

Teaser Time: Editing Summaries

Introduction and House Rules

- Please mute your microphone
- Please do not use video
- Please ask questions in the chat box
- The first 20 minutes will be a presentation
- The second 20 minutes will be Q&A for content editors
- Please be respectful of others

Resources

- Biology Information Technology: www.biology-it.iastate.edu
- Luggage Showcase: http://www.biology-it.iastate.edu/luggage_doc/showcase
- Luggage Feature Examples: http://www.biology-it.iastate.edu/luggage_doc/luggage-feature-examples
- Digital Access: <https://www.digitalaccess.iastate.edu/>

Teaser Time: Editing Summaries

What is a teaser or summary?

- Terms can be used interchangeably in Luggage
- Shortened version of your main body content
- Can be the same first couple sentences of full content or different

Why do I need to use a summary?

- Helps engage end user
- Adding an image also assists with engagement
- Cleans up search results to be succinct and to the point

Where does my summary appear?

- Typically, it will appear in a search result
- News item summaries typically appear in a homepage block

What makes a great summary?

- Unique description of your full content
- Small image if it pertains
- Succinct and to the point

Create a summary for page and/or news content

- Go to admin bar and select **Content > Add Content > Page**
- Go to the Body field and select **Edit Summary**
- Add content to the summary field
- Save

Notes

- If you do not add a summary to content, then the first 600 characters of the body will be used instead.
- If you add a summary, then the content in your summary will be used instead of the body content for the homepage and search results.
- If you add content to the summary field, it will be used, no matter how long. For example, if you put 1000 characters in your summary field, all 1000 characters will be used. For the record, I don't recommend making summaries that long. 😊