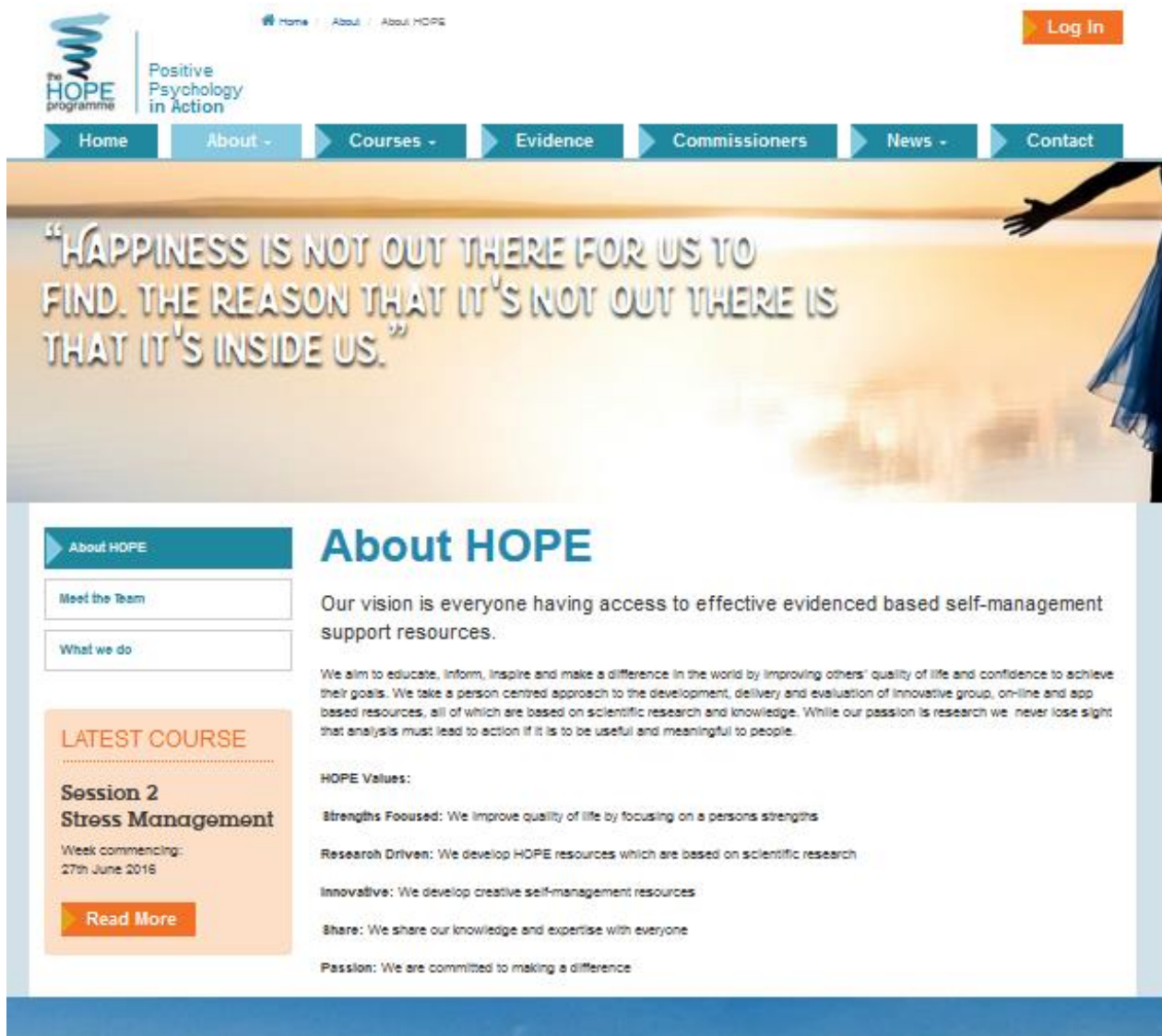


ARTICLES – MEDIA ITEM CREATE

The purpose of this section is to provide guidance for creating a Media Item **Article**.

