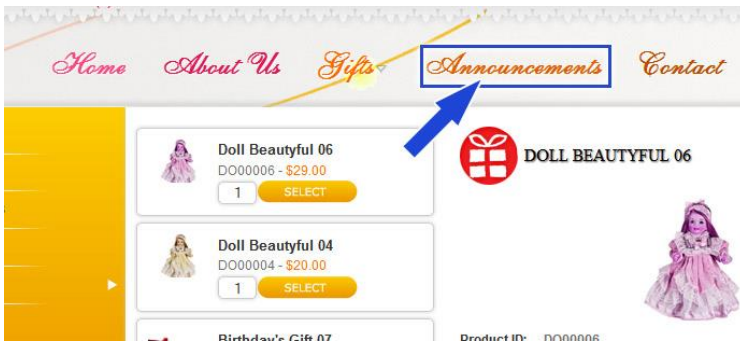


2. To Add an Article to the Website

In this example, you will practice posting an article to the website. This article announces about the New Year Shoes Sale and will appear in the menu item "Announcements".

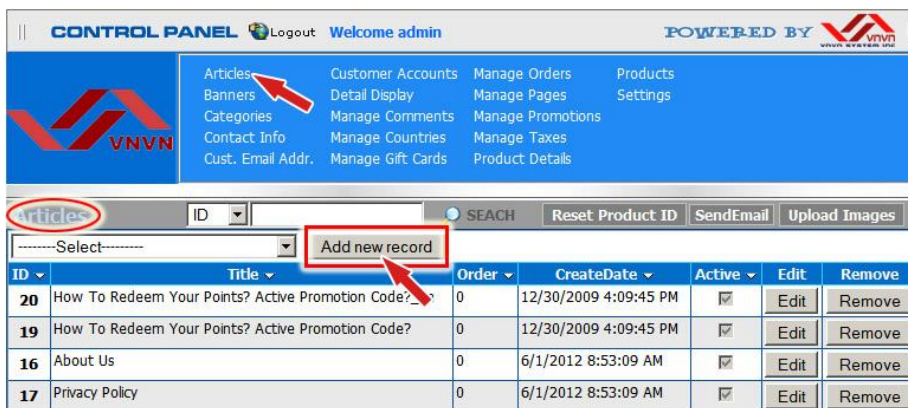
Suppose your website already had a menu item named "Announcements" on the Top Menu.



Here's how to add an article.

- **Login** the Control Panel as usual.

You will see the Control Panel with the list of articles.



CONTROL PANEL Logout Welcome admin POWERED BY VNVN

Articles Customer Accounts Manage Orders Products
Banners Detail Display Manage Pages Settings
Categories Manage Comments Manage Promotions
Contact Info Manage Countries Manage Taxes
Cust. Email Addr. Manage Gift Cards Product Details

Articles

SEARCH Reset Product ID SendEmail Upload Images

-----Select----- Add new record

ID	Title	Order	CreateDate	Active	Edit	Remove
20	How To Redeem Your Points? Active Promotion Code?_	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	Edit	Remove
19	How To Redeem Your Points? Active Promotion Code?	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	Edit	Remove
16	About Us	0	6/1/2012 8:53:09 AM	<input checked="" type="checkbox"/>	Edit	Remove
17	Privacy Policy	0	6/1/2012 8:53:09 AM	<input checked="" type="checkbox"/>	Edit	Remove

- Click “**Articles**” on the top menu.

The gray title bar is showing “Articles”. Underneath is the box to filter articles by category and the “Add new record” button. Below is the list of existing articles.

A. Step 1: Create a new article record. You will link it to a category in step 2.

ID	Title	Order	CreateDate	Active	Edit	Remove
20	How To Redeem Your Points? Active Promotion Code?_vn	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	Edit	Remove
19	How To Redeem Your Points? Active Promotion Code?	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	Edit	Remove

- Click the “**Add new record**” button. A blank record will appear. Fill in the following boxes.
- **Title.** Fill in the title of the article. On the right side of the Title there is a “Title Case” box. If this box is checked, the first letter of every word you type in here will become capital.

- **Brief.** Fill in the summary of the article.
- **Description.** Fill in the article itself.

The screenshot shows the 'Articles' management interface. At the top, there are tabs for 'Articles', 'ID', 'SEARCH', 'Reset Product ID', 'SendEmail', and 'Upload Images'. Below these is a blue header bar with the text 'Add record'. The form contains several sections:

- Title:** A text input field containing 'New Year Shoes Sale' and a checked checkbox for 'Title case'.
- Brief:** A rich text editor with a toolbar and a text area containing 'We are having a big sale on shoes of anv brand at the New Year's Sale.'
- Description:** A rich text editor with a toolbar and a text area containing 'We are having a big sale on shoes of any brand at the New Year's Sale. The sale prices on these products already reflect our new discount. Enjoy the season and enjoy the sale. This sale will continue until February 28, 2012.'
- FileLink:** An empty text input field.
- Order:** A text input field containing '0' and a red asterisk indicating it is required.
- CreateDate:** A date and time input field showing '1/6/2013 9:49:10 PM'.
- Active:** A checked checkbox.

