

A quick guide to Labrador CMS

This is meant as an introduction and not a full ABC for all the things you can do in Labrador.

To login to the system in Google Chrome browser

We have focused on these four parts of the system:

[Dashboards](#) - Where you see the production

[Articles](#) - How to make and publish articles

[Bylines](#) - How to make and set a default byline

[Front pages](#) - How to edit front pages, both manually and automatic

All Shortcuts listed

Dashboards

- A dashboard could be personal or shared with user groups
- You can design one yourself
- You might access more than one dashboard
- Green = the articles are published
- Yellow = the article is ready for the editor to pick it up
- Red = unfinished articles

The screenshot shows the Labrador CMS dashboard interface. At the top, there is a navigation bar with the text "Alle artikler + stats" on the left and "Edit Dashboard", "Dashboards", "Front-pages", and "New Article (N)" on the right. Below the navigation bar, there are three circular gauges representing different metrics:

- Clickratio - All Channels:** Shows a value of 0 with a "-NaN%" change. Below the gauge, it says "Today 0" and "Yesterday 0".
- Pageviews - All Channels:** Shows a value of 61 with a "-91.3%" change. Below the gauge, it says "Today 61" and "Yesterday 704".
- Clicks - All Channels:** Shows a value of 13 with a "-84.5%" change. Below the gauge, it says "Today 13" and "Yesterday 84".

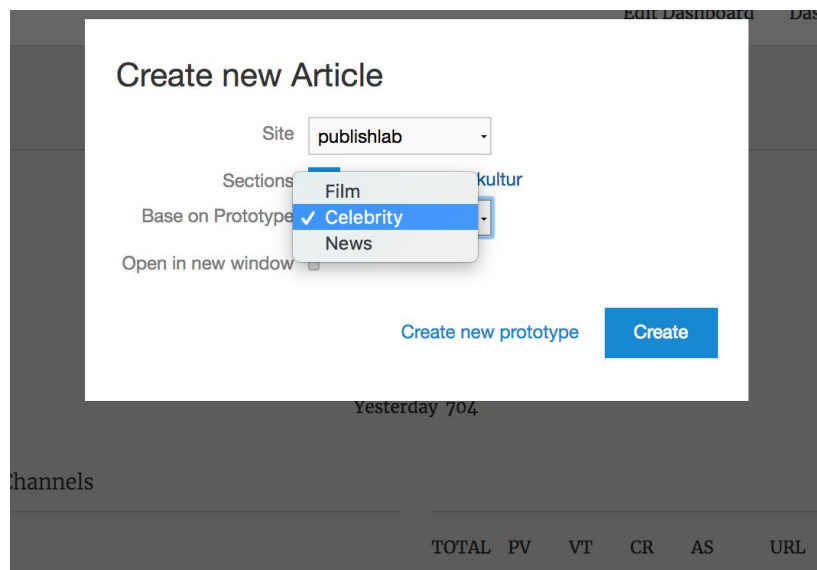
Below the gauges, there are two sections: "Toppages - All Channels" and "Scores". The "Scores" section has a table with columns: TOTAL, PV, VT, CR, AS, URL.

The main content area is divided into three columns of article lists:

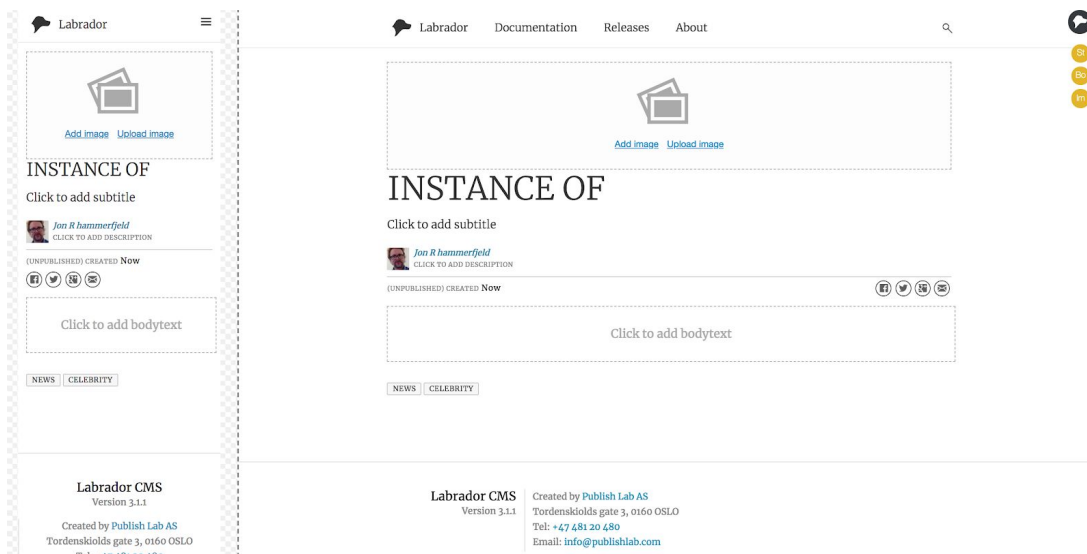
- All sections - Unpublished:** Contains four items, all with "[no title]" and "Created: 10 hours ago". The first item is "INSTANCE OF".
- All sections - Hidden:** Contains three items: "TEst-igjen" (Created: 03.01.2018, Published: 03.01.2018), "Testing article" (For Aller Sverige, Created: 18.12.2017, Published: 18.12.2017), and "Avisa Valdres søker redaktør" (Created: 07.12.2017, Published: 07.12.2017).
- All sections - Published:** Contains three items: "Celebrity-article test" (With subtitles, Created: 10 hours ago, Published: 10 hours ago), "How to write a news article" (About drinks, Created: 10 hours ago, Published: 10 hours ago), and "Hei, jeg har besøk fra nrk Kurer" (Vi har en samtale om kunstig intelligens, Created: 29.01.2018, Published: 3 days ago).

NEW ARTICLE:

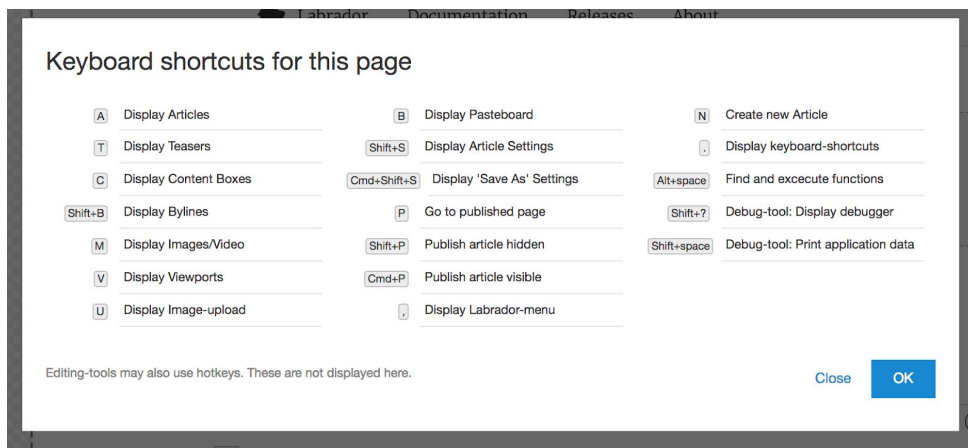
- Press N to make a NEW ARTICLE.
- Choose from the menu the type of article you are going to use.
 - News, Celebrity, Film



- You will now have an article you can edit. Both in desktop and mobile

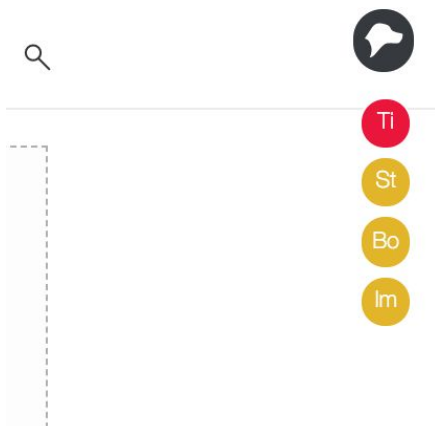


- When you are making an article you will use several short-cuts.
 - The system is hidden behind the Labrador-icon top right. Click on it and you will have a menu on the right. Click again to close it.
 - You will find all short-cuts by hitting the dot . on your computer. You close it by clicking somewhere beside it, or hit the dot again.



