9. To Edit, Delete an Article

You can always edit or delete an article after it was posted on the website.

Editing an article

In this example, you will edit an article that is on the English section of your website. Here is how to do it.

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

B. Click "**Content Manager**" on the top menu, then select "**Articles**" in the drop down list. Or, you may click on the **Articles icon** in the center area.

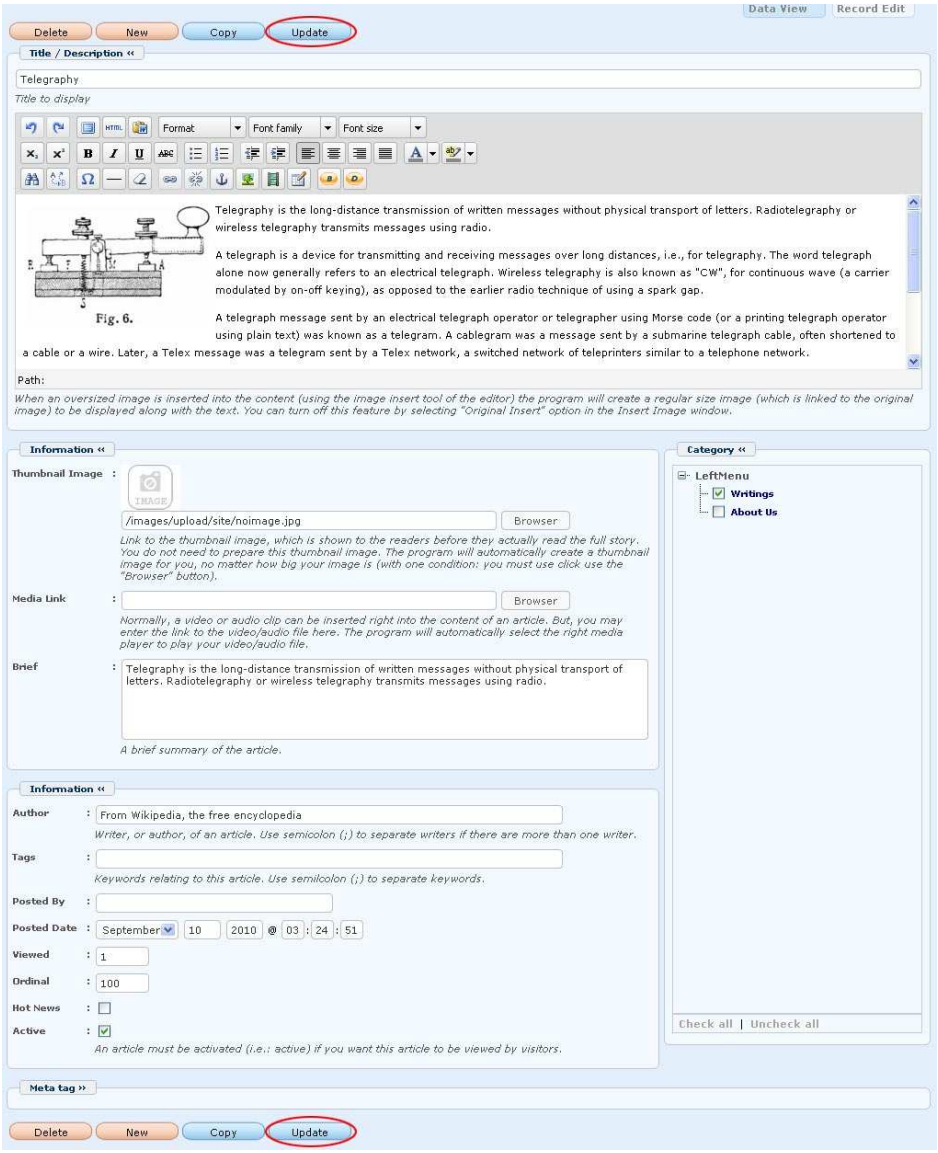
C. **Select which language site to manage**.

You are going to edit an article in the English section, so you will click on the box near the upper left corner and select "**English Site**".

D. You will see a list of existing articles in the English site. **Find the article** in the list.

E. **Click on the title** of the article (or click the pencil icon on the same line with the article).

The record of this article will appear.



F. Edit any data as you wish. In this example you will delete a paragraph from the article. Highlight the part you want to delete then hit the "**Del**" key on your keyboard.

G. When you are done with editing, click the "**Update**" button at the top or bottom of the screen to save the changes. The message "**Update Successful!**" will appear near upper left corner.

H. Go to your website to check if the article was changed. You must **refresh the web page** to see the changes. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have finished editing an article.

Deleting an article

In this example, you will delete an article from the English section. Here is how to do it.

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

B. Click "**Content Manager**" on the top menu, then select "**Articles**" in the drop down list. Or, you may click on the **Articles icon** in the center area.

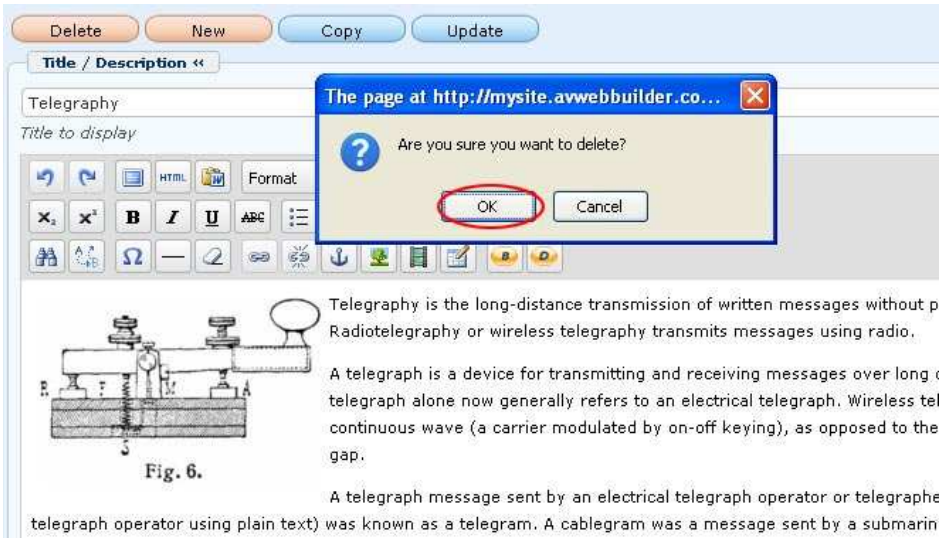
C. Select which language site to manage.

You are going to delete an article in the English section, so you will click on the box near the upper left corner and select "**English Site**".

D. You will see a list of existing articles in the English site. **Find the article** in the list.

E. Click the **trash can icon** on the same line with the article.

NOTE: You can also view the article to make sure it is the article you want to delete. In that case, click on the title of the article to open the record. Then, click the "**Delete**" button at the top or bottom of the screen.



F. You will be asked to confirm. Click the "**OK**" button.

G. Go to your website and check if the article has been deleted . You must **refresh** the web page. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have finished deleting an article.