At the bottom of the form, there are three buttons: 'Add', 'Reset', and 'Close'. The 'Add' button is highlighted with a red box, and a red arrow points to it from the right.

- Click the **"Add"** button.

The message "Record added successfully!" will appear at the upper left corner and another blank record will appear.

However, the task is not done yet. You still need to map this article to a category, which means to link it to a category.

B. Step 2: Map the article to a category.

Find the article you've just created. It's the top article of the list in the lower part of this screen.

Articles ID SEARCH Reset Product ID SendEmail Upload Images

Add record successful!

Add record

Title: (*) Title case

Brief: **B I U ABC** | | | | | Format | Font Family | Font Size | | | | | | | | | | | | | | Styles | |

Path:

Description: **B I U ABC** | | | | | Format | Font Family | Font Size | | | | | | | | | | | | | | Styles | |

Path:

FileLink:

Order: (*)

CreateDate:

Active:

--Select-----

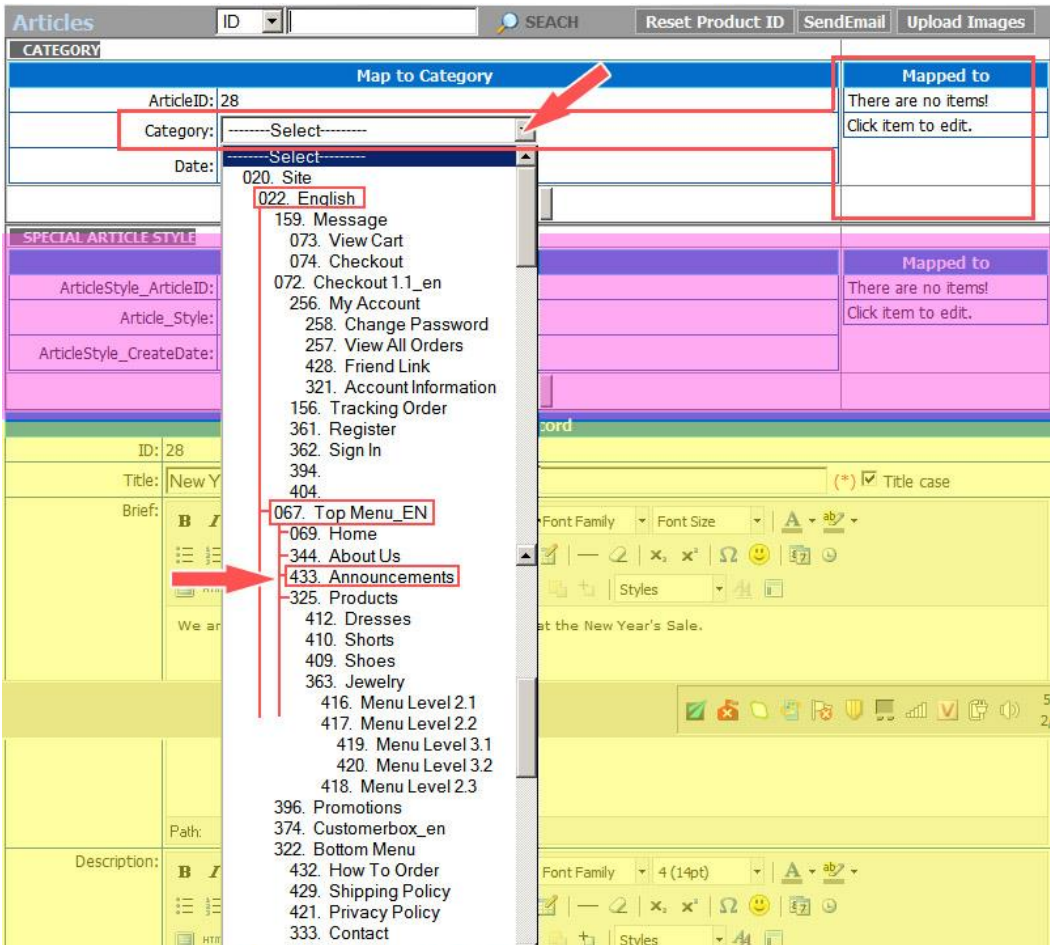
ID	Title	Order	CreateDate	Active	Edit	Remove
37	New Year Shoes Sale	0	1/6/2013 9:49:10 PM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
20	How To Redeem Your Points? Active Promotion Code?_vn	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
19	How To Redeem Your Points? Active Promotion Code?	0	12/30/2009 4:09:45 PM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

- Click the ID number or click the "Edit" button on the same line with this article to open this record.

