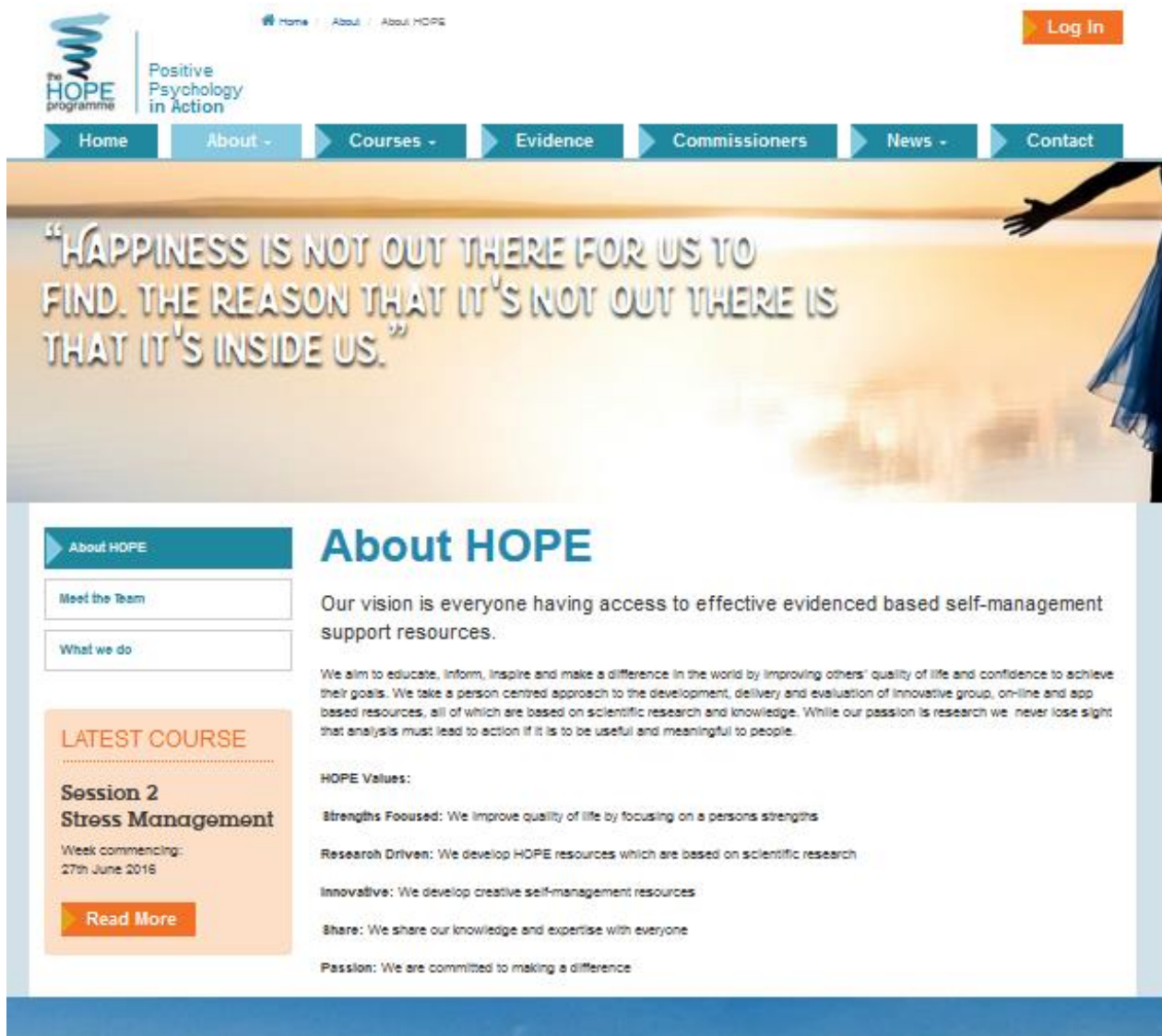## ARTICLES - MAINTAINING

The purpose of this section is to provide guidance for maintaining **Articles**.
