

Articles Module

version 0.1

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1. About the Articles System

Articles is a way to deliver content through the through the site that is timely and flexible and does not require the manual creation of pages. Articles, as the name suggests are pieces of content created by authors that

- can contain text, images and links to other web sites
- can include several “pages” of content for longer articles
- can include a summary for easier searching
- must be associated with one or more categories
- are date-stamped
- can include a publication start and end date so that you can control when it is visible on the site
- can be authored by several people without the need for these authors to have administrative access to the site.

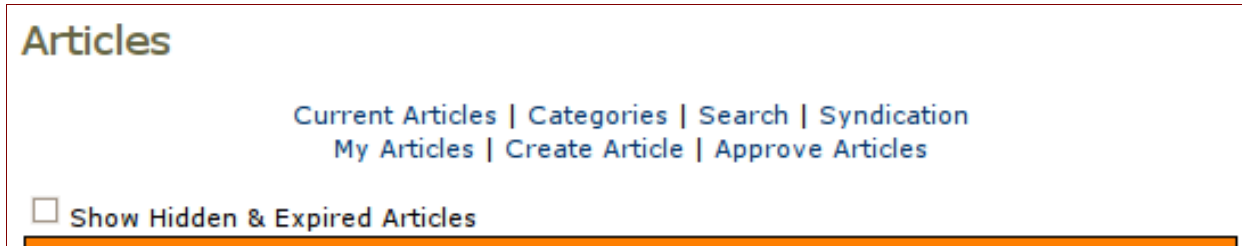
There is a single collection of articles for the site, however there can also be pages that only display one of the categories. These secondary pages typically have a more limited interface than the main page

2. Using *Articles*

2.1. Create an article

To create an article in the main Articles module

1. Navigate to the Articles page
2. Click on **Create Article**



3. The main editing window will open.

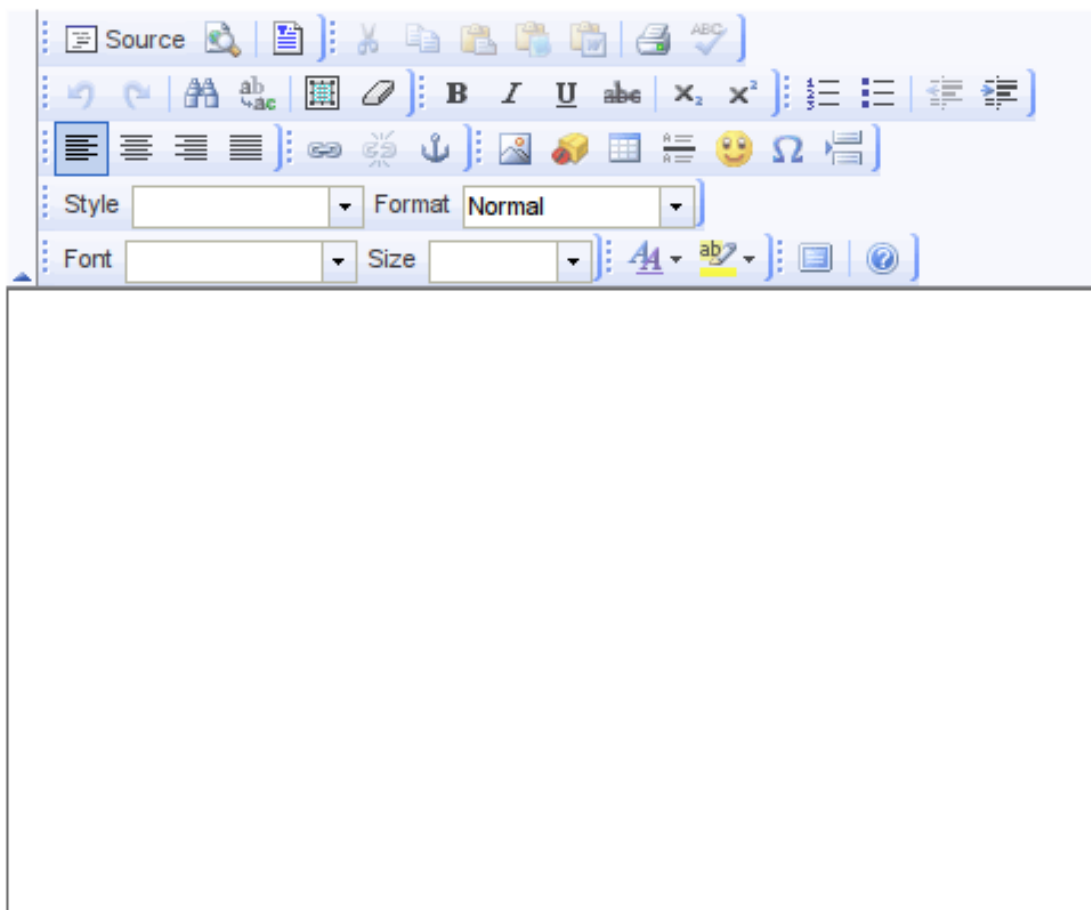
[-] Create

In this section, you can specify your content.

