7. To Add an Article to the Website

A website normally consists of mostly **News** and **Articles**. Your website should already have a category for this content type before you can add an article. The title for this category may be News, Reviews, Writings, About Us, and so on. In this Admin Guide, the term "Articles" is used to refer to any writings, including news.

In the previous instructions, we have already added the category "Writings" to the website and it is in the English site.

Now, it's time to add an article to it. Let's add an article with the title "Telegraphy".

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 add an article to the English site, so you will click on the box near the upper left corner and select "**English Site**".

You will see a list of existing articles in the English site of this website. In this example, the list is empty.

D. Click the "**Record Edit**" button near the upper right corner. A blank record will appear.

Click the "**New**" button if the record is not blank. Otherwise, go on to the next step.

E. Fill in the 5 essential data of an article. They are:

1. **Title.** Fill in the title of the article. It is **required**. In this example, let's fill in with "Telegraphy".

2. **Description.** Fill in this box with the text of the article. It is **required**. You will type or paste the text here.

3. **Category**. Click in the boxes corresponding to the categories you want this article to appear in. It is **required**. You will click the box on the same line with category "Writings" here.

4. **Brief**. Fill in this box with a short summary of the article. It is not required. This short summary will be displayed together with the title when a list of articles is displayed on the website. Let's copy and paste the first paragraph of the article here.

5. **Author**. Fill in this box with the author or writer of this article. It is not required. The author's name will be displayed right below the title when this article is viewed in detail. More than one author can be filled in here but they must be separated by a semicolon (;). This data is also used to link all articles by the same author to help readers quickly find other articles of the same author. It works similar to tags (or keywords).

You may leave the rest of the boxes as they are. You will know their purposes when you spend more time working with your website.
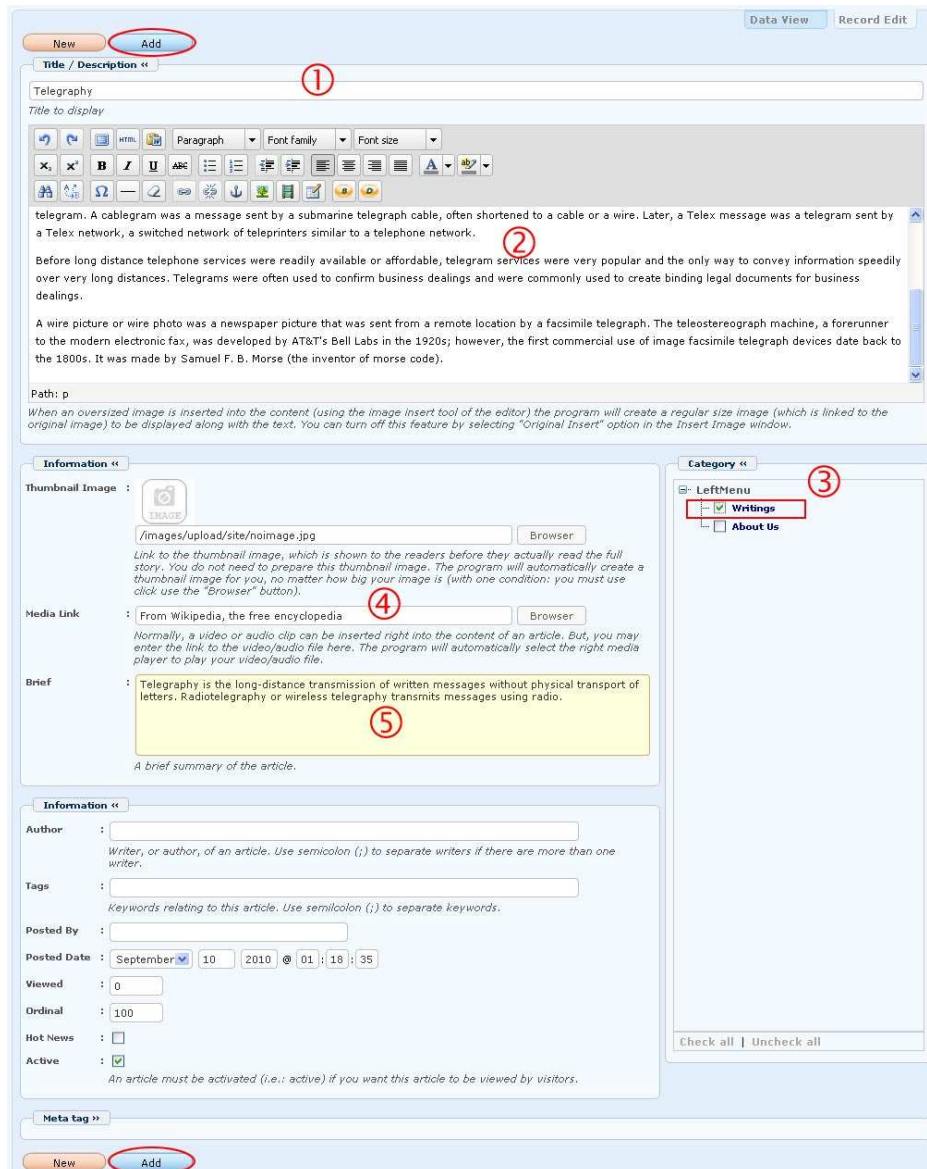
Following are brief information about the rest of the boxes (marked by the blue numbers).

6. **Thumbnail Image**. If you want to add a thumbnail image, fill in this box with the path to the image file in the web server. The admin program (i.e. Control Panel) provides tools to create a thumbnail image and fill in this box for you.

7. **Media Link**. If you want a media file (audio, video) to start playing when this page is opened, fill in this box with the path to the media file in the web server. The admin program provides tools to fill in this box for you.

8. **Tags**. If you enter a tag (keyword) in here, this article will be linked with other articles having the same keyword. By clicking on a tag name, visitors may quickly find other articles having the same tag. More than one tag can be entered here but they must be separated by a semicolon (;). You may display or hide the tags.

9. **Posted by**. Fill in here the name of the person who posts this article. It will be displayed below the Title. You may display or hide the name of the person who posts this article.

10. **Posted date**. The current date of your computer will be automatically filled in here. You may display or hide this date. **NOTE:** When you copy an existing article to make a new one, the posted date is still the original date. You may change the posted date to a day in the future. In that case the article will only appear from that date.

11. **Ordinal**. This number will decide the priority of an article in a list. An article with a smaller **Ordinal** will have a higher priority, which means it will be displayed nearer to the top of the list. The default number is 100.

12. **Hot News**. An article with this box checked will be displayed in the HOT NEWS box, if your website is setup to have a **Hot News** box.

13. **Active**. This box is checked, as default, when you add a new article. It means the article will appear on the website right away. By un-checking this box, you may stop an article from displaying until you check this box again.

When you have finished filling in the necessary boxes, go on to the next step.

F. Click the "**Add**" button at the top or bottom of the screen. The message "**Data Added Successfully!**" will appear near the upper left corner.

G. Go to your website and check if the article has been added. You must go to the category that contains the article you have just added. You may need to click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have finished adding an article to the website. In the next session, you will be inserting a picture into this article.