

ARTICLES - MAINTAINING

The purpose of this section is to provide guidance for creating a Person Profile **Article**.

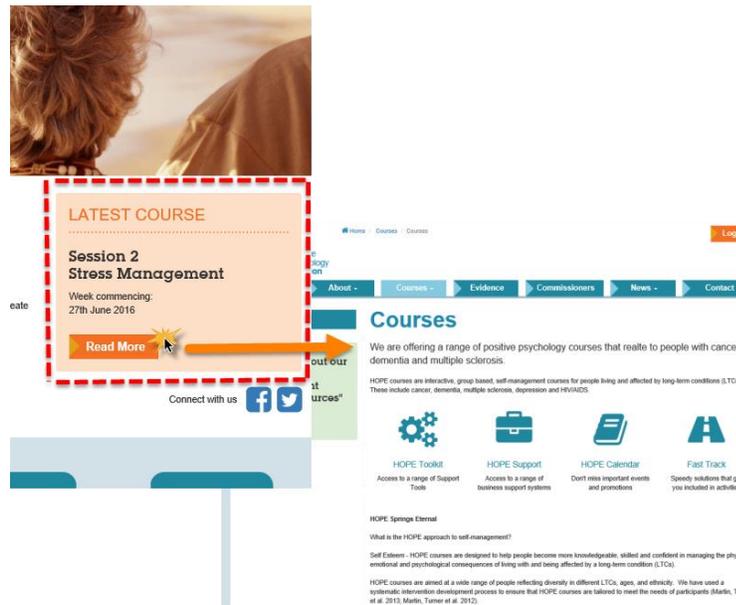
PREAMBLE

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.

The screenshot shows the 'About HOPE' page. At the top, there is a navigation bar with links: Home, About, Courses, Evidence, Commissioners, News, and Contact. A 'Log In' button is in the top right. Below the navigation is a large banner with a sunset background and a hand reaching out. The banner contains the quote: "HAPPINESS IS NOT OUT THERE FOR US TO FIND. THE REASON THAT IT'S NOT OUT THERE IS THAT IT'S INSIDE US." Below the banner, the main content area is titled 'About HOPE'. It includes a vision statement: "Our vision is everyone having access to effective evidenced based self-management support resources." and a mission statement: "We aim to educate, inform, inspire and make a difference in the world by improving others' quality of life and confidence to achieve their goals. We take a person centred approach to the development, delivery and evaluation of innovative group, on-line and app based resources, all of which are based on scientific research and knowledge. While our passion is research we never lose sight that analysis must lead to action if it is to be useful and meaningful to people." Below this is a list of HOPE Values: Strengths Focused, Research Driven, Innovative, Share, and Passion. On the left side, there is a 'LATEST COURSE' sidebar with a 'Read More' button for 'Session 2 Stress Management'.

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

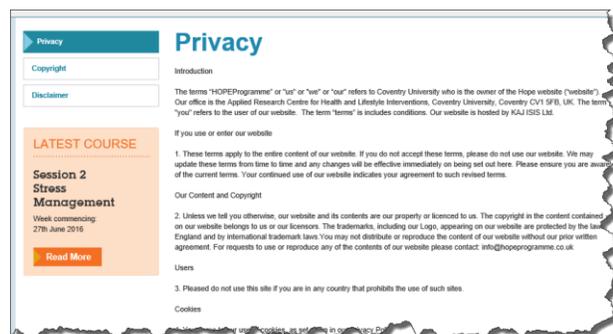
The rationale applied to 'Page to Article' association is ... *when I create a Page I want to consider if I should create an Article so that it can be placed on another Page on the website.* Applying this rationale to the Example used in respect to the Home page. A website visitor when on the Home Page 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

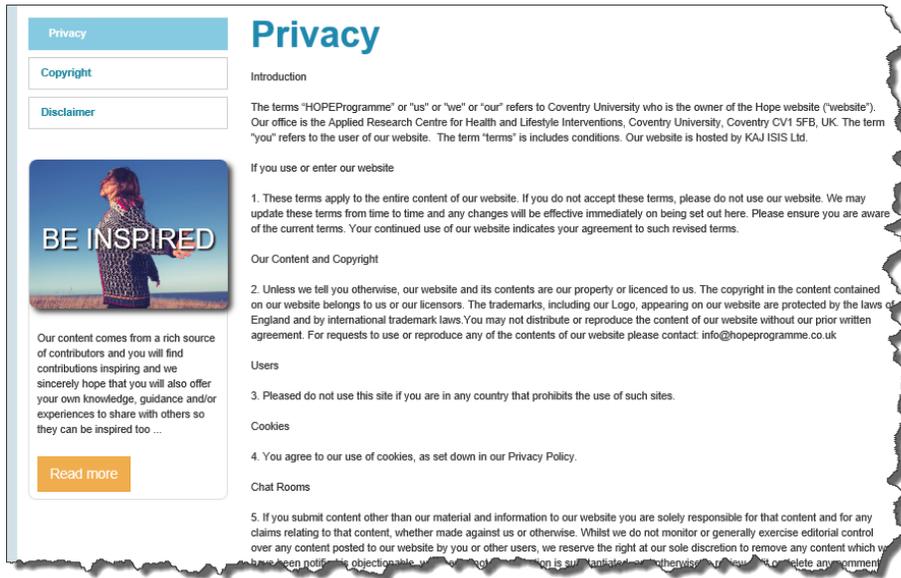
There are several formats of **Article** that are defined individually below:

Article_Text_Box - an example of this format is shown below:



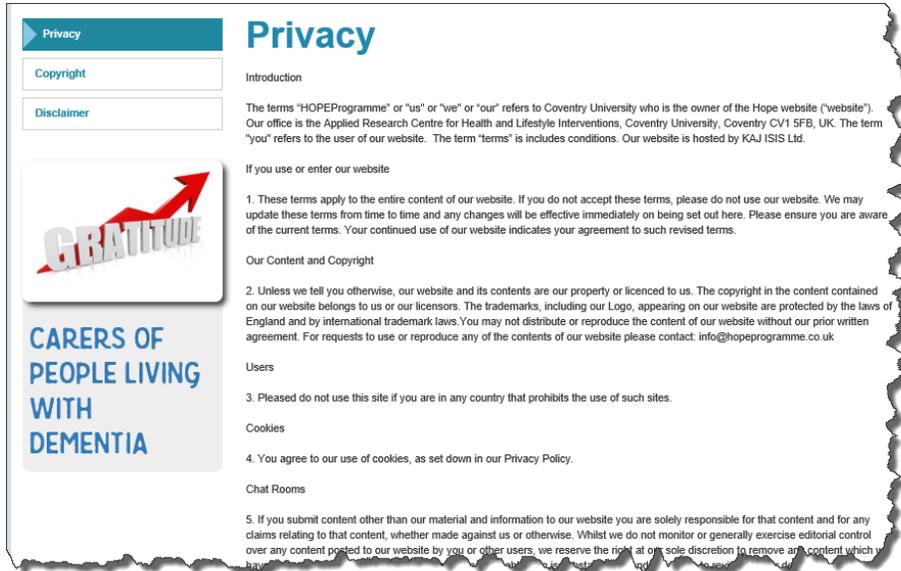
This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Thumbnail - an example of this format is shown below:



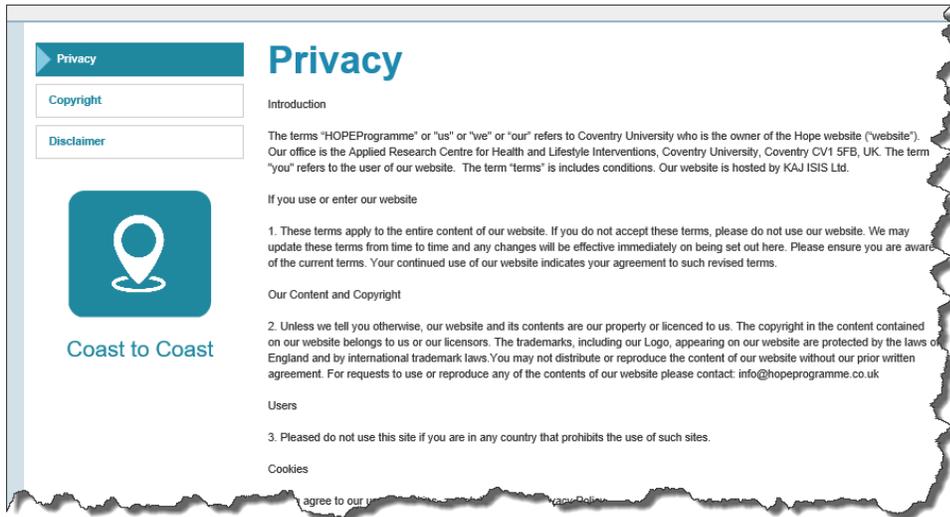
This is **dynamic content** and can be updated by the administrator using the CMS.

Article_Large_Image_Link - an example of this format is shown below:



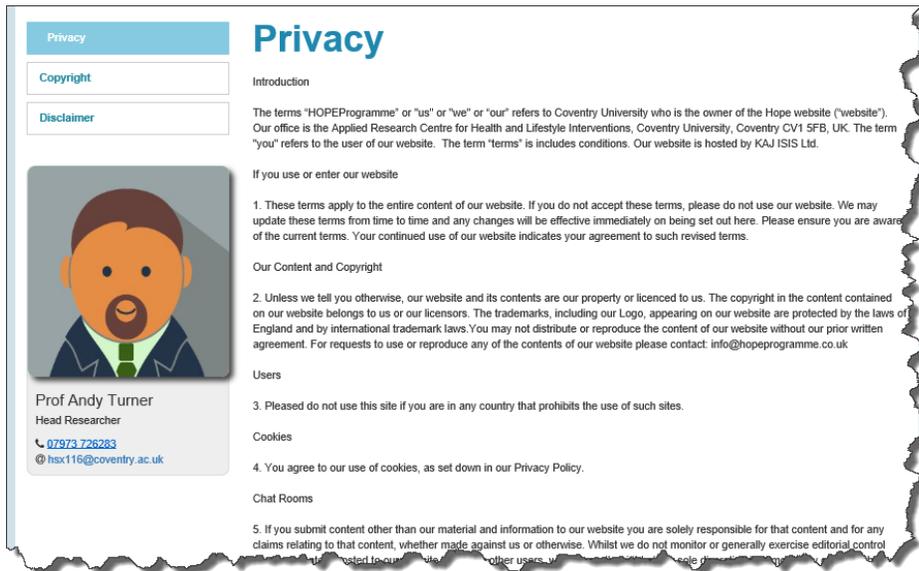
This is **dynamic content** and can be updated by the administrator using the CMS.