Title:

Body:

Basic Text Box Rich Text Editor



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text manipulation, including bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar, there are two dropdown menus: 'Style' and 'Format' (set to 'Normal'). At the bottom of the toolbar, there are 'Font' and 'Size' dropdown menus, along with a color selection tool. Below the toolbar is a large, empty text area for entering content.

Attachments

Excerpt

4. Complete the required fields
 1. Title
 2. Body
 3. Category (pick one or more)
5. Click **Publish** to make the article available

☐ Action

In this section, you can perform actions relating to the content.

🔄 **Status:**

Draft ▼

[Update](#) [Publish](#) [Add/Edit Pages](#) [Cancel](#)

There are additional settings that can be filled in, see Advanced Article Settings below. The features of the Rich Text Editor are covered at EWDS *Guides and Demos* (<http://ewds.strath.ac.uk/AdministratorsGuides/GuidesandDemos>)

You can also create an article in the secondary articles areas by clicking on Create Article.

3. Advanced Article Settings

Create an Article shows the basis steps to create an article but there are more settings that can fine tune what users will see.

3.1. Attachments

There are two types of attachment, and Article Image and an Article Link

Attachments

Image:

Link Type:

URL (A Link To An External Resource)

File (A File On Your Site)

File Location:

Root

File Name:

<None Specified>

Link:

Link Type:

None

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

New Window?

3.1.1. Article Image

An article image will be shown with the title of the Article and can be used to provide an “icon” for the article.

To use an image on an external site

1. select URL
2. enter the address of the external image file

You can also choose an image file on your site

1. select the File option
2. Choose the Folder

3. either
 1. select an existing image or
 2. click Upload New File to add a new image to the site

Make sure there are no copyright/IPR issues raised by the use of the image

3.1.2. Article Link

An article link allows you to use the article as a form of annotated web link. The text you provide in the body is displayed to users, but when they click on the “Read More...” link they are taken to the destination specified by your link.

There are three types of link

- URL to link to an external web address
 - if you choose this option also select the **New Window** option
- Page on the site; simply pick the name of the page from the list
- File
 1. select the folder
 2. select the file (if the file is not already on the server you can also upload a file)
 3. select the **New Window** option

3.2. Organize

In the Organize section you can choose which categories this article addresses.

3.3. Excerpt

By default the system presents users with the first 150 characters of your article in the “Latest Articles” section. However this will sometimes not really explain the nature of the article. To create your own summary of your article use the **Excerpt** area.

3.4. Publish options

In most cases you will want to simply publish your article but there are some additional options

- **Featured** if you set an article as “featured” it will appear before the “non-featured” articles in any listing
- **Secure** this option will hide the article from all users except Theme Champions
- **Publish** and **Expiry Dates** allow you to create articles that will automatically appear to users at a given date and then disappear on the expiry date

3.5. Status

As a Theme Champion you can publish your own articles, so there is no need of the “Awaiting Approval” status option.

To save your article as a draft that you can edit further

1. select Draft from Status
2. Click Update

3.6. Add/Edit Pages

You can create articles with multiple pages. The list of pages will be shown at the bottom of the article when a user is reading the full article.


The first page of your article is the one you create through the main form.

To add additional pages

1. Click Add/Edit Pages

Action

In this section, you can perform actions relating to the content.

 **Status:**

[Update](#) [Publish](#) [Add/Edit Pages](#) [Cancel](#)

2. This opens the Page Management page

Articles

[Current Articles](#) | [Categories](#) | [Search](#) | [Syndication](#)
[My Articles](#) | [Create Article](#) | [Approve Articles](#)

Editing pages of the article: My article's title

	Sort Order	Title
	0	user

[Add Page](#) [Edit Sort Order](#) [Edit Summary](#) [Submit For Approval](#)