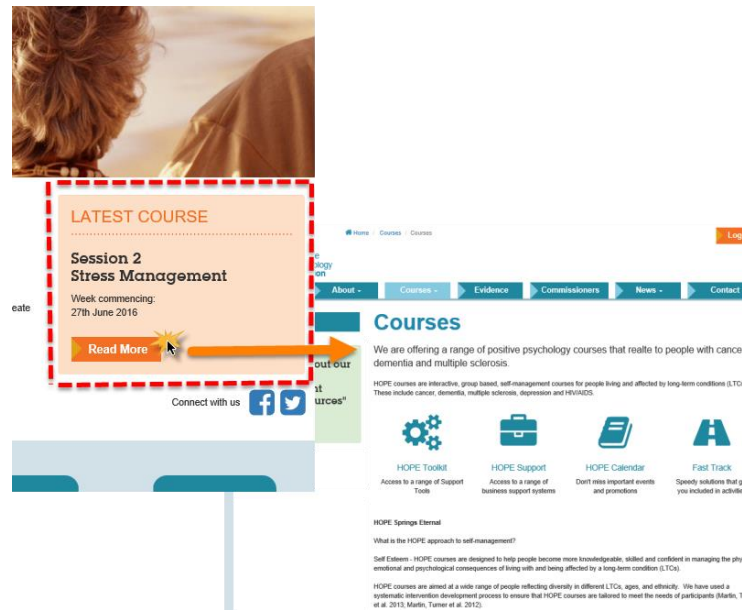
PREAMBLE

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.
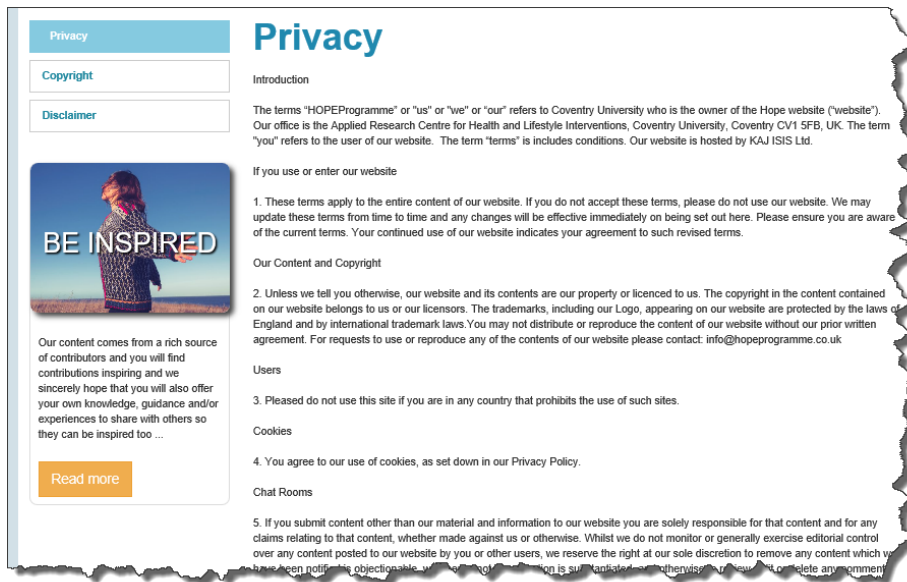
TYPES OF ARTICLES

