found on any of your pages. Use these symbols to identify types of items on the page. Icons appear to the left of the item's **Headline**.

#### ICON KEY:

<b>S</b> Stories	<b>C</b> Categories	<b>L</b> Links	 Embedded Links	<b>V</b> Video	<b>W</b> Widgets
<b>F</b> Forms	<b>P</b> Polls	<b>Q</b> Quick Signup	<b>U</b> Utility Blocks	<b>Wx</b> Weather	<b>WA</b> Weather Alerts

#### Icon Key

## Summary Images and Items

**Item** and **Image Summary** displays the amount of **Summary Images** and **Items** are assigned to a particular page.

3 summary images (excluding the children of nested categories)

14 items assigned (nested categories count as one item each)

### Image and Image Summary

## Preview Link

The **Headline** of the page you are organizing appears at the top of the **List Children Page**. The headline or item name is a hyperlink to the page on the preview site.

## Page Organization

The **List Children Page** is organized by **Format** in the following order:

- Hidden
- Branding Feature
- Weather Bar
- Ticker
- Breaking News - Col 2/3
- Top Story
- Top Story Headline
- Top Headline - Col 2
- Full Horizontal - Col 2
- Half Horizontal - Col 2
- Headline - Col 2
- Headline Box - Col 2A
- Headline Box - Col 2B
- Headline Box - Col 3
- Headline Box - Col 4
- Nested Category - Col 2
- Nested Category - Col 4
- Top Story Video
- Featured Video - Col 2
- Featured Video - Col 3
- Video Gallery
- Featured Business Box - Col 3
- Secondary Horizontal - Col 3
- Related Link
- Associated Link
- Subsection Navigation - Col 1
- Feature - Col 1
- Feature - Top
- Feature - Col 2/3A
- Feature - In Story A
- Feature - Col 2A
- Feature - Col 2B
- Feature - Col 2C
- Feature - Col 2/3B
- Feature - Bottom
- Feature - Col 3A
- Feature - Col 3B
- Feature - Col 4A
- Feature - Col 4B
- Feature - Col 4C
- Weather - Col 4
- Utility Block - Col 2
- Utility Block - Col 3A
- Utility Block - Col 3B

- Utility Block - 300x30 - Col 4
- Utility Block - 300x140 - Col 4
- Promo Box - Col 2
- Promo Box - Col 4A
- Promo Box - Col 4B
- Promo Box - Col 5A
- Promo Box - Col 5B

You also have the ability to view items, such as **Promo Boxes** and **Headline Boxes** that have been **Assigned by Content Classification** to the **Category** or **Story**.

Under all other content on the page, you will see a collapsed field, called **Items Assigned by Content Classification**. Click on the text to expand the field and view the items. This section will appear empty if you have assigned no items to the **Content Classification** page.

The **Items Assigned by Content Classification** section behaves the same as the other **List Children** page features, except for a few differences:

- Next to the **Items Assigned by Content Classification** title, you'll find the **Content Classification** of the item you are **Listing Children** for in parentheses. This alerts you to the **Content Classification** that was selected in order for the Promo Boxes and/or Headline Boxes to appear on the **List Children** page.
- You are unable to edit fields such as **Assign**, **Priority** and **Format** on this page. To make changes to these fields, select **Assign** from the **Action** drop-down menu and click the **Go** button or **Open New Window** icon. You'll now have the ability to unassign items, or change the **Format** or **Priority** of items.
- **Status** cannot be changed on the **List Children** or **Assign** page.

 Please see the guide on *Save, Assign and Format* for a more detailed explanation of assign and format.

## Organizing Your Page

List Children provides you with the ability to change the way items are assigned to the **Category** or **Story** page (**Format**, **Priority** and **Status**), except for items assigned by **Content Classification**. Or, you can completely remove items from the page. In addition, you can preview, edit or reassign items on the page.

SUBSECTION NAVIGATION - COL 1

	Assign	Menu	Format	Priority	Status	Created	Modified	Action
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Subsection Navigation - Col 1	1	Live	4/23/2010	4/23/2010	List Children <input type="button" value="Go"/> <input type="button" value="🔍"/>

### List Children Assignment

#### Item Name

The **Item Name** is displayed. The icon for the type of item is shown before the **Item Name** (e.g., **Story**, **Clip**, **Category**, etc).

#### Icons

- After an **Item Name**, a **Video** icon displays if a video is assigned and the **Summary** checkbox has been checked when assigning the Video Clip to the page.

**S** [Obama tries to get Bottle bill changed](#) 

#### Item Name – Video and Clock Icons

- On Video Clips, the available Media Formats will display after the Video Clip Headline.

**V** [Bono Named UN Envoy to Sudan](#) 

#### Item Name – Media Formats

- If comments were entered on the Edit page of the item, the **Comments** icon () will display after the headline and media formats. Hold your mouse over the icon to display the Comments.
- All Stories, Links and Categories include a **Copy Live URL** icon after the item name. Click the **Copy Live URL** icon () to copy the URL of the item to your clipboard.