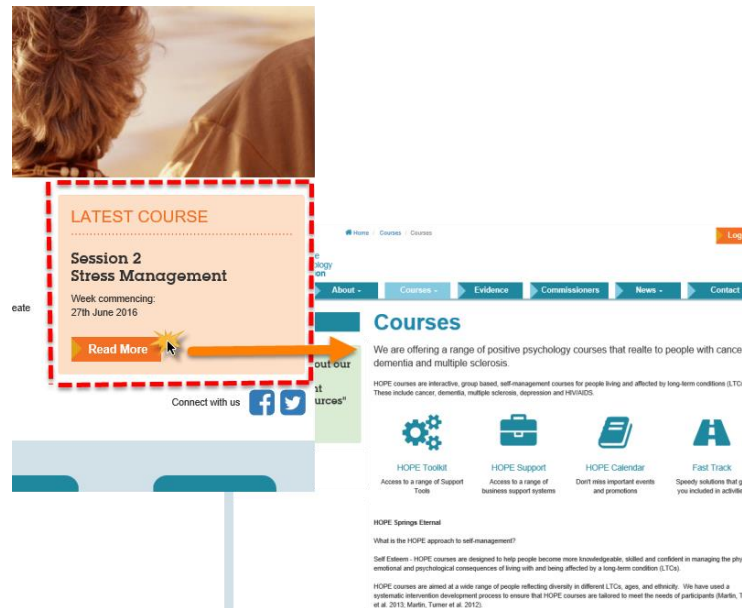
PREAMBLE

An **Article** is designed to augment pages with related information. In the example below, the About page has an Article to left (LATEST COURSE) this Article contains information that relates to another Page namely, Courses.



About Page with Article

The Article (LATEST COURSE) has a link associated with Read More button which in turn will link to related page as illustrated below:



Article link to related page

The rationale applied to '**Page to Article**' association is ... *when I create a **Page** I want to consider if I should create an **Article** so that it can be placed on another **Page** on the website.* Applying this rationale to the Example used in respect to the Home page. A website visitor when on the Home **Page** is made aware of the Latest Course by the **Article**. Clicking More Information, routes the visitor to the Courses Page - therefore the LATEST COURSE **Article** relates to Courses.

This is **dynamic content** and can be updated by the administrator using the CMS.

TYPES OF ARTICLES

There are two categories of Article:

- **Menu Item Article** - positioned on the side of a Page (Left or Right)
- **Page Element Article** – positioned underneath.

For each category there are several formats of **Article** that are defined individually below:

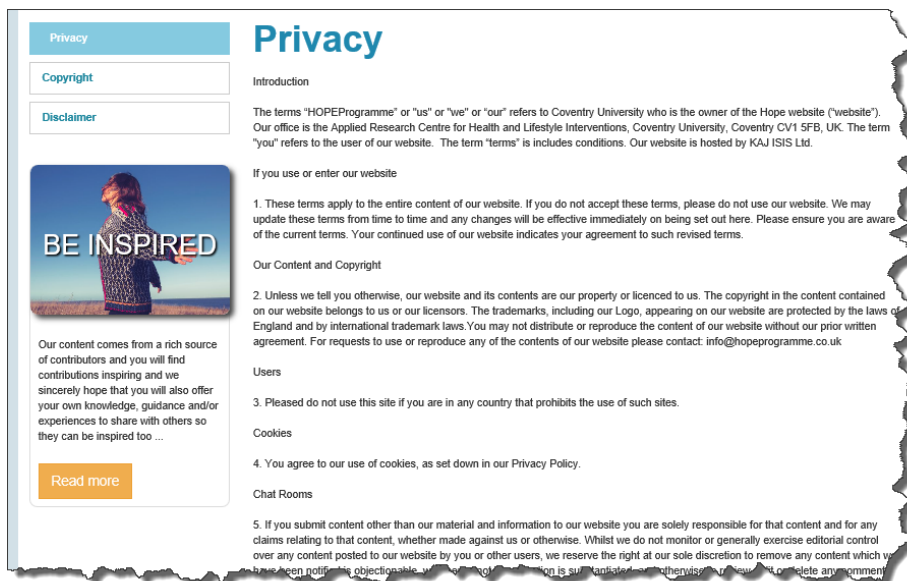
MENU ITEM ARTICLE

Article_Text_Box - an example of this format is shown below:



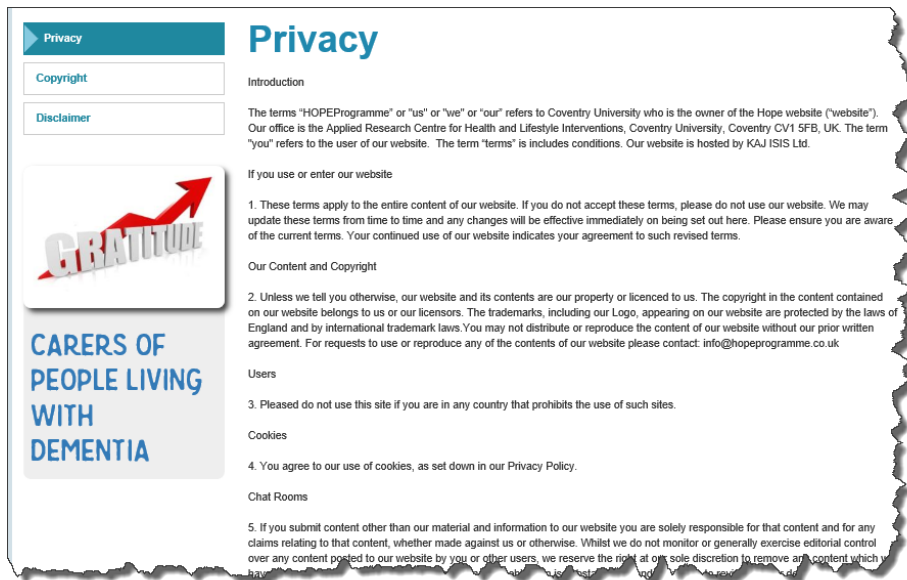
This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Thumbnail - an example of this format is shown below:



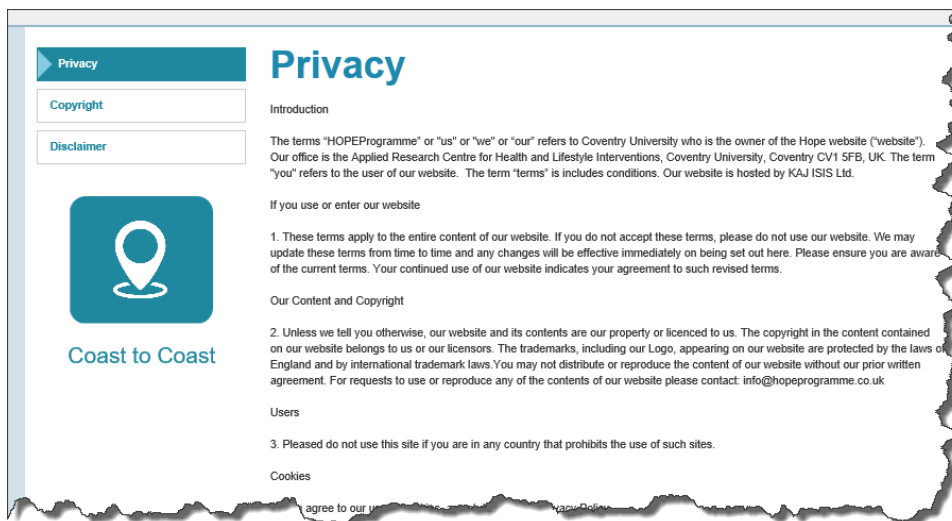
This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Large_Image_Link - an example of this format is shown below:



This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Icon_Link - an example of this format is shown below:



This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Person_Profile - an example of this format is shown below:

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Privacy

Introduction

The terms "HOPEProgramme" or "us" or "we" or "our" refers to Coventry University who is the owner of the Hope website ("website"). Our office is the Applied Research Centre for Health and Lifestyle Interventions, Coventry University, Coventry CV1 5FB, UK. The term "you" refers to the user of our website. The term "terms" includes conditions. Our website is hosted by KAJ ISIS Ltd.

