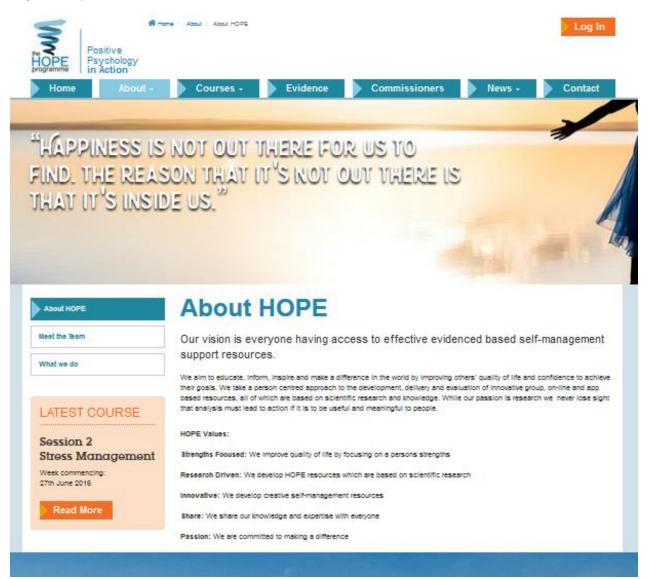
ARTICLES - MAINTAINING

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

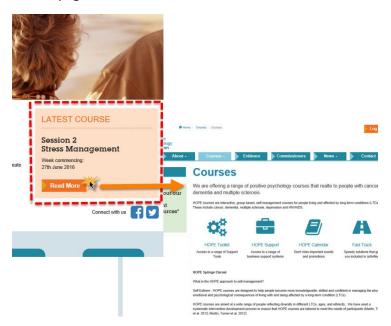
PREAMBLE

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 <u>can</u> be updated by the administrator using the CMS.

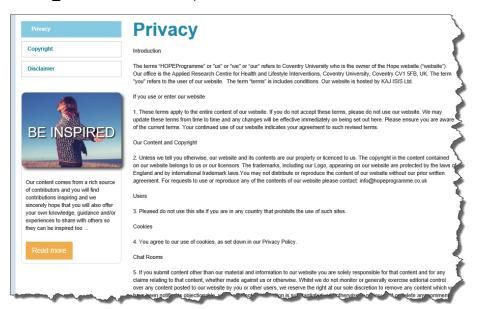
TYPES OF ARTICLES

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

Article_Text_Box - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	The terms "HOPEProgramme" or "us" or "we" or "out" refers to Covering University who is the owner of the Hope verballe ("weballe") Our office is the Applied Research Centre for Health and Lifestyle Interventions, Covering Visionship, CM 978, UK. The te "you" refers to be user of our verballs. The term "terms" is include conditions our existent is houting to VI 2153. Life.
LATEST COURSE	If you use or enter our website 1. These form apply to the entities 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 inter and any changes will be effective immediately on being set out here. Please ensure you are as
Session 2 Stress Management	of the current terms. Your continued use of our website indicates your agreement to such revised terms. Our Content and Copyright
Week commencing: 27th June 2016 Read More	2. Unless we tell you otherwise, our vectoile and its contents are our property or lexneed to us. The copyright in the content contains on or website beforgs to us or our licenson. The trademarks, including our Logo, appearing on our website are protected by the las England and by therational trademarks have You may not distribute or reproduce the content of our website website. When agreement, For requests to use or reproduce any of the contents of our website please contact: inte@phoppergramme.co.uk
	Users 3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
	Cookies

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



Article_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.

Article_Large_Image_Link - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	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 SFB, UK. The term "you" refers to the user of our website. The term "terms" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
GENTLUE	 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.
	Our Content and Copyright
CARERS OF	2. Unless we tell you otherwise, our websile and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws of England and by international trademark laws. You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact. Info@hopeprogramme.co.uk
PEOPLE LIVING	Users
WITH	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
DEMENTIA	Cookies
DEMENTIA	4. You agree to our use of cookies, as set down in our Privacy Policy.
	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 any content posted to our website by you or other users, we reserve the rior at or sole discretion to remove an content which y have our sole discretion or the sole of the sole discretion of the sole of the

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

Article_lcon_Link - an example of this format is shown below:

Privacy	Privacy
Copyright	Introduction
Disclaimer	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" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
\bigcirc	 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 awa of the current terms. Your continued use of our website indicates your agreement to such revised terms.
	Our Content and Copyright
Coast to Coast	2. Unless we tell you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws England and by international trademark isony. You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact: info@hopeprogramme.co.uk
	Users
	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
	Cookies

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:

Privacy	Privacy
Copyright	Introduction
lisclaimer	The terms "HOPEProgramme" or "us" or "ve" 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 "your refers to the user of our website. The term "terms" is includes conditions. Our website is hosted by KAJ ISIS Ltd.
	If you use or enter our website
	 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 awan of the current terms. Your continued use of our website indicates your agreement to such revised terms.
()	Our Content and Copyright
0	2. Unless we tell you otherwise, our website and its contents are our property or licenced to us. The copyright in the content contained on our website belongs to us or our licensors. The trademarks, including our Logo, appearing on our website are protected by the laws England and by international trademark laws. You may not distribute or reproduce the content of our website without our prior written agreement. For requests to use or reproduce any of the contents of our website please contact: lind@hooperogramme.co.uk
	Users
rof Andy Turner ad Researcher	3. Pleased do not use this site if you are in any country that prohibits the use of such sites.
07973 726283	Cookies
hsx116@coventry.ac.uk	4. You agree to our use of cookies, as set down in our Privacy Policy.
	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 to stort lacour. Weak or other uses, we have not been used to be a stort of the sole of the

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:

CV ~		1.7	L	
HOPE Postive	ogy		Welcone back Matthew My P	™ inbox
Dashboard	Course Material -	Users -	Site Content - Ar	dmin +
and the second se		Pag		
HOPE Pro	gramme Content M	anagement !		
	•	CARL	see	
You are logged in	as an Admin, below are all the opti	ons available	thead images	
Course Material	Users		Site Content	
Courses, Modules, Sessi	ins and Session Content User Account	s Database for all Nodules	Pages, Mastheads and Articles, Masthe Articles created here are also used in t	
			Material	
	and the second			
	Course Material -	Users -	Site	Content -
			Pages	
Admin			Attens	
				2
Sections and Form Catego	ries		Masther	id images

CMS Landing Page – Select Articles Option from Site Content

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

	Das	with Cancer Shboard	Course Material -		Users -	Site Conten	_		⊠Inbox nin -
	Artic	les	ated so far. Click Vi e						
	Title Search by	1 y Tille	Article Type Search by Article Typ	2	Record Type Search by Record	3 Type ~			
		Title		Article Type	Record Type	Record Id	Group	Occurrence	View
	1	Latest Course		Text Box	Custom	15 8	1	1	View View
	12	The Team HOPE Courses		Icon Link	Home	9	1	2	View
6	13	WOW Stories		Icon Link	Home	15	1	4	View
New Article +									



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 - Latest Course You are currently viewing a Article. Click Edit Article to make changes or Delete Article to de	slote it.
	Lorem ipsum dolor sit amet	
	This is a durinity page, the articles you are working on or viewing appear on the right O	LATEST COURSE
	Sel mixedin, neque a lationti sceleritojari, lecta nulla nelecte lormi, quia fistoa les les a tupis. Vuanua locta ninocas paun, et venua minotario rista Saspentiara di manuada dei, ul'inclutivo quan. Canne di comoto nel sa conseran misoco datte Sagandasa e litori et basca venui alconi. Consi centore, rem ani duttotta nocomesti, conte miso contentaria fuela, consel auso teri turis relaci. Dima more este lipis, osi posure los pulveris. Saspendese el nunc egel ni alguan elifenti. Class galent turis sospita tito al teris tropant per condu andita, per recessioni per consoli antico al pulveri ni per consoli andito, per persola libra libro al teris tropant.	Session 2 Stress Management Week contencing 27th June 2016
	Face at utrices door. Note ac dem dars. Pelertexpe sagtis loborts Initian, que auctor quem interdum eget. Ellem nitin tabli, daplaus a maximus a, altencorpe no reis. Ellem vite neque et ell suscipt inscript. Inservens in consequit sen. Supprindise valupat eros vites alquam interduc. Cass agent tables accessign al dio our lugary fer constant interduc. Birmeness.	Read More
1 2	Can breakly, dar bedreft denember, wie of exemised inne, as beinge nach beiter einem, Frankla gehenn keiner dar, mennels dars. Dangert auf denember dar einer denember denember dar einer dars andere dar beiter dar Feletrissen auf gehen zu beite greichen annoten nich ein felt gehennet geschreichen der dars hin beiter dars beite dars beiter dars auf gehen zu beiter greichen annoten nich einer der der dars gehennet gehen dars an beiter dar beiter dar beiter dars auf gehen zu beiter greichen dars der beiter hier gehennet werden dars in beiter beiter gehennet sonntelle auf dars der dars gehennet werden einer her dars der dars an beiter der sonntelle auf ander. Diesense liche gewinn kommengen nich metze klass, palnet vierer auf	
Article Online Article		

View Article

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

mplete the form below and Update to mo	dify the Article.	
vtiole Details		
Record Details	Offer Details (if applicable)	Preview Window
Latest Course	£ Price Price is Excluding VAT?*	LATEST COURSE
Text Box	Routing Details	Session 2
Article Date [dd/mm/yyyy]	/pages/courses/overview	Stress Management
Advanced Parent Type Record ID* Group ID*	http://www.bbc.co.uk), or start with / for internal links (e.g. /Contact)	Week commencing: 27th June 2018
Parent Type 6 Record ID* Group ID* Custom 15 1	overview	Read More
courrence* Publish Article?*	9 Load Article into Preview Window ●	
Search Keywords	-	
Enter Keywords [separate using commas]		
		Update Article



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 <u>HOPE PROGRAMME Support Materials</u> content list for further tutorials on creating, maintaining and applying Articles.

ends.