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:



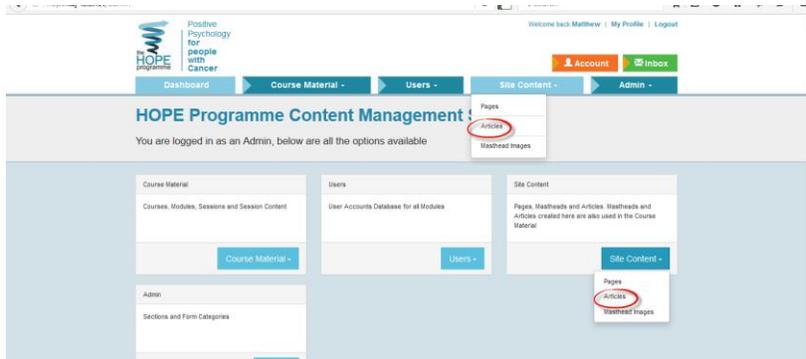
This is **dynamic content** and can be updated by the administrator using the CMS.

TUTORIAL OBJECTIVE

To create a Person Profile Article.

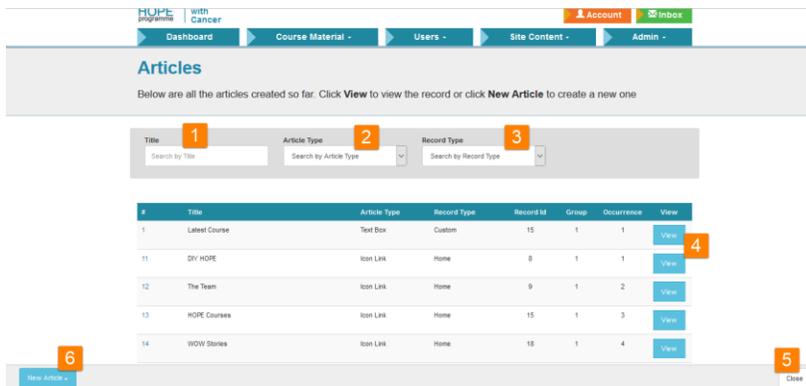
TUTORIAL GUIDANCE

- 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:

- a. Page – any Page on the website
- b. Home – only on the Home Page
- c. Custom – specially customized Page

CREATE NEW PERSON PROFILE ARTICLE

D. Click on New Article button (6) (see diagram above). The resultant action is the Create Article Form:

The screenshot shows the 'Create Article' form with the following elements and callouts:

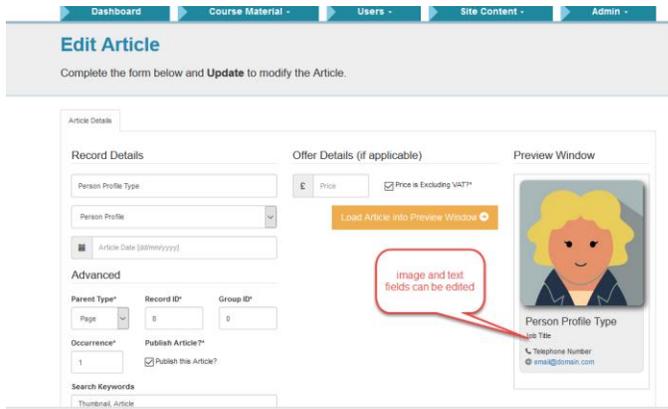
- 1**: Article Title input field
- 2**: Select Article Format dropdown menu
- 3**: Parent Type dropdown menu (set to Page)
- 4**: Occurrence input field (set to 1)
- 5**: Select Parent Page dropdown menu
- 6**: Load Article into Preview Window button
- 7**: Preview Window area
- 8**: Create Article button

Create Article Form

Create Article Form Details

1. Article Title
2. Format of Article
3. Page Type
4. Occurrence (Order in any listing)
5. Parent Page
6. Load Article into Preview Window Button
7. Preview Window
8. Create Article Button

- E. Complete Create Article Form and Load to Preview Window (7) – Observe that the Article Title is the on the image, The Article Format is Image Link and the Routing Details becomes destination page when Clicked. Also the Title and default Icon can be changed in the Preview Window.



Create Article Form – Completed & Loaded into 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.