Changes to the Daily Blast Submittal page (highlighted by a ‘New’ icon) on April 9, 2016:

1. Character count for Additional Information / Details about a Digest Item have increased. Old limit was 1000, new limit is 1500 characters.
2. Character counter next to Title, Brief Description, and Additional Information fields because the web uses HTML and it counts ‘end of paragraph’ characters differently than MS Word. The character count will appear next to the field being entered. See the bottom of this document for more information about the difference between MS Word and HTML character counts.
3. New ‘Email address to contact’ field that will be visible when the end user views the Digest Item details. This defaults to the submitter’s email address, but it can be overridden. The email address in the upper part of the form will be used to contact the submitter regarding approval / rejection. This link is intended use by people who have other questions about the Digest Item.
4. A new ‘Single Click’ option, signified by a checkbox right after the ‘URL to website’ field and before the new grey box on the form. When the box is checked, the URL link associated with the Digest Item Title will be the web page itself, not the link that displays the Digest Item details. This will facilitate getting to the web page directly, not by viewing the Digest Item detail and then clicking on the link in the details. The fields in the grey box are ignored – they are details that would appear on the Digest Item details page, but that page will not appear of the ‘Single Click’ box is checked. This includes the Details, Event Start and End Dates and Times, Event Location, Event Cost, and the email contact address. All of that information needs to be included on the web page to which the URL points.
5. The list of Categories and the list of Moderators / Divisions now appear side-by-side rather than above/below.
6. A reminder about the submission deadline of 3 pm has been added below the ‘Submit’ button. This reminder is also included in the email to the Submitter noting that their item was accepted for review.
7. The ‘Preview this digest entry’ function (button at bottom of page) has been improved.

Changes to the Daily Blast on the Moderator page (highlighted by a ‘New’ icon):

1. The Moderator page now displays the Audience(s) (Faculty/Staff, Student) selected by the Submitter.
2. The Moderator page shows the status of the Digest Item (Approved / Rejected / Not Reviewed) in a different color to help it be more apparent.
3. The feedback email to the Submitter that results from the Moderator’s action will have a return email address of the Moderator list, not the system email address. This will make it easier for the Submitter to contact the Moderator if there is a need such as setting a previously Approved item to ‘Rejected’.
4. The email sent to the Submitter with the Moderator’s action has a reminder about the 3pm submission deadline.
5. No Moderator Feedback is required if the item is being approved – just hit the approve button.

Notes about character counting

The character counting done by MS Word and by HTML (the underlying language of the web) differs in how the end-of-paragraph is counted. In MS Word, the end of a paragraph does not
get counted as a character, but it is counted in HTML. This has caused confusion with the character count in the Daily Blast submittal process.

For example:
In MS Word, enter the text ‘1234567890’ without the quotes and without hitting the Enter at the end of the line. You have entered 10 characters. Go to Review / Word Count. Word reports 10 characters, 1 paragraph, 1 line. So far so good.

Put the cursor between the 5 and 6 and hit Enter, splitting the entry to look like 12345
67890
Then repeat the Word Count. Word still reports 10 characters, but 2 paragraphs, 2 lines.
However, the Enter counts as a character in HTML. If you cut-and-paste this into the Daily Blast, it will count as 11 characters.

This ‘end-of-paragraph’ difference also affects the spacing of paragraphs. In Word, it is possible to define a gap between paragraphs that makes text more readable using only one end-of-paragraph character. However, to get similar spacing in HTML, an extra carriage return or Enter must be entered between paragraphs, further increasing the character count.

Cut-and-paste the following 5 paragraphs into MS Word and do the Word Count, then cut-and-paste into the details field on a new Digest Entry to see the difference.

This is the first paragraph. It has 50 characters.
Here’s the second paragraph. It has 50 characters.
The third paragraph has 39 characters.
MS Word reports this whole things has 288 characters, 5 paragraphs, 5 lines.
HTML reports this as 293 characters – 288 + 5 end-of-paragraph characters.