Articles		ID	SEARCH	Reset Product ID	SendEmail	Upload Images
Record deleted successfully!						
CATEGORY						
Map to Category						Mapped to
ArticleID:	28					There are no items!
Category:	-----Select-----					Click item to edit.
Date:	2/9/2013 1:47:06 AM					
<input type="button" value="Add"/> <input type="button" value="Close"/>						
SPECIAL ARTICLE STYLE						
Map to Special Article Style						Mapped to
ArticleStyle_ArticleID:	28					There are no items!
Article_Style:	-----Select-----					Click item to edit.
ArticleStyle_CreateDate:	2/9/2013 1:47:06 AM					
<input type="button" value="Add"/> <input type="button" value="Close"/>						
Edit record						
ID:	28					
Title:	New Year Shoe Sale					(*) <input checked="" type="checkbox"/> Title case
Brief:	<div style="border: 1px solid #ccc; padding: 5px;"> B I U ABC Format Font Family Font Size </div> <p>We are having a big sale on shoes of any brand at the New Year's Sale.</p>					
Description:	<div style="border: 1px solid #ccc; padding: 5px;"> B I U ABC Format Font Family Font Size: 2 (10pt) </div> <p>We are having a big sale on shoes of any brand at the New Year's Sale. The sale prices on these items already reflect our new discount. Enjoy the season and enjoy the sale! This sale will continue until Feb. 28, 2013.</p>					
FileLink:						
Order:	0 (*)					
CreateDate:	2/3/2013 7:23:12 PM					
Active:	<input checked="" type="checkbox"/>					
<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/> <input type="button" value="Close"/>						

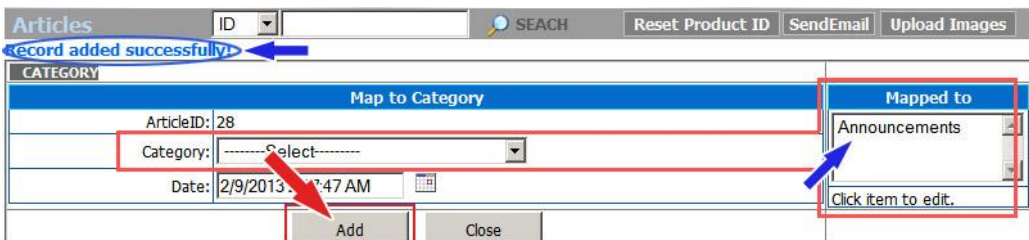
This record will now have 2 extra sections at top. You only need to concern with the top section. The lower section is used only in some special cases.

- Click the Category box. A dropdown list will appear.



The list is pretty long but you only need to focus on the group "Top Menu_EN". Find the category "Announcements" and click on it.

The "Category" box is now filled with "Announcements".