3. Click Add Page

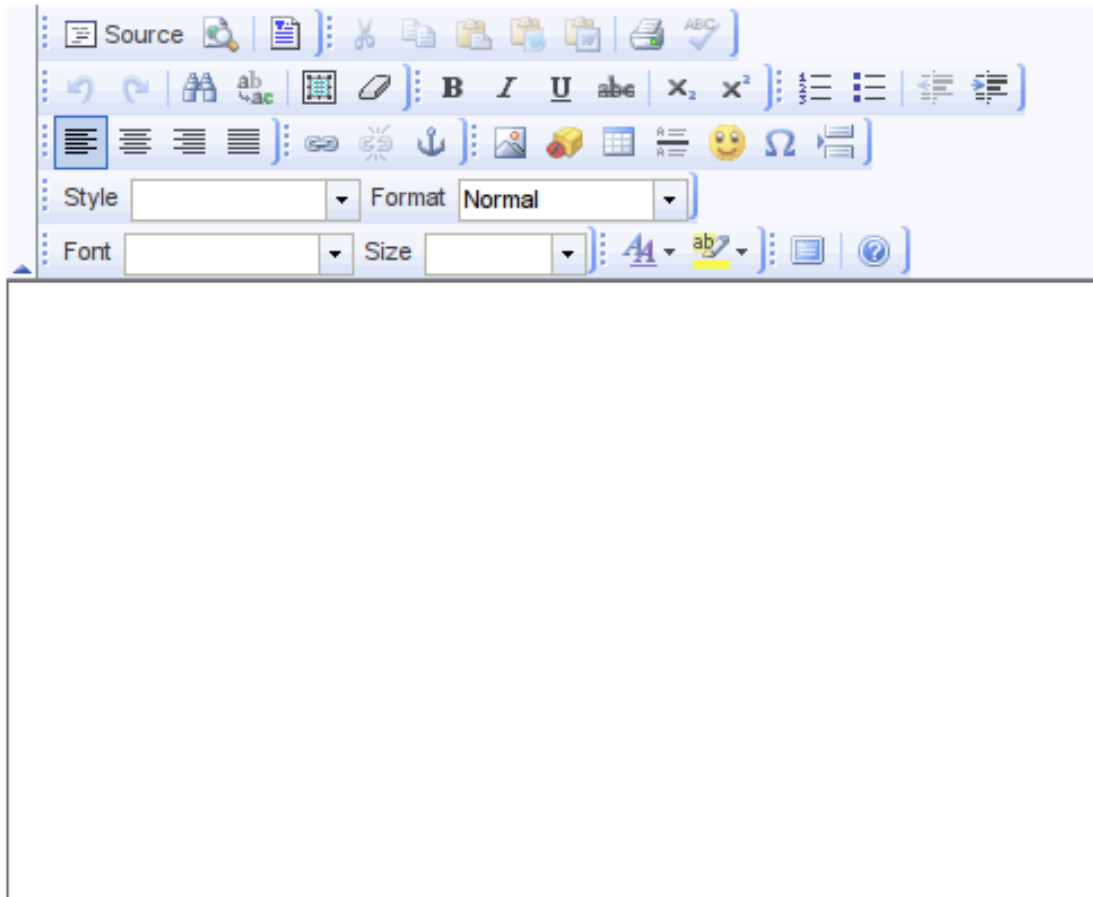
Page Settings

In this section, you can edit a page settings for this article.

Title:

Page Text:

Basic Text Box Rich Text Editor



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar, there are dropdown menus for 'Style' and 'Format' (set to 'Normal'). Further down, there are dropdown menus for 'Font' and 'Size'. The main area of the editor is a large, empty white box.



[Update](#) [Cancel](#)

1. Complete the new page Title
2. Complete the page body
3. Click Update
4. The Page Management page will show the new page

Articles

[Current Articles](#) | [Categories](#) | [Search](#) | [Syndication](#)
[My Articles](#) | [Create Article](#) | [Approve Articles](#)

Editing pages of the article: **My article's title**

	Sort Order	Title
	0	this is the first page's title
	1	a second page of content

[Add Page](#) [Edit Sort Order](#) [Edit Summary](#) [Submit For Approval](#)

1. you can edit a page by clicking on the edit icon (blue pencil)
2. you can change their order using the “Edit Sort Order” link.

“Edit Summary” returns to the main article editing form.

4. Edit an existing article

If you are the author of an article you can edit the text even after the article has been published.

1. Navigate to the Articles page
2. Click on My Articles

Articles

[Current Articles](#) | [Categories](#) | [Search](#) | [Syndication](#)
[My Articles](#) | [Create Article](#) | [Approve Articles](#)

Show Hidden & Expired Articles

3. Select what type of articles to display
 - Draft Articles Only: for articles you have saved but not published
 - Unapproved Articles Only: (only relevant if you need to get articles approved)
 - Approved Articles Only: for published articles

Articles

[Current Articles](#) | [Categories](#) | [Search](#) | [Syndication](#)
[My Articles](#) | [Create Article](#) | [Approve Articles](#)

Approved Articles Only ▾

	Created Date	Title	Author
	16/09/2008 22:33:34	My article's title	James Everett

4. To edit your article click on the edit icon (blue pencil)