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1. These terms apply to the entire content of our website. If you do not accept these terms, please do not use our website. We may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms. Your continued use of our website indicates your agreement to such revised terms.

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Chat Rooms

5. If you submit content other than our material and information to our website you are solely responsible for that content and for any claims relating to that content, whether made against us or otherwise. Whilst we do not monitor or generally exercise editorial control over content posted to our website by other users, we do not intend to scale down our monitoring of content posted to our website.




Prof Andy Turner
Head Researcher
07973 726283
hsx116@coventry.ac.uk

This is **dynamic content** and can be updated by the administrator using the CMS.

PAGE ELEMENT ARTICLE

Article_Media_Item - an example of this format is shown below:



HOPE Programme
@hopeprogramme
Emotional support the main reason people attend penny broths living well with cancer

Embed View on Twitter

responsibility of the publisher of the third party website.


Furthermore, by linking to other websites, HOPE Programme in no way endorses the views or information held within such websites and is unable to grant permission to use material found on such sites.

! If you have any queries contact us by email - info@hopeprogramme.co.uk

[Text Link to Privacy Page](#)

[Text for External Link to Internet Disclaimer Site](#)


[Browse or Download Document](#)



Media Item Type

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum sagittis erat ut maurs dignissim bibendum. Suspendisse potenti. Vestibulum mollis lacus lectus, sit amet portitor libero efficitur ac. Nunc eget sapien ultricies eros euismod euismod. Morbi rhoncus turpis erat, ut facilisis dui ultricies cursus. Etiam molestie rhoncus vehicula. Aenean quis lorem nisi. Vivamus mollis sapien vitae erat dignissim laoreet.