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

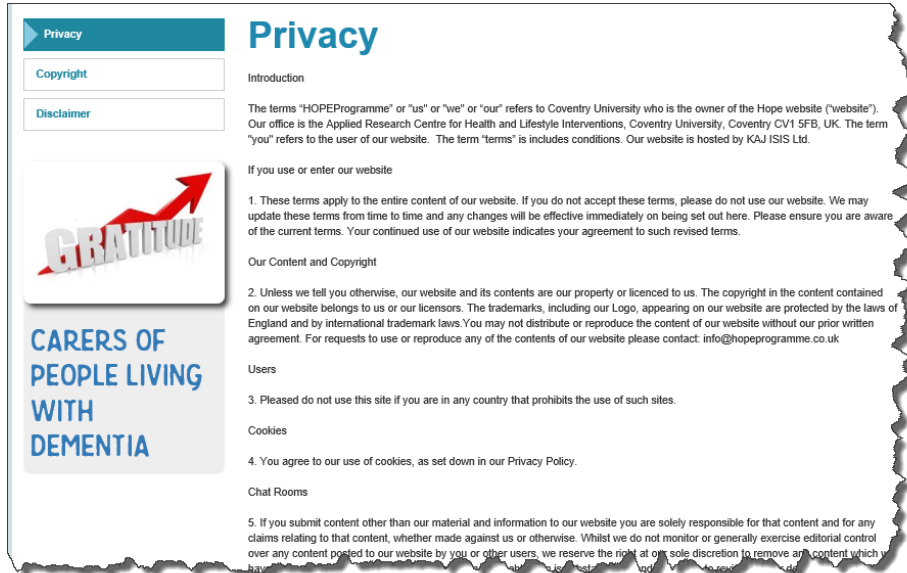A**rticle_Text_Box** - an example of this format is shown below:

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

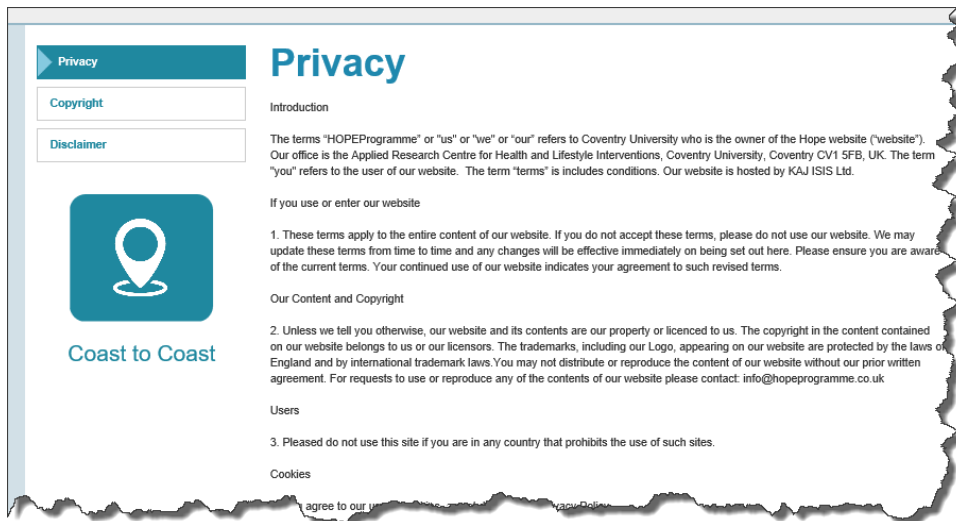A**rticle_Thumbnail** - an example of this format is shown below:

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

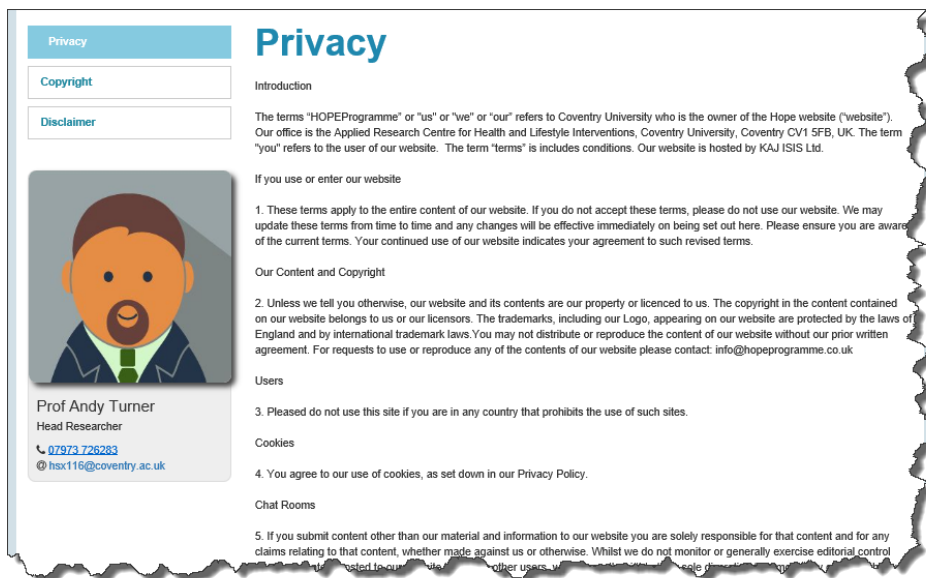A**rticle_Large_Image_Link** - an example of this format is shown below:

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

A**rticle_Icon_Link** - an example of this format is shown below:

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

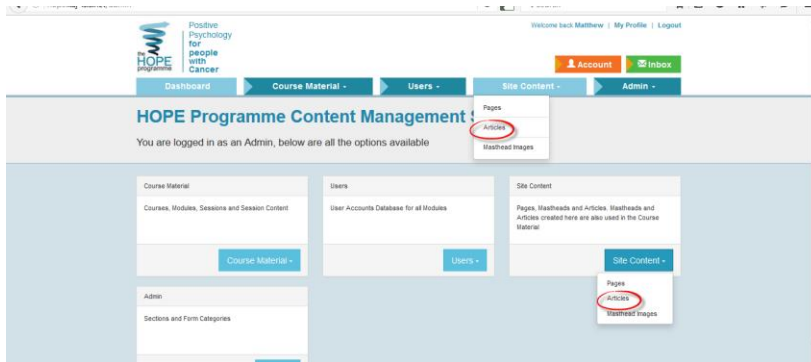**Article_Person_Profile** - an example of this format is shown below:

This is **dynamic content** and <u>can</u> be updated by the administrator using the CMS.

TUTORIAL OBJECTIVE

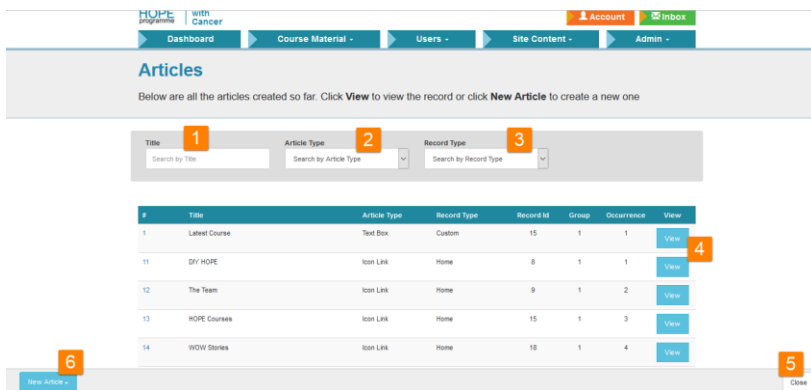To become familiar with CMS Article maintenance functions for locating specific Articles and understand properties.

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 Article**s** - 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

VIEW AN ARTICLE

D.   Click on View (4) (see diagram above). The View is presenting the Article in a layout and position that is representative of that of the page (with dummy content used). Three form controls are available that include:
    1.   Edit Article
    2.   Delete Article
    3.   Close

View Article

E.   Click Edit Article – the action spawns a details form as shown below:

Record Details - Article Properties

ARTICLE PROPERTIES DEFINED

1. Article Title appears in the list of Articles available to select to add to a Page
2. Preview of actual Article – this format is a Text Box (see Article Types above)
3. Article Type/Format Selection Drop Down box
4. Routing Details – this is the page location or origin of the Article … the link applied.
5. Some Article Type (New Item) can display date information and is applied here
6. Parent Type Selector (see RECORD TYPE above)
7. Occurrence or Order the Article will appear if multiple Articles used
8. Search Keywords can be applied to Articles to augment Search Engine Optimisation (SEO)
9. Load Article is used when creating the Article and when modifications are made to the properties
10. Update Article button will ensure updates are applied

Refer to HOPE PROGRAMME Support Materials content list for further tutorials on creating, maintaining and applying Articles.

ends.