## 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.

JJ.		ANEL 🕲 Logout	Welcome admin			PC	WEBE	DBY	Vinvin
		Articles Banners Categories Contact Info Cust. Email Addr.	Customer Accoun Detail Display Manage Comment Manage Countries Manage Gift Cards	ts Manag Manag S Manag Manag Produi	e Orders e Pages e Promotions e Taxes ct Details	Products Settings			
(VIII	icles			O SEACH	Reset Pr	oduct ID	SendEmai	l Uplo	ad Images
	Select		Add new record		100000000000000000000000000000000000000	No.		the second	145 T
ID 🗸		Title 🗸 👘		🛛 Order 🤝	CreateD	ate 🔻	Active 🗸	Edit	Remove
20	How To Redeem Yo	our Points? Active Pro	motion Code?	0	12/30/2009 4	09:45 PM		Edit	Remove
19	How To Redeem Yo	our Points? Active Pro	motion Code?	0	12/30/2009 4	:09:45 PM	M	Edit	Remove
16	About Us			0	6/1/2012 8:53	09 AM		Edit	Remove
17	Privacy Policy			0	6/1/2012 8:53	:09 AM	M	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.

Articles		SEACH	Reset Product ID	SendEma	il Uplo	ad Images
		Add record		1.1		
Title	:			(*)	Title cas	e
Brief	B	▼ Font Fa	mily • Font Size •   - 2   ×, ×' Ω <sup>(2)</sup>   Styles • <u>4</u> [	A • 💇 • 17 0		
	Path:					
Description	: B / U A96   臣 吾 吾 ■ Format 汪 汪   津 律 44   ∞ 炎 ↓ 愛 ■ ■ HTTML &   ック ♥   優 簡   AA ☆	▼ Font Fa	mily ▼ Font Size ▼   - 2   ×, ײ   Ω ③   Styles ▼ 44 ■	A • 💇 •		
	Path:			16	8	
FileLink	:					
Order	: 0 (*)					
CreateDate	: 1/6/2013 9:06:35 PM					
Active						
	Add	Reset	Close			
Select	<ul> <li>Add new record</li> </ul>	No. of Concession, Name				
ID 🗸	Title 🗸	Order 🗸	CreateDate 🗸	Active 🗸	Edit	Remove
20 How To Rede	eem Your Points? Active Promotion Code?_vr	0	12/30/2009 4:09:45 PM		Edit	Remove
19 How To Rede	eem Your Points? Active Promotion Code?	0	12/30/2009 4:09:45 PM	M	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.

Articles	ID 💌	🔎 SEACH	Reset Product ID	SendEmail Upload Images			
		Add record					
Title:	New Year Shoes Sale			(*) 🗹 Title case			
Brief:	B / Ŭ ↔   ≣ ≣ ≣ ≣ ∷ ::: ::: :::::::::::::::::::::	Format 🔹 Font Family	• Font Size • $ _{2}$	A - #2 -			
	🔲 HTTL 🕰 🔊 (~) 🔯 🍘 (#1) 🖏 (#1) 🖾 🗉 🖬 🗤 (Styles 🔹 🕂 👔						
	We are having a big sale on shoe	es of anv brand at the New Ye	ear's Sale.				
	Path:						
Description:       B       I       U       ABE       Image: The second s							
FileLink:							
Order:	0 (*)						
CreateDate:	1/6/2013 9:49:10 PM	1					
Active:	<b>N</b>						
	Add	Reset	Close				

• 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 -			SEACH Reset Product ID SendEmail Upload In					ad Images	
dd record succes	ssful <			-					
	1000 C		Α	dd record					
Title:							(*) 🔽	Title cas	e
Brief:	BZU		Eormat	<ul> <li>Font Fa</li> </ul>	mily • Font Size	-   A	+ ab/ +		
				1 2 1					
				✓ 1 🖾 1 - 		د 🙂 ا ف	<u>z</u> 9		
	HTML C	🔲 HTML 🕰   17 (*   189 189   188 136   148 149 149 149 149 149 149 149 149 149 149							
	Path:								
Description:	BIU		Format	▼ Font Fa	mily - Font Size	-   A	• <u>ab</u> 2 •		
		E 🖅 📢 📾	ا 👱 🕹 🚳	11-	- Q   X2 X2   S	2 🙂 🛙	7 9		
	П нтт.	. 1 vo 1 🕅	1 AA 00 1	10.0.+	Styles +	AL E			
		• • • • • •			- I other				
	Path:								
FileLink:									
Order:	0	(*)							
CreateDate:	1/6/2013 9	50:36 PM	8						
Active:									
Active.	A.C.I.			-	-			L'ans	
			Add	Reset	Close				
			11						
- Select			da new record	0.1-	Over the Destan				
27 New Year Sho	es Sale			0	1/6/2013 9:49:10	PM	Recuve +	Edit	Remove
S/ Herr Te Dada	ann Maur Dain	to 2 Antino Door	ation CodeD	0	12/20/2000 4:00:	E DM	IN.	Edit	Remove
20 How to Rede	em Your Poir	its? Active Prom	ocion code?_vn	U	12/30/2009 4:09:4	IS PM	M	Edit	Remove
19 How To Rede	em Your Poin	nts? Active Prom	otion Code?	0	12/30/2009 4:09:4	5 PM		Edit	Remove