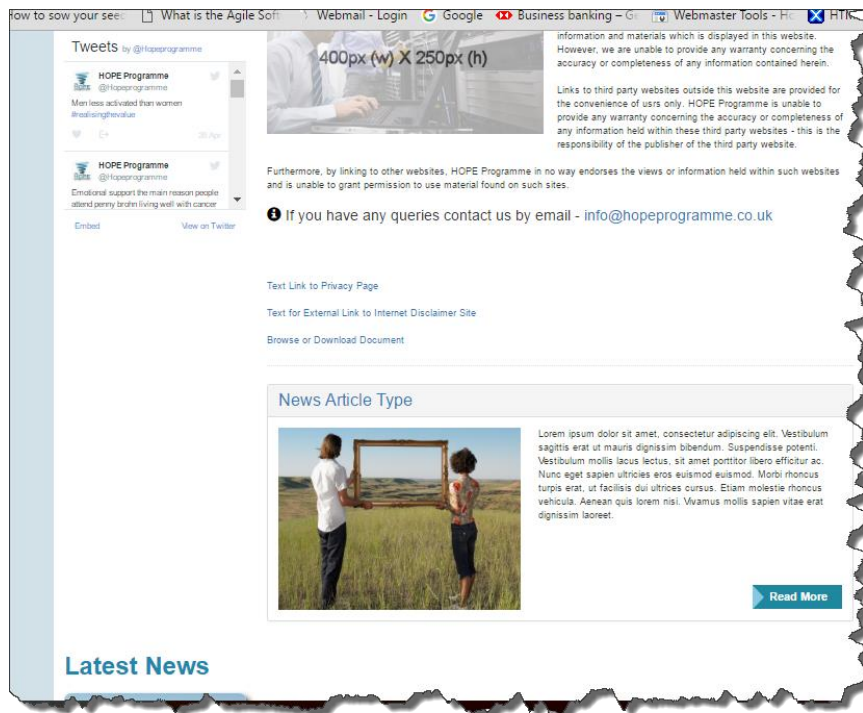
Latest News



HIV/AIDS RESEARCH

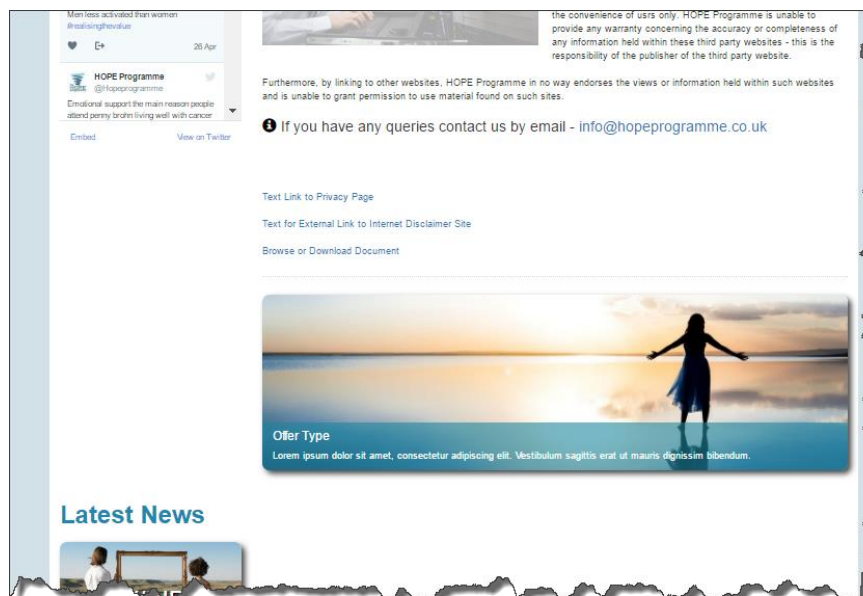
Media Item Article under Disclaimer Page

Article_News_Article - an example of this format is shown below:



News Article under Disclaimer page

Article_Offer an example of this format is shown below:



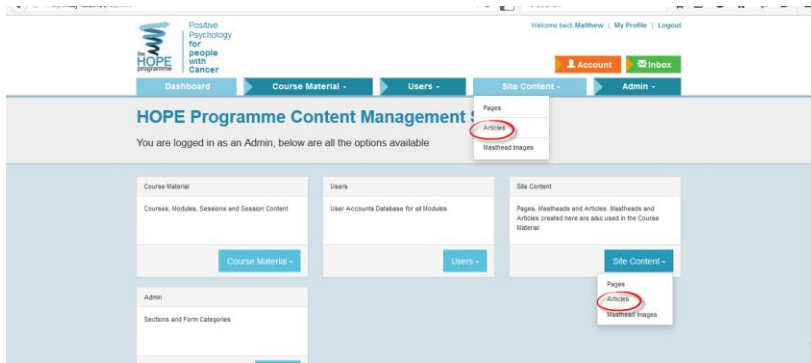
Offer Article under Disclaimer Page

TUTORIAL OBJECTIVE

To create a **Media Item Article**.

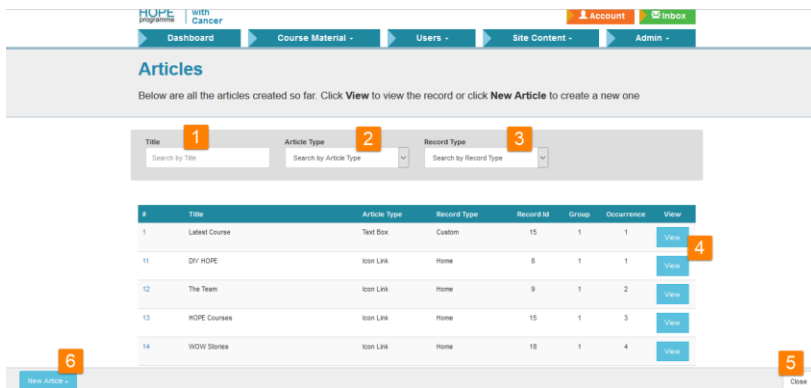
TUTORIAL GUIDANCE

- A. Log in to CMS (Administrators Only)
- B. Select Articles option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Articles Option from Site Content

- C. This action will produce a list of Articles - refer to diagram below:



Content Article Listing

FORM CONTROLS

The form controls are defined as follows:

1. Title (search by) – every Article has a Title
2. Article Type (search by) – Type of Articles are listed above
3. Record Type (search by) – Pages where an Article can be included (defined below)
4. To View an Article and its properties
5. Close the Function when Finished
6. To Create a New Article

RECORD TYPES

Articles can be applied to 3 specific Page Types:

- Page – any Page on the website
- Home – only on the Home Page
- Custom – specially customized Page

CREATE NEW MEDIA ITEM ARTICLE

- D. Click on New Article button and Select Page Element Article (for Articles that are positioned underneath Page). NOTE: ignore Offer Details Fields. Complete the form below Selecting Media Item for Select Article Format and Click Load Article into Preview Window.

Create Article

Complete the form below and **Submit** to create a new Article.

Article Details

Record Details

Article Title

Select Article Format

Article Date [dd/mm/yyyy]

Routing Details

Select Parent Page

Enter the URL

Include <http://> for external links (e.g. <http://www.bbc.co.uk>), or start with / for internal links (e.g. /Contact)

Enter Route Value

Offer Details (if applicable)

£ ☒ Is Excluding VAT?

Advanced

Parent Type* Record ID* Group ID*

Page 0 0

Occurrence* Publish Article?

1 ☒ Publish this Article?

Search Keywords

Enter Keywords (separate using commas)

Preview Window

Create Article

Create Article form for Page Element Articles

E. Sample Complete form and Article loaded into Preview Window:

Article Details

Record Details

Media Item Type
Media Item
Article Date [dd/mm/yyyy]

Routing Details

About HOPE
/pages/about/about-hope
Include http:// for external links (e.g. http://www.bbc.co.uk), or start with / for internal links (e.g. /Contact)
about-hope

Offer Details (if applicable)

£ Price
☒ Price is Excluding VAT?

Advanced

Parent Type*
Page

Record ID*
8

Group ID*
0

Occurrence*
1


Publish Article?*
☒ Publish this Article?

Search Keywords

Enter Keywords (separate using commas)

Load Article into Preview Window

Preview Window



Media Item Type
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum sagittis erat ut mauris dignissim bibendum. Suspendisse potenti. Vestibulum mollis lacus lectus, sit amet portitor libero efficitur ac. Nunc eget sapien ultricies eros euismod euismod. Morbi moncus turpis erat, ut facilisis dui ultrices cursus. Etiam molestie moncus vehicula. Aenean quis lorem nisi. Vivamus mollis sapien vitae erat dignissim laoreet.

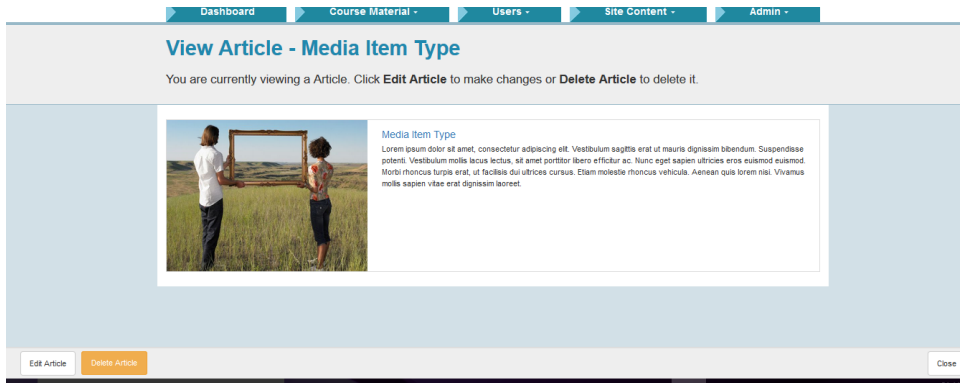
Create Article

Completed Create Article Form

When Article details are loaded into the Preview Window default content (image and text) is included. This content can be edited in the Preview Window.

F. Click Create Article.

G. Click View button to View Article. To Edit Click Edit Article.



Refer to [HOPE PROGRAMME Support Materials](#) content list for further tutorials on creating, maintaining and applying Articles.

ends.