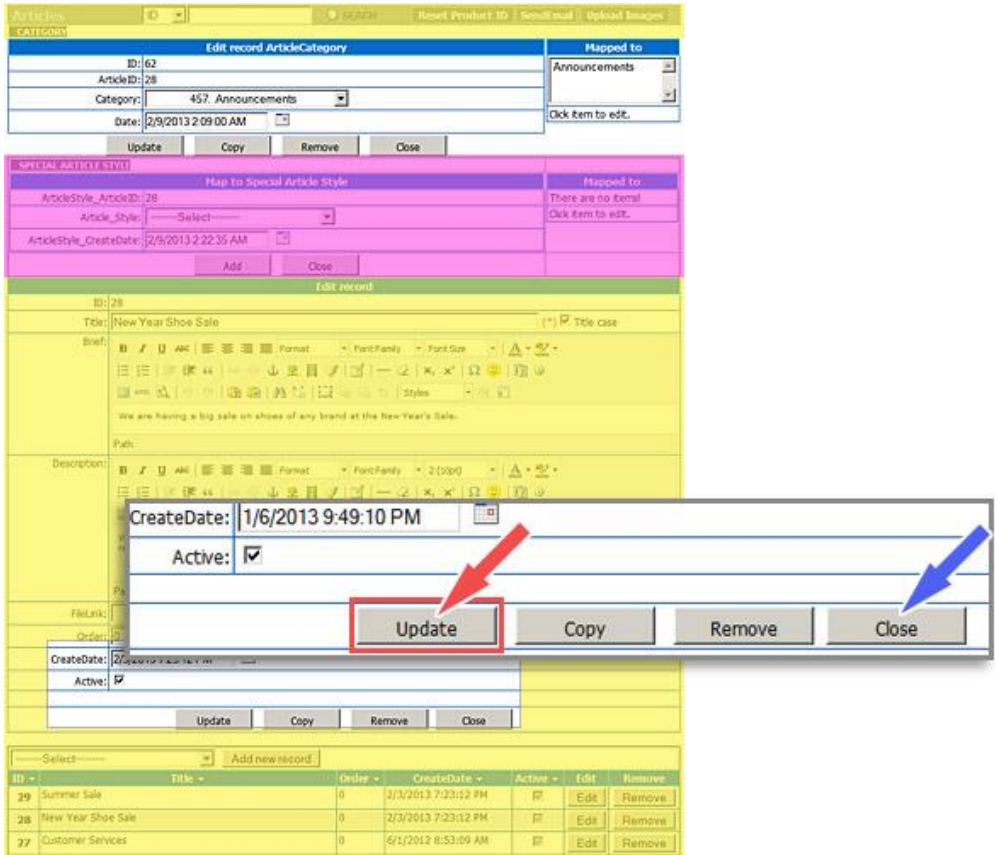


- Click the **“Add”** button underneath. This action means you are adding this category to the “Mapped to” list, or link this article to the category “Announcements”.

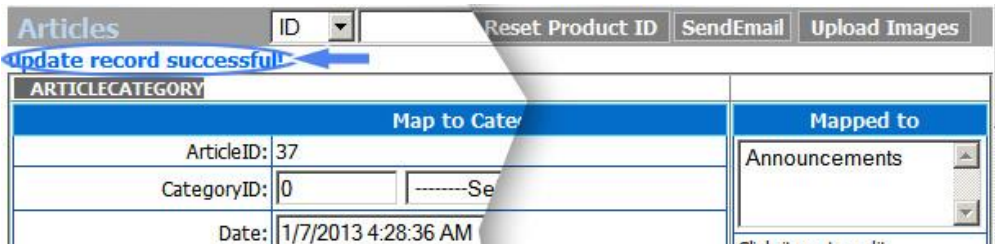
NOTE: After linking the article to a category, you can still change or remove it from the “Map to” list. Click on “Announcements” in the “Map to” list, some new buttons will appear such as “Update”, “Copy”, “Remove”, “Close”.

The screenshot shows a web interface for mapping an article to a category. The main form has the following fields: ID: 68, ArticleID: 37, Category: 457. Announcements (selected in a dropdown), and Date: 5/9/2013 3:15:00 AM. To the right, a 'Mapped to' list contains 'Announcements'. A red box highlights the 'Category' field and the 'Mapped to' list. A red arrow points to the 'Announcements' item in the list. Below the form are buttons for 'Update', 'Copy', 'Remove', and 'Close'.

- To change the category: Click the “Category” box. Select another category. Then, click the “Update” button.
 - To remove a category from the list: Click the category in the “Mapped to” list. Then click the “Remove” button.
 - Insert an image in the article.
- Please read article **“3. To Insert an image in an Article”** for instructions.
- Click the **“Update”** button at the bottom of the record.



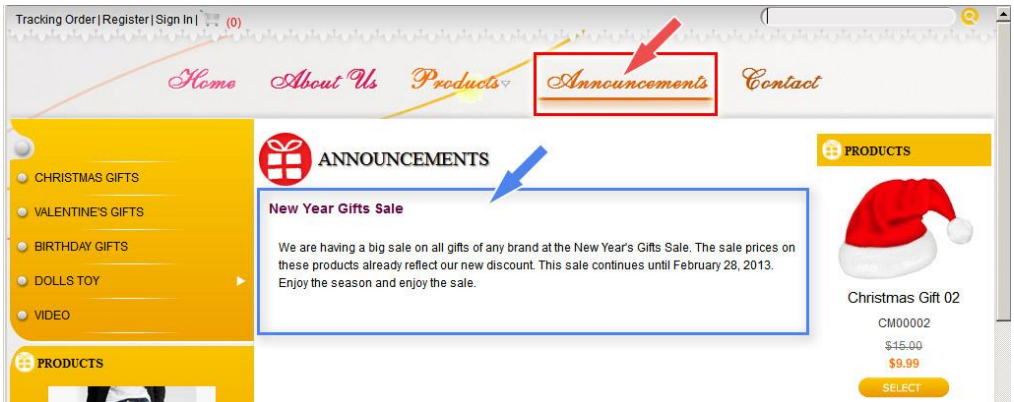
The message "Record updated successfully!" will appear at the upper left corner.



- Click the "Close" button at the bottom of the record. You will be back to the main screen of the Control Panel.

C. Check your website.

- Go to your website.



- Click the menu item "Announcements" on the top menu. The article will appear as you see here.

NOTE: Since there is only one article in this category, it will appear when you click this menu item. If there is more than one article, you will see a list of titles together with the summaries.



You have finished adding an article to the website. You can now logout the Control Panel.

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