

How to Create a Website Article

1. LOGIN TO THE WEBSITE

There are different types of users on the website.

PUBLIC (unregistered visitors) can access anything on the site not specifically restricted. This currently includes most users and most of the website.

REGISTERED members can also access items unregistered users cannot. i.e. Contribution request forms, featured event request forms, web-link and prayer request submission.

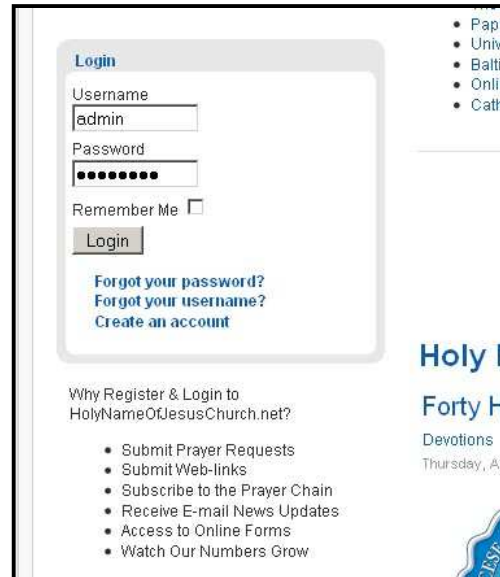
SPECIAL members:

AUTHORS can submit articles to the site and edit their own articles.

EDITORS review and edit any submitted articles.

PUBLISHERS control what and when articles “go live” on the website.

MANAGERS, ADMINISTRATORS, SUPER ADMIN

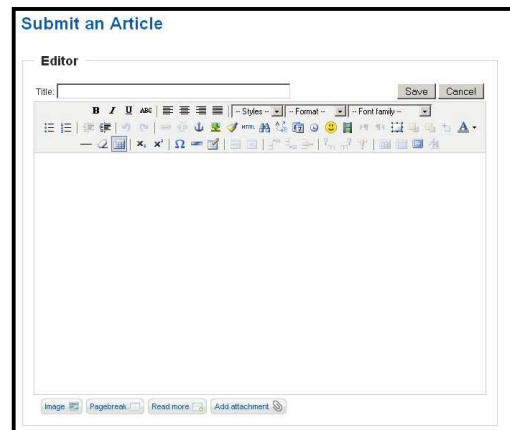


2. SUBMIT AN ARTICLE


TITLE – Name your article. Try to be both brief and descriptive.

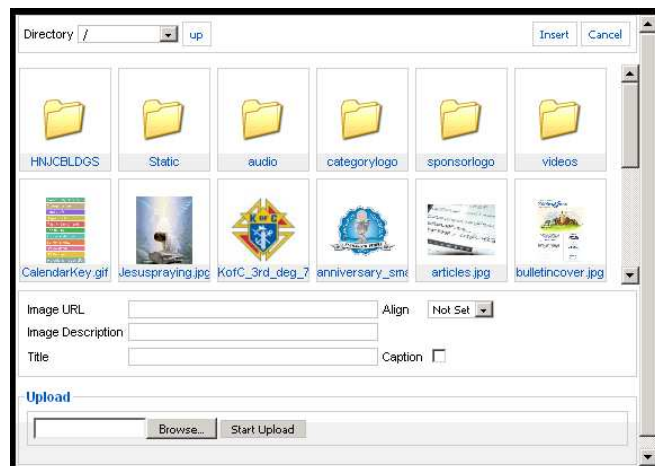


EDITING AREA – This is where you edit your article. Using the toolbars at the top of the editing area is much the same as your standard word processor.



SPECIAL BUTTONS: INSERT AN IMAGE

 You will see all available pictures on the website and you can select one. If you would like to use a picture on you computer, click on **Browse Files** at the bottom of the screen, and then **Start Upload**. If the image you want to use is on the Internet, just copy and paste the image's URL into the **Image URL** box. You can also add a description and title. The description will display if there is a problem downloading the image. The title will display when you hover over the image.



If you check the **Caption** checkbox, the title will display beneath the image. When you are finished, click **Insert** at the top right.

INSERT A PAGEBREAK



When you submit an article you can choose to have everything on one page, or put parts of the article on different pages. When you press the **Pagebreak** button you will select the **Page Title** and a **Table of Contents Alias**. When you are finished scroll back to the left and click **Insert Pagebreak**. In the editing box, a pagebreak is a dashed line.


ADDING A READ MORE BREAK



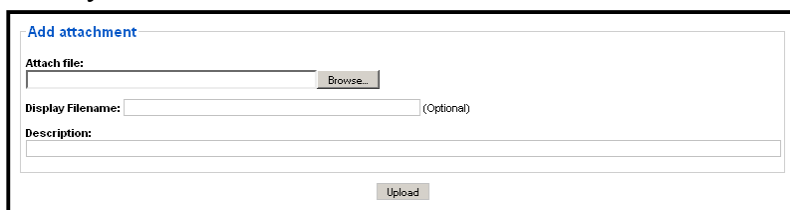
A “Read More” break is a divider that shows what part of your article will be seen as preview text. Everything above the red dashed line will be seen in the preview as well as the article itself. The content below the line will only be seen if the article is clicked on. If you do not insert a Read More break, the whole article will be displayed. You do not want to do this unless it is just a short announcement. There are no other screens or options.

ADDING AN ATTACHMENT



The **Add Attachment** button allows files to be uploaded and attached to content articles. In order to add an attachment, you must save the article at least once. You may also add an attachment from the regular article view using  **Add attachment** this button. A dialog box will open to allow you to select the attachment. Click

Browse... and find the file you want to upload on your computer. **Display Filename** lets you specify a different filename to display to the user. The detailed **Description** will display next to the filename. When you click **Upload** the file will be uploaded to the website. As an author you may delete or update a file at any time.



2. SELECT PUBLISHING OPTIONS

Select parameters for where and when and how the article is published.

SECTION AND CATEGORY – Select the ministry and it’s commission.

PUBLISHED – Only publishers and above can select an article to be published by default. Authors will not see this option.

SHOW ON FRONT PAGE – Select whether you want the article also displayed on the Front Page of the website. Please ensure that longer articles on the Front Page have preview text (Read More break) designated.

AUTHOR ALIAS – Enter the Author’s name if different than the person submitting the article to the website.

START AND FINISH PUBLISHING – By default articles will begin publishing as soon as they are approved and never expire. Here you may select start and end dates (and times) for your article.

ACCESS LEVEL – Select which users are able to see your article.