<b>S</b> <a href="#">Tornados smash windows in northern Arizona</a>  
<input checked="" type="checkbox"/> <input type="checkbox"/> Full Horizontal - Col 2 <b>1</b> <b>Comments</b> <input type="button" value="Edit"/>
<b>S</b> <a href="#">Suns Vs. Clippers</a>  <small>AP Story for Arizona sites only.</small>

#### Comments and Copy Live URL Icons

## List Children Menu

### Select All

Items, regardless of their feature or content type, are arranged by their format type in the page. The status of all items can be updated at once by format by clicking **Select All**.

### Assign or Unassign

- To remove an item from the page, uncheck the **Assign** box and click **Update**.

### Menu Items

Check on the **Menu** box to assign items directly to the Menu to create the second and third levels of your menu, and then click **Update**. The item will appear in your “Global Navigation” in connection to the page you assigned it to. The **Abridged Headline** will display on the site for Menu items. The Item Name will be used if the Abridged Headline is left blank.

### Format

The Format you choose will determine the way an item will appear on the page it is assigned to. Use the **Format** drop-down menu to select the appropriate **Format**, and then click **Update**.

Select	Assign	Menu	Format	Priority	Status	Created	Modified	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Horizontal - Col 2	1	Live	8/26/2009	3/17/2010	Edit

### Format

- On the List Children page, please disable pop-up blockers needed for worldnow.com when selecting a format change.

The *Page Layout Guide* shows how and where each format position will appear.

Please see the guide on *Save, Assign and Format* for a detailed explanation on assign and format.

### Priority

Enter a numeric value between 1 and 999 in **Priority**, and then click **Update**. This will determine rank within a given **Format**. For example, a Breaking News item with a **Priority** of 1 will appear above a Breaking News item with a **Priority** of 2. If two or more items have the same priority, the **Last Modified** item displays first.

Select	Assign	Menu	Format	Priority	Status	Created	Modified	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Full Horizontal - Col 2	1	Live	8/26/2009	4/23/2010	Edit <input type="button" value="Go"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Full Horizontal - Col 2	2	Live	8/20/2008	4/23/2010	Edit <input type="button" value="Go"/>

**Priority**

**Status**

Status determines the level of access that users will have to your item. Select the desired **Status**, and then click **Update**.

- **Draft** (default) - Viewed on the preview site, but not the live site. This function is most useful when items are incomplete, unedited or not yet approved.
- **Live** - Viewed on the preview site and the live site.
- **Archive** - Not viewed, but searchable, on the preview site or the live site.
- **Delete** - Unable to be accessed or viewed on the Producer, preview or live site. (Option appears only once the item has been saved).

Archive and Deleted Items will not display on the **List Children** page.

**Created**

**Created** shows the date the item was uploaded into the Producer.

**Modified**

**Modified** shows the most recent date that the item was updated.

Select	Assign	Menu	Format	Priority	Status	Created	Modified	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Full Horizontal - Col 2	1	Live	8/26/2009	4/23/2010	Edit <input type="button" value="Go"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Full Horizontal - Col 2	1	Live	4/22/2009	7/7/2009	Edit <input type="button" value="Go"/>

**Last Modified**

**Action**

You can perform any action desired for a particular item by selecting it from the **Action** drop-down menu and clicking either the **Go** button or the **Open New Window** icon.

- **Edit** – Make any changes or updates to the item.
- **Copy** – Create a copy of an item within your site or from “Shared” content.
- For “Shared” content, copying content will break the link between the item and the content source. You may edit the item, however, if the source updates the item, your item will not be updated)
- **Assign to Category** – Assign the item to a Category
- **Assign to Story** – Assign the item to a Story
- **List Children** – View the List Children page for the item (Categories and Stories only)
- **Send as Email** – Send item as an email (Categories and Stories only)
- **Generate Video Link** – Create code to place on another site to open WorldNow video player. (Categories and Clips only)
- **Generate Video Player** - Creates a Flash player with the necessary code to place on your site (or syndicate to a partners); *Flash Video Sites only.*
- **Send to Third Party** (Video only) – Syndicates the Clip to a designated third-party destination. (Clips only). This option is available by request. Contact your WorldNow Client Services Manager to enable the feature.

Select	Assign	Menu	Format	Priority	Status	Created	Modified	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Horizontal - Col 2	1	Live	8/26/2009	4/23/2010	Edit Assign To Category Assign To Story Generate Video Link Generate Video Player Generate Widgets Send to Third Party
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Horizontal - Col 2	1	Live	4/22/2009	7/7/2009	Edit Assign To Category Assign To Story Generate Video Link Generate Video Player Generate Widgets Send to Third Party

Action

### Update All

Click this button when you have made all of the appropriate modifications. This will save the changes that you have made.

Select	Assign	Menu	Format	Priority	Status	Created	Modified	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Horizontal - Col 2	1	Live	8/26/2009	4/23/2010	Edit Assign To Category Assign To Story Generate Video Link Generate Video Player Generate Widgets Send to Third Party
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full Horizontal - Col 2	1	Live	4/22/2009	7/7/2009	Edit Assign To Category Assign To Story Generate Video Link Generate Video Player Generate Widgets Send to Third Party

Update Status