- You don't really need all of them to make an article. You should remember:
 - M to see media IMAGES and VIDEO
 - A to see related articles
 - C ot see CONTENT BOXES, like FACT BOX and MARKUP. The last one you use
 - SHIFT+S, to access settings in the article
 - CTRL+P to publish the article

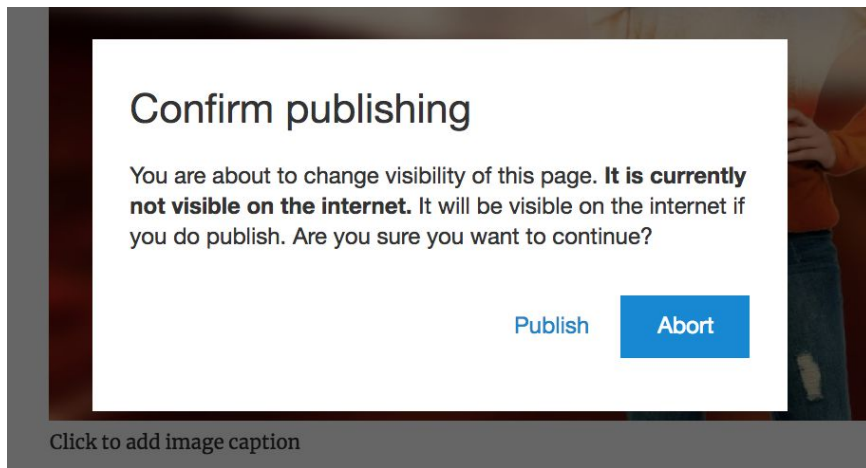
• **List of what you are supposed to to**



- On the top right you have a list of icons that will help you to remember what to do when you are making an article. They will disappear one by one when the tasks are completed. The red dots you have to do, the yellow one you should do.
- Here are the list from top to bottom:
 - **TITLE:** You have to make a title before you publish an article
 - **BODY TEXT:** You should write some body text
 - **FRONT IMAGES:** Front page images, You should make then
 - **TAGS:** Tags, you should add at least two tags
 - **SECTION:** You have to add a section tag to be able to publish

Publish/Unpublish an article

- When you want to publish an article.
- Press CTRL+P, and you will get at warning first time it is published



- You will also get a warning if you try to unpublish a published article
- To unpublish the article, press Shift+P

How to embed content from instagram etc

- Press C for contentboxes, choose MARKUP, drag it into the BODY TEXT
- Choose the button <> in the box meny, and paste the embed code

Bylines

In this test-setup you are all one user, and will not have personal bylines

- To add a new byline, press SHIFT+B fromt an article page.
- When you have completed the form, press DEFAULT BYLINE, and press CREATE.
- This byline will appear in the next article you make.
- You can also drag and drop any byline into your article.

Front pages

- You will find all the front pages in the menu from Dashboards

SHORT-CUTS

- . = Display all shortcuts
- N = New article
- M = Images, video and slide shows
- A = Related articles
- SHIFT+B = Bylines
- C = Contentboxes
 - Fact box
 - Markup
- SHIFT+S = Article settings
- CTRL+P = Publish an article/front page
- P = Show published articles/front pages
- U = Upload images
- T = Make a teaser
- V = Viewports
- B = Pasteboard

Mouse-Over short-cuts:

On an article box on front-pages/related articles

- L = Lock layout/position
- I = Show/hide subtitles

Align articles in a front page

- Press 1 = Left-aligned layout
- Press 3 = Equal size
- Press 5 = Right-aligned layout

Endre størrelse på innhold lagt inn i brødtekst. Hold musepeker over slik at meny vises:

- 1 = Venstrestilt i $\frac{1}{3}$ -bredde, 2 = Venstrestilt i $\frac{2}{3}$ -bredde, 3 = Fullbredde $\frac{3}{3}$, 4 = Høyrestilt i $\frac{2}{3}$ -bredde, 5 = Høyrestilt i $\frac{1}{3}$ -bredde

Short-cuts for body text in articles

- F=Fullscreen
- URL
 - Highlight the text you want to be clickable
 - Press Ctrl+K
 - Paste your url and save
- Normal text
 - Marker tekst, trykk Ctrl+1
- Paragraph titles
 - Marker tekst, trykk Ctrl+2

if you need any help

Email

[jrj@publishlab.com](mailto:jrh@publishlab.com)

Mobile

+47 916 00 464