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

Articles D	SEACH Reset Product ID	SendEmail Upload Images					
Record deleted successfully!							
CATEGORY							
	Map to Category	Mapped to					
ArticleID: 28		There are no items!					
Category:Sel	ect	Click item to edit.					
Date: 2/9/2013	1:47:06 AM						
	Add Close						
SPECIAL ARTICLE STYLE							
	Map to Special Article Style	Mapped to					
ArticleStyle_ArticleID: 28		There are no items!					
Article_Style:Sel	ect	Click item to edit.					
ArticleStyle_CreateDate: 2/9/2013	1:47:06 AM						
	Add Close						
	Edit record						
ID: 28							
Title: New Year Shoe	Sale	(*) 🗹 Title case					
Brief: B I U ABE	📰 🗃 🧮 Format 🔹 Font Family 🔹 Font Size 🔹 🔺	+ aby +					
日日津俸	🐝   == 🗄 ů 🗷 📕 🍼   🗹   - 2   ×. ×'   Ω 🙂   ξ	0					
🔲 HTML 🗟   🔊	■ HTTL 🕰 🥑 (*) (20 (20 (20 (20 (20 (20 (20 (20 (20 (20						
We are having a	We are having a big sale on shoes of any brand at the New Year's Sale.						
Path:							
Description: B / II ABC	E = = Format • Font Family • 2 (10nt) • A	+ ab/ +					
		10					
		4 9					

	🔲 HTTN: 🕰 👘 🖓 🔛 🛍 🏭 🏦 🎧 📜 🛄 🖬 🕼
	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.
	Path: span
FileLink:	
Order:	0 (*)
CreateDate:	2/3/2013 7:23:12 PM
Active:	
	Update Copy Remove 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 "Annoucements" in the "Map to" list, some new buttons will appear such as "Update", "Copy", "Remove", "Close".

Articles				SEA	CH R	eset Product ID	SendEmail	Upload Images
CATEGORY			Map to	Category				Mapped to
	ID:	68		A CONTRACTOR OF A			Ann	uncements
A	rticleID:	37						1
Ca	ategory:	4	57. Announcem	nents 💌				
	Date:	5/9/2013 3	3:15:00 AM	1			Click it	tem to edit.
	Upo	late	Сору	Remove	Close		1	

- 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.

Articles	0 2	101	Anne Allens Grochert H	0 Seendi nu	d i Opload Inc	-		
Protocol and a second second	Edit n	ecord ArticleCategory			Mapped to			
10	62			-	nounrements.	14		
ArticleID	: 28							
Category	457. Ann	ouncements 💌				-		
Date	2/9/2013 2 09 00 A	м		Cick	tem to edit.			
Us	odate Cor	Remove	Close					
SPICIAL ARTICLE STYLE	in the second	Norman and	10					
SHOOD HAD AND AND AND AND	Hapt	to Special Article Style			Mapped to			
ArticleStyle_ArticleID	28			The	re are no iternal			
Article_Style	Salect-	<u> </u>		00	Arm to edt.			
ArticleStyle_CreateDate	2/3/2013 2 22 35 A	M E						
	4.4	d Oree	17					
		Contraction of the local division of the loc	The second se			-		
m:128		Luie rot						
Titler New	Year Shoe Sale			12:53	The case			
Boat								
	1 1 4 1 5 5	E Fornat •	FuntFanily + Jost Sue +	A-Z-				
臣	信   准備 44	山里目ず日	3] — 2   X, X   Ω 🖷	11 0				
10.0	+ 2 1 1 1 1 1 3	6 48   M 15   EE 5	to Styles + H					
- 10.0	are having a big sale	on shoes of any brand a	t the New Year's Sale.					
						_		
Path								
Description	1 日本 新田	I II Formet	FortFanily + 2 (500 +	A . 2 .				
=	E DE BE GE L	- 4 2 H / I	1-21××10-	1970 04				
C	createDate:	1/6/2013 9:49	9:10 PM					
1	Active:	V		/				
Da								
Fielant				-				
Orden D			Update	1	Сору		Remove	Close
CreateDate: 2/Jan	NIVIAN ILL IN			-		-		
Active: F						_		
		100 C						
	Lindate	Corry	Remove Close	1				
	oposte	Copy	Namera Cose					
Select		Add new record						
ID +	Title		der - Constellate -	A COLUMN	fish the	NUMBER OF		
29 Summer Sale	- Markes-	10	2/3/2013 7:23:52 74	R	Ede Ban	in a word		
the New Your Shoe Sale		0	3/3/2013 7:22/3 PM		Edd ID			
10			A STATE OF A STATE OF		E OF Hen	NOVE		
33 cristower pervices		10	6/1/2012 8:53:00 AM	1.16	Edit Ren	nove		

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

Articles	ID 💌	Re	set Product ID	SendEmail	Upload Images
update record successfu			-		
ARTICLECATEGORY		March 10			
		Map to Cat	e/		марред то
ArticleID:	37			Anno	uncements
CategoryID:	0	Se			
Date:	1/7/2013 4	:28:36 AM		Chala de	

• 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.

Tracking Order   Register   Sign In   📜 (0)	
Homo	About Us Products Announcements Contact
CHRISTMAS GIFTS VALENTINE'S GIFTS BIRTHDAY GIFTS DOLLS TOY VIDEO	REAL PRODUCTS New Year Clifts Sal We are having a big sale on all gifts of any brand at the New Year's Gifts Sale. Summer 2013 Sale Summer 2013 Sale Summer A commer We have a bit of shorts and swimsults for all members of your family. Please browse all of these fashionable terms. Birthday's Gift 05 BD00005 S75:500
PRODUCTS	\$72.00

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

# # #